

FINAL

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

October 15, 2008

**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
Mr. Andrew Spell, Treasurer
Ms. Jennifer Pitz, Secretary
Mr. Don Nachtwey, OA Representative
Ms. Djehenane Claire Jean-Jacques, Director late
Mr. Troy Dibley, Director

Directors Absent: Mr. Assem Iskander, Vice President

Management: Mr. Francisco Foschi, Building Manager
Ms. Daisy Zambrano, Assistant Manager

II. **RESIDENT PARTICIPATION**: None.

III. **APPROVAL OF AGENDA**:

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

IV. **APPROVAL OF MINUTES**:

MOTION: Mr. Spell moved, Ms. Pitz seconded, to approve the Minutes of September 17, 2008 as amended. The motion passed (5-0-0).

V. **REPORTS**:

A. **President**: Mr. Ali had no report.

B. **Treasurer**: Referring the Board to the financial report, Mr. Spell reported that total operating cash was high because the Comcast check for \$129,000 had been deposited in the operating account. It will be used to cover the amount budgeted for Verizon, \$40,000, and the remainder will be deposited in the reserve account. Reserves, he added, were about the same as last month at \$1.4 million. He indicated that the Corporation has been slow to make its reserve deposits and that we need to look into why.

In response to Mr. Ali's question, Mr. Foschi said the \$706 in petty cash included \$500 of the ATM plus \$206 cash.

River Place North

October 15, 2008

Page 2

Referring to the Variance Report, included below, Mr. Foschi said that the Corporation was negative \$2,000 on operating assessments for the month and positive year-to-date. The delinquency report, he added, was now accurate. He also said that electricity consumption was up \$8,000 for the month and on track year-to-date. He added that the \$84,000 overage in Miscellaneous Income will be deposited in reserves and that the September contribution was still pending.

Referring to Medical/Dental, he said that item was over by \$2,500 for the month and on track year-to-date. He cited lower gas consumption and a \$1,600 positive variance in storage income. Although water consumption had increased and is paid quarterly, he said, the figure was miscoded. Two checks were pending for laundry income. Elevator maintenance fees were on track.

WiFi fees were over because the additional expense for the Trident upgrade was not budgeted. Ms. Zambrano added that use has not increased and a speed test was run but the WiFi signal was still slow. Mr. Ali said that Trident should look into the signal and asked Ms. Zambrano to keep a log of problems.

[Ms. Jean-Jacques arrived at 6:28 p.m.]

Mr. Spell then congratulated the manager and assistant manager for cleaning up the delinquency records.

September 2008 Variance Report

Income variance report over \$1000

Also includes notes on possible trends

Includes Month to Date (MTD) and Year to Date (YTD)

	MTD Current/Budget YTD Current/Budget Will Round	FAVORABLE/(UNFAVORABLE)
Operating Assessments	MTD 130.8 K/133 K YTD 675.4 K/ 665 K	(2.2)K- Assessments.
Electricity	MTD 26 K/ 18K YTD 92.7 K/100.6 K	(8 K) – Increase in consumption. YTD on track
Miscellaneous Income	MTD 129.6K/ 3.7 K YTD 129.9/ 18 K	125.8 K – Positive trend (Comcast) <i>- 84.90 to 100.00 in Aug.</i>
Medical/ Dental	MTD 4.4 K/ 1.9 K YTD 10 K/9.5 K	(2.5K) – August and September. YTD on track.
Gas	MTD 4.5 K / 7.3 K YTD 34 K/ 36 K	2.8 K– Lower consumption YTD Positive
Storage	MTD 2.5 K/ 0.8 K YTD 4.4 K/4.2 K	1.6 K – storage payments recorded in the proper accounts.
Contribution Cap. Res.	MTD 50 K/ 29 K YTD 125/ 147 K	September contribution pending to be on track.
Water/Sewer	MTD 51.6 K/ 34.6K YTD 34.3 K/ 69.3K	(17K)- -- Increase in consumption YTD Positive
Laundry	MTD 0 / 3.5 K YTD 10 K/17 K	Two checks pending for deposit.
Elevators	MTD 2.1 K/1.1 K YTD 5.7 K/ 5.5 K	August and September Maintenance. YTD on track
WiFi	MTD 2.2 K/ 0.87 K YTD 8 K/ 4 K	(1.3K)Quarterly License. Trident not included.

C. OA Report: Mr. Nachtwey said that, according to Arlington Police, during the Marine Corps Marathon on October 26th no one will be permitted to enter/exit the property for 90 minutes. An escort, however, can be provided by request. In terms of privatizing the security force, he said that the OA will save money on the \$1 million budget and patrols will become RP employees. He also said that he was looking into liability insurance. Next, Mr. Nachtwey discussed the holiday party. He said that it was suggested that each building hold its own party since there was not much help from the buildings the year before. Mr. Foschi added that at their meeting, the managers said they would supply 2 representatives from each building to help set up and clean up so that the property could have one party. Mr. Nachtwey added that OA Board members also suggested having the party catered. In terms of landscaping, he said that a plan for the whole property was submitted and would be voted on.

He also said that patrols would identify people who do not carry alcoholic drinks in cups and have police remove them.

D. Improved Environment: Mr. Nachtwey had no report.

E. Manager's Report:

1. Loading Dock Doors: Mr. Foschi said that the frame was customized and would take longer to deliver, but that the price included the frame.

F. RP Redevelopment Task Force: No report.

VI. **OLD BUSINESS:**

A. Trash and Recycling Guidelines: Ms. Pitz said that the issue was the Board's recourse in dealing with residents who leave garbage in common areas. She referred the Board to relevant Rules and Regulations, bylaws and the lease addendum. The documents, she said, state that the shareholder was responsible for cleanup. She added that the Board can send the tenant a reminder with a copy to the shareholder, next they can send the shareholder a reminder including the fine structure, then they can levy a fine. Mr. Ali agreed that a friendly note should be sent first. Ms. Pitz added that lawyers must be involved in an eviction, an extreme response. She also said that the Board can amend the lease addendum to include cleanliness. Mr. Spell said that the Corporation had rules but no standard enforcement. In terms of fines, Ms. Pitz recommended \$150.00 - \$250.00 because identifying violators requires someone going through the garbage. Mr. Ali agreed that a fine would draw the violator's attention and suggested \$200.00. He also said that if the shareholder does not pay, he/she cannot vote and the Board can collect rent.

B. Water Leak in Lobby: Mr. Foschi said that the source of the leak was the faucet in Unit 301. He reported that it was replaced and repairs on the ceiling have started.

VII. **NEW BUSINESS:**

A. Loading Dock and Side Door Operation Hours: Mr. Ali said that replacing the loading dock door should help solve the problem of letting homeless people into the building. Mr. Foschi said that closing the side doors after 11:00 p.m. and having residents use the front door would also help curtail the problem. Mr. Ali said that too many restrictions might make the building undesirable. Mr. Spell suggested that the manager contact the Arlington Police for suggestions. Mr. Ali added that Mr. Foschi could discuss the problem with the managers of the East and West buildings. Mr. Dibley said that rather than looking at the restrictions as an overreaction, word might get out that the building was not safe. Mr. Foschi said he could start with the concierge locking the side doors.

B. Evaluation of Westminster Financial Service Proposal: Mr. Spell said that the Corporation's investment advisor has left Capitol Securities and moved to Westminster and has asked about transferring its two accounts to his new company. Mr. Foschi said that Eric Korn was the new account representative at Capitol Securities. Mr. Spell said that he has not heard from Capitol Securities, which is a standard practice when account managers change. He also said he would present Westminster with the questions raised by the board and present the information at the following meeting.

C. River Place North Policies Access: Mr. Spell said that the recent minutes contain several references to policies (personnel, phone usage, swimming pool usage, etc). He voiced a concern that policies are instituted by board motions and recorded in the minutes only. This makes them difficult to follow. Mr. Ali said that the daily operations should not be confused with corporation documents. Mr. Dibley added that the policy code fills in the gaps between Rules & Regulations and the bylaws and is mainly instructional. Mr. Spell suggested that the corporation maintain a collection of policies, perhaps a policies and procedures document. This would allow the board to refer to existing policies prior to enacting duplicate or conflicting policies. He further suggested that the document be stored electronically where management and the board could access it for reference and shareholders could access it on request. Ms. Pitz said that she would start the policy document based on the board's decision on trash.

D. Painting of Stairwell Railings: Mr. Ali said that railings were in bad shape. Mr. Foschi said they would be scheduled.

E. Noise Problems During Convectector Maintenance: Mr. Ali said that some residents have objected to the hissing sounds. Mr. Foschi said that when filters are dirty, they make noise.

VIII. ADJOURNMENT:

MOTION: **Mr. Spell moved, Mr. Nachtwey seconded, to adjourn the meeting at 7:49 p.m. There were no objections.**

SUBMISSION OF MINUTES

**Barbara Seaman,
Recording Secretary**

Approved by:

**Jennifer Pitz, Secretary
River Place North
Housing Corporation**