

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

November 21, 2006

I. CALL TO ORDER: Vice President Fredericks called the meeting to order at 6:30 p.m.

Board Members Present:	Mr. Brian Fredericks	Vice President
	Ms. Sarah Shahade	Secretary
	Mr. Andrew Spell	Treasurer
	Mr. Assem Iskander [late]	
	Mr. Norman Randolph	Director
Board Members Absent:	Mr. Hashmat Ali	President
	Ms. Chung Lai	Director
Others Present:	Sandra Pickron	Recording Secretary

II. APPROVAL OF AGENDA:

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

III. APPROVAL OF MINUTES:

MOTION: Mr. Randolph moved, Ms. Shahade seconded, to approve the Minutes of October 17, 2006 as presented. The motion passed unanimously (4-0-0).

IV. REPORTS:

- A. Treasurer: Mr. Spell stated that the financials were emailed to the Board adding that there were no changes, yet he would address questions from the Board. Mr. Brandon stated the he inserted a page to the financials which now reflects the delinquencies as of October 31, 2006.
- B. OA Representative: Mr. Fredericks reported that he sent an email addressing the Holiday Party, which is scheduled for December 13th from 6:30 p.m. to 8:30 p.m. and sought approval of funding and suggestions from the Board. Mr. Fredericks stated that the East Holiday party was approved at \$500.00 and would include children. The Board discussed whether the party should include children and if alcohol should be served. Mr. Spell stated that the Holiday party should include children, and alcohol could be served, provided Management monitors consumption of alcohol.

MOTION: Mr. Spell moved, Mr. Iskander seconded, to approve \$600.00 to the OA for funding of the Holiday Party with alcohol being severed and monitored by Management. The motion passed unanimously (4-0-0).

The Board went into Executive Session at 6:38 p.m. and reconvened at 6:42 p.m.

- C. Improved Environment Committee: Mr. Swartz reported that the meeting was a success with approximately 35 people in attendance and approximately 6 individuals signing up for the committee. In addition, Mr. Swartz added that Cosi and Baja Fresh sponsored the food for the meeting.

The Board went into Executive Session at 6:38 p.m. and reconvened at 6:42 p.m.

Action taken in Executive Session

The Board agreed BY CONSENSUS, that bonuses would be disbursed as documented by Mr. Swartz. The motion passed unanimously (4-0-0).

V. OLD BUSINESS

1. Reserve Study: Mr. Swartz indicated that the Reserve Study report is the same as last month; however, he added that FEA is pressing to finalize the report. Mr. Iskander stated that all projects can't be done and he stressed the importance of prioritizing the work. Mr. Fredericks deferred the Reserve Study to next meeting.
2. Hot Water Heater: Mr. Swartz reported that usage to the hot water heater has increased slightly. In addition, Mr. Swartz stated that the only change to the hot water heater was the addition of a new gas meter, which has been tested by Washington Gas, and results from the test are expected soon.
3. List of Maintenance Repairs/Changes: Mr. Swartz reported that the maintenance repairs/charge list was sent out electronically stating that the only change was the charge for the gas pilot light.

MOTION: Mr. Spell moved, Ms. Shahade seconded, to approve the list of maintenance repairs/charges effective December 1, 2006. The motion passed unanimously (4-0-0).

4. Boiler Project Update: Mr. Swartz reported that four bids for the boiler project have been received; however, he has not heard from Densel. Mr. Iskander suggested that the Association should utilize Mario from the maintenance staff to review the proposals before selecting a contractor, to which Mr. Swartz indicated that the maintenance staff was not trained in that area. Mr. Iskander replied that the staff should educate themselves. Not having enough data to proceed, Mr. Fredericks deferred discussion of the boiler project until the next meeting.
5. Black Hole Rental Proposal: The Board discussed a proposal from Blue Army regarding the "black hole". Mr. Fredericks stated that Blue Army is requesting a 10 year contract. Mr. Swartz recommended approving the 10-year contract at \$2,500.00 per month; three months free, with the first increase beginning May 2008. In addition, Mr. Swartz stated that the contract should reflect that Blue Army will take care of the ductwork; the Association will take care of the removal of sand and carpeting, and Blue Army can only use the space for office space or storage. In addition, the space can only be sublet to residents or owners of River Place subject to the approval of the Board. Further, upon expiration of the 10 year contract, both parties can elect to renew the contract on a year to year basis.

MOTION: Mr. Iskander moved, Ms. Shahade seconded, to approve the proposal from Blue Army based on the recommendations of the Board. The motion passed unanimously (4-0-0).

6. L-2 Status: Mr. Swartz reported that he approved an additional \$2,000.00 to install wood floors in L-2 with the cost to be split between Mario and the Association.

MOTION: Mr. Iskander moved, Mr. Spell seconded, to approve splitting the cost for installation of wood floors in L-2. The motion passed unanimously (4-0-0).

7. Legal Counsel: Mr. Swartz stated that a letter from Linowes and Blocher proposing their services was enclosed. Mr. Spell stated that the Board should first determine the Association's needs to ensure the Board is doing the right thing and recommended deferring the issue until a list of needs are presented.
8. Trash Corral: Mr. Swartz reported that work on the trash corral started today and the fence should be erected within the next few days.
9. Riser Project: Mr. Swartz reported that the riser project should be completed by the end of November.
10. Elcon Issue and Vent Update: Mr. Swartz reported that the inspector came in and provided the least expensive way of fixing the issue by popping a hole in the exhaust room and put a vent in, thereby resolving the issue.
11. Audit: Mr. Swartz stated the he received the audit today which will be forwarded to Mr. Spell for review and then sent to the board via email.
12. Laundry Contract: Mr. Swartz reported that he received the laundry contracts today, with Coin Mach having the better option by giving \$60,000.00 up front and the machines in place. In addition, Mr. Swartz stated that Hoff's contract provided \$63,000.00 up front.
13. Hess Gas Contract Options: Mr. Swartz reported that a bid from Hess was received November 17th indicating the current rate as \$11.98 per decatherm; however, should the Board elect to do an extension the price would be \$10.08, which is a decrease from the price of two years ago. Mr. Randolph stated that he believed the Board should lock the price in.

MOTION: Mr. Randolph moved, Mr. Spell seconded, to approve locking in today's rate through October 31, 2008, for non-blended fuel. The motion passed unanimously (4-0-0).

VI. NEW BUSINESS:

1. Personnel Policy Update: Mr. Swartz indicated that there were two changes to the personnel policy as follows: (1) to page one, which states the hours of operation, and (2) on page four, which states that vacation hours in excess of 40 hours will be lost. Mr. Spell, not in agreement, recommended the policy be changed to reflect hours in excess of 80 will be lost. Mr. Iskander stated that the policy should reflect that vacation for more than two weeks will require board approval.

MOTION: Mr. Spell moved, Mr. Iskander seconded, to approve that no more than two (2) weeks vacation can be taken without prior approval from Management, with vacations exceeding two weeks needing prior approval from the Board. Also, that the employees could not accrue more than 80 hours of vacation at years end or would lose the balance. The motion passed unanimously (4-0-0).

2. Vacation Buy Out: Mr. Swartz reported that Management would like to implement a buy-out plan of half now and the remainder at the end of the fiscal year. The Board was in agreement.
3. Next Board Meeting: The Board discussed the December Board meeting deciding that no meeting will be held during the month of December, with any urgent matters being discussed via email. Further, Mr. Swartz proposed that the Annual Meeting be scheduled for March 27, 2007. The Board was in agreement.
4. WiFi Capacity: Mr. Swartz reported that he was working with Steve to explore additional options to expand the bandwidth. Further, Mr. Swartz stated that at a cost of \$450.00 per month, an additional T1-line can be added to improve the bandwidth. The Board directed Mr. Swartz to continue working with Steve on additional options.
5. Hall Way Air Handler Repairs: Mr. Swartz stated that the repairs to the hallway air handler have been completed.
6. Boiler Issue – In Need of Repair: Mr. Swartz requested approval from the Board to repair a leak to the boiler between the fire side and the water side.
7. **MOTION: Mr. Iskander moved, Mr. Randolph seconded, to approve the proposal to repair the leak to the boiler as indicated. The motion passed unanimously (4-0-0).**
8. Storage Space 1L: Mr. Swartz reported that the shareholder leasing the 1L storage space wants to negotiate the price of the storage. The Board was in agreement that the rates are set, and felt it unfair to re-negotiate the price, and thereby declined the request.

VII ADJOURNMENT:

MOTION: There being no further business, Mr. Fredericks moved, Ms. Shahade seconded, to adjourn the meeting at 7:53 p.m. The motion passed unanimously (4-0-0).