

Final

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

September 20, 2005

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

I. **CALL TO ORDER**: President Hashmat Ali called the meeting to order at 6:10 p.m.

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

Directors Absent: Ms. Sara Shahade, Secretary

Management: Mr. Brendan Swartz, Building Manager

Shareholders: Mr. Don Nachtwey, #218

II. **RESIDENT PARTICIPATION**: Mr. Nachtwey referred the Board to his request for approval for an electrical upgrade so he can install a dishwasher. Mr. Ali suggested if he hires a licensed contractor and coordinates with the building manager, the Board would approve the request. Mr. Nachtwey said he was working with Kolb Electric.

III. **APPROVAL OF AGENDA**:

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

IV. **APPROVAL OF MINUTES**:

Mr. Ali suggested deferring the approval of the August 16, 2005 Minutes to the next meeting.

MOTION: **Mr. Iskander moved, Mr. Spell seconded, to defer approval of the August 16, 2005 Minutes to the next meeting. The motion passed unanimously (4-0-0)**

MOTION: **Mr. Iskander moved, Mr. Spell seconded, to approve the Minutes of July 19, 2005. The motion passed unanimously (4-0-0).**

Minute-By-Minute

V. NEW BUSINESS:

A. Request for Electrical Upgrade Unit 218:

MOTION: Mr. Fredericks moved, Mr. Spell seconded, to approve the request to install a dishwasher in Unit 218 subject to the use of a licensed contractor, coordination with the building manager, and County approval. The motion passed unanimously (4-0-0).

VI. EXECUTIVE SESSION:

MOTION: Mr. Fredericks moved, Mr. Iskander seconded, to convene an Executive Session at 6:24 p.m. The motion passed unanimously (4-0-0).

MOTION: Mr. Spell moved, Mr. Iskander seconded, to close the Executive Session at 6:38 p.m. and reconvene the Open Session. The motion passed unanimously (4-0-0).

VII. REPORTS:

A. President: None.

[Mr. Randolph arrived at 6:39 p.m.]

B. Treasurer: Mr. Spell said that the corporation had less than \$1 million and that Single Digits had not been paid. He added that the majority of the bill to Spectrum for the management office had been paid. Mr. Ali suggested hiring a handyman to clean and paint the space to make it more presentable. Mr. Spell said that finances were basically on track.

C. OA Representative: Mr. Iskander said that the pool season was over and that the pool company had good comments. He also said that Spectrum was finished with the punch list for the Entertainment Center and that he would do a final walk through. He added that he has received no complaints from patrols.

VIII. UNFINISHED BUSINESS:

A. Update on Fire in Unit 1011: Mr. Fredericks reported that Balfor was approved by Travelers. He added that there would be 2 contracts signed by the corporation and by Mr. Brown, but the checks must be signed jointly. He said that windows would be ordered when the contract is signed. He also said that the demolition would start in 2 weeks. The agreement, he said, excluded the \$13,000.00 paid to Balfor for water damage, but Travelers said it did not have a copy of the bill. Mr. Fredericks also said that the agreement stated that the corporation had the right of access to make sure the work was done, but the inside was Mr. Brown's project. He added that Mr. Brown would sign an agreement that the corporation had no obligation to do work later. He also said that the corporation would not be paying the \$10,000.00 deductible; Mr. Brown would be paying that as part of the agreement.

B. Update on WiFi Project: Mr. Ali said that the South building was having concerns about sharing the T-1 line. The other issue, he said, was giving residents access in the pool area which would involve installing another antenna. Mr. Spell said that providing a wireless internet connection was not a money maker, but a service. Mr. Ali said that the corporation's individual line would cost about \$1,200.00 for which Mr. Singlar could do a change order. He also suggested that the corporation should allow 1 account free per unit because the cost could be absorbed in the budget. Mr. Spell agreed for this year but said that next year a fee could be charged. Mr. Ali added that there was also a potential for advertising. Mr. Randolph said that joining with the West building would bring down costs.

MOTION: Mr. Spell moved, Mr. Randolph seconded, to approve 1 free account with 2 users per unit to be absorbed in the reserve account this year and next year it would be added to the budget as a line item with a charge for outside or added accounts. The motion failed (2-2-1) with Mr. Ali and Mr. Iskander opposing and Mr. Fredericks abstaining.

Mr. Randolph then suggested splitting the \$13,000.00 equally by the number of units. Mr. Ali also suggested limiting to one free account with one user and charging \$5.00 for a second user and \$10.00 for a third user. He added that WiFi could be treated like an amenity with everyone paying. Mr. Spell said that everyone could be charged \$5.00 but Mr. Iskander said a lot of residents would refuse to pay because they wouldn't use it.

MOTION: Mr. Iskander moved, Mr. Fredericks seconded, to provide 1 free WiFi account with 1 user and charge \$10.00 per additional user. The motion passed (4-1-0) with Mr. Spell opposing.

AMENDMENT: Mr. Spell moved, Mr. Ali seconded, to charge every user \$10.00 per account. The motion failed (2-3-0) with Mr. Ali, Mr. Iskander, and Mr. Randolph opposing.

C. Tile Project Update: Deferred to next year.

D. Window Treatments: Tabled to next month.

E. Convactor Valves: Tabled to next month.

F. Plumbing Study: Mr. Spell said that the statement of work was not inclusive and needed an invasive study and an annual maintenance plan with enzymes. Mr. Ali suggested that Mr. Swartz look into the matter.

G. Suspension of Riser Project: Mr. Iskander suggested getting back into the project that had been put on hold.

[Ms. Joyner arrived at 7:42 p.m.]

IX. NEW BUSINESS:

A. Maintenance & Repairs: Mr. Ali said the prices were modified last month.

B. Basement Floor: Mr. Ali suggested tabling the item to next month. Mr. Spell said Ms. Shahade emailed that the problem was under control.

C. Loading Dock Area: Mr. Spell suggested that potted plants should be moved next to the office door to allow full use of the loading dock. Mr. Iskander said that once the building installs plants, the OA will maintain them. He also suggested getting a proposal from the contractor who takes care of the common grounds. Mr. Ali then said that the Board should bring in ideas for covering the trash in addition to a canopy.

D. New Stock Certificate: Mr. Ali said that certificates were changed to blue because it was less expensive. He added that he could put the certificate on letterhead and save \$200.00. He said he would talk to Ms. Lynn.

E. Commercial Agent: Mr. Ali referred the Board to the letter from George Cranwell, a commercial agent who could help rent the old office space. He added that Mr. Swartz had ideas for potential clients. Mr. Fredericks said that a site plan change was needed. Mr. Ali said he would contact Ms. Lynn on the legal questions.

RESIDENT PARTICIPATION -continued:

Ms. Natalia Tailikh, Unit #913, said she submitted a request to move walls. Mr. Fredericks said that the Board could not act on the request that night. Mr. Iskander said drawings should be submitted to Arlington County. Ms. Joyner then said the steps the shareholder should take were these: talk to the building manager, set up a time with the engineer to take a look at her unit, submit drawings to the County for approval, and come to the Board for endorsement.

MOTION: Mr. Fredericks moved, Ms. Joyner seconded, to approve the modification to Unit 913 subject to approval by the County with work being done by a certified contractor. The motion passed unanimously (6-0-0).

NEW BUSINESS-continued:

F. Commercial Agent-continued: Mr. Spell said he was reluctant to push an agreement with Mr. Cranwell through. He suggested that Mr. Ali make this matter an action item and contact Ms. Lynn about legalities.

G. Letter from Arlington County: Mr. Spell suggested that the corporation should respond by saying that the corporation does maintain information on vehicles and refer the County to the OA.

H. Skyline Upgrade: Mr. Swartz said the computers were coming in on Tuesday and training would be Wednesday. Mr. Spell said that not enough money was approved for the module on direct debit. He added that it would not cost more than \$3,000. In response to Ms. Joyner's question, Mr. Spell said it could probably go into effect the first quarter of 2006. Mr. Fredericks suggested doing an email vote on the extra cost.

I. Triple "S" Pest Control: Mr. Swartz said he received a call to do roach treatments and the work is backlogged.

MOTION: Mr. Fredericks moved, Mr. Spell seconded, to approve \$25.00 per unit to do the backlog of pest control treatments. The motion passed unanimously (6-0-0).

X. INFORMATIONAL ITEMS:

A. Cleaning Proposals: Mr. Swartz referred the Board to DMA's proposal for the yearly renewal of the monthly cleaning service contract. Mr. Fredericks suggested doing more research and getting more proposals.

B. Outstanding Work Order Payments-Bonnie Klein: Mr. Fredericks suggested not doing any more work in her apartments. Ms. Joyner said the Board should establish a policy. Mr. Spell said she should be sent a certified letter and be charged late fees. Mr. Fredericks said the delinquencies should be broken out by apartment. He also suggested looking at delinquency procedures and starting the process. He added letters could be sent to her tenants about attaching rents. Ms. Joyner suggested including both assessments and work orders in the delinquency report. Mr. Spell said that the Board should not act without information on the delinquencies that have been paid since the 8/31/05 report.

XI. ADJOURNMENT:

MOTION: Mr. Iskander moved, Ms. Joyner seconded, to adjourn the meeting at 8:32 p.m. The motion passed unanimously (6-0-0).

SUBMISSION OF MINUTES

Barbara Seaman
Recording Secretary

Approved by:

Sara Shahade, Secretary
River Place North
Housing Corporation