

**FINAL**

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

**January 13, 2009**

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

I. **CALL TO ORDER:** President Hashmat Ali called the meeting to order at 6:13 p.m.

Directors Present: Mr. Hashmat Ali, President  
Mr. Andrew Spell, Treasurer  
Mr. Don Nachtwey, OA Representative  
Ms. Jennifer Pitz  
Ms. Djehenane Claire Jean-Jacques

Directors Absent: Mr. Troy Dibley  
Mr. Assem Iskander, Vice President

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

Others: N/A

II. **APPROVAL OF AGENDA:**

**MOTION:** Mr. Hashmat moved, Ms. Djehenane seconded, to approve the agenda. The motion passed unanimously (4-0-0).

III. **APPROVAL OF MINUTES:**  
**There was no meeting in December.**

IV. **REPORTS:**

President: Mr. Ali noted that the back door works well. Mr. Ali asked management if the front desk was short of staff; he had noticed no one at the desk a few times. It was clarified by management that front desk staff had holiday hours for a few days in December. Mr. Ali said he would like to see a sign displaying the time when front desk staff will be back and a name plate of the concierge on duty.

B. Treasurer: Mr. Spell referred the Board to the financial report. Mr. Ali thanked Mr. Spell for keeping a close eye on the finances. Mr. Spell indicated that the reserve account is expected to

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reach the \$1.5 million milestone prior to the next board meeting. Mr. Spell said that operating account is on track, miscellaneous income YTD is 140k positive YTD due to the contract negotiated with Comcast. All overages at fiscal year end will be contributed to eserves. The Variance Report, included below, was reviewed. Regarding the variance report, the Assessments are slightly positive possibly due to payments in advance and/or collection of outstanding balance from the prior fiscal year. The Laundry income was said to have been miscoded into Laundry decoration fee. The decoration fee is negotiated with each new laundry contract; the current contract runs for 6 years. Mr. Foschi said the L4 payment for December as yet to be deposited. Mr. Ali brought up L3 and noted that renting this space will be helpful next fiscal year. Mr. Foschi pointed out that the Gas item is positive YTD.

In terms of delinquencies, Mr. Ali said to make a recommendation for items that need to be written off our books. These items may include work orders not billed due to management error. The board agreed that any write offs should occur this year in preparation for next fiscal year.

The Variance Report is included.

## December 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)
<b>Operating Assessments</b>	MTD 135K/133 K YTD 1.07K/ 1.06K	2.6K- Assessments Collected. YTD -7.5K Positive
<b>Laundry</b>	MTD 14.1 K/ 3.5K YTD 24.5 K/28 K	10 K – Account corrected. YTD – (3.5 K) December check pending
<b>Miscellaneous Income</b>	MTD 0 K/ 3.7 K YTD 130/ 30 K	(3) K – Expected YTD budget exceeded. No other monthly income expected
<b>Rental income L-4</b>	MTD 0 K/ 2.5 K YTD 22.5 K/20 K	(2.5K) – December check pending.
<b>Desk persons</b>	MTD 5.6 K/4.5 K YTD 41 K/ 40 K	(1.1) K– 3 paid periods (2 budgeted)
<b>Medical insurance</b>	MTD 0.1 K/ 1.9 K YTD 10 K/15 K	2 K – December payment pending.
<b>Electricity.</b>	MTD 17 K/ 14 K YTD 146 K/ 144 K	3 K- Consumption increase
<b>Gas</b>	MTD 27K/ 22K YTD 69 K/ 92 K	(4.9 K) – Decreased consumption YTD -22.9K positive
<b>Water</b>	MTD 91.8 K/ 34.6 K YTD 126 K/103 K	(22 K) - Consumption increase YTD- To be corrected by Accountant.

**Note:**

There is no current income in Rental income office (L-3), and the Rental income sub-basement (L-4) has been collected successfully every month.

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C. OA Report: Mr. Nachtwey discussed the budget differences between Securitas and privatizing our patrol. The differences discussed are included:

Total/Wk	Total/Month	Total/Year
\$480.00	\$1,920.00	\$24,960.00
\$480.00	\$1,920.00	\$24,960.00
\$480.00	\$1,920.00	\$24,960.00
\$192.00	\$768.00	\$9,384.00
\$364.00	\$1,536.00	\$19,968.00
<b>\$2,016.00</b>	<b>\$8,064.00</b>	<b>\$104,832.00</b>
\$560.00	\$2,240.00	\$29,120.00
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\$448.00	\$1,792.00	\$23,296.00
\$214.00	\$896.00	\$11,648.00
<b>\$1,792.00</b>	<b>\$7,168.00</b>	<b>\$93,184.00</b>
\$680.00	\$2,720.00	\$35,360.00
\$680.00	\$2,720.00	\$35,360.00
\$4,488.00	\$17,952.00	\$233,376.00
<b>\$6,306.72</b>	<b>\$25,226.88</b>	<b>\$327,919.44</b>

Mr. Ali inquired about the additional costs for OA and contract penalties for treating Securitas as a staffing firm. Mr. Ali requested a more specific list of the pros and cons of privatizing patrol. Ms. Pitz asked if OA overhead would increase. Mr. Ali requested an analysis of costs, benefits and recommendations. Mr. Spell indicated that only base salary was considered in the analysis and that RPNHC budgets 30% above salary for expenses incurred due to government regulations, such as employment taxes and workers compensation, as well as employee benefits such as health care. Ms. Pitz asked if the Board could see the existing contract with Securitas and inquired about training.

D. Improved Environment: Mr. Ali commented that residents are not educated in using the recycling closets properly. Mr. Spell said that the county website itself was not clear as to what "commingled" trash is. Mr. Spell said he would contact the County for more information.

V. OLD BUSINESS:

A. Exterior Brick repair and waterproofing: Mr. Foschi said that FEA would be coming the following day for confirmation of flashing conditions.

B. Loading Dock and Side Door Operation Hours: Mr. Foschi and Ms. Zambrano discussed issues with the side door and front door.

C. Party Room upgrade: Mr. Spell discussed options to renovate the party room. A motion was made to spend no more than 15k from Reserves for the renovation.

**MOTION: Mr. Spell moved, Ms. Pitz seconded, to approve the motion to not spend more than 15k from the Reserves account for the party room renovation. The motion passed unanimously (4-0-0).**

VI. NEW BUSINESS:

A. Annual Board Meeting: Mr. Foschi said that last year's calendar would be used as point of reference for this year's annual board meeting. Mr. Foschi and Mr. Ali discussed dates: January 16<sup>th</sup> was set as call for candidates and February 16<sup>th</sup> as deadline for candidates to submit their applications. The 27<sup>th</sup> annual board meeting was set for March 17<sup>th</sup> 2009.

B. Switch Gear Maintenance: Mr. Foschi said that only one contractor out of four that had come in to give an estimate for switch gear maintenance had sent in an estimate. Mr. Foschi said the estimate included a good summary of the job to be performed. Mr. Ali said that Mr. Iskander could review the estimate.

C. 2010 Budget: Mr. Spell said that the draft of the budget due on January 15<sup>th</sup> was still being worked on. Mr. Ali asked if it would be sent by email once done. Mr. Spell said a budget meeting could be scheduled.

VII. ADJOURNMENT:

**MOTION: There being no objections, the meeting was adjourned at 8:15 p.m.**

SUBMISSION OF MINUTES

Daisy Zambrano,  
Assistant Manager

Approved by:

Jennifer Pitz, Secretary  
River Place North  
Housing Corporation