

**MINUTES OF THE
RIVER PLACE NORTH HOUSING CORPORATION
BOARD MEETING**

April 19, 2005

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

I. **CALL TO ORDER:** President Hashmat Ali called the meeting to order at 6:08 p.m.

Directors Present: Mr. Hashmat Ali, President
 Mr. Brian Fredericks, Vice President
 Ms. Sara Shahade, Secretary
 Mr. Andrew Spell, Treasurer [late]
 Mr. Norman Randolph, Director
 Mr. Assem Iskander, Director [late]

Directors Absent: Ms. Nancy Joyner, Director

Management: Ms. Donna Cooper, Building Manager

Shareholder: Mr. Hugo Silva #247 and #530

II. **APPROVAL OF AGENDA:**

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

III. **APPROVAL OF MINUTES:**

MOTION: Mr. Fredericks moved, Ms. Shahade seconded, to approve the Minutes of March 15, 2005 as amended. The motion passed (3-0-1) with Mr. Randolph abstaining.

[Mr. Spell arrived at 6:11 p.m.]

IV. **REPORTS:**

A. **President:** Mr. Ali said that since the bylaws were approved at the last Annual Meeting, they should be put in final form and recorded in Arlington County. Ms. Cooper replied that Legal Counsel would handle and file them. Mr. Ali also reported that Westfield was selling 2 million square feet of space and may be open to discussion with River Place. He also said that he would explore providing cable or satellite dish using the existing cable wiring. Ms. Cooper said advertising could also be sold on it. Mr. Fredericks said that few in the building now had it, probably because of the cost, but Ms. Shahade said that it could be included in the co-op fee. Mr. Ali added that a 1-2% increase could cover it. Mr. Spell said that the same cost per unit would be more equitable.

[Mr. Iskander arrived at 6:24 p.m.]

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Mr. Spell also said that keeping cable a separate fee would require a bylaw change and a vote by shareholders.

In response to Mr. Ali's question, Mr. Spell said that there were different alternatives for cooling the building and that the system could get back to preheat. Ms. Cooper said that the running of the system was about a week behind. She also said that the fire department cited the building for false alarms. These false alarms were due to a faulty flow switch. The system was shut down for 2-3 days while the flow switch was replaced. She added that the flow switch was bad and the electrical panel was also in need of repair. All has been done. She said the cost was about \$3,000.00 - 4,000.00 and was a budgeted item. Mr. Iskander suggested keeping parts on hand.

B. Treasurer: Mr. Spell referred the Board to the balance sheet as a snapshot of the financial picture, which was positive. He said the cash on hand was over \$1 million, but that it would dip with construction. He added that the reserve study indicated that for 2006, \$140,000.00 in expenditures (entrance canopies, boiler re-tubing, boiler burner, domestic hot water heat exchange, electrical service and electrical switch gear) was scheduled. Mr. Ali suggested taking out the boiler and replacing it with smaller heaters or looking at different options. Mr. Iskander added that SAI said that the current switch gear room was too small and proposed moving the equipment to the boiler room which would require construction work. He suggested doing a study. Mr. Spell then said that other reserve study recommendations were a water study and an HVAC study. He also suggested sealing the balconies which was not done in 2004 as recommended. Mr. Ali then said that the engineer should report on recommendations for the boiler room for next month's meeting. Mr. Spell said a study should be done first as part of the plumbing study. He also asked about upgrading for washers and dryers in each unit. Mr. Fredericks said these were prohibited in the rules and regulations which can be changed. Mr. Spell then concluded that operating expenses contained no major discrepancies, but gas was a big cost.

C. OA Representative: Mr. Iskander said that the County has issued permits for the Entertainment Center. He also said that the construction would be done on schedule by mid-June. He added that prices for equipment and furniture as well as layout were being studied. Mr. Iskander also said that the OA upgraded the television system on the property and installed a new receiver and 3 monitors in the gatehouse. He added that the \$25,000.00 contribution for the Entertainment Center was due on May 1st. Mr. Fredericks suggested taking pictures of the center's progress and putting them on the Website. Mr. Iskander also reported that the pool would be open on Memorial Day weekend with the same company operating it as last year. Mr. Fredericks said that residents should be notified that anyone without a picture ID would not be admitted. Mr. Iskander said that the Board should have a consistent policy for non-resident owners to use the pool. Mr. Ali suggested charging \$50.00 per person for using the swimming pool, lockout services, and the Entertainment Center. Ms. Shahade then suggested issuing complimentary passes to non-resident owners. Mr. Fredericks suggested capping the number. Mr. Ali then suggested one pass per shareholder. Ms. Cooper added that the pass should be good for one year. In terms of a corporation, Mr. Ali suggested one pass per entity.

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V. **ELECTION OF OFFICERS:**

MOTION: Mr. Fredericks moved, Ms. Shahade seconded, to keep the same slate of officers as the previous year. The motion passed unanimously (6-0-0).

MOTION: Mr. Ali moved, Mr. Fredericks seconded, to approve Mr. Randolph as assistant treasurer. The motion passed unanimously (6-0-0).

VI. **UNFINISHED BUSINESS:**

A. Office Relocation -RFP # 2: Ms. Cooper referred the Board to change order RFP #2 for plumbing at a cost of \$6,893.00.

MOTION: Mr. Fredericks moved, Mr. Spell seconded, to approve the cost for change order RFP #2 in the amount of \$6,893.00. The motion passed unanimously (6-0-0).

As a point of information, Ms. Cooper said that the County required a water fountain. She also said that the County also required that the old space be put up to code before it was demolished, but that this was not being done and the building may get cited for it. In terms of RFP #4, she said that a five (5) foot wide opening had to be created and that nothing has been done for seven (7) days. Mr. Fredericks said that a special meeting should be held so that work was not held up. Mr. Ali also suggested that Ms. Cooper get a firm completion date from the construction company. He also said that the last payment should not be made until the occupant permit is obtained. Mr. Iskander added that the dumpsters should be covered. He also said that added parking spaces should be reported for approval of the OA and since all 3 were not staff spaces, assessments must be paid. Ms. Cooper then suggested eliminating one of the recycling dumpsters.

B. Observation Cameras: Ms. Cooper said that the observation cameras were just about done. She added that payment could be approved when they were finished.

C. Convector Project: Ms. Cooper said she ordered 6 more appliances which were due next week. She added that All Plumbing cut its price for installation by half.

D. Trash Removal: Ms. Cooper said that she gave PDS a 30-day notice and that AAA Trash had a lower price and better service. She said that although the contract was due to expire in 2006, it had an addendum on termination. Mr. Iskander suggested sending contracts to our attorney for review before moving forward as approved.

MOTION: Ms. Shahade moved, Mr. Iskander seconded, to approve the change of contract for trash removal from Fitzhugh to AAA not to exceed whatever the corporation is currently paying. The motion passed unanimously (6-0-0).

E. Fire Department Report - Unit 1011: Ms. Cooper said that a bylaws question of whether the corporation insurance company can subrogate to the shareholder should be referred to Legal Counsel. Mr. Fredericks

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suggested letting the insurance companies deal with it since the shareholder was at fault.

F. Tile Project: Ms. Cooper suggested letting a committee decide on one of the 3 colors. Mr. Spell, Ms. Shahade, Mr. Randolph, and Mr. Iskander then volunteered and would communicate decisions by email.

VII. **NEW BUSINESS**:

A. Unit 605: Mr. Spell suggested holding off until the lease expires. Mr. Iskander said no money should be spent on renovation.

MOTION: Ms. Shahade moved, Mr. Iskander seconded, to sell Unit 605 for a price of \$145,000.00. The motion passed unanimously (6-0-0).

B. WIFI Project: Mr. Ali reported that a presentation would be made next month. Mr. Spell said that the wireless modem is attached to the computer, so moving would not be a problem. Mr. Iskander added that the modem comes with the software that can be downloaded. Mr. Ali said that it would take 4-6 weeks.

C. Occupancy Rate: Mr. Spell said he could not find occupancy limits on the Arlington County website. Mr. Fredericks replied that occupancy was by square foot and was rather restrictive. In terms of enforcement, Mr. Iskander suggested that a letter be sent to owners and agents to educate them about occupancy. Mr. Fredericks said he would look into the lease addendum on its consistency with County rules.

D. Housing of 10th Floor Students: Mr. Spell asked if the college housing facility was legal. Mr. Fredericks suggested asking the County for procedures for having dorms. Mr. Spell asked the shareholder to document noise. Mr. Fredericks suggested meeting with the college.

VIII. **ADJOURNMENT**:

MOTION: Ms. Shahade moved, Mr. Iskander seconded, to adjourn the open meeting at 8:49 p.m. to convene an Executive Session. There being no objections, the meeting was adjourned.

SUBMISSION OF MINUTES

Approved by:

**Barbara Seaman
Recording Secretary**

**Sara Shahade, Secretary
River Place North
Housing Corporation**