

**MINUTES OF THE
RIVER PLACE NORTH HOUSING CORPORATION**

October 19, 2004

**1121 Arlington Boulevard
Party Room, Lobby Level
Arlington, Virginia 22209**

I. CALL TO ORDER: President Hashmat Ali called the meeting to order at 6:15 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 and OA Rep.
 Ms. Nancy Joyner, Director
 Mr. Omer Malik, Director

Directors Absent: None

Management: Ms. Donna Cooper, Building Manager

II. RESIDENT PARTICIPATION: None

III. APPROVAL OF AGENDA:

MOTION: Ms. Shahade moved, Mr. Malik seconded, to approve the agenda as amended. The motion passed unanimously (7-0-0).

IV. APPROVAL OF MINUTES:

MOTION: Mr. Iskander moved, Ms. Shahade seconded, to approve the Minutes of August 17, 2004. The motion passed (6-0-1) with Mr. Ali abstaining.

V. REPORTS:

A. President: Mr. Ali reported that there is a need for communication with the shareholders. The Board needs to find out if they are in favor of site development, and what the ratio is of those in favor versus those in opposition to site development. Mr. Ali believes that the shareholders should be sent a 1 page, 1 question survey. He stated that the land that the Corporation is occupying is leased, and has been for the past 50 years. He then suggested a meeting be scheduled with the Owner's Association and Board of Directors that would involve the county and the general land use plan. He said that the Corporation is not part of the sector plan which could open up the land for rezoning. He said that rezoning is quite expensive and the shareholders must be brought on board with this issue. Mr. Ali believes that outside expertise is needed. He had a meeting with the land owners of the property and they want the support of the shareholders.

Mr. Iskander said that if a land developer was interested in developing the land as a luxury high rise they can fund or at least help fund zoning and specifications.

Mr. Fredericks suggested that all of the buildings be involved with this. He thought the shareholders should be present at the next annual meeting. Mr. Ali believes that most people are interested in ownership for life.

B. Treasurer: Mr. Spell reported that \$1,177,332.00 was in the replacement reserve account. This amount will be decreasing now that projects such as the elevators and floors are under way. If payments can be delayed they may be able to keep the reserve above \$1 million. He reported that the operating assessment variance was \$3,935.00. Also, he reported that the electricity variance was \$19,399.00. He reported that in the summer electricity was used more because of air conditioning use. During the winter months the variance should even out. Mr. Fredericks said that at some point he would like to show the residents that there is a benefit with the new windows. Ms. Cooper met with the other River Place managers and it was found that the buildings with the new windows paid lower fuel costs. There was a dollar savings between 5% and 10%. The overall fuel consumption went down as well. The two gas companies pointed this out to the managers. Mr. Ali pointed out that since the windows have been installed the overall comfort level has gone up as there is less temperature fluctuation and noise levels. Mr. Ali asked Ms. Cooper to get a document together to see what the actual differences in cost have been since the new windows have been installed. She said she would. Ms. Joyner stated that people, overall, are satisfied with the new windows. There is only one unit still on the delinquency report, Rubenstein #324. A certified letter was to be sent out the following day. Mr. Iskander thinks that if anyone owing under \$5.00 on the delinquency report should be written off. Ms. Cooper said the report will be cleaned up. Mr. Ali asked about the painting figures. Under the reserve expenditures the painting (YTD Actual) was \$7,300.00. Under the ALT/DECO/PAINT for paint/plastering the YTD Actual was \$17,667.00 and the YTD Variance was \$16,833.00. Ms. Cooper said that these all need to be adjusted. She reported that both of these figures have been paid but from different accounts. Mr. Fredericks asked for an itemized list for each floor so that it could be seen where all of the money was going. Ms. Cooper said she would do this.

C. OA Representative: Mr. Iskander reported that he would get the final drawings out for bids. He reported that the pipes which have been found are creating a design problem. The pipes and conduits are servicing the South building. A raised flooring system with access flooring over the actual pipes can be built to cover the pipe area. There will be three levels of flooring. An area for aerobics; a separate gaming area, which would be above the pipes; and the concrete main level. Mr. Iskander said that the cost of the project will not go up that much because of the pipe covering area. He said it was an unforeseen, unavoidable problem. Mr. Ali thanked Mr. Iskander. Ms. Joyner thanked Mr. Iskander for the new card reader at the back entrance.

VI. MANAGEMENT REPORT:

A. Unfinished Business:

a. Decorating Update:

i. Flooring: Ms. Cooper stated that the flooring project was well under way and asked if the Board wanted to tile the steps. She stated for that area it would cost about \$3,000.00. Mr. Ali said that he thought the floors of the telephone booths should be tiled as well. Ms. Cooper said she would check the next day on those costs. She stated that once the lobby was finished they will be starting on the individual floors, first with tile then with carpet. There will not be padding underneath the carpeting. This will take about one (1) week for each floor.

Ms. Cooper reported that a dumpster was to be delivered the next day.

MOTION: Mr. Malik moved, Mr. Iskander seconded, to begin the flooring with the fourth floor (after the main floor was completed) with an amendment that it will not be inconvenient or cause problems for the installers. The motion passed (3-0-3).

ii. Elevators: Ms. Cooper said that work on the elevators was scheduled to start on October 25, 2004. The equipment would start arriving this week. She stated that one elevator would be down at a time. The freight elevator would probably be first, but she was not sure of the order of the elevators.

iii. Lobby: Mr. Ali stated that the paint in the vestibule was very nice. The bench will be put out once all of the work was done. Mr. Ali thanked Ms. Shahade and Ms. Cooper on their work on the lobby decorations. They worked very well together.

b. Leasing existing space: no information

c. Office relocation update: Ms. Cooper has three (3) detailed drawings. She said to get the construction permits from Arlington County she has to send the project out to bid to four (4) builders.

- Spectrum
- Balfour
- Bizaro
- Mizel

d. Loading Dock: Ms. Cooper said that the dumpster will stay for about ten (10) or more weeks. She has located an area for use as a temporary bike room which is an open area on the other side of the conference room. This room can be accessed with a key from the outside. The area will need a little bit of work. Ms. Cooper said she has a list of all the registered bike owners and will send a letter to them regarding the change of location for bike storage.

Mr. Ali said that they must speak to the owners of the two (2) spaces by the dumpster. They must be moved. They need to figure out where these spaces should go.

e. Observation cameras: Ms. Cooper said that there were two (2) options. She has met with both providers. The costs are as follows:

- Honeywell- \$16,999.00
- Innovative Security- \$12,472.00

Ms. Cooper said that the differences in what the two companies offer are minor, and both would like the job. Mr. Iskander is meeting with Honeywell on Thursday (for OA) and will discuss with them the options they can offer since they are doing the Entertainment Room.

MOTION: Ms. Joyner moved, Mr. Spell seconded, to approve Innovative, contingent upon Mr. Iskander speaking with Honeywell, or any new information that is found. The motion passed unanimously (6-0-0).

(A contract will not be signed)

B. New Business:

a. Apartment Ratings: Mr. Ali stated that an update must be posted to the complaints. As to the issue of roaches, they have a service that will spray for free on a weekly basis. As for the issues of the elevators, there has been a \$160,000.00 renovation. Mr. Malik will go to the website and note the improvements.

b. Building-wide Wireless Internet Service: No information available.

c. Schedule of Meetings and Holiday events: The first week of December, Tuesday, December 7th, will be the date for the combined November and December meeting. Subject to the tiling project being finished, the date of the holiday party will be December 17th.

EXECUTIVE SESSION:

MOTION: Mr. Iskander moved, Ms. Shahade seconded, to adjourn the Open Session at 8:25 p.m. to convene an Executive Session. There being no objections, the Open Session was adjourned.

SUBMISSION OF MINUTES

**Tricia Harris
Recording Secretary**

Approved by:

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