

FINAL

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

August 20, 2008

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

I. **CALL TO ORDER**: President Hashmat Ali called the meeting to order at 6:05 p.m.

Directors Present: Mr. Hashmat Ali, President
Mr. Assem Iskander, Vice President
Mr. Andrew Spell, Treasurer
Ms. Jennifer Pitz, Secretary
Ms. Djehenane Claire Jean-Jacques, Director

Directors Absent: Mr. Don Nachtwey, OA Representative
Mr. Troy Dibley, Director

Management: Mr. Francisco Foschi, Building Manager
Ms. Daisy Zambrano, Assistant Manager

Others: Mr. Mark Leeman, FEA Engineer

II. **PRESENTATION BY MARK LEEMAN ON FEA PROPOSAL FOR ENGINEERING CONSULTING SERVICES**: Mr. Leeman said that the item concerning brick tuck and replacement found in the 2007 RPN reserve study was based on estimates done by Leach Wallace in 2006 and that FEA used the Leech Wallace data at RPN's direction. Concerning the recent proposal submitted to RPN by FEA, he said that FEA would assess the condition of the exterior walls. He also said that the full project would entail 4 phases: assessment, technical specifications and engineering documents, assistance during the bidding process, then oversight and contract management support during construction. He added that a visual assessment would be done which would be sufficient to develop technical specifications and engineering documents. Mr. Leeman also said that FEA would help prioritize necessary repairs. He added that the 60-day proposal validity period was primarily based on staffing availability.

[Mr. Leeman left the meeting at 6:23 p.m.]

III. **RESIDENT PARTICIPATION**: None.

IV. **APPROVAL OF AGENDA**:

MOTION: Mr. Iskander moved, Ms. Pitz seconded, to approve the agenda as written. The motion passed unanimously (5-0-0).

Minute-By-Minute

V. APPROVAL OF MINUTES:

MOTION: Ms. Pitz moved, Mr. Spell seconded, to approve the Minutes of July 16, 2008. The motion passed (4-0-1) with Mr. Iskander abstaining.

VI. REPORTS:

A. President: No report was presented.

B. Treasurer: Mr. Spell reported that the replacement reserve account had \$1.25 million. He said the Corporation has major projects scheduled in the coming years such as the brick and tuck project which is estimated at \$600,000. He reported that year to date, the Corporation is operating close to budget. The Variance Report is included as follows:

July 2008 Variance Report

Income variance report over \$1000
 Also includes notes on possible trends

Includes Month to Date (MTD) and Year to Date (YTD)

	MTD Current/Budget YTD Current/Budget Will Round	FAVORABLE/(UNFAVORABLE)
Operating Assessments	MTD 152.5 K/133 K YTD 415 K/ 399 K	19 K- Collection of delinquencies and old unpaid assessments.
Laundry	MTD 0 K/ 3.5K YTD 6.8 K/10.5 K	(3.4 K) - July check for \$3'500.00 deposited on August 4, 2008
Miscellaneous Income	MTD 0/ 3.7 K YTD 0.3/ 11 K	(3.7 K) – negative trend
Medical/ Dental	MTD 3.4K/ 1.9 K YTD 5.4K/5.7 K	(1.5 K) Two months paid. YTD on track
Workers Compensation	MTD 2.1 K /1.8 K YTD 2.1 K/ 1.1 K	(1.8) – Increase in Premium due to higher payroll than estimated by J.E Rice.
Water / Sewer	MTD 34.3 K/ 0 K YTD 34.3 K/34.6 K	(34.3 K) – Quarterly bill, YTD on track.
Janitorial Services	MTD 0 K /4.5 K YTD 13.3 K/13.7 K	4.5 K – Month paid in advance.
Federal Income Tax	MTD 0.8 K/ 5 K YTD 0.8 K/ 5 K	4.1 K – Unpaid taxes.
State Income Tax	MTD 0.8 K/2.2 K YTD 0.8 K /2.2 K	1.3 K – Unpaid taxes.
Contribution Cap. Res.	MTD 50 K / 29 K YTD 75 K / 88 K	(20 K) –Two month contribution July and August pending.

Mr. Foschi said that the \$20K variance on the contribution to capital reserves was a result of one contribution pending for the month of July.

Mr. Spell noted that \$19,000.00 in delinquencies was collected this month, significantly reducing outstanding receivables. He noted that income from Verizon was budgeted and would be replaced with income from Comcast instead but at a later date. Mr. Foschi said that July and August reserve contributions are outstanding. Mr. Iskander then said that delinquencies should be down to zero and that the Board should get current figures as well as figures from the previous month's end. Mr. Foschi said that delinquencies were being pursued and that most errors caused by recent issues with ACH were under control.

Mr. Ali suggested that management prioritize the pursuit of accounts aged 90+ days not considering in-home service. He also said to bring the Board those cases that require action.

C. OA Representative: Mr. Nachtwey's report is included in the Board package. Mr. Spell said that the report did not have enough information on insurance for the board to provide any input. In terms of security patrol, Mr. Iskander said that if the OA hires its own staff to provide the services currently provided by contractor Securitas that it would leave the OA and the buildings open to liability. He also said that Securitas had its own liability insurance.

D. Improved Environment: No report was presented.

E. Engineer: Back door under New Business.

VII. **OLD BUSINESS**:

A. Cooling Tower Motor Replacement: Mr. Foschi said that work was scheduled for the 2nd week of September.

B. WiFi Unit Replacement: Mr. Foschi said that the issues have been controlled and those who abuse the system will be identified. Mr. Ali said that heavy internet use affects other users. Mr. Spell said the heavy users can be bounced. Mr. Ali suggested that an electronic message be sent on the impact of heavy use. Mr. Iskander said that the Board should establish a policy on limits. Mr. Ali said that the recommended limits of use should come from Single Digits. Mr. Spell said a friendly message letting users know the effect on neighbors might suffice and could be tried before setting policies and/or bouncing users.

C. Status of L-3 Leasing: Mr. Foschi said that to file a judgment against Marty Carmichael someone needed to take the paperwork to court and pay a filing fee and sheriff's fee. He also said that getting a lawyer to do it would cost more in legal fees than the Corporation could collect. He added that if Marty failed to appear, the judgment could go against him but that he might be willing to make a deal. In terms of leasing, Mr. Foschi said that Buck Commercial has listed L-3 for rent. Mr. Spell added that the Corporation could also do its own advertising and refer lessees to Buck. He also said that the agents should give the Board a status report each week.

VII. **NEW BUSINESS:**

A. Building Front and Back Doors: Mr. Foschi reported that the front door frame was bent and loose and suggested replacing the door and frame as a unit. Mr. Spell said that the back door was more important as the front door under discussion is to the entry vestibule only and is never locked and the back door should lock and currently does not. Mr. Foschi added that the back door gets more activity and heavy abuse than the front door. Mr. Foschi added that Beck's recommended replacing the left side of the door. The Board then looked at the door from 7:25 p.m. -7:35 p.m. Mr. Iskander then concluded that the manager would work with staff to repair the door. Mr. Spell said that the floor bolt door would be tightened with a shim in the floor and the gap between the doors would be closed.

MOTION: Mr. Spell moved, Ms. Jean-Jacques seconded, to take two measures to fix the back door, but if not successful then to spend an amount not to exceed \$1,150.00 to replace one door. The motion passed (4-1-0) with Mr. Iskander opposing.

B. Training of Assistant Manager: Mr. Ali welcomed Ms. Zambrano and said that the Board would provide her with any necessary training.

C. Extermination and Pest Control: Mr. Spell objected to the use of "infestation" in the agenda.

Mr. Foschi said that only isolated cases of bedbugs have occurred in the building and action is taken immediately.

D. WiFi Service Interruption: In response to Mr. Iskander's question about terminating service to residents, Mr. Foschi said that the procedure was to shut down service until the tenant shows proof of a monthly lease and then to give another 3 months of service. Mr. Ali added that the landlord should call the building manager to tell him of a tenant's change to a monthly lease.

E. Billing Shareholders for Tenant-Requested Service: Mr. Iskander said that shareholders should not be billed for services requested by tenants without the owner's authorization. He added that if the landlord has not authorized the service the tenant should pay except for emergency fixes. Mr. Foschi said that he makes a note in Skyline when owners revoke general approval for requisition services billed to owners. Mr. Spell added that other buildings send out a shareholder information sheet to get such approval in writing that can then be kept on file. Mr. Iskander then made a motion to establish a policy that the shareholder must authorize tenant-requested services, but there was no second. He then said that if there was no policy, the shareholder did not have to pay. Mr. Spell added that any change in policy should be communicated to residents and owners.

[Mr. Iskander left the meeting at 8:18 p.m.]

Mr. Foschi said that most service charges were under \$25.00 and that a schedule of fees was on the website. Mr. Ali said that the Corporation wants to be able to bill and collect, but that the Board does not need to create a policy. Mr. Foschi added that customer service must be addressed in terms of benefits versus costs. Ms. Pitz suggested discussing a policy at the next meeting. Mr. Spell added that Rules and Regulations as well as the fee schedule might cover the issue. Mr. Ali then asked that the fee schedule be included in the Board packet for the next meeting.

F. Convactor Service: Mr. Spell asked if the semi-annual convactor service was behind and that he was under the impression that the service should be done in the spring before the switch to a/c and the fall before the heat is turned on.

VIII. ADJOURNMENT:

MOTION: Mr. Spell moved, Ms. Jean-Jacques seconded, to adjourn the meeting at 8:49 p.m. There were no objections.

SUBMISSION OF MINUTES

Barbara Seaman,
Recording Secretary

Pitz, Secretary

Approved by:

Jennifer

River Place North
Housing
Corporation