

FINAL

**MINUTES OF THE
RIVER PLACE NORTH HOUSING CORPORATION
BOARD MEETING
May 21, 2024
ZOOM MEETING**

I. **CALL TO ORDER:** Ms. Saghafi began the meeting at 6:33 p.m.

Directors Present: Ms. Kelly Saghafi, Acting President
Mr. Hugo Silva, Director
Mr. Olivier, Lombard, Director
Mr. Samir Hamdan, Director
Ms. Valeria Voelki, Director

Directors Absent: Ms. Rudaina Mitman, Acting Vice President; Mr. Albert Cruz, Director.

Management: Mr. T.J. Adams, Building Manager.

Residents: Cynthia Long #129; Andrew Spell, former Board member and Treasurer.

II. **RESIDENT PARTICIPATION:**

- Ms. Saghafi read an email from Sabrina Faber about the worsening heat in her unit #1011. She said that she believed the insulation was compromised and that it was the responsibility of RPN to address the issue. She suggested the following actions: (a) replacing the insulation, b) painting the exterior surface of the top floors white, and/or (c) installing at least 3 supplementary air conditioners. She added that the heat is a matter of health and safety. Ms. Saghafi then asked the Board to review Ms. Faber's letter as well as her suggestions. Mr. Silva agreed that the matter needed more investigation and asked about providing a portable a/c unit. Ms. Saghafi replied that if RPN purchased an a/c unit for one home, the corporation must buy units for all 6 homes on the 10th floor. Mr. Adams added that the heat is off and convectors were just serviced, so Ms. Faber is getting natural heat and 10th floor heat. In reply to Mr. Lombard's question about getting help to find out what was happening, Mr. Saghafi said that the building engineer can look into it. Mr. Lombard then said that the complaint was about high temperatures in winter but not in the summer. He also asked if Ms. Faber opened windows when temperatures were high. Ms. Saghafi said that the Board needed to discuss the issue and possible solutions with Ms. Faber.

III. **APPROVAL OF MINUTES:** Ms. Saghafi referred the Board to the January and February minutes. Approval was tabled to the next monthly meeting.

IV. **NEW BUSINESS:**

Selection of New Board Officers: Ms. Saghafi said that there were 5 positions to fill and asked the Board to review the duties of each office. She suggested holding a short meeting and asked Mr. Adams to set it up.

RPN Leave Policy Changes: Mr. Adams said that the leave policy should be formalized and simplified for all employees. He also said that the Commonwealth of Virginia had no standard and that it was at the discretion of the corporation. Mr. Lombard asked about a comparison to the other buildings. Mr. Adams said he reviewed state requirements only. He also said that Human Relations issues are confidential and are not discussed with other managers. He added that the topic was for the Board's information and did not need to be voted on.

Boiler Replacement Change Order: Mr. Adams said that the boiler replacement was ahead of schedule and the corporation has saved \$43,000. He also said that NAC has determined that 4 zone pumps needed replacement and that the ordering the pumps will take 2 months and cost \$75,400. In response to Mr. Lombard's question about what other buildings had done, Mr. Adams said that others have refurbished their boilers but have high repair costs. He added that the reserve study called for boiler replacement in 2025. Mr. Silva then suggested getting more proposals. Mr. Adams replied that RPN's maintenance contract was with NAC and that the company was already replacing the whole boiler, so getting another vendor would be risky and might pose problems with equipment compatibility.

MOTION: Mr. Lombard moved, Mr. Hamdan seconded, to approve the proposal from NAC for \$75,400 to replace 4 zone pumps. The motion passed (4-0-0).

VI. **REPORTS:**

General Manager:

- Boiler replacement discussed in New Business.
- Reserve study under way.
- FM Global Insurance assessment conducted on April 10. Recommendations are forthcoming and a fire evacuation plan is in process. Fire Marshall inspection cited a few items and RPN will be in compliance soon.
- Conversion from One Drive to SharePoint began April 17.
- Financial Management migration began May 1.
- RPN migration of email from AOL to Outlook began May 17.

Financials:

- Operating balance \$159,351.83
- Petty cash \$938.36

- Delinquencies \$9,342.05

In response to Mr. Silva's question about the reserve balance, Mr. Spell-former Board Treasurer—said that it was \$4.1 million and that the 1st payment of \$300,000 was made to NAC for the boiler. He added that the \$4.1 million was distributed through the replacement reserves and contingency accounts.

VII. ADJOURNMENT:

MOTION: Mr. Silva moved, Mr. Lombard seconded, to adjourn the meeting at 7:25 p.m. There were no objections.

SUBMISSION OF MINUTES

, Secretary

River Place North
Housing Corporation