

MINUTES OF THE  
RIVER PLACE NORTH HOUSING CORPORATION  
BOARD MEETING

September 19, 2006

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

I. CALL TO ORDER: President Hashmat Ali called the meeting to order at 6:21 p.m.

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

Directors Absent: Mr. Assem Iskander, OA Representative

Management: Mr. Brendan Swartz, Building Manager

II. APPROVAL OF AGENDA:

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

III. APPROVAL OF MINUTES:

MOTION: Mr. Fredericks moved, Mr. Spell seconded, to approve the Minutes of August 15, 2006 as presented. The motion passed unanimously (4-0-0).

IV. REPORTS:

A. President: Mr. Ali said he would discuss his report in Executive Session.

B. Treasurer: (See variance report) Mr. Spell said that the corporation was basically on track. Mr. Ali added that it was early in the year and that finances are expected to go up and down.

C. OA Representative: Mr. Ali reported that Mr. Iskander has resigned as president of the OA and OA representative for the North building. Since he attended the OA meeting, Mr. Ali reported that lighting for the River Place sign has been delayed because "Miss Utility" and Arlington County found no easy line for it. He has asked for written documentation

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of their findings. In terms of the antenna, Mr. Ali said that the South building went ahead with it since it was thought to be a non-issue and that it was their prerogative. Mr. Fredericks said that because the sign was external to the building, the subject should be taken back and the South building should move the antenna to make it less obtrusive. Mr. Swartz said he was concerned about the effect on the roof and that the antenna can be moved.

**MOTION: Mr. Spell moved, Mr. Fredericks seconded, to have the OA representative take the issue of relocating the cell tower at the South building to a less obtrusive place. The motion passed unanimously (4-0-0).**

Continuing his report on the OA meeting, Mr. Ali said that improvements were going to be made in landscaping. He said that trees were dying and would be replaced with ones more attractive and more suitable to the climate. The cost, he added, would be about \$30,000.00 and would be taken out of the grounds maintenance line item. He then asked for nominations for a new OA representative.

**MOTION: Mr. Spell moved, Ms. Shahade seconded, to appoint Mr. Fredericks as OA representative with Mr. Spell as the alternate. The motion passed (3-0-1) with Mr. Fredericks abstaining.**

**V. OLD BUSINESS:**

1. Leach Wallace Estimates and Reserve Study: Mr. Swartz referred the Board to the estimate on major work. Mr. Ali suggested that the projects had to be prioritized. Mr. Swartz said that Mr. Johnson recommended doing the boilers first as a cost saver. However, Mr. Fredericks said that boilers should not be sold on cost savings but on greater efficiency. Mr. Swartz said that it would cost more to keep the 50 year-old boilers going than to replace them. He also said that brick and tuck pointing would cost \$137,000.00 to repair the 10<sup>th</sup> floor and above but that units below would have less water penetration. He added that the work could be done all at once or incrementally. He suggested doing 8 roofs as well. Mr. Ali suggested authorizing Mr. Swartz to get proposals. Mr. Swartz said that first the Board must decide what to do from the reserve study. Mr. Fredericks also said that the Board should decide on the minimum amount of money to keep in reserves and the schedule for projects.

[Mr. Randolph arrived at 6:54 p.m.]

Mr. Ali said that \$500,000.00 seemed like a good figure for reserves and asked Mr. Swartz for a list of 10-15 items in terms of priorities. Mr. Swartz referred the Board to the exhibit on exterior repairs adding up to \$737,000.00. Mr. Ali then suggested that work will take to 2060, but in 10-15 years a developer might come. Mr. Fredericks replied that work needed to be done within the 30 year mark. Mr. Ali then asked if there were other alternatives to brick and tuck pointing. Mr. Fredericks also said that the balconies looked bad and will cost about \$200,000.00, but that the West building wanted to team with the North to save money. In terms of the boilers, Mr. Swartz said that he recommended replacing the old chiller with a new boiler. He also said that numbers could be readjusted. Mr. Fredericks added that an engineer should oversee projects and give specifications. Mr. Swartz said an engineer was not needed for the boilers and that the Board needed to agree on what to do first. Mr.

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Fredericks said that the boilers should be done first and the balconies could be done in 2008. Mr. Swartz said that a flex-tube boiler was cheaper and more efficient but required care. Next he referred the Board to the cash flow and bottom line expenses as well as suggestions for increases in assessments. Mr. Spell said that the washer contract should also be taken into account. Mr. Swartz then said he would get bids on the boiler.

2. Bug Issue: Mr. Swartz said that the Triple S contract will end this month and Innovative should start on about October 2<sup>nd</sup>. Ms. Shahade said that notices on the bug situation should be left under doors rather than posted on the bulletin board. Mr. Swartz also said that owners will be charged by the pest management company if cabinets are not cleared out, but that workers cannot be responsible for putting things back.

3. Loading Dock/Trash Corral: Mr. Swartz said that there was no fire issue. He also said that Blue Army Handyman's bid was \$3,750.00 for a pressure treated wood canopy to the edge of the building and \$7,500.00 to extend 10 feet and \$2,000.00 for an additional trash area. He also said that a pergola would cost \$7,500.00. Another option, he said, was to get a 6-yard dumpster.

4. Lobby Improvements: Mr. Swartz said that the Board approved \$500.00 last month.

5. Floor Mats in Stairwell: Mr. Swartz said that the 10 mats he ordered were in and that he would order another 10.

6. Door Painting: Mr. Fredericks said that the Board should decide to repaint or keep the same brown color on doors. Ms. Shahade added that black didn't go with the building. Mr. Randolph also said that \$600.00 to repaint was just another expense for a stretched budget.

**MOTION: Mr. Randolph moved, Ms. Shahade seconded, not to repaint the doors. The motion passed unanimously (5-0-0).**

7. Riser Project: Mr. Swartz said that the Board approved the next phase by email.

**MOTION: Mr. Fredericks moved, Ms. Shahade seconded, to confirm approval of a cost not to exceed \$71,000.00 for the fall riser project. The motion passed unanimously (5-0-0).**

8. In-house Painter: Mr. Swartz said that he is deciding on one of 2 painters (\$12.00 an hour) who could be shared with the East building. He also said that the person chosen would have a 90-day probation period and would work 10-15 hours per week.

**VI. NEW BUSINESS:**

1. Units That Can Install Dishwashers: Mr. Swartz referred the Board to the list of units that can install dishwashers. Mr. Fredericks suggested that the list could be confirmed by opening up the circuit panels when convectors are cleaned.

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2. List of Maintenance Repairs and Charges: Mr. Swartz said that charges were approved but were not clear, so he made changes. He added that residents would be charged 50% above cost for parts at the manager's discretion and labor will be \$60.00/hour.

[Ms. Lai arrived at 8:01 p.m.]

3. Exhaust Fan Repairs: Mr. Swartz said that repairs on the exhaust fan have been completed. Mr. Ali added that the \$2,700.00 was a reserve item.

4. Verizon Fiber Optics Proposal: Mr. Ali said that the Board needed a legal opinion on the proposal. Mr. Fredericks said that Verizon just wanted to do a free assessment of the building.

**MOTION: Mr. Spell moved, Mr. Randolph seconded, to approve the free assessment of the building by Verizon. The motion passed unanimously (6-0-0).**

5. Legal Counsel for River Place North: Mr. Ali asked the Board if they wanted to keep Ms. Lynn who has moved to another firm. Mr. Fredericks said that the company should have sent a letter and that the corporation's agreement was with the company. Mr. Swartz added that Legal Counsel was needed primarily for contract review. Mr. Ali said he would call the current firm.

6. Planters for Loading Dock: Mr. Swartz said that the 2 planters would be used to cover the vent on the brick wall. Mr. Fredericks suggested taking a picture to take to the OA who will be responsible for maintaining the planters.

7. Replacement of Tubes in Boiler: Mr. Swartz said that the 2 tubes would cost \$2,000.00 at Precision Mechanics.

**MOTION: Mr. Spell moved, Mr. Fredericks seconded, to approve spending \$2,000.00 to replace 2 tubes in the boiler. The motion passed unanimously (6-0-0).**

8. Elcon Proposal: Mr. Swartz said that one elevator vent was not up to code according to the fire inspector. Furthermore, according to the contract, the corporation was responsible for the \$12,500.00 cost. Mr. Fredericks said Elcon had time to do this work and should give a better price. Ms. Shahade said Elcon should be reported to the Better Business Bureau. Mr. Fredericks suggested that the manager discuss the matter with Elcon. Mr. Ali also said Elcon should have informed the Board.

**IV. REPORTS-continued:**

D. Environmental Committee: Ms. Lai asked for approval for the signs in the trash and recycling rooms.

**MOTION: Ms. Lai moved, Mr. Randolph seconded, to approve \$838.35 for new signs in the trash and recycling rooms. The motion passed unanimously (6-0-0).**

[Mr. Randolph left the meeting at 8:23 p.m.]

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VII. INFORMATIONAL ITEMS:

1. Repairs to L-2: Mr. Swartz said he wanted to replace the carpet, paint, and check the appliances. Mr. Ali said to go ahead and do what was necessary.
2. Selling or Renting Unit 231: Mr. Swartz suggested selling the unit.

**MOTION: The Board agreed BY CONSENSUS to sell Unit 231.**

Mr. Fredericks suggested advertising it on Craig's List. Mr. Swartz also said that the resident of Unit 605 wanted to move out and that he had someone who would rent it for \$1,200.00 a month for a 6-month lease.

VIII. EXECUTIVE SESSION:

**Motion: Mr. Ali moved and Mr. Spell seconded to approve an increase in Mr. Swartz's training allowance from \$1500 per year to \$3500 per year based upon a grade of a "B" or better. The motion passed unanimously (6-0-0).**

**MOTION: Mr. Fredericks moved, Ms. Shahade seconded, to adjourn the open meeting at 8:31 p.m. to convene an Executive Session. There being no objections, the meeting was adjourned.**

SUBMISSION OF MINUTES

Barbara Seaman  
Recording Secretary  
Minute-By-Minute

Approved by:

Sara Shahade, Secretary  
River Place North  
Housing Corporation