

MINUTES OF THE
RIVER PLACE NORTH HOUSING CORPORATION
BOARD MEETING

October 17, 2006

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

I. CALL TO ORDER: President Hashmat Ali called the meeting to order at 6:10 p.m.

Directors Present: Mr. Hashmat Ali, President
Ms. Sara Shahade, Secretary
Mr. Brian Fredericks, Vice President and OA Representative
Mr. Andrew Spell, Treasurer [late]
Ms. Chung Lai, Director
Mr. Assem Iskander [late]

Directors Absent: Mr. Norman Randolph, Director

Management: Mr. Brendan Swartz, Building Manager

II. APPROVAL OF AGENDA:

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

[Mr. Spell arrived at 6:12 p.m.]

III. APPROVAL OF MINUTES:

MOTION: Ms. Shahade moved, Mr. Fredericks seconded, to approve the Minutes of September 19, 2006 as presented. The motion passed (4-0-1) with Ms. Lai abstaining.

[Mr. Iskander arrived at 6:13 p.m.]

IV. REPORTS:

A. President: Mr. Ali reported that he contacted three law firms and received proposals from two of them. Mr. Fredericks said that one was a firm that the Board fired 2 years ago. Mr. Ali said that a different attorney from the firm would be appointed. He also said that Ms. Lynn's new office had not called back and that the matter could be discussed in Old Business.

B. Treasurer: (See variance report) Mr. Spell referred to the over all statement and said that total cash was up a little this month. He also said that the Board agreed by consensus to sell unit 230. Mr. Iskander suggested renting it for six (6) months because the market usually picks

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up in the spring. Mr. Spell then said that the Corporation was basically on track. In terms of the gas contract, Mr. Fredericks suggested extending another year while gas prices were down.

ACTION: Mr. Swartz will try to renegotiate another gas contract.

Mr. Spell added that Amerada Hess typically offered a blended rate. Mr. Ali added that a blended rate would still produce savings. Mr. Fredericks then said that if Mr. Swartz could get a rate close to 98 cents, the Board could approve it electronically.

C. OA Representative: Mr. Fredericks submitted a written report. In response to Ms. Lai's question, he said that the light at the sign was fixed but still too bright. He also said that the trees removed on the peanut island would be replaced. Mr. Ali added that the replacements would be more appropriate for the climate.

D. Improved Environment: Ms. Lai reported that signs were ordered and would be ready within 2 weeks. She added that Cosi's and Baja Fresh will supply food for the orientation that will be held on November 9th or 13th. This orientation, she said, will launch the new signs and would be educational. She also said that she will send a one-page memo on it to residents.

V. OLD BUSINESS:

1. Leach Wallace Estimates and Reserve Study: Mr. Swartz referred the Board to open contracts. He also said that the air handler for the hall broke and that he got quotes to fix it. Mr. Fredericks suggested combining with the West and East on an oversight engineer to do a bid package for the balcony project at possibly reduced prices. Mr. Swartz added that the balconies would be repaired and resealed and the rails would be repainted, but that the company would see what had to be done. He also said that the Board must decide when to spend the money. He added that of the 4 major projects, he recommended doing boilers first. Mr. Spell said that the erosion of mortar had the biggest negative impact. He also said that the boiler, balconies, and brick and tuckpointing would cost \$1 million and did not see boiler replacement as crucial. Mr. Swartz replied that the boiler project was the only one that would save money. Mr. Spell said that the projects had to be prioritized. Mr. Fredericks then said that the Board could decide when bids on the boiler came in. Mr. Ali then said that the Board should go with the manager's recommendations and that Mr. Swartz could do the research and write the specifications. Mr. Spell added that Mr. Swartz should get figures on savings. In response to Mr. Iskander's question, Mr. Ali said that bricks had been done 10 years ago. Mr. Spell added that the old office has been rented and that the Corporation would get income from the laundry contract. Mr. Fredericks then said that the Board must not put off projects, but could take a phased approach.

2. Bug Issue: Mr. Swartz said that the company was on the last 10 units after the initial round and was easier to deal with. He added that bed bugs were not covered but that the owner was billed for treatment.

3. Loading Dock/Trash Corral: Mr. Swartz referred the Board to the diagram. Ms. Lai suggested labeling bulk trash. Mr. Spell suggested running the design by Waste Management. Mr. Swartz said that the Board must decide whether to repave with concrete or asphalt. He also recommended having Blue Army do the work.

MOTION: Mr. Fredericks moved, Mr. Iskander seconded, to approve an amount not to exceed \$8,500.00 for the trash corral project. The motion passed unanimously (6-0-0). The Board then unanimously approved an amendment to the motion stating that the money would be taken from reserves.

4. Riser Project: Mr. Swartz said that there were no major issues and that 3 risers would be left for the spring and 1 for fall.

5. In-house Painter: Mr. Swartz said that he hired a painter for 20 hours per week and that he would do the recycling room and some carpentry.

6. New Concierge: Mr. Swartz said that he hired a new concierge for morning hours.

7. List of Maintenance Charges: Mr. Swartz asked to postpone this item to next month.

8. Verizon Fiber Optic Cable: Mr. Swartz said once the Board decides on a law firm, he would send out the Verizon contract for review. He also said that the company would do a feasibility study. Mr. Spell added that the Corporation must have the access and thus keep control.

9. Legal Counsel Selection: Mr. Fredericks said that the Corporation had few legal issues, yet Ms. Lynn did not respond quickly nor was her colleague able to give guidance. Furthermore, he said, Ms. Lynn charged \$350.00 an hour. Mr. Ali said the Corporation could pick another alternative. Mr. Fredericks also said that the Corporation needed customer service at a good price. Mr. Spell added that a handful of firms deal with CAI and that Donna Mason gave timely responses.

10. Elcon Issue and Vent Update: Mr. Swartz reported that the inspector found the elevator to be non-compliant with code. Mr. Iskander suggested putting a smoke detector in the elevator, but Mr. Swartz said that the issue was smoke and that the elevator shaft was like a chimney.

11. Laundry Contract Update: Mr. Swartz said that the current contract ended in 6 months. Mr. Iskander also said that there were problems with Hoff. Mr. Spell said that the company was suing.

VI. NEW BUSINESS:

1. L-2 Move Out and Repairs Needed: Mr. Swartz said that the cabinets should be replaced and that the bathroom needed retiling. He added that the work would show appreciation to Mario for being willing to move to a smaller apartment. He also said that the cost for cabinets, tile, etc. would be under \$4,000.00 and that Blue Army submitted the lowest quote. Mr. Spell then said that since the Board has 2 proposals from Blue Army,

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they could first try the company on a small project, like L-2. Mr. Swartz also said that he would use the left over red carpet.

MOTION: Ms. Shahade moved, Mr. Spell seconded, to approve an amount not to exceed \$4,000.00 to be taken from reserves for improvements to unit L-2. The motion passed (3-0-2) with Mr. Iskander and Ms. Lai abstaining.

2. Unit 605: Mr. Swartz said that the unit has been rented for \$1,200.00 per month for six (6) months.

3. Unit 230: Mr. Swartz said that once the unit is vacant, he will get the costs to complete an upgrade. He also said the Board should decide whether to rent it as is or to make repairs to sell the unit. Ms. Shahade suggested doing a short lease and then selling it. Mr. Ali then asked Mr. Spell to analyze renting versus selling the unit. Mr. Swartz will also look into shares for the unit.

4. Boiler Project Proposals: Mr. Swartz said he has received no proposals but that 5 companies have looked at the boiler.

5. Hallway Air Handler Broken: Mr. Swartz said that the air handler was on the reserve study for 2009. Mr. Iskander said that the maintenance people should have caught this problem ahead of time and should have kept parts in stock. Mr. Swartz said that the problem was an internal one and that it would take at least 10 weeks to fabricate the part.

MOTION: Mr. Iskander moved, Mr. Spell seconded, to approve \$4,700.00 from reserves to fabricate the part for the air handler. The motion passed unanimously (6-0-0).

AMENDMENT: Mr. Iskander proposed, Mr. Spell accepted, to amend the previous motion to approve paying 10% more to expedite delivery of the part. The amendment passed unanimously (6-0-0).

VII. INFORMATIONAL ITEMS:

1. Convector Cleaning has been scheduled to take place after the riser project.

2. Fire in Unit 1011 Update: the carpet was replaced.

3. Delinquency letters were sent and one person has since paid.

4. Exit lights were almost completed.

5. New OA Representative: Mr. Spell was asked to reconsider being the OA representative for the North building so that Mr. Fredericks could replace the West building representative who has resigned.

6. The audit has been scheduled for October 25.

7. The Black Hole has been proposed as non-hazardous storage. The Blue Army proposal is to have ninety (90) days free and do renovations. It is for \$2,000.00/month with a 10 year renewal and increases for inflation. Mr. Fredericks said that the price would go up with assessment increases. He also said that the Board must approve subleasing and improvements. In

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terms of the contract with the agent, Mr. Spell suggested communicating with her about this proposal.

VIII. ADJOURNMENT:

MOTION: Mr. Iskander moved, Ms. Shahade seconded, to adjourn the meeting at 8:23 p.m. There being no objections, the meeting was adjourned.

SUBMISSION OF MINUTES

Barbara Seaman
Recording Secretary

Approved by:

Sara Shahade, Secretary
River Place North
Housing Corporation