

MINUTES OF THE
RIVER PLACE NORTH HOUSING CORPORATION
BOARD MEETING

August 16, 2005

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

I. **CALL TO ORDER:** President Hashmat Ali called the meeting to order at 6:10 p.m.

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

Directors Absent: Mr. Assem Iskander, OA Representative

Management: Ms. Donna Cooper, Building Manager

Others: Mr. Steve Singlar, Single Digits

Shareholders: Mr. Charles Brown and Whitney Brown #1011
Ms. Barbara Abell #1014

II. **RESIDENT PARTICIPATION:** Mr. Brown said he was anxious to start the restoration of his unit after the fire. He questioned the quality of Schlegal's work. Mr. Fredericks said that the corporation pays the \$10,000.00 deductible and insurance requires the lowest bidder. Mr. Brown said that Balfor's bid was more detailed. He also said that Schlegal did not submit an AIA contract. Mr. Ali said that the bid was accepted with conditions. Mr. Brown asked if he would get credit if he decided on changes or used another contractor. He also wanted the contract to state this possibility, but Mr. Ali said that the Board did not want an open-ended contract because it doesn't provide any idea of time. The matter was then put on hold until later in the meeting.

III. **APPROVAL OF AGENDA:**

MOTION: Ms. Joyner moved, Mr. Fredericks seconded, to approve the agenda as amended. The motion passed unanimously (5-0-0).

IV. **UNFINISHED BUSINESS:**

A. **WiFi Project:** Mr. Ali said the contract with Single Digits was signed and would need seed money to start. He also said that Ms. Cooper would provide oversight and supervision and Mr. Randolph would act as a technical liaison. He said that the contract added a clause that unused

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hardware would be credited. Mr. Singlar then said that he would do a walk-through the next day. He also said that a key element was that only

two (2) floors would have equipment. He added that he wanted to start right away and define the work hours, schedules and parking. He said that by next week the brunt of the work would be done. When Mr. Spell asked about availability at the pool, Mr. Singlar said that roaming could be arranged with the South building. Ms. Joyner suggested Mr. Ali and Mr. Singlar work out an articulation agreement and that the OA needed to approve antennae on the roof. Mr. Singlar then said it would cost no more to keep the 2 buildings separate. He also said that the South controlled the signal from the pool. Ms. Joyner said that the pool was open only 3 months which should not dictate the policy for the year. Mr. Singlar then said that the system should be up and running by September 1st.

B. Unit 1011 Fire: Mr. Brown said that if he could get credit, he would absorb the \$10,000.00 deductible. Mr. Spell suggested getting the outside fixed and then turning the repairs over to Mr. Brown. He added that the work had to pass inspection by the County and follow the bylaws. Ms. Cooper said that the insurance company approved the amount of the Balfor bid and that the exterior repairs could be deducted from the \$76,000.00. She also said that the insurance company would reimburse the difference in current replacement costs. She also said that Balfor could do demolition quickly.

MOTION: Ms. Joyner moved, Mr. Fredericks seconded, to contact Balfor to do the demolition and outside repairs resulting from the fire in Unit 1011. The motion passed unanimously (5-0-0).

MOTION: Mr. Fredericks moved, Ms. Joyner seconded, to develop an agreement between the River Place North Corporation and the owner of Unit 1011 to give him the remainder of the money after the demolition and the \$10,000.00 deductible and choice of contractors subject to permits. The motion passed unanimously (5-0-0).

Mr. Fredericks also suggested having Ms. Lynn write the letter. Mr. Brown added that there should be an AIA contract.

[Mr. Randolph arrived at 7:11 p.m.]

Mr. Ali also asked Mr. Fredericks to be the contact for the contract.

V. **REPORTS:**

A. President: Mr. Ali reported that the case with Patricia Wilkins was closed, but the money was with the attorneys.

B. Treasurer: Mr. Spell said that capital reserves were \$890,000.00, but that the office project and WiFi would come out of that amount. In terms of variances over \$1,000.00, he said that personnel expenses were over but that total payroll expenses were less than \$1,000.00 over budget. He added that utilities and janitorial costs were over because of a double payment as well as the cost of trash removal. Mr. Spell then said that two payments were made to capital reserves and that the contingency reserve was not funded. Ms. Cooper added that delinquencies of over thirty (30) days were under \$1,000.00. She also said that because

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the County took so long to record a water bill payment, it appears as a credit twice and the mistake will probably come up the following month.

She said that she was still accumulating data on utility usage. Mr. Fredericks suggested contacting Ms. Brooke about presenting the data.

C. OA Report: Mr. Fredericks reported that the TV's were installed in the Entertainment Center. He also said that Ms. Beruete was working on the blacktop behind the East building. He added that the pool would be open 2 additional weekends. When Ms. Cooper said the lifeguards were not attentive, Mr. Fredericks suggested emailing Ms. Beruete as soon as the problem occurs.

UNFINISHED BUSINESS-continued:

C. Lobby Window Treatments: Ms. Cooper said she would get more bids and present them to the Board.

D. Office Listing: Ms. Cooper reported that Mr. Reese never called her back. She added that aside from the square footage and the 4 parking spaces, other things were negotiable. Mr. Ali suggested that the listing on the Web should say that the place was not ready to be shown.

E. Convactor Valves: Ms. Cooper said that most residents were happy with the improvement in air conditioning from the valves. Mr. Fredericks added that the building should be gearing up to do the installation in the spring. Ms. Cooper also said that Mario could handle the replacement of risers and could take charge of the project in the spring. She added that she would give him the information on which risers needed to be done and the scope of work needed for the bids.

[Mr. Randolph left the meeting at 7:49 p.m.]

F. Storage Bins: Ms. Cooper said that since there were 430 bins and 432 units, she would assign 6 bins to 6 shareholders who don't have any. She added that assignment was arbitrary, but that she has received only one complaint.

G. Plumbing Study: Ms. Cooper reported that the scope of work was put out to bid and that she received a response from Joseph T. Fama, Inc. She also said that Mason & Mason wanted the results before updating the reserve study. Mr. Spell said Fama's proposed scope of work looked good, but he wanted to know if the system had the capacity to support dishwashers, or washers and dryers. Ms. Cooper suggested that Mr. Spell should amend the objectives of the study. Mr. Spell said they were conserving consumption, saving money, stopping domestic water leaks and determining the potential for adding usage. In response to Mr. Ali's question, Ms. Cooper said that implications to the drainage system and backup were not addressed.

VI. NEW BUSINESS:

A. Maintenance & Repairs: Ms. Cooper reported that a shareholder had questioned the list of charges for maintenance and repairs. Mr. Spell said that both parts and labor were free. Mr. Fredericks recommended

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charging \$60.00 per hour with 15 minute increments. Mr. Ali said that the policy of residents getting free parts and labor should be changed.

MOTION: Mr. Spell moved, Mr. Fredericks seconded, to change the maintenance and repairs charges to free labor and parts billable for items on the list through miscellaneous. The motion passed unanimously (5-0-0).

VII. ADJOURNMENT:

MOTION: Mr. Spell moved, Ms. Shahade seconded, to adjourn the open meeting at 8:18 p.m. to convene an Executive Session. There being no objections, the meeting was adjourned.

SUBMISSION OF MINUTES

Barbara Seaman
Recording Secretary

Approved by:

Sara Shahade, Secretary
River Place North
Housing Corporation