

Final

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

JULY 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 6:02 p.m.

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

Directors Absent: None.

Management: Ms. Donna Cooper, Building Manager

II. **APPROVAL OF AGENDA**:

MOTION: Mr. Fredericks moved, Ms. Shahade seconded, to approve the agenda as amended. The motion passed unanimously (6-0-0).

III. **APPROVAL OF MINUTES**:

MOTION: Ms. Shahade moved, Mr. Spell seconded, to approve the Minutes of June 21, 2005. The motion passed (6-0-0).

IV. **REPORTS**:

A. **President**: Mr. Ali said that Ms. Cooper needed to have additional cash for office purchases. Ms. Cooper said she had \$206.00 for small items, but that a credit card was required for online purchases. Mr. Spell said that the practice has been that Ms. Cooper has put items on her personal credit card and the corporation repays her. He also said that the bank refused to issue a credit card. Mr. Ali asked that the Manager or any employee should not use their personal credit cards for RPN office purchases. Mr. Ali recommended a corporate credit card.

[Mr. Iskander arrived at 6:09 p.m.]

Mr. Fredericks suggested a debit card. Ms. Cooper said she could not use it online. Mr. Ali added that there should be a limit. Ms. Cooper said

someone must sign the application, but that the bank has asked for a personal guarantor.

MOTION: Ms. Shahade moved, Ms. Joyner seconded, to approve the processing of both a credit card with Sun Trust and a credit card with Lowe's. The motion passed unanimously (7-0-0). The motion was then modified to approve the processing of a debit card with Sun Trust and a credit card with Lowe's. The modification passed unanimously (7-0-0).

Mr. Ali then said that a protocol for talking to the staff of other buildings should be to inform the president of that Board. Ms. Cooper added that minor points of information were often shared informally. Mr. Ali also said he received a call earlier in the day for Patricia Wilkins indicating that she would arrange cash to make the required payment for a settlement of the case with the RPNHC before garnishment proceedings next Friday. Mr. Ali told Ms. Wilkins that he would report it to the Board and that the communication should be through legal counsels. Mr. Ali asked Ms. Cooper to conduct an audit of the storage bin allocations.

B. Treasurer: Mr. Spell reported that capital reserves were under \$1 million and total reserves were just over \$1 million. Ms. Cooper added that about \$88,000.00 was outstanding on the office move. She also said that she would resume funding reserves that had not been funded in two months. Mr. Spell then said that the operating account was doing well. Ms. Cooper said that L-2 was rented for \$900.00. Mr. Spell also said that total payroll was slightly under but total personnel costs were over budget. Ms. Cooper added that there were 3 payroll periods in June. Mr. Spell also said that the corporation would be catching up with capital reserves and that it was decided to fund contingency reserves separately. In response to Mr. Frederick's question about the proposal from Skyline, Ms. Cooper said she recommended upgrading software and buying a new laser jet printer for about \$500.00 and a microchip for about \$300.00. She also said that processing fees were too high at Sun Trust. Mr. Iskander suggested paying extra for future software updates. Mr. Spell said that it would cost about 20% more per year to sign up for it at the time of purchase. Ms. Cooper said she told the company representative that the Board liked the format. Mr. Spell said that Skyline provided the software and MCA supplied maintenance service and maintained software releases.

MOTION: Mr. Spell moved, Ms. Shahade seconded, to approve the Skyline software upgrade in the amount of \$3,600.00, MCA consulting fees of up to \$1,000.00, a laser jet printer for under \$500.00 and a microchip for about \$300.00. The motion passed unanimously (7-0-0).

C. OA Representative: Mr. Iskander reported that the Entertainment Center was up and running and that the final walk through would be at the end of the month. He added that the saunas and steam room needed to be kept clean by turning them off to reduce condensation. Mr. Fredericks said that Ms. Beruete had a use for the benches. The Board agreed to lend them to her. Mr. Fredericks also suggested putting a fence around the outside air conditioning unit. Mr. Iskander said that the project cost \$890,000.00, which is 11% over the original budget. He also said that the TV was salvaged for the multipurpose room and that some equipment has been donated. He added that a plan for the multipurpose room would be discussed.

V. **UNFINISHED BUSINESS:**

A. Wi/Fi Project: Mr. Ali reported that Director Norman Randolph agreed to take over as liaison with Single Digit on the wireless project. Mr. Ali said that the first year would cost \$38,000.00, plus an additional \$6,000.00 for renting the T-1 line that can be shared with the South building and \$9,000.00 for maintenance and technical support. He said that the higher maintenance fee might be negotiated. Mr. Iskander added that the contract was for three (3) years. Mr. Ali also said that WiFi will not cover the pool area. South building offers WiFi in the pool area.

MOTION: Mr. Iskander moved, Mr. Spell seconded, to accept the proposal from Single Digit to implement Wi/Fi for \$31,485.00 and technical support for \$10,320.00 subject to negotiations. The motion passed unanimously (7-0-0).

Mr. Ali then said that the cost might be financed. He added that since the South building offered the service for free, the North should do so for uniformity. He also said that the corporation could charge a fee for more than 2 ID's and passwords or increase annual assessments by 2%. Mr. Ali reported that costs could be partially recovered from commercial, guest/outside user accounts and selling ads to local business. Mr. Fredericks said that an increase in assessments would not be equitable. Mr. Iskander also suggested charging a flat fee of \$100.00 a year. Ms. Joyner then suggested treating wireless like a utility and including it in the budget. Mr. Spell then said that the topic should be tabled. Mr. Ali then said that Mr. Randolph would coordinate with Ms. Cooper on matters related to Wi/Fi.

B. Fire in Unit 1011: Ms. Cooper reported that the exterior would be done first. Mr. Iskander said that the Board voted to go with the lowest bidder and to have the exterior and windows done. Mr. Spell said it would ask if the corporation would rebuild and that the project would need to be managed. Ms. Cooper said she must be involved daily. Mr. Iskander said that Arlington County would make sure everything was up to code. Ms. Cooper added that she received a check from the insurance company for \$76,000.00. She said that they would true up at the end. Mr. Fredericks said that the Board should get the \$10,000.00 deductible up front. Ms. Joyner also said that the steps and deadlines should be spelled out. Mr. Spell suggested signing the contract with the low bidder and that the owner would be in charge of modifications.

MOTION: Mr. Spell moved, Mr. Iskander seconded, to accept the low bid for fire repairs to the exterior of Unit 1011. The motion passed unanimously (7-0-0).

Mr. Ali also suggested that the owner must be responsible for change orders for the scope of work. Ms. Cooper added that Ms. Lynn could write

conditions into the contract and that permits and inspections should be included.

C. Unit 605: Ms. Cooper said that the unit has been rented for \$950.00 per month, not sold. She added that the lease was for six (6) months. She said that the issue was clear title. She also recommended finding someone to buy the unit for cash and finding out the steps for clearing the title.

VI. NEW BUSINESS:

A. Letters from Shareholders: Mr. Ali said that one letter was from a shareholder selling a unit. Mr. Fredericks replied that procedures needed to be followed. Mr. Fredericks said that the other letter was related to noise coming from the Lutheran College Washington Consortium units. Ms. Joyner said she told the owner that she must call the police and file a complaint, but no reports were on file. She also said that she makes it clear to students that this was not a dormitory but a residential building. Ms. Cooper said she spoke to the owner and told her she needed to call when the noise was happening, not 2 weeks later. Mr. Iskander suggested sending a response letter saying that the Board decided to reinforce existing policy.

B. Existing Office Demolition and Cleaning: Mr. Spell said that the Virginia Power project was done and landscaping could now be done. He also said that the listing agreement has expired. Ms. Cooper suggested doing the clean out in house. Mr. Iskander also said that the unit should be advertised on the Website and suggested charging \$16.00 to \$17.00 per square foot.

[Mr. Fredericks left the meeting at 8:30 p.m.]

C. Walkway to Building Entrance: Ms. Shahade said that the walkway under the canopy was approved 4 years ago. Mr. Spell added that the project was on the reserve study. Ms. Shahade suggested a brick pattern to match the building. Mr. Iskander said that the project needed OA approval. Mr. Ali said that the Board wanted to see proposals next month.

D. Window Coverings: Mr. Ali suggested getting proposals for the lobby window coverings.

E. Utility Study: Ms. Cooper said she was making progress accumulating data and defining and refining categories.

F. Plumbing Study: Ms. Cooper said she would be meeting with Mr. Mason (Mason & Mason) on August 9th on two issues: the plumbing study scope of work and updating the reserve study. She also asked Mr. Spell to be present.

G. Hot Water Heaters: Ms. Cooper said that Home and Boiler would do the demolition of the huge tank sometime in mid-August.

H. August Meeting: Ms. Cooper said she would be on vacation from August 19 to Labor Day. Ms. Joyner said that the Board should cancel its

River Place North

July 19, 2005

Page 5

August meeting; action items could be handled by email. Mr. Spell suggested having abbreviated committee meetings.

VII. ADJOURNMENT:

MOTION: Ms. Joyner moved, Mr. Iskander seconded, to adjourn the meeting at 8:46 p.m. 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