

MINUTES OF THE
RIVER PLACE NORTH HOUSING CORPORATION
BOARD MEETING
June 16, 2015
1121 Arlington Boulevard
Party Room, Lobby Level
Arlington, Virginia 22209

I. **CALL TO ORDER:** Ms. Yonkos called the meeting to order at 6:13 p.m.

Directors Present: Ms. Jennifer Yonkos, President
Mr. Raymond Miller, Vice President
Mr. David Weinberg, Secretary
Mr. Hashmat Ali, Director

Directors Absent: Mr. Andrew Spell, Treasurer
Mr. Robert Turman, OA Representative
Mr. Brad Niesen, Director

Management: Mr. Francisco Foschi, Building Manager; Ms. Leila Riahi, Assistant Manager.

II. **APPROVAL OF AGENDA:**

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

III. **APPROVAL OF MINUTES:**

MOTION: Mr. Weinberg moved, Mr. Miller seconded, to approve the Minutes of May 19, 2015 as amended. The motion passed unanimously (4-0-0).

IV. **REVIEW OF EVENT CALENDAR/RESERVE PROJECTS:** Mr. Foschi reported that windows have been washed, real estate taxes were paid, and that the cost of the replacement by Emcor of the transfer switch is down to \$14,000. He also said that the chillers are fully operational and that the A/C is working well. He added that the next big project will be the overhaul or replacement of the main electric gear in the boiler room. The roof replacement, he said, has 3 bidders.

V. **REPORTS:**

A. **President:** Ms. Yonkos said that according to the bylaws, the Board can conduct business by email but the vote must be reaffirmed at the next meeting and will be reported in the minutes.

B. **Treasurer:** Mr. Foschi reported that reserves totaled \$1,745,846 and that \$50,000 was in the Suntrust account. He then gave the Variance report for May.

C. **OA Report:** Mr. Weinberg reported that according to the old property maps, the curb is the River Place property line and that the overlap might be used as leverage with Monday Properties to address sidewalk issues. He also said that the repaving of parking lots will probably take place in the fall. He added that new uniforms were purchased for security guards and that an outside firm will do additional training. Mr. Weinberg said that cleaning and repairs of the WP garage are not on the calendar.

D. **Manager's Report:** Mr. Foschi cited his report and said that the fire alarm system was finished and that after pre-tests, the fire department will do a full test from Monday to Thursday. He also said that he will do a cost analysis of plates versus patches to cover holes from the old fixtures. He suggested replacing all signs in the building so that they match.

VI. **NEW BUSINESS:**

A. Fire Control Room Door Replacement: Mr. Foschi said he received bids of \$2500 from Beck's and \$8,000 from Door Mat.

MOTION: Mr. Weinberg moved, Mr. Miller seconded, to approve the proposal from Beck's Door and Hardware Service for \$2500 to replace the fire control room door. The motion passed unanimously (4-0-0).

B. Contractor Payment Policies and Procedures: Ms. Yonkos said that Mr. Niesen was owed money for 2 items: panel doors ruined by convector leaks and appliances. Mr. Ali said that the standard policy is to go through the building manager. He also said that the corporation should pay 2 separate checks for 2 invoices. Mr. Foschi said that there should be proof that Mr. Niesen paid or it will pose a problem for the audit. He added that the refrigerator was missing. Mr. Ali said that directors should not put out their personal money for a project and that the vendor should send an invoice to River Place North. Mr. Foschi said that he explained the policy to the vendor that he will be paid within 30 days. Ms. Yonkos added that it was sufficient that Board members volunteer their time and efforts and that they are not expected to extend their own money to pay for projects.

C. Reimbursement Policies: Ms. Yonkos said that payment to a Board member needs to be approved by the Board; then the director can submit an invoice. She also said that it should be for a good reason and should be a unique payment for a unique event. Ms. Yonkos suggested tabling the matter to the next meeting.

D. Pest Control Proposal: Mr. Foschi said that treatment of 432 units with a report and recommendations and special treatments will cost \$6,700. He also said that he will send out a notice to residents that this will be done annually and will include a list of actions residents can take to keep their units pest-free. He added that he can take money from reserves for the first treatment and then can budget for it as an annual expense.

MOTION: Mr. Ali moved, Mr. Miller seconded, to approve a contract for \$6,700 for pest control treatment for the full building to be taken from reserves. The motion passed unanimously (4-0-0).

VII. **OLD BUSINESS:**

A. Party Room Upgrades: Mr. Miller presented samples for the countertop. He said that the cost ranged from \$37/sq. ft. for the solid and \$44/sq. ft. for quartz and that the totals for 84 sq. ft. were \$3,108 versus \$3,896. Ms. Yonkos said that since the prices were different from the ones that were quoted for the project, Mr. Foschi will ask Mr. Niesen if he could get another vendor at a lower cost and can help with pricing.

B. Roof Replacement in NE and NW Wings: Mr. Foschi said there were no updates.

C. Subletting Control and Enforcement: Ms. Yonkos suggested putting the matter on the agenda for next month after reviewing fines in the bylaws.

VIII. **ADJOURNMENT:**

MOTION: Mr. Ali moved, Mr. Miller seconded, to adjourn to the meeting at 8:03 p.m. There were no objections.

SUBMISSION OF MINUTES

**Barbara Seaman,
Recording Secretary**

**Approved by:
David Weinberg, Secretary
River Place North
Housing Corporation**

May 2015 variance Report

Income variance report over \$1000

Also includes notes on possible trends

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

ACCOUNTS	MTD Current/Budget YTD Current/Budget Will Round	FAVORABLE/(UNFAVORABLE)
Op. Assessments	MTD 164 K/ 157 K YTD 164 K/ 157 K	7K – Favorable assessments
Rental Office	MTD 0 K/ 3.3 K YTD 0 K/ 3.3 K	(3 K) – Rosslyn Prep.
Utility Reimb. OA	MTD 2.2K/ 0.7 K YTD 2.2 K/ 0.7 K	1.5 K- Favorable
Electricity	MTD 15 K/ 19 K YTD 15 K/ 19 K	(4.2 K) – Electricity
Hardware	MTD 1.3 K/ 0.4 K YTD 1.3 K/ 0.4 K	(0.9 K)- Drain Enzyme treatment
Pest Control	MTD 2.3 K/ 0.9 K YTD 2.3 K/ 0.9 K	(1.4 K)- Last treatment for Blr. Room space.
OA Assessment	MTD 53 K/ 27 K YTD 53 K/ 27 K	(27 K) – Replacement payment for two checks lost in the mail for last FY.
Cont. Reserves	MTD 0 K/ 41 K YTD 0 K/ 41 K	41K –May Contribution to be deposited in June