

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

January 18, 2005

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

I. **CALL TO ORDER:** President Hashmat Ali called the meeting to order at 6:02 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
 Ms. Nancy Joyner, Director

Directors Absent: None

Management: Ms. Donna Cooper, Building Manager

II. **RESIDENT PARTICIPATION:** Jeff Hicks (502), a new resident, introduced himself to the Board.

III. **APPROVAL OF AGENDA:**

Mr. Spell asked to add the Board vacancy to the agenda.

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

IV. **CONVECTION PROJECT DEMONSTRATION:** Carlos Osegueda, who designed the valve for the South building, explained how the water comes through the risers to heat or cool apartments. He showed how the installation of a valve could change the temperature by as much as 15 degrees. He added that 60 degrees was maintained to prevent freezing. Installing the valve could save the building money on boiler use in winter and chiller use in summer. He also said that these check valves control the balance of water inside. Ms. Cooper said that the cost of installation would be \$300.00 per convector. Mr. Osegueda also said that the cost of replacing the whole thing would be over \$2,000.00 each. Mr. Iskander said that the proposal primarily involved welding. Mr. Osegueda then said that directions would be on a sticker inside the door. Ms. Joyner said that the cost for the building would be about \$188,000.00. Mr. Fredericks said the price should be reduced if both buildings agreed to the installation. He also asked if the work might be done per unit. Ms. Cooper said she would get a price from Holman Boiler. In response to a question on efficiency, Mr. Osegueda said that the hotel where he has installed the valves has noticed an improvement. He added that the valves would also save time and emergency calls.

V. APPROVAL OF MINUTES:

MOTION: Ms. Joyner moved, Ms. Shahade seconded, to approve the Minutes of December 7, 2004. The motion passed unanimously (6-0-0).

VI. REPORTS:

A. President: Mr. Ali suggested that instead of appointing another member to the vacant Board position to wait until the Annual Meeting in March. He also said that the OA was asking each building to contribute \$25,000.00 to finance the Entertainment Center. He added that funds for equipment would be separate.

MOTION: Mr. Spell moved, Ms. Shahade seconded, to approve the contribution of \$25,000.00 to fund the Entertainment Center. The motion passed unanimously (6-0-0).

B. Treasurer: Mr. Spell reported that the replacement reserve was at \$1.1 million. Ms. Cooper added that the tile had been paid for but not the carpet. Mr. Spell also said that for the \$6,000.00 in delinquencies, letters were sent out to those in arrears. He added that the report was a snapshot of what the corporation has and what it owes as of December 31, 2004. Ms. Cooper then said she would have the aging report by the end of the week. She also said that payroll was over budget because of bonuses. She added that OA dues included workmen's compensation. Mr. Ali then suggested taking the line item out of the budget.

C. OA Representative: Mr. Iskander reported that the Entertainment Center reconstruction contract has been awarded to Spectrum. He also said that the OA was working with the architect and Arlington County on the permits. He added that Spectrum wants to complete the project before the 125-day deadline and that the start date would probably be February 1. He also said they were negotiating on the damages for going beyond the deadline. Mr. Iskander then said that he interviewed 2 companies to act as project manager to oversee the work. He also said that he was considering getting another professional to assess the insurance claim. He added that the contract was signed to upgrade the CCT system. In addition, he said that the OA was looking into other management companies since Koger raised its prices; their last day will be March 31, 2005.

[The Board then took a dinner break from 7:21-7:29 p.m.]

VII. MANAGEMENT REPORT:

A. Unfinished Business:

1. Flooring: Ms. Cooper reported that the carpet was finished but not paid for. She also said that CCA offered to buy back the border carpet for \$2,000.00. This was declined. We need a location for it to be stored. The Board suggested putting it in "the Black Hole," getting a tarp to cover it, and setting it on pallets. Ms. Cooper also said that extra carpet for patching would be stored in 1 E.

2. Elevators: Ms. Cooper said the elevators were finished.

3. Observation Cameras: Ms. Cooper reported that installation of observation cameras could begin as soon as February 1, 2005. She added that damages could be billed to the individuals identified and if they did not pay for the damages to hold the shareholder responsible. Mr. Iskander suggested posting notices about the cameras.

4. Office Relocation: Ms. Cooper said a comparison of Spectrum and Pisano was included in the Board package. She suggested moving forward in awarding the bid.

MOTION: Mr. Fredericks moved, Ms. Joyner seconded, to approve the office renovation and construction for an amount not to exceed \$154,000.00 and the company to be decided by the President. The motion passed unanimously (6-0-0).

5. Annual Budget: The Board decided to meet about the budget on Monday, January 24, 2005.

6. Air Flow Controls: Mr. Iskander said the \$300.00 per unit was excessive for less than \$50.00 in materials and 2 hours of labor. He suggested that both would cost no more than \$200.00 per unit. He added that Carlos Osegueda should be paid for his design, but suggested that materials could be purchased from supply house and the installation could be sent out for bids. Ms. Joyner also suggested testing the design in sample units. Mr. Iskander added that we could install the valves in the test cases. Mr. Fredericks suggested looking into new boilers and a water heater before the boilers go down, but Mr. Spell said the cost was not in the reserves. Ms. Cooper said that she would contact other buildings on bidders. She also said that one boiler was in operation; the other was awaiting inspection.

MOTION: Mr. Fredericks moved, Ms. Joyner seconded, to approve installation of prototypes of the water control regulator for a price not to exceed \$1,000.00. The motion passed unanimously (6-0-0).

7. Hiring: Ms. Cooper reported that she advertised for the open position and out of 48 resumes, she would interview 4 applicants. She also asked the Board to consider Allison who has given a 1-year commitment and might stay longer. She added that training a new person would be time consuming and advertising was costly.
(Board unanimously approved hiring Allison as permanent Assistant)

B. New Business:

1. Bylaw Review: Mr. Fredericks suggested that the Board make changes and then reaffirms them. Mr. Ali added that the changes should be put on the agenda for ratification at the Annual Meeting. Mr. Iskander said that if a matter was voted down at the Annual Meeting, then the corporation must abide by it until the following year. Mr. Spell said that only those items could be voted on as were instructed to proxies. Mr. Fredericks then suggested leaving the wording nebulous on Roberts' Rules. The Board also decided that when a Board position becomes vacant, an appointee would fill it for the rest of the term or until the Annual Meeting.

2. Time Line/Schedule for Annual Meeting: Ms. Cooper said that the deadline for candidates would be February 14, 2005. Mr. Spell suggested extending the deadline since 4 seats are open. Ms. Cooper then suggested sending out ballots and proxies on March 8, 2005. Mr. Fredericks added awarding three shareholders each a \$100.00 toward assessments as incentive to vote. Mr. Spell also suggested requiring that shareholders must be present to win.

3. Annual Audit-Fiscal Year May 2003 to April 2004: Mr. Spell said that the plumbing study should be done before the next reserve study. Ms. Joyner suggested selling abandoned unit 605.

MOTION: Ms. Joyner moved, Ms. Shahade seconded, assuming that all is legal, to put up Unit 605 for sale. The motion passed (5-0-1) with Mr. Spell abstaining.

MOTION: Ms. Joyner moved, Ms. Shahade seconded, to approve the annual audit for fiscal year May 2003 to April 2004. The motion passed unanimously (6-0-0).

4. Stairwell Access: Mr. Iskander proposed installing a push-plate and pull handle on the lower stairwells up to the 5th floor inside the building. Mr. Fredericks added that the cost would probably be less than \$1,000.00. Ms. Cooper said the work could be done in-house.

MOTION: Mr. Iskander moved, Ms. Shahade seconded, to change the locks on the doors on inside stairwells up to the 5th floor. The motion passed unanimously (6-0-0).

5. Website: Ms. Cooper said the website was working well. She received the Board's approval to list units for sale by owners.

VIII. ADJOURNMENT:

MOTION: Ms. Joyner moved, Ms. Shahade seconded, to adjourn the meeting at 9:18 p.m. The motion passed unanimously (6-0-0).

SUBMISSION OF MINUTES

**Barbara Seaman
Recording Secretary**

Approved by:

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