

DRAFT

**MINUTES OF THE
RIVER PLACE NORTH HOUSING CORPORATION
September 21, 2004
1121 Arlington Boulevard
Party Room, Lobby Level
Arlington, Virginia 22209**

CALL TO ORDER: President Hashmat Ali called the meeting to order at 6:14 p.m.

Directors Present: Mr. Hashmat Ali, President
 Mr. Brian Fredericks, Vice President
 Ms. Sara Shahade, Secretary
 Mr. Andrew Spell, Treasurer
 Mr. Assem Iskander, Director, OA Representative
 Ms. Nancy Joyner, Director
 Mr. Omer Malik, Director [late]

Directors Absent: None

Management: Ms. Donna Cooper, Building Manager

APPROVAL OF AGENDA:

MOTION: Ms. Joyner moved, Mr. Iskander seconded, to approve the agenda as amended. The motion passed unanimously (6-0-0).

APPROVAL OF MINUTES:

MOTION: Ms. Shahade moved, Ms. Joyner seconded, to approve the Minutes of August 17, 2004. The motion passed (5-0-1) with Mr. Ali abstaining.

REPORTS:

A. President: Mr. Ali reported that the South and West buildings have hired Zalco to manage their financials. He also said that the North building needed a permanent staff member and might think about hiring a junior manager or assistant manager. The person should provide support for and work well with Ms. Cooper.

B. Treasurer: Mr. Spell reported that \$1.1 million was in replacement reserves because of delays on projects. He said that in terms of operating accounts, there were no major variances.

[Mr. Malik arrived at 6:24 p.m.]

Ms. Cooper then said that the OA was late billing, but Mr. Iskander said that buildings would have 2 weeks after receiving their invoice to pay their assessment or be fined \$500.00. Mr. Fredericks said that medical costs were high. Ms. Cooper replied that the first 6 months were expected to be high because it was time for renewal, but she was renegotiating with two companies. She added that she would have employees sign an agreement that they would pay for long- and short-term disability.

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Mr. Iskander asked about lost checks. Ms. Cooper said that some people do not know they are one month behind or have lost checks. She added that she was sending letters to two to collect their rent.

C. OA Representative: Mr. Iskander reported that the demolition of the Entertainment Center has been completed ahead of schedule. Mr. Ali said that it was decided to hire a project manager to insure quality and oversee the work. Mr. Iskander said an overseer was an unnecessary expense of \$25,000.00 - \$50,000.00. He also said that detailed drawings were not yet available.

UNFINISHED BUSINESS:

A. Flooring: Ms. Cooper said that she recommended hiring CCA Tile to install flooring in the lobby at a cost of \$43,200.00. Mr. Iskander said that \$40,000.00 was more than fair.

MOTION: Mr. Iskander moved, Mr. Malik seconded, to proceed with CCA Tile for a figure not to exceed \$40,000.00. The motion failed (1-6-0) with Mr. Iskander in favor. Mr. Spell then amended the motion, Ms. Joyner seconded, to take the CCA Tile bid amount with a preference for a lower price. The motion passed (6-1-0) with Mr. Iskander opposing.

B. Elevators: Ms. Cooper said that work on the elevators was scheduled to start on October 18, 2004, but that she wanted to push that date back until the carpet was done.

C. Lobby: Ms. Cooper said that the lobby was almost done. The Board then selected cream or brown as the paint color for the vestibule.

D. Lease of Existing Space: Ms. Cooper said that the space was only shown once or twice. Mr. Ali suggested putting an ad in the *Arlington Renaissance* and on a databank.

E. Office Relocation Update: Ms. Cooper said the Board approved by email to go ahead with the plans.

MOTION: Mr. Iskander moved, Mr. Spell seconded, to approve architectural plans at a cost of \$4,400.00. The motion passed unanimously (7-0-0).

Ms. Cooper also said that she would have bids in 4 - 5 weeks and construction would take 60 - 90 days.

F. Hypo Holdings: Ms. Cooper said that Ms. Lynn approved the resolution and that all units were paid for. She said that the fee for the resale package was \$100.00 each.

MOTION: Mr. Fredericks moved, Mr. Spell seconded, to raise the resale package fee to \$150.00 effective October 1, 2004. The motion passed (4-0-3) with Ms. Joyner, Ms. Shahade, and Mr. Malik abstaining.

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G. Observation Camera: Ms. Cooper said she received 2 bids for an observation camera, from Innovative Security and Honeywell. She said four cameras would be located in different locations around the building and would have different uses. She also said that an issue was how to protect the system at the concierge desk. Mr. Iskander suggested doing a build out under the counter and putting the monitor inside and locking it. Ms. Cooper said that the bids were exactly the same and she would compare cameras.

H. Infrastructure: Mr. Spell said that the electrical switch gear was no longer manufactured. He recommended bringing it up on the reserve schedule. Mr. Ali suggested deferring as long as the system was working.

I. Plumbing Study Update: Mr. Ali suggested deferring the study while other projects were going on. Ms. Cooper said that the biggest problem was with risers; drains back up and leaks travel to the floor below. The second most common problem, she said, was with the domestic water. Mr. Spell said that Mason & Mason recommended the study.

[Mr. Iskander left the meeting at 7:50 p.m.]

Ms. Cooper said that the Board approved up to \$5,000.00 for the study. Mr. Ali suggested moving ahead and getting bids.

J. HVAC Retro Fitting: Ms. Cooper said that someone was looking into retro fitting individual controls. Mr. Fredericks said that a PVC valve was better. Ms. Cooper said that she would invite engineers to the managers' meeting.

K. Management Office Hours: Office hours are 9:00 am - 6:00 pm Monday through Friday. Mr. Ali said hours should change when the time changes. Mr. Fredericks suggested posting the hours on the Website. Mr. Ali said that a letter should be sent to shareholders on the office hours and on the completion of projects.

L. OA Late Payment Penalties:

MOTION: Mr. Fredericks moved, Mr. Malik seconded, to approve a fee of \$500.00 for payments of OA assessments received two (2) weeks after receipt of invoice. The motion passed unanimously (6-0-0).

EXECUTIVE SESSION:

MOTION: Ms. Joyner moved, Ms. Shahade seconded, to adjourn the Open Session at 8:05 p.m. to convene an Executive Session. There being no objections, the Open Session was adjourned.

SUBMISSION OF MINUTES

**Barbara Seaman
Recording Secretary**

Approved by:

**Sara Shahade, Secretary
River Place North
Housing Corporation**