

MINUTES OF THE
RIVER PLACE NORTH HOUSING CORPORATION
BOARD MEETING
August 27, 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 Voelkl, Secretary
Mr. Hugo Silva, Director
Mr. Samir Hamdan, Director

Directors Absent: None.

Management: Mr. T.J. Adams, General Manager; Ms. Sarah Mohepath,
Finance Supervisor.

Others: Mr. Fredd Smith, Reserve Advisors.

Residents: None.

II. **RESIDENT PARTICIPATION:** None.

III. **APPROVAL OF MINUTES:**

MOTION: Mr. Hamdan moved, Mr. Lombard seconded, to approve the minutes of June 17, 2024 as amended. The motion passed (7-0-0).

IV. **OLD BUSINESS:**

Board Treasurer Nomination/Vote: Mr. Cruz nominated himself for Treasurer.

MOTION: Mr. Cruz moved, Ms. Saghafi seconded, to nominate Mr. Cruz as Treasurer effective September 1. The motion passed (7-0-0).

Trip Hazard Update: Mr. Adams said that quotes were submitted for the welding and masonry work and that there was no danger of the canopy collapsing. He suggested Reliable Rails for the welding and Diaz Masonry for the masonry as the best options. He said that he has not worked with either company before but that Reliable Rails was recommended by other vendors. Mr. Cruz added that Board members should disclose any personal relationship with either vendor. In response to Mr. Hamdan's question about a scope of work, Mr. Adams confirmed that it was detailed.

MOTION: Mr. Cruz moved, Mr. Hamdan seconded, to approve the proposal from Reliable Rails for welding on the trip hazard work. The motion passed (7-0-0).

MOTION: Mr. Lombard moved, Mr. Hamdan seconded, to approve the proposal from Diaz Masonry for masonry work on the trip hazard. The motion passed (7-0-0).

Unit 1011 Heat Issues: Mr. Adams said that the heat issue was negotiated with the owner. They agreed that the responsibility was theirs and purchased a supplemental A/C unit.

Washington Gas Stove Inspections: Mr. Adams said that Washington Gas replied that stove inspections were not required but that a licensed plumber must do the installation.

Building Tour Update: Mr. Adams said that the tour was conducted last Friday and thanked the attendees.

Email List of RPN Services and Prices: Mr. Adams said that the list went out to shareholders.

Safety Box on RPN Work Orders: Mr. Adams said the safety box was added to work orders.

Community Survey: Mr. Silva proposed doing a customer satisfaction survey. Mr. Lombard has created questions and can email them to the Board. Ms. Saghafi said that there is a template for a customer satisfaction survey that can be done twice a year. Mr. Adams added that Survey Monkey can be used for free and can provide data.

V. **NEW BUSINESS:**

FY 2025 Reserve Study Presentation: Mr. Fredd Smith gave an overview of the report and cited the Executive Summary. He said that reserve expenditures included an estimated date when items needed to be replaced along with estimated costs based on typical prices. He added that the cost in the study is the result of his benchmark on a reliable database including other River Place buildings costs. He also said that new information can be incorporated into the reserve study and that changes can be made for up to 6 months after the report was shipped on June 13. Mr. Adams then said that RPN does a Level 3 Reserve Study every 2 ½ years and that the state of Virginia requires a reserve study every 5 years. Mr. Smith added that preventive maintenance is key to the prolonged life of equipment but that the reserve study gives estimates of when to replace an item. He also said that Board can communicate through email if there are any questions.

Safety Management: Mr. Lombard said that his purpose was to improve safety management at RPN with (1) better explanation to employees of what should be done and (2) systematic checks from management that the work was done. He also said that he did not expect any employee to be blamed. He said has pictures of safety issues like the low duct work in the storage area. Mr.

Adams said that he discussed the problem with Luis and that it has been marked with caution tape but not fixed. He also said that the room should not be open to the public if he feels like it is such a safety concern and a great liability. Mr. Lombard said that there has been a 2-month lag time and that a safety issue should be fixed and checked on that it is done. Mr. Adams said he will resolve the issue as soon as possible. Mr. Silva then asked if OSHA requirements are met on safety equipment used by vendors. Mr. Adams said that the companies used by RPN have insurance and are in compliance with OSHA. Ms. Saghafi added that contractors must be licensed and insured.

Weekly Management Updates to the Board: Mr. Silva asked that the Board receive weekly reports. Ms. Saghafi said that the patrols report to the OA about safety. Mr. Adams also said that he receives safety reports daily. Ms. Saghafi said the Board can email Mr. Adams on specific matters but did not want him to do "busy work." Ms. Mitman added that the Board receives lots of updates monthly and if the matter is urgent, they can email Mr. Adams. Mr. Lombard said that the OA found out that police were at RPN. Ms. Saghafi said that Mr. Adams was not involved with arrests. Mr. Silva said that the weekly report should take 5-10 minutes and should be about the most important items. He then made a motion for the Board to consider forming a subcommittee to come up with 5- or 10- point updates for the Board to approve but there was no second. Mr. Adams then said that RPN now had fewer situations occurring. Mr. Lombard said he would like to know about safety issues and a short message is sufficient. Ms. Saghafi said that reports should be made on an as-needed basis so a motion is not required. Mr. Silva then made another motion about the Board getting a weekly report on big items. Mr. Cruz asked for more clarity in the motion. Mr. Silva said that big maintenance items should be reported. Ms. Saghafi said that big issues are covered in monthly meetings. Mr. Adams then said he wanted to be open to Board concerns and to be accessible to them.

Benchmark Other Buildings Team Structure and 2024 Objectives and Metrics: Mr. Lombard suggested covering both topics in Executive Session.

Customer Survey: Mr. Lombard will email his list of questions to the Board.

Infestation and Bug Prevention in the Wider Community: Mr. Silva said that the West building has an infestation problem and surrounding units had to be treated. He also said that this kind of treatment affects more than 1 unit and should be paid by the Association. He added that not just the West building may have a problem. Ms. Saghafi said that RPN units that are not clean are inspected and are urged to clean up and seal holes. She added that management is on top of the matter. Mr. Adams also said that 24 units are treated at a time and that special cases can be addressed by the pest control company.

[Ms. Mohepath and Ms. Voelkl left the meeting]

VI. REPORTS:

General Manager:

- Financials:
- Cardinal is finalizing RPN financial matters as the new financial management company. Two bank accounts are still being used and must be reconciled and that the Eagle account will be closed.
- Operating balance-33,000.00
- Reserve balance-\$3,760,620.95
- Delinquency balance-\$10,820.39

RPOA: Mr. Lombard cited his report and recommended using bullet points to make a report easy to share. He also cited his report on the land lease. He added that he is on the landscape committee at the OA. He then reported that the gym will be upgraded and the air conditioning is being addressed.

President: Ms. Saghafi said that most of her topics were discussed in Executive Session.

VII. ADJOURNMENT:

MOTION: Mr. Lombard moved, Mr. Silva seconded, to adjourn the meeting at 3:18 p.m. There were no objections.

SUBMISSION OF MINUTES

**Valeria Voelkl, Secretary
River Place North
Housing Corporation**

ACTION ITEMS:

- Create list of building projects completed and in progress
- Fix safety issue of low pipes in the storage area
- Create chart of who does what by when-Name and date
- Canopy poles repair - TJ will provide estimated start/finish dates
- Community survey - TJ will provide estimated start/finish dates
- Contact lawyer for shareholder insurance requirement- TJ
- Trip Hazard Repair - TJ will provide estimated start/finish dates