

Final

MINUTES OF THE  
RIVER PLACE NORTH HOUSING CORPORATION  
BOARD MEETING

January 17, 2006

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. Brian Fredericks, Vice President [late]  
Mr. Andrew Spell, Treasurer  
Ms. Sara Shahade, Secretary  
Mr. Assem Iskander, OA Representative  
Mr. Normal Randolph, Director [left early]  
Ms. Nancy D. Joyner, Director

Directors Absent: None

Management:

Mr. Brendan Swartz, Building Manager

II. **RESIDENT PARTICIPATION:** None

III. **APPROVAL OF AGENDA:**

**MOTION:** Ms. Joyner moved, Mr. Spell seconded, to approve the agenda as presented. The motion passed unanimously (6-0-0).

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

IV. **APPROVAL OF MINUTES:**

**MOTION:** Mr. Shahade moved, Mr. Randolph seconded, to approve the minutes of November 15, 2005. The motion passed unanimously (7-0-0).

**Minute-By-Minute**

**MOTION: Ms. Joyner moved, Mr. Shahade seconded, to approve the minutes of December 13, 2005 as amended. The motion passed (6-0-1) with Mr. Iskander abstaining.**

V. **REPORTS:**

A. President: Mr. Ali asked the Board members to review the proposed budget and submit comments to him on it and indicated that once the budget is approved, Management is responsible for implementing it. Mr. Ali also stated that Management should have authority to approve raises for River Place North employees, in situations demanding special attention.

B. Treasurer: Mr. Spell indicated that the Reserve Budget is over \$800,000.00 and that good investments have been made on the building. Mr. Swartz noted several items in the budget: laundry was incorrectly coded as "vending" and will be corrected; OA check for utilities was put in January line item so is not yet reflected in the current budget; and budget for the desk person is a little over, so this line item may need adjustment.

Mr. Swartz indicated that this year utilities will be a large budget item. He explained that although usage remains fairly steady, prices for gas, water and sewer have all increased.

Mr. Ali indicated that although employee bonuses are given every year, they are not included in the overall budget.

Mr. Ali asked if River Place North is currently being invoiced for the new parking spaces. Mr. Iskander stated he would confirm with Christie Beruete of the River Place OA.

Mr. Shahade asked for clarification on the decorating allowance. Budget indicates \$1,500.00 but discussions were to spend approximately \$5,000.00 - \$6,000.00. Mr. Fredericks indicated that the decorating allowance would come out of

the Reserve fund. Mr. Ali suggested looking into what items need to be included in the decorating allowance for this year and moving forward from there.

Mr. Iskander suggested that River Place North begin to utilize direct deposit for condominium fees in order to speed up the clearance process. Mr. Spell stated that direct deposit would drive up bank costs for the community. Mr. Fredericks indicated now would be the time to implement such a proposal.

Mr. Fredericks indicated he would like to see the expenditures in reserve for the next fiscal year. Mr. Spell stated that six items were included in 2006 totaling \$130,000.00 and five in 2007. Mr. Ali indicated this was a good start. Mr. Spell also indicated that the current budget doesn't include the convectors, but only items included in the spreadsheet provided to the Board. Mr. Fredericks stated that the current list is a good guide but next year's budget should include a beginning and an end.

C. OA Representative: Mr. Iskander stated that the draft budget is out and there are no reflected assessment increases for next year. He indicated that paving the back lot would be postponed until the plumbing and sewer project ends in 2007. Mr. Iskander also reported that the gym is also working well for residents. Ms. Joyner reminded members of the question she posed in November regarding the letter from Mr. Ingram about the Koger account. Mr. Iskander indicated that a meeting took place on January 10<sup>th</sup> to discuss the matter but he has yet to see a full report of the outcome and the 2004 audit cannot be completed until this situation is rectified. Mr. Iskander added that the 2004 audit will be used as the basis for 2005.

VI: UNFINISHED BUSINESS:

- A. Martoon Lease: Mr. Swartz indicated that Martoon wants to begin their lease on February 1, 2006 and once he receives the lease Mr. Swartz will forward it to Board members.
- B. Windows: Mr. Swartz stated that Traveler's Insurance will pay River Place North \$13,000.00 for exteriors.
- C. Convactor Valves: Mr. Swartz reported that he received a quote from Holman to install valves. Mr. Ali asked if Holman could provide them a quote to evaluate and replace valves for the entire building. Mr. Iskander asked if the building maintenance staff could perform this evaluation. Mr. Ali suggested that the Board ask tenants that have had convectors replaced in their units to provide feedback to the Board. Mr. Swartz indicated that Holman could probably provide a building-wide estimate when they do the riser replacement. Mr. Ali suggested getting quotes from both Holman and All Plumbing.
- D. Comcast: Mr. Swartz indicated that the current contract with Comcast is due to expire on April 15, 2006 however it will automatically renew if no changes are made. If River Place North cancels the contract, Comcast will cut the service off as well as take the existing building network. Board members asked Mr. Swartz to get proposals from other companies including Dish Network by March 30, 2006.
- E. ACH: Mr. Ali asked if the system has been implemented and tested by other properties. Mr. Swartz indicated that the system will work; noting that communication between the bank and the property just needs to be improved.

[Mr. Randolph left at 7:37 p.m.]

- F. Linowes and Blocher Expenses: Mr. Spell asked why Sheila had been taking calls from shareholders and charging the Board. Mr. Ali

indicated he would send her an email regarding the matter.

G. Balcony Report: Mr. Fredericks indicated that there will not be just one balcony to repair, but it will probably be a building-wide project that should be a reserve item. He stated that this item should be included in the 2007 reserve budget. Mr. Spell indicated that brick repair was included in the 2007 reserve budget and possibly the same engineer could also evaluate the balcony work at the same time. Mr. Fredericks indicated that Leach Wallace was used by River Place East and West.

**MOTION: Mr. Fredericks moved, Mr. Spell seconded, to hire Richard Johnson of Leach Wallace to conduct the brick and balcony evaluation. The motion passed unanimously (6-0-0).**

H. Roof Proposal: Mr. Swartz indicated that the proposal includes coating for two (2) roofs which will make them last another 4 - 5 years.

**MOTION: Mr. Fredericks moved, Mr. Iskander seconded, to accept the proposal from Royco Roof Service, Inc. not to exceed \$8,000.00. The motion passed unanimously (6-0-0).**

I. Trash Area Cover: Mr. Fredericks stated that he is not in favor of using a canopy to cover the trash area. Mr. Spell indicated that the Board received a letter from Unit 120 suggesting that canopies were needed due to the smell and debris entering the unit and the Board has never responded to this letter. Mr. Swartz added that using a canopy or carport in this way may be a fire code violation. Mr. Iskander indicated that since the community has daily trash pick-up that a canopy or carport should not be needed. Mr. Swartz stated that he would respond to Unit 120 indicating that the Board is reviewing this suggestion, but also reminding the shareholder that the community does have daily trash removal.

J. WiFi: Ms. Joyner asked if residents could have more than one computer hooked up to the system at a time. Mr. Iskander indicated that yes, more than one computer could be in use at one time, however only one account would be free, the other would have to be paid for using a credit card by the resident. Mr. Fredericks indicated that several areas of the building do not get WiFi reception and therefore the community is offering a service it cannot provide to all residents. He added that other buildings would also like to get WiFi however would want to include a caveat that some units may not get reception. Mr. Swartz will talk to the other building managers to clarify.

K. Replacement Burners: Mr. Swartz indicated he is looking into getting an analysis done on the efficiency and payback period of the burners. Mr. Ali stated that this should be part of the reserve schedule. Mr. Fredericks stated that he would send all the Board members a list of reserve items.

L. Heat Pump Quotes: Mr. Swartz received a quote for the heat pump and asked the Board if they would like back-up quotes. The Board indicated it would like additional quotes.

**MOTION: Mr. Fredericks moved, Ms. Shahade seconded, to approve the proposal by Jinair Service, not to exceed \$8,000.00, for the installation of a new Carrier heatpump. The motion passed unanimously (6-0-0).**

VII. **NEW BUSINESS:**

A. Weekend/Holiday Desk Hours: The Board discussed changing weekend hours and holiday hours to 9:00 a.m to 11:00 p.m instead of 7:00 a.m. to 11:00 p.m. as long as at least one person covers the desk.

**The Board agreed by unanimous consent to change the desk hours for weekends and holidays to 9:00 a.m. to 11:00 p.m. and for Mr. Swartz to post the change of schedule.**

B. Rental Registration Charges: Mr. Swartz indicated that charges are made per lease. Each leasee is charged the first time for an identification card and for renews under 1 year. Renewals over 1 year are free. Mr. Spell requested a list of charges to owners/occupants. Mr. Swartz will develop list.

[Mr. Fredericks left at 8:32 p.m.]

C. Annual Meeting Preparation: The Board discussed sending out ballots and the proposed budget to shareholders by February 21, 2006 in preparation for the annual meeting, which will be held on March 28, 2006.

**MOTION: Mr. Iskander moved, Ms. Shahade seconded to move into Executive Session at 8:35 p.m. The motion passed unanimously (5-0-0).**

VIII. ADJOURNMENT:

**MOTION: Mr. Iskander moved, Ms. Joyner seconded to adjourn the meeting at 8:40 p.m. The motion passed unanimously (5-0-0).**