

Final

MINUTES OF THE  
RIVER PLACE NORTH HOUSING CORPORATION  
BOARD MEETING

November 15, 2005

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

I. CALL TO ORDER: President Hashmat Ali called the meeting to order at 6:04 p.m.

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

Directors Absent: None

Management: Mr. Brendan Swartz, Building Manager

II. RESIDENT PARTICIPATION: None.

III. APPROVAL OF AGENDA:

**MOTION: Ms. Joyner moved, Ms. Shahade seconded, to approve the agenda as presented. The motion passed unanimously (5-0-0).**

[Mr. Fredericks arrived at 6:05 p.m.]

IV. APPROVAL OF MINUTES:

**MOTION: Mr. Iskander moved, Ms. Shahade seconded, to approve the Minutes of October 18, 2005 as amended. The motion passed unanimously (6-0-0).**

**MOTION: Mr. Fredericks moved, Ms. Shahade seconded, to have draft Minutes submitted by email prior to the meeting so that changes can be made and then voted on at the meeting. The motion passed unanimously (6-0-0).**

**Minute-By-Minute**

**River Place North Housing Corporation**

**November 15, 2005**

**Page 2**

V. **REPORTS:**

A. **President:** Mr. Ali reported that the WiFi project was just about complete and the 3<sup>rd</sup> training session has been held. Mr. Iskander said that the connection was fine but the speed was slow late at night. Mr. Ali also said that the corporation spending extra money for more antennas for part of the West and East buildings has not been advertised. Mr. Fredericks suggested approaching those presidents to inform them about the availability of this service. Mr. Swartz said he would mention the subject at the managers' meeting. In terms of the charge to the East building for Mario's expertise regarding Densel's recommendations, Mr. Fredericks suggested \$25.00 an hour. Mr. Swartz suggested \$32.50 which would include Mario's benefits and his pro-rated unit. He also said that the help should be short term and flexible. Mr. Ali said he would email the Board's final decision to Mr. Priest.

**MOTION: Mr. Fredericks moved, Ms. Shahade seconded, to charge the East building \$32.50 per hour not to exceed four (4) hours on average per week for Mario's expertise. The motion passed unanimously (6-0-0).**

[Mr. Spell arrived at 6:25 p.m.]

Mr. Ali also said that the South building might be looking for accounting help including accounts payable, accounts receivable, and monthly financials. Mr. Swartz added that he could not offer the help and suggested their getting someone from the outside. He also said that he would try to get ACH partially running to see how it worked and asked the Board to be test subjects.

B. **OA Representative:** Mr. Iskander reported that the costs for the Entertainment Center were only 11% over the contract amount for a total of \$1.134 million. He also said that the OA Board determined that the money borrowed from reserves would be repaid in 5 - 6 years. He added that since the money was borrowed at 0% interest, the Board wanted to speed up payments. In response to Ms. Joyner's question, Mr. Iskander said that because the 2004 audit showed 2 major discrepancies, Mr. Ingram sent a letter to Koger asking for an explanation which, if not forthcoming, would result in legal action. Mr. Iskander also said that Goldklang must close the 2004 audit before the 2005 audit could be completed. He added that the charge for renting the multipurpose room was set at \$50.00 an hour for a minimum of three (3) hours with \$50.00 for each additional hour. He also said that the hours would be until 9 p.m. just like the Entertainment Center. A proposal for training Board members, he said, was submitted by Cummings at a cost of \$225.00 per person if all four buildings agreed. Ms. Joyner said that Mr. Ingram did an informative free seminar on changes in laws, responsibilities of Boards, and other relevant housing corporation matters but that few people attended. Mr. Iskander said he would email the Cummings proposal to Board members to determine interest. Mr. Ali added that the new address of the guard house was 1615 North Lynn Street, but that the building addresses would not change. Ms. Joyner thanked the OA for its contributions to the Halloween party. Mr. Fredericks added that a unified party for the complex would be held on Tuesday, December 13<sup>th</sup>.

**River Place North Housing Corporation**

**November 15, 2005**

**Page 3**

C. Treasurer: Mr. Spell said that the corporation had a little over \$1 million in the replacement reserve account. He also said that WiFi was generating income listed under miscellaneous.

**MOTION: Mr. Fredericks moved, Mr. Ali seconded, to create a line item for income from WiFi. The motion passed unanimously (7-0-0).**

Mr. Spell added that about \$300,000.00 in major expenses would bring down the million dollar figure. In terms of utilities, Mr. Iskander said that the OA should be billed monthly for electricity around the building. Mr. Spell said that the corporation did not get credit from Amerada Hess because it was not on a level payment plan. Mr. Fredericks then suggested turning down the heat in the common areas. Ms. Joyner added that a notice should be posted telling residents that they could keep costs down by conserving. Mr. Swartz then said that the legal collections item was recoded. Mr. Fredericks asked that the financials be sent to the Board electronically a week before the monthly meeting. Mr. Swartz also said that the corporation paid \$11,000.00 to collect \$10,000.00. Mr. Spell suggested that the Board do some things without asking for legal advice. Mr. Fredericks also said that financials should show money was being put into capital reserves and spent. Mr. Iskander agreed saying that there must be a paper trail. Mr. Spell also said that he would look into the zero budgeted for ground rent. Mr. Fredericks then said that the summary of reserves was good and showed the corporation paying reserves over the year. Mr. Swartz also said that expenses for the office move were about \$200,000.00. Mr. Fredericks added that the building owed Spectrum \$17,000.00. In terms of the delinquency report, Mr. Swartz said it included former tenants and that quite a few late notices were sent out. He also said that although getting checks to the bank was slow, they were entered into the system promptly.

**VI. UNFINISHED BUSINESS:**

A. Update on Fire in Unit 1011: Mr. Swartz said that insurance paid \$70,000.00 for inside repairs. He also said that windows should be measured in the next week and repairs on the exterior started. He added that the demolition was finished and that the project would probably be completed by the middle of January.

B. Update on WiFi Project: Mr. Randolph said he did a walk through with Mr. Singlar. Mr. Swartz said that \$30,000.00 was owed; Mr. Iskander said the money should be taken from reserves.

C. Window Treatments: Ms. Shahade said she had an appointment for the first week of December. She also said that cushions should be replaced in the outer lobby. She added that the Board should have a new proposal on December 5<sup>th</sup>.

D. Convactor Valves: Mr. Swartz said that the cost would be about \$90.00 per unit. He also suggested getting a hardwire system with a thermostat on each floor that would signal the convactor to open or close. Mr. Iskander said it would be very expensive and hard to implement.

**River Place North Housing Corporation**

**November 15, 2005**

**Page 4**

E. Upcoming Projects: Ms. Shahade suggested getting a walkway into the building. Mr. Spell said that poles should be covered with the same treatment as on the ground. Mr. Joyner suggested finishing projects and putting others on a list. Mr. Spell said a prioritized list has never been created. Mr. Ali suggested preparing an Excel sheet with a timeline. Mr. Spell also suggested doing all maintenance jobs like valves, risers and drip pans at one time.

F. Plumbing Study: Mr. Ali said that the corporation could not spend \$5 million on this study. He also said the study should be tabled and the building should continue with the regular maintenance plan. Mr. Spell said that the cost should be balanced against the cost of flooding and pipes bursting.

G. Basement Paint Job: Mr. Swartz suggested painting the entire area and the doors to the laundry room. He referred the Board to the four proposals that were close and should be decided on quality.

**MOTION: Mr. Fredericks moved, Mr. Ali seconded, to approve the painting of the basement by Abner's Home Service at an inclusive cost not to exceed \$1,750.00. The motion passed unanimously (7-0-0).**

Mr. Ali suggested that Mr. Swartz and Mr. Spell work together on colors.

VII. EXECUTIVE SESSION:

**MOTION: Mr. Fredericks moved, Mr. Randolph seconded, to convene an Executive Session at 8:08 p.m. There were no objections. The open meeting resumed at 8:09 p.m.**

UNFINISHED BUSINESS -continued:

[Mr. Fredericks and Mr. Randolph left the meeting at 8:10 p.m.]

H. Loading Dock Area: Mr. Swartz said the plantings were finished and that he received 1 proposal for \$5,000.00 to fix the drainage problem. Mr. Iskander said that the Board needed more quotes. Mr. Ali added that the topic could be discussed at the next OA meeting.

I. Commercial Agent: Mr. Swartz reported that Cranwell has done nothing, but that Kathy from Buck has been active. Mr. Spell suggested paying 7 1/2 % and getting the space rented. Mr. Ali also suggested getting a 3-month contract. Mr. Swartz said that he would discuss getting more parking spaces in front of the building with the OA. Mr. Ali then suggested paying 6% for 3 months and then increasing the figure if she rents the space.

**MOTION: Mr. Spell moved, Ms. Joyner seconded, to hire Kathy as commercial agent for 3 months at 6% and if the space is rented within 2 months to increase the figure to 7%. The motion passed unanimously (5-0-0).**

VIII. NEW BUSINESS:

**River Place North Housing Corporation**

**November 15, 2005**

**Page 5**

A. ID's for Short-Term Renters: Mr. Swartz suggested charging \$10.00 to replace id's through loss or renewal of leases for less than a year. He also said that he has already implemented the new charges and has had no issues with it. Mr. Iskander said that the Board approves by consensus.

B. Personnel: Mr. Swartz suggested raising Mike's hourly rate from \$8.00 to \$10.00 since he had more responsibilities and was being trained on the computer. He also said that Mike might leave without a raise. Mr. Ali suggested raising his rate to \$9.00 an hour and suggested revisiting the issue in May.

IX. ADJOURNMENT:

**MOTION: Mr. Iskander moved, Ms. Joyner seconded, to adjourn the meeting at 8:35 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