

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

August 21, 2007

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

I. **CALL TO ORDER:** President Hashmat Ali called the meeting to order at 6:06 p.m.

Directors Present: Mr. Hashmat Ali, President
 Mr. Brian Fredericks, Vice President and OA Representative [late]
 Mr. Andrew Spell, Treasurer
 Ms. Chung Lai, Secretary
 Ms. Sara Shahade, Director
 Mr. Assem Iskander, Director [late]

Directors Absent: Mr. Norman Randolph, Director

Management: Ms. Aida Araia, Building Manager

Others: Mr. William Angolia, Blue Army

II. **APPROVAL OF AGENDA:**

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

[Mr. Fredericks arrived at 6:10 p.m.]

III. **APPROVAL OF MINUTES:**

MOTION: **Mr. Spell moved, Ms. Shahade seconded, to approve the Minutes of July 17, 2007. The motion passed (4-0-1) with Ms. Lai abstaining.**

[Mr. Iskander arrived at 6:14 p.m.]

IV. **REPORTS:**

A. President: Mr. Ali said that at the walk-through, the outer door at the entry was not opening. He asked that Ms. Araia walk through the building once a month to see what work was needed. Mr. Ali also thanked Mr. Fredericks for his coordination of the balcony project. He added that the start and finish dates needed to be corrected and mailed out. Ms. Araia replied that the Skyline system went down so that the corrections were not mailed. Mr. Iskander suggested keeping the database separate and using an Excel sheet. Mr. Ali added that someone should review notices before they go out. Mr. Fredericks said that Ms. Araia

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tried to get information from Leach Wallace and to get out the notices on time. Ms. Shahade added that the office phone number was wrong.

B. Treasurer: Referring the Board to the financials, Mr. Spell said that the reserve account was over \$1.1 million excluding the balcony expenses of about \$222,000.00. Mr. Iskander said that the Leach Wallace bill for oversight needed to be added to the balcony expenses. Mr. Spell then said that if balcony costs were estimated at \$240,000.00, then the Corporation had \$900,000.00 in reserves which was in sync with the reserve study. He added that he would like to keep at least \$600,000.00 in reserves. He also said he had an appointment with the investment counselor about coordinating investments with expenses and making sure that a buffer was built into reserves for emergencies. He added that the variance report showed that the operating account was in good shape. In response to Mr. Iskander's question, Ms. Araia said that about a quarter of shareholders paid by direct debit. He then suggested offering an incentive of in-unit services for them to sign up and take the burden off management. Ms. Lai also suggested advertising. Mr. Spell then said that the carpet was a negative because it was not in the budget. He also said that the new ID printer was good quality. In response to Mr. Fredericks' question, Mr. Spell said that the contribution to reserves was supposed to be \$305,000.00 per year. Ms. Araia said that that the May check of \$17,667.00 was corrected. Mr. Fredericks then asked if Skyline had a line for late fees, but Mr. Spell did not think so. Mr. Ali said that former owners should be removed from the Aging Report. Mr. Fredericks added that delinquency policies and procedures must be followed. Mr. Spell added that the motion should be updated to include hardship cases. Mr. Fredericks then asked to see the letters sent out at the next meeting. Mr. Ali also said that after sixty (60) days, services should be stopped. Mr. Spell said that a time line could be drawn up. He also asked if someone got to vote at the Annual Meeting who had outstanding amounts owed for maintenance fees. Mr. Fredericks said that some do not know they owe on maintenance and should be notified by phone. In terms of the garage work, Mr. Fredericks said that demolition should be finished by late September and concrete work should be done in October. Mr. Ali said that Mr. Marthune should be sent a letter that full payment was expected by October 1st when no noise from the project would be going on.

C. OA Representative: Mr. Fredericks referred the Board to his written report.

D. Improved Environment: Ms. Lai said that the next orientation was planned for the 3rd week of November and that she was trying to get more, different people involved. She also said she would be gone in September and October. Ms. Shahade and Mr. Ali then said they could sign checks.

V. **OLD BUSINESS:**

1. Blue Army Update: Ms. Araia said that the tenant had made modifications to the lease. She also said she received 3 proposals, from Cookie, Blue Army, and Beck's, to fix the old door and build a new one. She recommended Beck's Doors. Mr. Iskander noted that the door was larger in the Blue Army proposal. He also said that the door size should be confirmed. Ms. Araia then said that she would work on 2 separate proposals: one for a new door and one for repairs.

MOTION: Mr. Iskander moved, Ms. Shahade seconded, to approve an amount not to exceed \$2,200.00 to install a new door for the storage space subject to having the same specifications as Blue Army's. The motion passed unanimously (6-0-0).

Ms. Araia then said that repairs to the existing door should cost less than \$500.00 which she is authorized to spend. Mr. Ali added that if the cost is higher than that amount, Ms. Araia should email him. Mr. Fredericks also said that Mr. Angolia made quite a few changes to the lease. Mr. Spell said that most of the changes clarified the language. Mr. Ali then asked Mr. Spell to review them and make recommendations to the Board. Mr. Spell also said that the tenant wanted the security deposit to be \$2,500.00 rather than \$5,000.00 and that the rent would be about \$30,000.00 a year. Ms. Araia added that the carpet was still in the storage space. Mr. Fredericks said that the carpet should be removed. Mr. Ali also suggested offering it to the West Building and moving it during the week. Mr. Iskander then said that the duct work should be checked. Mr. Fredericks added that the tenant wanted the same rate of increase as the building. He also said that the tenant must get an occupancy permit at his own expense. Mr. Spell added that if Mr. Angolia wanted to put in an office, he would need to get approval from Arlington County. Mr. Iskander then said that Board comments should be sent to Mr. Spell. Mr. Spell will review them and work on an agreement with the tenant.

2. Verizon Fiber Optics: Ms. Araia said that no site survey had been done and that she has not had a response to calls and emails. Mr. Fredericks said that the contract was signed for installation but not for marketing. Ms. Araia said that she had not sent the marketing agreement to the lawyer. Mr. Fredericks then suggested reviewing the East building's agreement. Mr. Ali added that Board members should look through it and then the North's version should be sent to Legal Counsel.

3. Trident: Mr. Ali said that the contract was signed subject to signing by the South building. He also said that the North Corporation was getting a better rate for two (2) years. Mr. Fredericks added that the increase should be good for a long time, but that wireless was still slow at night. Ms. Shahade also said that Mr. Wolf was pushing the South to sign.

4. Mr. Angolia of Blue Army: Mr. Ali said that the Corporation was moving ahead on the doors and the carpet removal. He also said that the Board was reviewing the changes Mr. Angolia made to the lease. Mr. Angolia said he wanted his rent increase to be tied to the increase for the housing corporation rather than 3%. Mr. Ali added that Mr. Angolia must get approval and permits from Arlington County if he wants an office. He also said that he had parts of the space already leased. Mr. Angolia added that the walls were steel and that the tenant's lease allowed no hazardous materials. Mr. Fredericks asked that forms be attached. In terms of the door issue, Mr. Angolia said that the rear entrance required only a fire exit door of 3 feet with 1 foot to open. In terms of glass windows on the front door, Mr. Angolia said they were not necessary. He also said that the front door was severely damaged by the bobcats that were used to remove sand. Mr. Fredericks said that the company should have fixed it. Mr. Angolia said that tenants would use a

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card reader and that doors would always be locked. Mr. Spell then said he would compile the Board's comments on the lease and contact Mr. Angolia.

[Ms. Shahade left the meeting at 7:52 p.m.]

5. Balcony Project: Ms. Araia said that the project was now moving fast. Mr. Iskander suggested that the panels being removed should be cleaned. Mr. Fredericks said that these could be pressure washed if not worn. Ms. Araia added that another issue was that tenants were not clearing their balconies. Mr. Fredericks said that they should be charged. Mr. Ali said that these tenants should be sent a warning of a charge for moving things off a balcony.

VI. NEW BUSINESS:

1. Laundry Lease Agreement: Mr. Spell said that the Corporation had not yet received the \$60,000.00 it was owed for signing the lease agreement that starts in October. Ms. Araia added that the new machines would be installed in September.

2. FEA Reserve Study: Mr. Spell said he was not happy with reserves going below \$600,000.00. Mr. Fredericks also said that FEA should make a presentation on the Reserve Study to the Board.

MOTION: Mr. Fredericks moved, Mr. Spell seconded, to approve the FEA Reserve Study. The motion passed unanimously (5-0-0).

3. Repairs to 10th Floor Penthouse Terrace: Ms. Araia said that 10th floor residents wanted their terraces done during the balcony project. Mr. Spell said a bigger issue was that rails were getting worn and becoming unsafe when window washers hung equipment there. Mr. Fredericks said the rails could be fixed as repair items at a cost of \$700.00 and should be done while workers were on site. He suggested going to EnviroTech and getting prices for railings that are in bad shape.

4. Balcony Door Replacement-Unit 919: Ms. Araia said that this balcony door was damaged in June 2006 from rain and was fixed but it was still deteriorating. Mr. Ali said that the roof was leaking through the crack and that the roof was fixed. Mr. Iskander added that the manager should get another quote and email it to the Board who could then vote. Mr. Fredericks also suggested finding out if EnviroTech could seal the crack.

5. Canopy Cleaning: Ms. Araia reported that she got a price of \$900.00 to clean all the canopies twice a year for a total cost of \$1,800.00 but only \$500.00 was budgeted. Mr. Fredericks said that cleaning once a year was enough. He also suggested contacting EnviroTech to do the power washing and getting a price for all four buildings.

6. Skyline Problems: Ms. Araia said that the annual maintenance fee had not been paid and that some companies don't support Skyline. Mr. Spell added that the Corporation just upgraded but the Board decided not to pay for annual maintenance, patches, etc. Ms. Araia said that Skyline was now working but that it might need to be upgraded to 6.0. She also said that a company similar to MCA providing remote access through the internet charged an hourly fee. Mr. Spell added that vendors would not support the current version of Skyline, so it might need to be upgraded.

VII. EXECUTIVE SESSION:

MOTION: Mr. Iskander moved, Ms. Lai seconded, to convene an Executive Session at 8:20 p.m. There were no objections.

SUBMISSION OF MINUTES

Barbara Seaman,
Recording Secretary

Secretary

Approved by:

Chung Lai,

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