

MINUTES OF THE RIVER PLACE NORTH
HOUSING CORPORATION BOARD MEETING
NOVEMBER 19, 2024

I. CALL TO ORDER: Ms. Saghafi began the meeting at 2:31 p.m.

Directors Present:

Ms. Kelly Saghafi, President
Ms. Rudaina Mitman, Vice President
Mr. Olivier Lombard, OA Representative
Ms. Valeria Voelkl, Secretary
Mr. Hugo Silva, Director
Mr. Samir Hamdan, Director

Management:

Mr. TJ Adams, General Manager

Residents:

Ms. Cynthia Long (Unit 129)

II. APPROVAL OF MINUTES:

MOTION: Mr. Olivier moved, Ms. Mitman seconded, to approve the minutes of October 2024 as amended. The motion passed (5-0-0).

III. RESIDENT PARTICIPATION:

IV. OLD BUSINESS:

- Ms. Saghafi talked about a vote to elect Christina Bordeaux as board treasurer. Ms. Saghafi expressed congratulations to Ms. Bordeaux as well as thanking candidate Rob Eldred.
- Ms. Saghafi discussed a shareholder refund request by Andrea "Lee" Negroni that has been resolved.
- Ms. Mitman addressed four proposals for the FY 2026 new website. One of the vendors did not show up for a meeting, hence they were removed from consideration. Another vendor was extremely talented but was prohibitively expensive. Another vendor merely designs websites and is not up to the level of service needed by RPN, especially in terms of security.

Work on the website should commence in the middle of May 2026. It does not impact this year's budget. Ms. Mitman spoke of website development and the branding of RPN as two

primary needs, with the branding component needing to be done first.

The main issue with branding is with the sign out front of RPN. Ms. Mitman says the branding can be done in-house. An issue was raised regarding possible branding restrictions via the OA. This matter will be investigated. Discussion ensued about both the brand and website being outdated as well as the website being vulnerable to hacking.

MOTION: Ms. Mitman moved, Ms. Saghafi seconded, to approve the proposal submitted by the selected website vendor. (4-0-1)

Mr. Lombard left the meeting.

- Mr. Adams talked about a cooling tower proposal that has been received. He stated that this is the next large capital project. This is the same vendor that worked on the RPN boilers.

The cooling towers are aged, corroded, rusted, in addition to leaking and need replacing. Installation time is approximately 20 weeks. Two additional quotes are being sought and once secured a special board meeting will be in order.

Mr. Adams noted that Arlington County requires the community to be AC-ready on May 15.

MOTION: Ms. Mitman moved, Ms. Saghafi seconded, to approve Mr. Adams' obtaining two more quotes for replacing the cooling towers at a cost not to exceed \$500,000. The motion passed. (3-1-0)

- Mr. Adams addressed the RPN survey results, saying they are static and show that the needs of the residents are being met. Analytics register as average... in the high 3.8s (with 5 being the highest). He said there now exists a roadmap for changes and improvements over the next six months.
- Laundry room improvements were tabled until the next meeting.
- Fire alarm reminder tabled until the next meeting.
- Proposed savings tabled until the next meeting.

V. NEW BUSINESS:

NAC Change Order: Mr. Adams noted that the boiler(s) replacement has been completed and they are operational at an optimal level. One change order needs to be approved (heat exchange piping), though it is already activated. The heat exchange piping was corroded and had to be changed. The change order was in the amount of \$12,300, which was markedly less than expected. This work was crucial in meeting the boilers-on deadline of October 15.

Mr. Adams spoke of another change order, a steam fitter, that needs replacing, in the amount of approximately \$1000.

MOTION: Ms. Mitman moved, Ms. Voelkl seconded, to approve the two change orders, installation of heat exchange piping, and a steam fitter. The motion passed. (3-1-1)

Cable Vendor Change Vote: Mr. Adams discussed ongoing talks regarding making a switch in providers. He also noted "an extremely antiquated" office telephone system that needs upgrading. Two more quotes will be secured. These proposals will be presented for approval at the next meeting.

Fire Safety/Wet Sprinkler System: Mr. Adams said the wet sprinkler system is due for inspection. The total for the inspection, that needs to be completed by December 24, is \$2250, in tandem with the Adcock Systems, LLC proposal to be emailed to board members, covering the annual fire alarm test, fire alarm visual inspection, annual fire-pump main drain test, valve inspection, wet pipe system, and the fire marshal test, in the amount of \$8065.

Two proposals need approving. Adcock has a long history with RPN. The board decided to vote on the wet sprinkler system inspection renewal and to seek further bids on the second matter.

MOTION: Ms. Mitman moved, Ms. Voelkl seconded, to approve the wet sprinkler system inspection renewal in the amount of \$2250. The motion passed. (3-0-1)

December Meeting: The traditional December dinner with board and staff was canceled this year. There is no meeting planned for next month. Discussion ensued about the dinner being an

important opportunity for the board and staff to get to know one another.

Mr. Adams stated that these are expensed under the "courtesies and annual events" category. The amount approved for 2025 is \$2600.

MOTION: Ms. Mitman moved, Ms. Voelkl seconded, to have a holiday board and staff dinner. The motion passed. (3-1-0)

Budget Procedures: To be discussed at the next meeting.

Two Signatures for RPN Checks: Mr. Silva outlined a proposal addressing the signing of checks over \$1000 to be applied in non-emergency situations. Mr. Adams noted a measure that was passed allowing the board president to approve emergency expenditures up to \$10,000, and the general manager up to \$5000.

It was stated that the board and management do not have credit cards and that a two-signature requirement for RPN checks is already in place.

MOTION: Mr. Silva moved to approve a requirement for two signatures on RPN checks over \$1000 and credit card expenditures of \$2000 with board approval. The motion failed. (1-3-0)

Background Checks for Board Members: Mr. Silva outlined the proposal stating:

(1) managers and directors with financial responsibilities be subject to background checks and credit checks and (2) employee resumes be shared with all directors when they join the board.

MOTION: Mr. Silva moved to approve a requirement, beginning January 2025, calling for background/credit checks of board members and managers with financial responsibilities. The motion failed. (1-3-0)

Board Candidate Form Expansion: Mr. Silva outlined the proposal, saying there is insufficient space on board candidate forms in their current configuration. The forms should allow for more information. They should also be typed as opposed to handwritten. A draft form will be produced by Mr. Silva and then presented to the board for approval.

MOTION: Mr. Silva moved, Ms. Saghafi seconded, to approve lengthier board candidate statement forms. The motion passed. (4-0-0)

Mr. Silva left the meeting.

Insurance Deductible: Tabled.

RPN Cameras: Tabled.

V. REPORTS:

VI. ADJOURNMENT:

Noting the lack of a quorum, the meeting adjourned at 4:24 p.m.

VII. ACTION ITEMS:

- A. Mr. Silva will produce an expanded board candidate statement form.
- B. Planning will need to be done for a holiday season board and staff dinner.
- C. Two more proposals will be secured to complement the existing Adcock Systems, LLC fire inspections bid.
- D. Further conversation will be needed, consultation held with the OA, concerning the updating of RPN branding and its logo.