

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

February 15, 2005

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

I. **CALL TO ORDER:** President Hashmat Ali called the meeting to order at 6:15 p.m.

Directors Present: Mr. Hashmat Ali, President
 Mr. Brian Fredericks, Vice President [late]
 Ms. Sara Shahade, Secretary
 Mr. Assem Iskander, Director
 Ms. Nancy Joyner, Director

Directors Absent: Mr. Andrew Spell, Treasurer

Management: Ms. Donna Cooper, Building Manager

II. **APPROVAL OF AGENDA:**

MOTION: Mr. Iskander moved, Ms. Shahade seconded, to approve the agenda. The motion passed unanimously (4-0-0).

[Mr. Fredericks arrived at the meeting at 6:20 p.m.]

III. **APPROVAL OF MINUTES:**

MOTION: Mr. Iskander moved, Ms. Shahade seconded, to approve the Minutes of the January 18, 2005 Board Meeting as amended. The motion passed unanimously (5-0-0).

IV. **REPORTS:**

A. **President:** Mr. Ali suggested purchasing WIFI or wireless internet access throughout the building at an initial cost of \$38,000.00. The price would include installation. He said that he did not know the potential, but that he thought it would be a good service to offer residents. He also said it would take about 6 weeks to implement. Since it involved the roof, Ms. Joyner added that the Board should be aware that Sprint has already done a structural study which should be in the building files. In terms of the testing of the convector valve, a demonstration was done in the South building and it worked well. Mr. Iskander said that All Plumbing installed the valve in his living room incorrectly and that it made no significant difference in the temperature. Ms. Cooper said that the valve, purchased from an independent distributor, might be defective; she said she would get All Plumbing back, check the valve and replace it, if necessary. She also said that sediment could be clogging valves.

Mr. Iskander then suggested getting a recommendation for an installer from Noland plumbing supplies. Mr. Ali next said that he received 3 proposals for the office relocation and loading dock work. He added that Spectrum's proposal was for \$153,000.00 and came down about \$27,000.00 including options. In response to Ms. Cooper's question, the Board said that the contractor should pull the permits. Mr. Ali then said that Spectrum estimated the duration of the project to be 4-6 weeks depending on the temperature and the weather. Ms. Cooper also said that a letter about moving bikes would be sent out next Monday. She added that, for the County to approve plans, 2 handicapped parking spaces had to be designated near the office. In terms of the project, Mr. Ali said that the contract with Spectrum must be signed. Ms. Cooper said she would meet with them and the architects before starting. She also suggested having the architect come oversee the work on an hourly basis; she would find out the costs. Mr. Iskander then said that the architect could inspect for the first 1-2 weeks and then oversight could be done in-house.

Ms. Cooper said that she answered the Board's questions about the financials and referred directors to the excellent delinquency report.

B. OA Representative: Mr. Iskander reported that Spectrum has started on the work while waiting for permits. He added that Koger's contract ends in March and two companies have submitted offers, but Zalco was most responsive. Mr. Iskander then told Joyner to contact Koger about the OA holding the annual Easter Egg Hunt on March 19, 2005.

V. **UNFINISHED BUSINESS:**

A. Observation Cameras: Ms. Cooper said that the cameras were being installed. Mr. Fredericks asked that she look into the cost of cameras outside the elevators and in stairwells.

B. Graffiti: Ms. Cooper said she thought picture identifications will help solve the problem with graffiti. Mr. Ali suggested sending the pictures with letters to the management agents. Ms. Cooper said she could also contact immigration, with the Board's approval. Ms. Joyner also said that the covenants specifying numbers of people in apartments should be enforced. Mr. Iskander said that the County should be notified. Ms. Cooper added that she would contact owners with 4 or more units. Ms. Joyner also said that the owners could be informed about the time period when graffiti started. Mr. Ali then said that shareholders should be told that units would not appreciate in value if the building deteriorates.

C. Wilkins: Ms. Cooper said that the case was working through the system and has been filed for garnishing.

D. Bylaw Review: Ms. Cooper said that according to Virginia statutes, a vacancy on the Board can only be filled until the next election. Ms. Joyner said that only a minor amendment to an amendment could be made. Mr. Ali said that Ms. Joyner and Mr. Fredericks would look at the bylaws further.

MOTION: Mr. Iskander moved, Ms. Shahade seconded, to approve the bylaw amendments subject to review by Ms. Joyner and Mr. Fredericks. The motion passed unanimously (5-0-0).

Ms. Joyner added that the statement on Roberts' Rules should be kept nebulous. Mr. Ali suggested including a simplified version, not more than 3 pages, of the approved budget and calling it a summary budget. Mr. Iskander said that the full version could be available for review at the management office or online.

E. Annual Audit: Ms. Cooper said the audit was approved last month. She also said that Goldklang acknowledged errors and would correct them at no cost to the corporation.

F. Candidates for the Board: Ms. Cooper said that 5 candidates met the deadline.

G. Stairwell Access: Ms. Cooper said there was a fire code issue.

H. Annual Meeting Package: Ms. Cooper said that March 8 was approved to send out notices and that the package was the same as last year.

I. 2005/2006 Budget: Mr. Fredericks said that the OA contribution would probably increase by 8-10% and that insurance would increase with building assessments. The Board decided to lower the figure for resident processing. Mr. Fredericks said that work orders seemed unrealistic, but Ms. Cooper said that they were getting better at it. She also said that she would find out what was included under miscellaneous. She also said that full-time personnel received a 401k retirement matching account of up to 3% and a bonus incentive that should be included in the budget. Mr. Fredericks said that the buildings would pick up workers' compensation, the fidelity bond and directors and officers insurance. Mr. Iskander said that the OA developed a list of the new management company's responsibilities and deliverables by month and an annual evaluation. Ms. Cooper added that because of the increase in rates, she re-negotiated a 2-year contract for medical insurance and increased the co-pay and deductible. Because of significant employee costs, Mr. Iskander suggested putting a cap on employee benefits. Ms. Joyner recommended that the engineer pay assessments on his unit. Mr. Ali suggested that the Board discuss these employee issues at a later time. Ms. Cooper said that she tried to be realistic on utilities, but that rates increased significantly and the budget figure should not be less than in 2004. Mr. Ali said that the Board should plan on changing the boiler. Mr. Iskander said that financials were too cumbersome and that the manager should give a budget status report quarterly. Ms. Cooper added that the generator line item was for maintenance. Mr. Iskander suggested using the engineer to do it and saving \$5,000.00. Ms. Cooper said that the generator was old and required repairs, but that the law required having one. She also said that the trash removal contract was being re-negotiated because of the poor service. Returning to the engineers not paying assessments, Ms. Cooper said that this agreement was part of the compensation package. Mr. Iskander said that the engineer then should be on call 24 hours a day. In response to the question on the amount for courtesies, Ms. Cooper replied that annual events were also taken from that amount. She added that legal costs could be held down since no collection issues were pending. She also said that minute taking and meals were included under meetings and reports. Mr. Iskander said that office equipment or supplies costs should come down. In terms of professional fees, Ms. Cooper said that the CPA was paid hourly under that category. She added that telephone costs could come down to about \$6,000.00. Ms. Shahade suggested attaching notes to

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the budget. Ms. Cooper said that covering graffiti would cost \$2,000.00 and suggested \$4,000.00 for paint and plaster in common areas. Mr. Iskander suggested that someone other than Carlos should be hired to cover the graffiti. In terms of water damage, Ms. Cooper said that she would do a plumbing study, a reserve item that would help with prevention. Taxes, she said, were increased slightly because of real estate taxes. Mr. Ali then asked Ms. Cooper to email Board members with the changes discussed. Ms. Shahade then suggested finishing the building by doing the walkway.

VI. **ADJOURNMENT:**

MOTION: Ms. Joyner moved, Mr. Iskander seconded, to adjourn the open meeting at 9:15 to convene an Executive Session. There being no objections, the open meeting was adjourned.

SUBMISSION OF MINUTES

Approved by:

**Barbara Seaman
Recording Secretary**

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