

DRAFT

MINUTES OF THE
RIVER PLACE NORTH HOUSING CORPORATION
BOARD MEETING

October 16, 2007

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

I. CALL TO ORDER: President Hashmat Ali called the meeting to order at 6:09 p.m.

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

Directors Absent: Ms. Chung Lai and Mr. Norman Randolph

Management: Mr. Francisco Foschi, Building Manager

II. RESIDENT PARTICIPATION: None

III. APPROVAL OF AGENDA:

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

IV. APPROVAL OF MINUTES:

MOTION: Ms. Shahade moved, Mr. Fredericks seconded, to approve the Minutes of September 18, 2007. The motion passed unanimously (4-0-0).

[Mr. Iskander arrived at 6:13 p.m.]

V. REPORTS:

A. President: Mr. Ali welcomed Mr. Foschi as the new building manager. He asked Mr. Foschi to update the roster with his and Board members' phone numbers and email addresses and to distribute it electronically. Mr. Ali then asked about the WiFi upgrade. Mr. Foschi said that Trident checked the roof, but that Single Digit would come the next day. Mr. Ali also said that the North building would get bonded T-1 lines. Mr. Foschi added that everything should be in by the end of the week and tested by Friday. In terms of interruption of service, Mr. Iskander said it should be short. He also suggested waiting until the system is tested to notify residents and have Mr. Spell give feedback on the speed. Mr. Fredericks said it should be publicized to other buildings since it is cheaper than Comcast. Mr. Iskander then asked Mr. Foschi to find out how long the outage might be.

Minute-By-Minute

Next, Mr. Ali discussed the parking space issue. He said that space #292 was re-numbered #192, treated as an abandoned space, and given to an ex-employee. He added that the space belonged to the South building and was given back to the OA. Mr. Ali then said that Mr. Knute, the West building engineer, has complained that his car was damaged by grout from unit #207. The owner, however, said he was not responsible but that the owner of #607 was and that he would try to identify who did the work. Mr. Fredericks recommended finding out which balconies had tile. Mr. Spell also suggested finding out when convectors were done. Mr. Fredericks also said that Mr. Foschi should not get into a conflict between shareholders and that the Board would make any decisions.

B. Treasurer: Mr. Spell said that in terms of the overall picture, the Corporation had \$1.2 million in reserves. In response to Mr. Ali's question about the negative \$38,000 in the operating fund, Mr. Foschi said that he would find out from Ms. Araia if the money was deposited on Monday, October 1st. He also said that he would get the password and find out about any penalties. Mr. Ali told Mr. Foschi to take control as soon as possible and suggested learning Skyline to become independent of Ms. Araia. Mr. Spell then said that EnviroTech was issued a check for \$200,000 for 90% of the balcony repair charges. Mr. Fredericks added that Leach Wallace recommended holding back 10% until all the work was completed. In terms of the budget holding up, Mr. Spell said that there were no significant variances. Turning to the delinquency report, Mr. Fredericks suggested that Mr. Foschi start looking at procedures, but Mr. Spell said that they needed updating. Mr. Fredericks said they were good procedures and should be practiced. He also said that assessments and not rentals should be shown along with late fees.

C. OA Representative: Mr. Fredericks said that he sent his report to the Board electronically. He also said that the OA Board had voted on each building spending \$300.00 for the holiday party which would serve no alcohol.

D. Improved Environment: No report.

VI. OLD BUSINESS:

A. Blue Army Lease: Mr. Foschi said that Mr. Williams was coming to the meeting. Mr. Fredericks said that Mr. Williams should adhere to the agreement. Mr. Ali said that cameras in the garage were monitored in Mr. Foschi's office, but Mr. Foschi said he did not know if the monitors were working. He also said that he would get an estimate on filling in the area around the door. Mr. Ali said that the manager was authorized to spend up to \$500.00 to do emergency work.

B. Laundry Room: Mr. Foschi said that coins and cards could now be used. He also said that when the room was cleared, the walls were painted and the floors waxed.

C. Penthouse Terrace Railings: Mr. Spell said that the railings were painted and that they looked good. He also suggested doing the downstairs railings outside the building while EnviroTech was here.

D. Verizon Fiber Optic: Mr. Foschi said that Verizon needed to x-ray the building to check pipes. Mr. Spell said that doing so was invasive and that the building would have to be evacuated. Mr. Foschi said he would work with the East building to figure out the best way to do it. Mr. Iskander said that Verizon did not need to x-ray the building to find out where the power is.

E. Balcony Door Replacement-Unit 919: Mr. Spell said that the door was not approved. Mr. Foschi also said that the frame looked good. Mr. Spell then recommended that the Board give conditional approval.

MOTION: Mr. Spell moved, Ms. Shahade seconded, to approve replacement of the balcony door in Unit 919 for an amount not to exceed \$1,900.00 and subject to the manager's review and negotiations with Beck's. The motion passed unanimously (5-0-0).

F. Blue Army Lease-continued: Mr. Williams said he updated the exhibit and agreed to the 3% increase, but said he should have the right to solicit tenants. Mr. Spell said the Corporation could agree about solicitation. Mr. Ali said that Mr. Williams has already moved in. Mr. Williams disagreed and said he was getting things ready at his cost and still wanted 3 months free. Mr. Spell said he wanted to work together and move forward and that these were minor issues. Mr. Ali said that Mr. Williams could put fliers in the mail room and on the bulletin board, but not under doors. Mr. Fredericks suggested putting an announcement for the storage company in the elevators. Mr. Spell added that the Blue Army lease would start November 1, 2007 and payments would begin on February 1, 2008.

G. Name Plates/Vests for Staff: Mr. Fredericks said that white shirts were enough and that name tags were more important. Mr. Ali said that vest looked more professional, but Mr. Spell said that the Board should concentrate on having someone behind the desk first. Mr. Foschi said that he was trying to enforce a simple, presentable dress code of white shirts and dark pants/skirts. Ms. Shahade added that there should be a sign indicating when the concierge would be at the front desk and when he or she would be on break. Mr. Foschi added that he had a list of floaters and wanted to make sure all shifts were covered. Mr. Iskander suggested leaving the dress code to the manager.

VII. **NEW BUSINESS:**

A. Skyline System Upgrade: Mr. Foschi said that Skyline offered a good rate with maintenance fees of \$800.00. Mr. Fredericks said that unlimited client support was \$3,521.25.

MOTION: Mr. Fredericks moved, Ms. Shahade seconded, to approve the upgrade to the Skyline system for an amount not to exceed \$3,600.00. The motion passed unanimously (5-0-0).

Mr. Ali said that Mr. Foschi should clarify whether base training and support were included. Mr. Spell said that the Corporation needed the support and that Mr. Foschi got them to waive a 1-year maintenance fee. Mr. Iskander suggested getting a different company to supply support. He also suggested finding out the cost of base training and support from Skyline and other sources.

B. Window Cleaning: Mr. Fredericks said that the garage and balcony work have made dust. Mr. Foschi said that he received two bids but that only the highest bidder, Top of the Line, provided a guarantee. Mr. Fredericks said that the railings must not be used and that EnviroTech should suggest when to clean the windows. Mr. Foschi said he would ask Virginia Windows, the low bidder, for a guarantee not to damage the railings.

C. Kitchen Renovation-Unit #134: Mr. Iskander suggested giving approval subject to the owner getting County permits and having a licensed, bonded contractor.

MOTION: Mr. Iskander moved, Mr. Fredericks seconded, to approve the renovation to Unit 134 subject to the owner's obtaining County permits, using a licensed, bonded contractor and doing the work to code. The motion passed unanimously (5-0-0).

D. Carpet Damage-Unit # 142: Mr. Fredericks asked why this request was from the tenant and not the owner. Mr. Ali said that the managing agent could speak on the owner's behalf. Mr. Iskander also asked why the matter was not resolved since the damage happened in July. Mr. Foschi said that the convector was fixed but that the carpet and the parquet were damaged. Mr. Iskander asked Mr. Foschi to find out if the leak has been fixed permanently and if Landmark is the authorized agent for the unit. He also said that the manager should get quotes on carpeting. Mr. Ali added that the Corporation had good, commercial-grade carpeting available.

E. ID Cards: Mr. Foschi said that the computer was not compatible and had to be returned. He also said that he wanted to do ID cards at the front desk. Mr. Iskander said Ms. Araia was told to return the computer with Vista and get XP. Since she charged it on her credit card, Mr. Ali said she was responsible for returning it. He also said that the office needed to buy a computer with XP and teach the staff how to issue ID cards.

VIII. EXECUTIVE SESSION:

MOTION: Mr. Iskander moved, Ms. Shahade seconded, to close the regular session and convene an Executive Session at 8:10 p.m. There were no objections.

SUBMISSION OF MINUTES

Barbara Seaman,
Recording Secretary

Secretary

Approved by:

Chung Lai,

River Place North
Housing
Corporation