

MINUTES OF THE
RIVER PLACE NORTH HOUSING CORPORATION
BOARD MEETING

July 18, 2006

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

I. CALL TO ORDER: President Hashmat Ali called the meeting to order at 6:08 p.m.

Directors Present: Mr. Hashmat Ali, President
Ms. Sara Shahade, Secretary
Mr. Brian Fredericks, Vice President Late arrived

at 6:13 PM

Mr. Andrew Spell, Treasurer
Ms. Chung Lai, Director

Directors Absent: Mr. Assem Iskander, OA Representative
Mr. Norman Randolph, Director

Management: Mr. Brendan Swartz, Building Manager

Shareholders: Mr. Hugo Silva #247
Mr. Harding Williams #833

II. RESIDENT PARTICIPATION:

Mr. Silva (847) said that after a convector leaked and a pipe broke, he wanted new carpet or padding because his tenant was unhappy. He said that there was no smell now, but that he was afraid of mold. Mr. Ali said that the carpet has been cleaned and that mold was controlled by cleaning. Mr. Swartz added that the convector was fixed, the wall was temporarily sealed with cardboard and that he was waiting for the contractor to have time to repair it. He also said that the carpet was washed twice and that the padding did not need replacement. Mr. Ali said that the Board would discuss the matter later in the meeting.

III. APPROVAL OF AGENDA:

MOTION: Ms. Shahade moved, Mr. Spell seconded, to approve the agenda as amended. The motion passed unanimously (5-0-0).

IV. APPROVAL OF MINUTES:

MOTION: Mr. Fredericks moved, Ms. Shahade seconded, to approve the Minutes of June 20, 2006. The motion passed unanimously (5-0-0).

V. **REPORTS:**

A. President: Mr. Ali had no report.

B. Treasurer: Mr. Spell referred the Board to the report addressing variances of over \$1,000 and to the reserve account. Mr. Fredericks suggested identifying what was being spent from reserves. Mr. Spell added that he wanted to commend the accountant's work. Mr. Ali suggested giving her a bonus at Christmas. Mr. Fredericks also said that it was helpful to be able to study the financials before the meeting.

C. OA Representative: No report. Mr. Fredericks said that Mr. Iskander serves as north rep to the OA and when he does not attend the corporation has no voice at the OA meeting. He added that if Mr. Iskander cannot attend meetings, he should not be the OA representative. Mr. Ali asked Mr. Swartz to try contacting Mr. Iskander and said that the Board would consider the issue.

D. Environmental Committee: Ms. Lai said that she contacted the Arlington County recycling program and hoped to have someone visit. She also said that Mr. Natchwey was looking into signs and graphics for the trash room and for recycling. She added that a guest speaker would hold a question and answer session next Thursday.

VI. **OLD BUSINESS:**

1. Leach Wallace on balconies, boilers, convectors, and tuck pointing: Mr. Swartz said that the balcony walk-through should be finished in a few days. He also said that Mr. Johnson was scheduled for next Thursday and would give an estimate and bring a boiler inspector. Mr. Swartz then added that he hoped to have reports for the brick and tuck point and to have feedback on the control valves.

2. Reserve Study: Mr. Swartz reported that FEA did a walk-through and a draft of the reserve study should be available in the next two-three weeks. He also said he was impressed with their thoroughness and knowledge.

3. Bug Issue: Mr. Swartz reported that the trash room was sprayed and treated monthly. In terms of the repetitive problem, he said that the company recommended a full building treatment in which every unit and common area would be treated at a cost of about \$11,000. This method, he said, could lower service requests. He added that he was putting out flyers to residents about reporting infestations. He then said that the trash chute would be cleaned the following week. In response to Mr. Ali's question about a guarantee for the full treatment, Mr. Swartz said that if the bugs come back after treatment the company will come back. Mr. Ali added that some units are missed and that controls need to be in place to treat those units. Ms. Lai said that a letter should be sent to tenants about cleaning up and throwing out trash. Mr. Swartz also suggested sealing units and caulking cracks. He said that the annual cost of treatments was \$9500 and that he would get a list of treatment options.

4. Loading Dock/Trash Corral: Mr. Swartz suggested putting up Trex, a type of plastic that looks like wood and requires no maintenance. He added that he would look for a contractor to attach it to the brick and that it should not be expensive. Mr. Ali said to get a proposal. Mr.

Swartz added that he would like to extend the fire lane for a bulk trash area.

5. Lighting Upgrade: Mr. Swartz reported that there were two new exit lights and that he could buy more and install them in-house. He said that \$2000 was approved but that he could use \$4000 and include light sensors.

MOTION: Mr. Spell moved, Ms. Shahade seconded, to increase the budget for lighting upgrade from \$2000 to \$3500. The motion passed unanimously (5-0-0).

6. Floor Mats in Stairwell: Mr. Swartz said that treads were not cheap and could cost from \$34-48 each but that the thicker ones lasted longer. Replacing 15, he said, would cost \$720 for the mid to upper range type.

MOTION: Mr. Spell moved, Ms. Shahade seconded, to approve up to \$1000 to replace stair treads. The motion passed unanimously (5-0-0).

VII. NEW BUSINESS:

1. New Roof Leaks: Mr. Swartz said that the estimate to repair each of two wings was \$7800. The guarantee was for six years.

MOTION: Mr. Fredericks moved, Mr. Spell seconded, to authorize repair work on 2 wings of the roof for an amount not to exceed \$16,500 to be taken from reserves. The motion passed unanimously (5-0-0).

2. L-3 Report: Mr. Swartz said that rent for L-3 in July was \$2750 and would be \$3250 thereafter. He also said that rent went into operating funds.

3. Training/Schooling: Mr. Swartz said that he was reimbursed \$2000 per year for classes. He added that he took four classes a year at a cost of \$5000 and asked the Board to consider increasing the amount. Mr. Fredericks suggested that the Board increasing reimbursement could involve an obligation from Mr. Swartz.

4. Proposed Lobby Improvements: Mr. Swartz said he had a proposal from Carlos for \$675 to paint the six pillars in front, chair rail in back and the outside of the front door.

MOTION: Ms. Lai moved, Mr. Fredericks seconded, to approve an amount not to exceed \$675 to paint the front door, pillars and chair rail. The motion passed unanimously (5-0-0).

In terms of the lamps in the lobby, Ms. Shahade suggested getting end tables and lamps and requested \$2000.

MOTION: Mr. Spell moved, Mr. Fredericks seconded, to approve \$2000 for tables and lamps to be purchased at Ms. Shahade's discretion. The motion passed (4-0-1), with Ms. Lai abstaining.

Mr. Fredericks suggested amending the motion to include the money being taken from reserves.

Mr. Swartz also suggested getting a mural where the phone was.

5. Requests from Owners:

Unit 247: In terms of Mr. Hugo's request to replace the padding of his carpet, Mr. Swartz said that the cost was probably about \$2 a square yard, but that there were time constraints. He also said that the padding was in the same condition as it was before and he had not received any complaints about the smell. He added that padding was synthetic and water did not deteriorate it. Mr. Ali said that this was a matter of owner satisfaction. Mr. Fredericks added that only part of the padding should be replaced since only part was damaged. Mr. Spell suggested cutting a check for that purpose and letting the owner handle it. Ms. Lai said that the Board should set a policy for the future so the response was the same for all. Mr. Swartz said that the repairs were done fast except for the wall. Mr. Spell said that the corporation should not pay for inconvenience. Mr. Ali said that Mr. Swartz could draft a letter asking the owner to watch for mold and, if it returns within one month, the Board would replace the padding as a courtesy. Mr. Spell said that the letter could nicely say that the Board was sorry for the inconvenience.

Units 736-737: Mr. Swartz said that the owner, Homeco, wanted approval to do repairs that would involve no electricity or gas.

MOTION: Mr. Spell moved, Ms. Shahade seconded, to approve the repairs to Units 736-737 subject to approval from the current owner and to co-ordination with the building manager. The motion passed unanimously (5-0-0).

VIII. INFORMATIONAL ITEMS:

1. Leak in Unit 247: Mr. Swartz said that the cost was \$2500 to repair the leak from the downspout from the canopy.
2. Unit 1011 Fire: Mr. Swartz said that the outside was done and he was waiting for Balfor to come for a check.
3. Delinquencies: Mr. Swartz said no delinquencies were at the 90-day point.
4. Problem Unit Letter: Mr. Swartz said that Unit 506 was being cleaned.
5. Black Hole: Mr. Swartz said new ads were being posted, but that there has been no activity.

IX. Other Topics

Motion: Ms. Lai moved, Mr. Spell seconded, to nominate two alternate OA Representatives from River Place North Housing Corporation. That Mr. Brian Fredericks will be our 1st alternate and Mr. Spell will be our second alternate in case the North OA representative is unable to attend. The motion passed unanimously (4-0-0)

IX. EXECUTIVE SESSION:

MOTION: Mr. Spell moved, Ms. Shahade seconded, to adjourn the open meeting at 8:03 p.m. to convene an Executive Session. There being no objections, the open meeting was adjourned.

SUBMISSION OF MINUTES

Barbara Seaman
Recording Secretary

Approved by:

Sara Shahade, Secretary
River Place North
Housing Corporation