

DRAFT

MINUTES OF THE
RIVER PLACE NORTH HOUSING CORPORATION
BOARD MEETING

February 19, 2008

1121 Arlington Boulevard
Party Room, Lobby Level
Arlington, Virginia 22209

I. CALL TO ORDER: President Hashmat Ali called the meeting to order at 6:13 p.m.

Directors Present: Mr. Hashmat Ali, President
Mr. Don Natchwey, OA Representative (late)
Mr. Assem Iskander, Vice President
Mr. Andrew Spell, Treasurer
Ms. Sara Shahade, Director

Directors Absent: Ms. Chung Lai, Secretary
Mr. Norman Randolph, Director

Management: Mr. Francisco Foschi, Building Manager

Others Present: Mr. Williams (unit 833), Ms. Quach (unit 731),
Mr. Hemderer (unit 1006), and Arelis Perez,
Recording Secretary, Minute-By-Minute

II. RESIDENT PARTICIPATION:

Prior to the resident participation, President Ali made introductions.

Ms. Quach (unit 731) requested permission to have a chinchilla in her apartment. Ms. Quach wrote a letter to the Board, explaining what a chinchilla was and how she would take care of it, if the Board allowed her to have a chinchilla in her apartment. Mr. Ali reported that there were no rules about having a caged animal in residents' apartments. The Board decided that they were going to review the rules and regulations for having an animal in the apartment before making a decision about allowing a resident to have a chinchilla in the building.

III. APPROVAL OF AGENDA:

The Meeting Agenda was modified as follow:

- Under "New Business" Mr. Ali suggested that the names were taken out/crossed out of the agenda and referred to that matter as L-3.
- Under "Old Business", item E. (Wi-Fi performance) and F. (System data backup procedure) were added to the agenda.

MOTION: Ms. Shahade moved, Mr. Spell seconded, to approve the agenda as amended. The motion passed unanimously (4-0-0).

Minute-By-Minute

IV. **APPROVAL OF MINUTES:**

The Board did not have a chance to review the minutes from January 15, 2008 prior to meeting. The Board decided to table the review approval of the minutes until the next meeting.

V. **REPORTS:**

A. **President:** Mr. Ali suggested that the front desk have a suggestion box for the residents and shareholders. Mr. Ali also suggested that management have a mass email address list of the residents for communication purposes.

Mr. Ali also brought up the issue with the concierge feedback. Mr. Ali also reported that he was concerned about the problems the concierge was having regarding not being able to report at the end of their shift what went on during their shift.

B. **Treasurer:** Mr. Spell reported that they have reached their \$1.1 million mark which is more than the reserve report anticipated. However, Mr. Spell reported that the Corporation had major expenses coming up (i.e.: parking project for \$600,000).

Mr. Spell also reported that the only expense they had from reserves this month was related to the pipes upgrade. The Corporation spent \$1,300.00 for gas and was okay overall for the year.

In unit 919, the water meter was replaced with a new one because it was not reading usage correctly. They also replaced the door for unit 919.

Mr. Foschi reported that someone, who sent by Arlington County, tested all the fire extinguishers in the building. He reported that about 34 extinguishers were replaced. The alarm system was checked to make sure that the system was working properly. Mr. Foschi did not have his report and therefore was not able to provide more concrete information. Mr. Iskander suggested that Mr. Foschi get more information about this matter so that they can decide how to budget for inspection/fire extinguishers every year. Mr. Foschi reported they had spent \$1,200.00 for the inspection/fire extinguishers. Mr. Ali reported that this procedure was not done every year and he expected that was reason why they did not have a budget for this expense. Mr. Foschi reported that he was going to gather more information about this expense.

Mr. Spell reported that they had an annual budget of \$4,000.00 for miscellaneous purposes and reported that he would like to see the inspection/fire extinguisher expense (\$1,200.00) in the budget expense report.

Mr. Spell reported that the Corporation might have had an extension for yearly taxes dated back to 2006. The last payment was in the amount of \$2,200.00.

Mr. Foschi reported that they had one more payment to make and then they would be up to date with the delinquency report.

Mr. Spell reported that aside from the variances, they were on track for the year.

(Mr. Natchwey arrived at 6:54 p.m.)

The Board was concerned that their financial report was not up to date. Mr. Foschi reported that he was going to make the financial report his priority.

C. OA Representative: Mr. Natchwey reported that the budget was approved for an increase of \$1,000.00 (1%) per month (\$12,000 per year). The reason for the increase was due to security and parking problems.

D. Improved Environment: Nothing to report.

E. Management: The Board reviewed the report as included in the Board packet.

VI. **OLD BUSINESS:**

A. Replacement of Penthouse Balcony Dividers: Mr. Foschi said the Penthouse balcony project is going to be finalized on Thursday, February 21, 2008.

B. Verizon Fiber Optics: Verizon will evaluate the building to run Fiber optics. They will do their evaluation on Friday, February 22, 2008. Verizon will then make an appointment to x-ray the building. Residents have been notified of the procedure. Verizon will x-ray the trash room, elevators, and boiler room to make sure they are able to complete installation within the building. Mr. Foschi reported that the east building was already x-rayed. Residents will be notified when Verizon and River Place schedule a date to x-ray the building. Mr. Foschi stated that Verizon reported that it should take about 2 hours to x-ray the building.

C. Annual Meeting: The Annual meeting will be held on Tuesday, March 18, 2008. Notification for annual meeting will be going out on February 25, 2008. They are 6 candidates for 5 seats on the Board. Four (4) seats are for two-year terms and one (1) seat is for a one-year term.

Mr. Iskander reported that the delinquency report should be up to date prior the Annual Meeting. Mr. Iskander reported that if a resident's account is delinquent, that resident would not be able to vote. Mr. Ali reported that the report should be updated by the first week of March. Mr. Ali approved having Mr. Foschi get help from Carol (east building). Mr. Foschi reported that he would get the delinquency report updated.

D. MP 36 Settlement:

Motion: Mr. Spell moved, Ms. Shahade seconded, to approve payment to the owner of MP 36 in the amount of \$1,180.00 in addition to the \$180.00 already paid. The motion passed (4-1-0).

E. Wi-Fi Performance: Ms. Quach reported that her internet reception was very unstable and she has had a bad connection for the past couple of weeks. Mr. Ali reported that he had heard the same complaint from several other residents but the reasons for the interruptions were unknown.

Mr. Foschi reported that he had called Single Digits with his issue but they have not responded to his questions/concerns as they should. They sent Mr. Foschi a notice stating that all the AP's were working properly but Mr. Foschi was having doubts about what Single Digit was telling him.

Mr. Ali suggested that Mr. Foschi keep a log of what's going on in the building and how Single Digit is responding or not responding to his requests regarding the internet. Mr. Foschi reported that Single Digit would respond to any problems with AP's after a day of reporting the problem.

Mr. Ali suggested that Mr. Foschi keep a log of all the contacts he has with Single Digit and then write a letter complaining about the service they have been providing.

F. System Data Backup Procedure: Mr. Ali suggested that Mr. Foschi should back up his computer in the office on a weekly basis. Mr. Ali also reported that a copy of the entire backup should be given to the President and Treasurer once a week. Mr. Foschi stated that he will start backing up his work once a week. Mr. Ali also suggested that Mr. Foschi should look into an outside back up provider for security reasons. Mr. Iskander suggested that Mr. Foschi back up the work on a server and not on a disk.

VII. NEW BUSINESS:

A. L-3: Mr. Foschi reported that the amount on the delinquency report is accurate regarding L-3. Mr. Foschi also reported that L-3 owed October/07, November/07, and January/08. Mr. Foschi reported that the only rent L-3 paid was for December/07. Mr. Foschi reported that L-3 claims that he was up to date with his rent but refused to show proof of his payment (processed checks). Mr. Iskander reported that L-3 should show proof of his payment, pay what he owes, or get a notice of eviction. Mr. Spell suggested that River Place and L-3 should work out their differences considering that it would be a very difficult space to rent out. Mr. Spell also reported that all the miscommunication was started by River Place. Mr. Spell suggested that the problem should be worked out amicably.

Motion: Mr. Iskander moved, Ms. Shahade seconded, to give L-3 a notice of eviction if he does not pay his past due balance. The motion passed unanimously (5-0-0)

B. 2009 Budget: The Board reviewed the approved 2008 budget and draft 2009 budget. The Board discussed what was approved for last year's budget and what projected costs were for 2009. No decisions were made during the meeting. Mr. Iskander asked Mr. Foschi to confirm that the approved 2008 budget was in fact correct. Mr. Foschi will email the Board his information throughout the week. Ms. Shahade asked the Board to make recommendations for 2009 budget planning and email them to the President.

Ms. Quach suggested that the Board consider updating the lighting throughout certain parts of the building with compact florescent light bulbs to save on energy. Mr. Foschi reported that he will look into energy saving bulbs and figure out if it would be worth spending the money.

The Board decided to email any comments/recommendations regarding the 2009 budget to the President by Friday, February 22, 2008.

VIII. EXECUTIVE SESSION:

MOTION: Mr. Spell moved, Ms. Shahade seconded, to close the regular session and convene an Executive Session at 8:12 p.m. There were no objections.

SUBMISSION OF MINUTES

Barbara Seaman,
Recording Secretary
Minute-By-Minute

Approved by:
Chung Lai, Secretary
River Place North
Housing
Corporation