

MINUTES OF THE
RIVER PLACE NORTH HOUSING CORPORATION
BOARD MEETING
June 17, 2024
ZOOM MEETING

I. CALL TO ORDER: Ms. Saghafi began the meeting at 1:34 p.m.

Directors Present: Ms. Kelly Saghafi, President
Ms. Rudaina Mitman, Vice President
Mr. Albert Cruz, Treasurer
Mr. Olivier Lombard, OA Representative
Ms. Valeria Voelk, Secretary
Mr. Hugo Silva, Director
Mr. Samir Hamdan, Director

Directors Absent: None.

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

Residents: None.

II. RESIDENT PARTICIPATION: None.

III. APPROVAL OF MINUTES:

MOTION: Mr. Lombard moved, Mr. Hamdan seconded, to approve the minutes of May 21, 2024. The motion passed (6-0-0).

IV. OLD BUSINESS:

Unit 1011 Heat Issues: Mr. Adams said that multiple visits were made to the unit and temperatures ranged from 69 to 71 degrees throughout the unit while outdoor temperatures ranged from 69-90 degrees. He also said that it was observed that a convector was covered. He concluded that unit temperatures were less than the outdoor temperatures even when it was hot outside and that the shareholder was still urging major construction. He added that he is monitoring the unit temperatures and recommended continuing to do so. He added that the shareholder is now renting the unit. Mr. Lombard asked about the other units on the 10th floor. Mr. Adams replied that the fixtures are the same in those units and that the shareholder needs to open windows. Mr. Hamdan agreed with continuing to monitor the temperatures and added that convectors have a shut-off valve. Mr. Adams also said that everyone reacts to heat differently. Ms. Saghafi said that the building is old and not a luxury residence. She also said that if the corporation bought a split HVAC, for Unit 1011, it would have to buy them for others. She agreed with continuing to monitor the unit temperatures. Mr. Hamdan added that if the

unit is now cool enough and others on the 10th floor had no complaints, then it is no longer an issue. Mr. Adams added that 2 more floors need to be done to complete the semi-annual maintenance work.

V. **NEW BUSINESS:**

Building Maintenance Service: Mr. Silva suggested issuing an extended list of maintenance services and fees and to distribute them to the community. Mr. Adams said that a list of services exists and could be emailed to shareholders. Ms. Saghafi also suggested including the list in the resale package for new owners. Mr. Lombard asked if other building offered services that RPN does not. Mr. Adams replied that this kind of information is shared among managers. Mr. Lombard added that RPN needed to improve communication about services to everyone in the building. Mr. Adams said that residents are not responsible for service charges. Ms. Saghafi added that shareholders must request services.

Safety Issues: Mr. Lombard said he was told about a safety problem in front of the building and that safety should be a priority. He also said that the issue involved the poles supporting the canopy that were rusty and a trip hazard. Mr. Adams said that the issues were discussed last fall and other problems like mold intervened and were addressed. He also cited a proposal to replace the poles for \$6500 and one to repair the trip hazard for \$16,350 by VVMI, a company used by other buildings. He added that the work could not have been done in the winter but that he will get 3 quotes for the project. He agreed that safety was a top priority. Mr. Lombard then suggested posting a sign warning of the trip hazard where it is located.

Shareholder/Resident Insurance: Mr. Adams said that the previous Board wanted insurance to be mandatory but legal counsel said that the corporation had no legal grounds for requiring insurance. Ms. Saghafi said that it has always been optional and asked how many were uninsured. Mr. Adams said that the previous Board wanted to amend the bylaws to make insurance mandatory but that legally it cannot be done. Ms. Saghafi added that the new counsel for all the buildings can investigate the issue.

Gas Inspection Status: Mr. Lombard asked if gas stoves were inspected and what the corporation's responsibility would be if a shareholder did not have a stove inspection. He added that it is mandatory in Virginia if there is a reconnection. Mr. Adams said he will ask Washington Gas. Mr. Lombard said that permits and inspection are needed for new gas stoves. Ms. Saghafi said that Washington Gas will be contacted about required inspections. Mr. Adams added that management has had a hard time getting owners to use licensed contractors and to get appropriate documentation.

Water Valve Status: Mr. Lombard asked about the progress on getting shareholders to change water valves. Mr. Adams said that of the 432 units, 150 were informed that they needed to change water valves. He also said that the water bill for the building increases by \$10,000 every time water is shut down. He added that 65 valves were changed in the fall.

Past 12 Months of Projects: Mr. Lombard asked about projects that have been done in the past year. Mr. Adams suggested reviewing the minutes under Old Business and New Business so that projects can be monitored. Mr. Lombard suggested creating a list of projects and taking them off the list when something is fixed and leaving them on if they have not.

Shareholder/Resident Surveys: Mr. Lombard said that since the Board is new, a survey would be helpful to see what matters to residents and owners. Ms. Saghafi said that it was done recently and should probably be done annually. Mr. Lombard said he can send management a list of suggestions.

Building Tours: Mr. Adams said he would like to schedule 1-2-hour tours of the building and will email the Board with suggested dates and times.

VI. **REPORTS:**

General Manager:

- Boiler replacement project is ongoing and moving ahead of schedule.
- Ice cream social will be held by the Arlington County Food Bank and the RPN community is invited to participate.
- Preventive maintenance service is proceeding ahead of schedule.
- Financials:
 - Operating balance-\$232,725.83
 - Reserve balance-\$4,034,672.16
 - Delinquencies- data is being collected by Cardinal

Mr. Adams said that corporation finances are still in transition with Cardinal but they are making progress.

RPOA: Mr. Lombard said that the RPOA Board met last month and officers were selected. He also said that there was a legal orientation and discussion of insurance. He added that the Parking Committee was making sure that visitor parking fees were being collected. He also said that patrol was improving and was doing reports and taking pictures. Mr. Adams said that the building managers met with the new security consultant and discussed how River Place operated as a community.

President: Ms. Saghafi said that most of her topics were discussed in Executive Session. She added that at a special meeting the Board selected the following officers: Kelly Saghafi, President; Rudaina Mitman, Vice President; Olivier Lombard, OA Representative; Albert Cruz, Treasurer. She also said that no Secretary had been chosen. Ms. Valeria Voelk then volunteered to act as Secretary.

Ms. Saghafi then said that the Board would not meet in July unless a special need arises.

VII. **ADJOURNMENT:**

MOTION: Mr. Lombard moved, Ms. Mitman seconded, to adjourn the meeting at 6:22 p.m. There were no objections.

SUBMISSION OF MINUTES

, Secretary

**River Place North
Housing Corporation**

ACTION ITEMS:

- Monitor temperatures in Unit 1011
- Email list of services provided by RPN to residents and shareholders
- Get 3 proposals to replace canopy poles and repair trip hazard
- Contact Washington Gas about required stove inspections
- Create list of building projects completed and in progress
- Create a survey of RPN shareholders and residents (See Mr. Spell's recent survey)
- Send Board a list of suggested dates and times for a building tour
- Safety box on work orders
- Who does what by when-Name and date