

**MINUTES OF THE  
RIVER PLACE NORTH HOUSING CORPORATION  
August 17, 2004  
1121 Arlington Boulevard  
Party Room, Lobby Level  
Arlington, Virginia 22209**

**CALL TO ORDER:** Vice President Brian Fredericks called the meeting to order at 6:08 p.m.

Directors Present: Mr. Brian Fredericks, Vice President  
Ms. Sara Shahade, Secretary  
Mr. Andrew Spell, Treasurer  
Mr. Assem Iskander, Director  
Ms. Nancy Joyner, Director  
Mr. Omer Malik, Director

Directors Absent: Mr. Hashmat Ali, President.

Management: Ms. Donna Cooper, Building Manager

**APPROVAL OF AGENDA:**

**MOTION:** Ms. Joyner moved, Ms. Shahade seconded, to approve the agenda as presented. The motion passed unanimously (6-0-0).

**APPROVAL OF MINUTES:**

**MOTION:** Ms. Joyner moved, Ms. Shahade seconded, to approve the Minutes of July 20, 2004 Board meeting as amended. The motion passed unanimously (6-0-0).

**REPORTS:**

A. President: No report.

B. Treasurer: Mr. Spell reported that the total operating cash was \$1.222 million with the carpeting and elevators as the major expenses. In response to Mr. Fredericks' question about work orders, Ms. Cooper said that they were less than anticipated but billing had been slower. She added that the correspondence she was sending out to shareholders and tenants usually generated interest. She also said that the figure was closer to \$500.00 and did not include keys.

C. OA Representative: Mr. Iskander reported that the \$330,000.00 from the insurance company for rebuilding the Entertainment Center was not the final budget. He said that savings from the closing of the center would bring the figure up to \$550,000.00 minimum. He also said that the amount might increase as final damages not part of the first estimate were assessed. He added that 3 proposals have been submitted ranging from \$750,000.00 to \$900,000.00, but that the architect was revising the design and eliminating the non-essentials to bring down costs. Mr. Iskander said that the OA Board addressed 3 issues: re-building the Entertainment Center with an estimated budget of \$650,000.00; proceeding

**River Place North**

**August 17, 2004**

**Page 2**

with the demolition and clean up at a price not to exceed \$40,000.00, the figure given by Spectrum; and hiring a structural engineer to assess whether the floor slab would withstand the new concrete load. He stated that the study depended upon the structural drawings of the Entertainment Center and the garage, but they cannot be found. As a result, a slab test had to be done to test the strength of the floor slab. Mr. Iskander added that the Board did not agree on where the additional funds would come from. He also said that the testing would cost about \$5,000.00 -6,000.00. Then he said that early on Mr. Ali suggested hiring someone with an engineering background to oversee the project, but Koger wanted to save money and do the oversight. Now, he said, Koger has withdrawn so the OA has to hire a construction manager which would be costly. Ms. Joyner then asked if the pool could remain open weekends through September. Mr. Iskander added that he would send residents an update on the status of the Entertainment Center.

**UNFINISHED BUSINESS:**

A. Tile: Ms. Cooper said she did not get all 3 bids for the tile in time for the meeting, but when she does she will email them.

B. Carpet: Ms. Cooper reported that when the carpet arrives in the warehouse about September 14, she would arrange for installation.

C. Elevators: Fabrication is estimated to start in mid October.

D. Lobby: The lobby is in need of accessories like pictures. Ms. Shahade suggested wooden benches in the vestibule to relieve use of the leather couches.

**MOTION: Ms. Joyner moved, Ms. Shahade seconded, to authorize \$3,000.00 for accessories to complete the lobby and foyer. The motion passed unanimously (6-0-0).**

E. Painting Stairwells: The painting has been done.

F. Signage: Ms. Cooper suggested waiting to replace signs in the whole building until the carpet was in. She said that the Arlington County Fire Department requires that signs appear on every stairwell landing and must include the way to the nearest exit. Mr. Spell added that the front of the building needed a new sign.

G. Removal of Obsolete Equipment: The removal has been completed.

H. Leasing Existing Space: Ms. Cooper said she has not heard from the leasing agent, but Mr. Ali may be communicating with him.

I. Office Relocation: Ms. Cooper said that the County promised to have an answer by Thursday. She said that 3 contractors have bid on the new office space. A proposal was also submitted for engineering. The first bid, she said, was for \$150,000.00 but demolition should be taken out.

J. Transfers: Mr. Fredericks asked why transfers were not approved by the Board. Mr. Iskander said it was cumbersome to wait until the Board meets once a month. Mr. Fredericks said he wanted to see everything approved by the Board. Ms. Cooper said she tried to tighten up the process and every resolution has an application attached. Mr. Fredericks

**River Place North**

**August 17, 2004**

**Page 3**

asked for a cumulative list of what is sold and the price. Ms. Cooper said that in addition to the unit number, closing date, and sale price she would include the type of unit.

**NEW BUSINESS:**

A. Proposed Bike Room Procedures: Ms. Cooper said people who register their bikes should have access to the room at any time. She also said that a numbered hang tag would coincide with the number on the bike space and on the registration form. Mr. Iskander then suggested that the following statement be added to the room sign: "Management not responsible for loss or damage to personal property." Ms. Cooper also recommended a motion sensor or security camera. She suggested a \$50.00 key deposit. Mr. Spell then suggested a \$10.00 registration fee for new users. Ms. Cooper then suggested moving the deadline for registration to October 1, 2004.

B. HVAC Controls: Ms. Cooper reported discussing this topic and picture identification at the manager's meeting. She also said drawings would be available at the next meeting.

C. Special Meeting to Approve Tile: Mr. Malik suggested approving the installation of the tiles by email and holding a special meeting of the Board if the approval is not unanimous.

D. Basement Beautification: Mr. Iskander suggested pressure washing the trash room and addressing the infestation problem.

E. Vandalism: Ms. Cooper reported that brown paint was splattered over the weekend in the stairwells. As a result, she started communicating with Superintendent of Schools for Arlington County. She said the principal for the Science and Technology High School wanted to hold a meeting with parents to reach out to the Mongolian community. She added that the graffiti might be related to gang activity.

F. Security Cameras: Ms. Cooper suggested installing cameras in stairwells that go outside. She said she recommended Honeywell for this project. Mr. Iskander said that the quality of the monitor in the gatehouse was poor. He also said the Board needed information on the location, number, and recording equipment storage. Ms. Cooper suggested that the Board email other questions.

**INFORMATIONAL ITEMS:**

A. Correspondence: Mr. Iskander said that the Board should respond to the writer that the Entertainment Center was an amenity and not part of the resale package or a tenant's contract. Ms. Joyner suggested apologizing that the Entertainment Center has not been fixed in a year and sending an update to each resident.

**EXECUTIVE SESSION:**

**MOTION: Ms. Shahade moved, Ms. Joyner seconded, to adjourn the open meeting at 7:44 p.m. to convene an Executive Session. The motion passed unanimously (6-0-0).**

River Place North

August 17, 2004

Page 4

ADJOURNMENT:

MOTION: Ms. Joyner moved, Ms. Shahade seconded, to adjourn the meeting at 7:50 p.m. There being no objections, the meeting was adjourned.

SUBMISSION OF MINUTES

Barbara Seaman  
Recording Secretary

Approved by:

Sara Shahade, Secretary  
River Place North  
Housing Corporation