

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

**MAY 17, 2005**

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

I. **CALL TO ORDER:** President Hashmat Ali called the meeting to order at 6:08 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:**        Ms. Shahade moved, Mr. Spell seconded, to approve the agenda as amended. The motion passed unanimously (6-0-0).

III. **APPROVAL OF MINUTES:**

**MOTION:**        Ms. Shahade moved, Mr. Fredericks seconded, to approve the Minutes of April 19, 2005 as amended. The motion passed (6-0-0).

IV. **REPORTS:**

A. **President:** Mr. Ali reported that he was waiting to act on the WiFi project until the South building rollout. He added that each resident would get user identification, a password, and a technical support number. A presentation on WiFi was then scheduled for the following month. Mr. Ali then discussed River Place development. He said that since there was no plan, owners did not know their options. He also said that one way to move forward was to terminate leases on part or all of the property and obtain ownership of a portion of the land. Another possibility, he said, was to get loans from Arlington County through bonds. However, he said River Place could not pay the necessary real estate attorney and land developer. Mr. Ali added that the first option of obtaining the land under one building seemed more reasonable.

**River Place North Housing Corporation**

**May 17, 2005**

**Page 2**

B. Treasurer: Mr. Spell reported that the corporation had slightly over \$1 million. Ms. Cooper said that about \$19,000 was paid for the work downstairs. She also said that since the \$25,000 contribution to the OA was due on May 1, it would go into the next fiscal year and a new category would be created for it. Mr. Spell then reported that the contribution to capital reserves was \$17,500 monthly so that the total would be under \$1 million the following month, but could be made up next year. In terms of the operating statement, he cited variances over \$1,000. Ms. Cooper said she collected about \$1200 in delinquencies. She added that she did the aging report, but that the CPA did the monthly report for which she was paid \$250-325 for about 15 hours of work.

[Mr. Iskander arrived at 6:18 p.m.]

Mr. Fredericks then suggested showing a comparison of utilities by year. Mr. Spell said that although a 5% increase for utilities was budgeted, the cost increased by 22%. Mr. Fredericks then said that the Board could tell shareholders that utilities were being tracked to determine whether usage or just price was increasing over the past 2-3 years. In terms of, Ms. Cooper also said that the fire alarm system was covered under safety material. She added that in terms of meetings and reports, 60% of the budgeted amount was for stenography and 40% was for the Annual Meeting. Mr. Spell then said that according to the bylaws, if the budget was short it could be billed to the shareholders. He concluded that the corporation was financially sound. In response to Mr. Iskander's question about selling the unit, Mr. Spell said the money would be used for the domestic hot water heater. Ms. Cooper added that she received bids on it for about \$90,000. Mr. Ali suggested advertising the unit on the Website with an availability date.

C. OA Representative: Mr. Iskander reported that the pool would be open on time and that residents would need a River Place picture identification to use it and other facilities. He added that the Entertainment Center was progressing and he invited Board members to a walk through after the meeting. He also said that the construction would be finished the first week of June, then the equipment would be installed, and by mid-June the center would be ready. He added that an official opening would probably be held at the end of June. He also said that employees for the facility had to be hired. Mr. Iskander reported that the project had only 2.5-3% in change orders which was very good. He then said that the OA upgraded old cameras for the security system. He also said that flowers would be planted the following week and that the 3<sup>rd</sup> phase of paving of the property was on hold until the Arlington County sewer project was completed in 2007. In response to Mr. Spell's question, Mr. Iskander said that officers for the OA would be elected at the June meeting.

V. **UNFINISHED BUSINESS**:

A. Observation Cameras: Ms. Cooper reported that observation cameras were almost finished and the company would be back to adjust the shot of the back door and the picture in one elevator.

**River Place North Housing Corporation**

**May 17, 2005**

**Page 3**

B. Convector Project: Ms. Cooper said that she purchased 6 more valves from Noland and has scheduled installation by All Plumbing in the next 10 days at a reduced of \$125 per installation. Ms. Shahade also said that the South building finished installation of their valves. Mr. Iskander said radiators should be cleaned, but that the air ducts were fragile and might crumble if cleaned. Mr. Ali suggested checking on the East building's cleaning and putting it on next month's agenda.

C. Trash Removal: Ms. Cooper said that PDS was getting a 30-day notice of termination. She also said there would be a 2-week overlap with AAA, the new service. Mr. Iskander suggested sending a letter to the contractor dumping trash non-River Place material.

D. Fire-Unit 1011: Ms. Cooper reported that she has received bids from Balfour and Spectrum, but she needs a 3<sup>rd</sup> bid. Mr. Fredericks suggested trying to keep costs down and not paying for a new unit. Ms. Cooper said that it costs less to replace than to clean.

E. Tile Project: Mr. Ali said that the committee—Mr. Randolph, Mr. Iskander, Ms. Shahade, Mr. Spell--should make choices.

F. Water Study Update: Ms. Cooper reported receiving one bid of \$22,000 for the water study, but she needed 2 more. Mr. Ali said a statement of work was needed, but Ms. Cooper said that the engineer created his own scope of work. Mr. Spell said that Mason could write a description. Ms. Cooper also said that safety issues were part of the study and she was not ready to move forward on it.

VI. **NEW BUSINESS**:

A. Unit 605: Ms. Cooper asked for permission to go ahead with the contract. She said that the ceiling should have cosmetic repairs.

**MOTION: Mr. Fredericks moved, Ms. Joyner seconded, to approve the contract for \$145,000 for Unit 605. The motion passed unanimously (7-0-0).**

B. River Place North Rules & Regulations: Mr. Fredericks said looking at the rules would take several months and suggested discussing them by email. Mr. Iskander suggested that the wording about items not to be placed above the window sills should be "objects such as but not limited to" the list.

**MOTION: Mr. Fredericks moved, Ms. Shahade seconded, to approve the rules and regulations as amended and at the manager's discretion. The motion passed (6-0-1) with Ms. Joyner abstaining.**

V. **UNFINISHED BUSINESS-continued**:

G. Office Relocation Update: Ms. Cooper reported that the shipment of the windows and doors was 2 weeks late. Mr. Fredericks said there was no issue if the relocation is done in 3 weeks. Ms. Cooper said that the company was late on outside work. Mr. Ali said that the planter should be removable, but Ms. Cooper said that the prefab type was already included

**River Place North Housing Corporation**

**May 17, 2005**

**Page 4**

in the design and that the County required in-ground planter and posted handicapped signs.

**MOTION:** Mr. Fredericks moved, Ms. Joyner seconded, to approve PCO #4 revised for \$3,367.10. The motion passed unanimously (7-0-0).

**MOTION:** Mr. Fredericks moved, Ms. Joyner seconded, to approve PCO # 7 for \$4,746.50. The motion passed unanimously (7-0-0).

**MOTION:** Mr. Fredericks moved, Ms. Shahade seconded, to approve PCO # 10 for \$1749. The motion passed unanimously (7-0-0).

**MOTION:** Mr. Fredericks moved, Mr. Spell seconded, to approve PCO #11 for \$1908.50. The motion passed unanimously (7-0-0).

**MOTION:** Mr. Fredericks moved, Ms. Joyner seconded, to authorize the president to approve the installation of an electrical outlet. The motion passed unanimously (7-0-0).

VII. ADJOURNMENT:

**MOTION:** Ms. Joyner moved, Mr. Iskander seconded, to adjourn the open meeting at 8:10 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