

MINUTES OF THE
RIVER PLACE NORTH HOUSING CORPORATION
BOARD MEETING

June 20, 2006

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

I. CALL TO ORDER: President Hashmat Ali called the meeting to order at 6:20 p.m.

Directors Present: Mr. Hashmat Ali, President
Ms. Sara Shahade, Secretary
Mr. Brian Fredericks, Vice President [late]
Mr. Andrew Spell, Treasurer
Mr. Norman Randolph, Director
Ms. Chung Lai, Director

Directors Absent: Mr. Assem Iskander, OA Representative

Management: Mr. Brendan Swartz, Building Manager

Shareholders: Ms. Honey Villarreal #808

II. RESIDENT PARTICIPATION:

Ms. Villarreal submitted a floor plan for her requested removal of a closet wall.

MOTION: Mr. Spell moved, Ms. Lai seconded, to approve the request to remove a wall in Unit 808 subject to approval by the County. The motion passed unanimously (5-0-0).

Mr. Swartz also submitted a letter from the owner of Unit 329 requesting approval to add a dishwasher.

[Mr. Fredericks arrived at 6:26 p.m.]

MOTION: Ms. Shahade moved, Mr. Spell seconded, to approve the request of the owner of Unit 329 to install a dishwasher. The motion passed (5-0-1) with Mr. Fredericks abstaining.

Mr. Spell added that renovation policies and procedures should be clarified because approval was not necessary in all cases. Mr. Fredericks added that a disposal was required with a dishwasher and that the owner had not indicated one. The motion was then amended.

AMENDMENT: Ms. Shahade moved, Mr. Spell seconded, to amend the original motion to include approval of the dishwasher contingent upon the installation of a disposal. The motion passed unanimously (6-0-0).

III. APPROVAL OF AGENDA:

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

IV. APPROVAL OF MINUTES:

MOTION: Mr. Fredericks moved, Ms. Shahade seconded, to approve the Minutes of May 16, 2006. The motion passed unanimously (6-0-0).

V. REPORTS:

A. President: Mr. Ali reported having attended a meeting of the Environmental Control Committee and said the group had good suggestions. He also said that he had complaints recently and asked if weekly extermination was ineffective. He added that other buildings were having problems, too. Mr. Swartz said that he needed more details and that residents might be seeing more activity since the treatment prevents insect reproduction. Mr. Spell said that palmetto bugs not roaches were the problem. Ms. Lai suggested reminding tenants to remove trash daily and to call Mr. Swartz for treatment. In terms of trash pick ups, Mr. Swartz said that the corporation paid extra for bulk pickup. Mr. Ali said that once a week for bulk might not be enough and might require a budget increase. Another issue Mr. Ali addressed was the bearing problems in the rooftop exhaust fan. He also said that water pressure on the 10th floor varied. Mr. Spell added that water temperature varied, too. Mr. Swartz said he needed more information from 10th floor residents. He also said he would do a walk-through with the commercial tenant. Mr. Ali added the tenant should have provided the layout.

B. Treasurer: Mr. Spell referred the Board to the financial report and said that Mr. Swartz accounted for seasonal expectations. Total operating cash and reserves, Mr. Spell said, was \$813,811 because of the riser project. Mr. Swartz added that the final payment for the current phase of the riser project was made. Mr. Spell said that long-term investment income was also listed with liabilities and was a wash. In terms of delinquencies, Mr. Swartz said that there were few at two months and that he was staying on top of them.

C. OA Representative: No report.

D. Environmental Committee: Ms. Lai said that the committee's new name was Improved Environment Committee. She also said that five people attended the first meeting and identified the main issues: education, orientation, and signage. At the second meeting, Ms. Lai said, an action plan was created and activities were assigned but few attended. She added that the next meeting would be held the following Thursday. Mr. Ali said that the community needed to be mobilized to help with writing policies and signage. Ms. Lai also said that signs should be translated into Spanish and Mongolian for which a translator was needed. Mr. Spell volunteered to help with the signs. Mr. Randolph suggested using the website to post a call for translators. Mr. Spell said the best way to do signs was to internationalize them with pictures and that the charge would be \$.30 a word. Mr. Ali suggested simplifying written messages and not posting too many signs. Mr. Spell added that signs should be in

English, too. Mr. Swartz suggested getting signs up first and then making adjustments. Ms. Lai said the committee would see how international signs worked.

VI. OLD BUSINESS:

1. Leach Wallace on balconies, boilers, convectors, and tuck pointing: In terms of the balconies, Mr. Swartz said that the rules and regulations state that no floor materials can be used. Mr. Fredericks said that the concrete and railings should be done at the same time and that Leach Wallace estimated that it would cost \$300 per balcony. Mr. Swartz added that Leach Wallace would make sure that there is no moisture underneath carpeting and that tiling, if approved, should be maintained by the owner. Ms. Lai also said that the Board should also approve the way tiles are installed.

In terms of boilers, Mr. Swartz said boilers seemed to be in good shape, but that tubing should be replaced and then tested. He also said that he was waiting for information from Leach Wallace.

Mr. Swartz also said that Leach Wallace was getting a prototype of air controllers to install. These had to be special ordered and priced for installation. He was also waiting for the estimates for brick tuck-pointing.

2. Reserve Study: Mr. Swartz said that the reserve study would be back in three-four weeks.

3. Floor Mats in Stairwell: Mr. Swartz said he was looking for something that would last longer.

VII. NEW BUSINESS:

A. Trash Corral: Mr. Swartz said he would like to add cameras to attach to the existing system in the laundry room and the trash corral at a cost of \$2700. Mr. Randolph suggested posting signs on what not to dump before spending the money. Mr. Spell also said that the policy should be created first.

B. Changes to Rules and Regulations: Mr. Swartz referred the Board to the suggested changes. He also said that in terms of balconies, the carpeting should be removed so that the condition of the concrete can be assessed. He added that if tile is done correctly, water does not go through. Mr. Ali also said that moisture stays in carpeting. Ms. Shahade asked if terraces were included. To facilitate inspection, Mr. Spell said that Mr. Swartz should be authorized to look under carpets.

MOTION: Mr. Spell moved, Ms. Shahade seconded, to allow no carpeting on balconies until after inspection by Leach Wallace, the date to be determined by the Manager. If carpeting is not removed, the owner will be charged for removal at cost. The motion passed unanimously (6-0-0).

Another change to the rules was that in an emergency the owner must pay for any damage to the door when keys have not been provided. In terms of trash, he suggested leaving bulk trash around the side of the fire lane. Mr. Fredericks then withdrew his motion on approval of cameras. Mr.

Randolph then suggested tabling the issue. The Board also discussed suggested changes to the bike room rules.

MOTION: Mr. Fredericks moved, Mr. Spell seconded, that the proposed changes to the rules and regulations be approved as amended. The motion passed unanimously (6-0-0).

C. Canopy for Trash Corral: Mr. Swartz said he explored three kinds of awnings with two rated for snow and suggested a slatted canopy made of wood. Ms. Lai said the issue should be tabled since the Board was still thinking about how to deal with bulk trash. Mr. Spell also suggested an arbor covering like the one at National Airport. Mr. Swartz said it would not be good for winter and would not cover completely. Mr. Fredericks also suggested talking to Palmer Landscaping about this option.

D. Added 5th Week to Triple S Contract: Mr. Swartz said that the cost of the added week would be \$30 more per month.

MOTION: Mr. Spell moved, Ms. Shahade seconded, to approve a 5th week to the Triple S contract for an additional \$30 per month. The motion passed unanimously (6-0-0).

E. Rebalancing Exhaust Fan Causing Vibration in Unit 1001: Mr. Swartz said that the fans are hard to access. Mr. Ali said that the bearings were bad. Mr. Swartz also said that the cost would be \$2627.62 and that replacing the fan would cost thousands of dollars.

MOTION: Mr. Fredericks moved, Mr. Spell seconded, to approve rebalancing the exhaust fan causing vibration to Unit 1001 at a cost not to exceed \$2700. The motion passed unanimously (6-0-0).

F. Photo IDs: Mr. Swartz said that there is a proposal to have the OA issue IDs after hours. Mr. Fredericks suggested that the buildings collect money and forms and give residents vouchers to take to the OA; then the OA produces the photo IDs.

G. Lighting Upgrade: Mr. Swartz said that although lighting upgrades would cost about \$11,000, they could save about \$3,000 in energy costs especially in storage rooms, at exits, under the canopy, and the laundry room. He also said that the ballast had to be swapped out. He said that the bulbs would be \$7,000 and the installation \$4,425. Mr. Ali suggested buying the bulbs in quantity and saving money on installing in-house. Mr. Swartz said the easiest ones could be done. Mr. Spell also said that the Board could select from samples of different casings for exit lights.

MOTION: Mr. Spell moved, Ms. Shahade seconded, to approve up to \$2,000 to upgrade lighting. The motion passed unanimously (6-0-0).

H. Carpet Cleaning: Mr. Swartz said that although \$750 was approved, the cost for cleaning all the carpets was \$925.

MOTION: Ms. Shahade moved, Mr. Spell seconded, to authorize carpet cleaning at a cost of \$925. The motion passed unanimously (6-0-0).

I. Storage Fee: Mr. Swartz said that when someone leaves, he marks up the fee for a storage closet from \$20 to \$30. Mr. Randolph suggested \$25. Mr. Spell said that the L2 space was as big. Mr. Swartz said he used the

old files for measurements. Mr. Spell said that \$.75 a square foot was reasonable. He also suggested leaving it to Mr. Swartz to get the best rents.

J. Lobby Improvements: Ms. Shahade said she emailed her suggestions to the Board. She also said she would work with Mr. Swartz on the repainting and other suggestions. She added that cleaning the slate walkway has not helped. Mr. Swartz suggested that she bring in something visual with costs. Mr. Ali added that four or five table lamps would be a start. Ms. Shahade said that she had a \$200 budget.

K. Communications through the Web and E-group Postings: Mr. Swartz said that he was starting to use the postings and web group. Mr. Ali suggested having a metal plate near the desk with the web address.

L. OA: Mr. Fredericks said that there was an issue with attention to detail on the property and that the OA manager should be fixing things. He also said that staff was not collecting money for guest passes and that these passes were being issued for 60 days and should be by the day and certainly no more than a week. Mr. Swartz suggested replacing the lights. Ms. Lai also said that the women's bathhouse was not being kept up.

VIII. ADJOURNMENT:

MOTION: There being no further business, the meeting was adjourned at 9:36 p.m.

SUBMISSION OF MINUTES

Barbara Seaman
Recording Secretary

Approved by:

Sara Shahade, Secretary
River Place North
Housing Corporation