

FINAL

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

September 17, 2008

**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. Assem Iskander, Vice President
Mr. Andrew Spell, Treasurer [late]
Ms. Jennifer Pitz, Secretary
Mr. Don Nachtwey, OA Representative

Directors Absent: Ms. Djeheneane Claire Jean-Jacques, Director
Mr. Troy Dibley, Director

Management: Mr. Francisco Foschi, Building Manager
Ms. Daisy Zambrano, Assistant Manager

II. **RESIDENT PARTICIPATION:** None.

III. **APPROVAL OF AGENDA:**

MOTION: Mr. Nachtwey, Ms. Pitz seconded, to approve the agenda as written. The motion passed unanimously (4-0-0).

IV. **APPROVAL OF MINUTES:**

MOTION: Mr. Iskander moved, Mr. Ali seconded, to approve the minutes of August 20, 2008. The motion passed unanimously (4-0-0).

V. **REPORTS:**

A. **President:** Mr. Ali said that the side entrance door was broken and that Mr. Foschi had to special order the plate. He added that the issue was residents' misuse of the door and that bad behavior should be controlled. Mr. Iskander suggested asking the OA to increase patrols. Mr. Foschi said that the concierge will check the area and call patrols when people are smoking and drinking there. Mr. Ali asked Mr. Nachtwey to discuss whether public drinking is permitted outdoors at the OA. Turning to the door at the loading dock, Mr. Foschi said it was fixed and worked for a while but that a single door would pose fewer problems. He referred the Board to the estimate from Beck's. Next, Mr. Ali asked about the leak in the lobby ceiling. Mr. Foschi replied that the leak was investigated but that the source could not be determined. Mr. Ali then asked Mr. Foschi to clarify whether the registration fee was \$20 or \$25.

[Mr. Spell arrived at 6:22 p.m.]

B. Treasurer: Referring the Board to the financial report, Mr. Spell reported that total operating cash and reserves was \$1,356,241. Replacement reserves were \$1,265,256. Mr. Foschi added that contributions were still behind. He also said that the check from Comcast was \$129,600. Mr. Spell said that the figure budgeted for Verizon was \$45,000. The Variance Report is included as follows:

August 2008 Variance Report

Income variance report over \$1000
Also includes notes on possible trends

Includes Month to Date (MTD) and Year to Date (YTD)

	MTD Current/Budget YTD Current/Budget Will Round	FAVORABLE/(UNFAVORABLE)
Operating Assessments	MTD 129.5 K/133 K YTD 545 K/ 532 K	(3.5)K- Unpaid assessments.
Electricity	MTD 23 K/ 24K YTD 6.8 K/10.5 K	1 K – Lower consumption.
Miscellaneous Income	MTD 0/ 3.7 K YTD 0.3/ 15 K	(3.7 K) – Negative trend (Verizon)
Medical/ Dental	MTD 0.4 K/ 1.4 K YTD 5.4K/5.7 K	1.4 K - Kaiser August not paid.
Gas	MTD 4.5 K / 7.3 K YTD 30 K/ 29 K	2.8 K– Lower consumption
Ground Rent	MTD 0 K/ 5.7 K YTD 5.7 K/11 K	5 K – Quarterly bill.
Contribution Cap. Res.	MTD 0 K / 29 K YTD 75 K /118 K	29 K –Two month contribution July and August pending.
Real State Tax	MTD 0 K/ 1.7 K YTD 0.491 K/ 3.4 K	1.7 K – Unpaid taxes.

Referring to the Variance Report, Mr. Foschi noted that the July and August contributions to capital reserves were pending and that real estate taxes for #605 were partially paid. He added that he should have a more accurate delinquency report for next month.

C. Improved Environment: Mr. Nachtwey had no report.

D. Manager's Report:

1. Loading Dock Doors: Mr. Foschi said that if the left half door is replaced, the right door could fail. He suggested a single door that will probably last 25 years. He referred the Board to the bids from Complete Glass for \$3,800 and from Beck's for \$3,700 which will include everything. He added that he had a verbal guarantee and that the work would probably take 1-2 days. Mr. Iskander stated that the dimensions should be accurate.

MOTION: Mr. Spell moved, Ms. Pitz seconded, to approve the proposal from Beck's for a single door subject to their getting exact dimensions. The motion passed unanimously (5-0-0).

E. RP Redevelopment Task Force: Mr. Ali gave a history of the RTF that was given a charter to meet with outside entities. He referred the Board to the report on the meeting with representatives of Monday Properties on September 8, 2008. He said that Mr. Helmig of MP said that he would discuss the possibilities with his partners and get back to RTF.

F. OA Report: Mr. Nachtwey reported that the OA renewed insurance at replacement costs at a small savings. Another issue discussed, he said, was the privatizing of the security company. He said that he was taking the lead on the subject and would incorporate the Board's ideas. Mr. Iskander said it was not a good idea because of insurance and liability. He also said that Securitas was not doing what the OA required. Mr. Nachtwey said that his project was to review the possibility of the OA taking over patrols and to present his findings to the OA Board. Mr. Iskander said that each building needed its OA representative to present issues to its Board who then tells the representative how to vote.

VI. OLD BUSINESS:

A. Exterior Brick Repair: Mr. Foschi said that he was waiting for specifications and expected a report the following week.

B. Shareholder Billing Policy: Mr. Ali said that the Board discussed the subject at the last meeting but reached no consensus. He also said that the policy had been to bill the shareholder who may refuse to pay. Mr. Foschi added that \$150 in delinquencies prevents a shareholder from voting. Mr. Iskander said that an owner should not be expected to pay for anything not requested. Mr. Ali suggested keeping a consent form on file for each unit and if consent is not signed, service will be denied. Mr. Nachtwey said that charges should be paid at the time of service. Mr. Spell said that collecting fees could be a problem.

Mr. Ali replied that payment could be made by anyone. He also said that a policy was needed that protects the corporation. Mr. Iskander said that the policy could be presented to shareholders at the Annual Meeting. He suggested making in-unit services free. Mr. Ali asked Mr. Iskander to look at the list of free versus billable charges and make recommendations at the next meeting.

C. L-3 Rental: Mr. Spell said that all possibilities have evaporated. Mr. Ali suggested that if Cathy Killian says that the status of the rental is not good, the corporation should take it back and get a residential tenant. Mr. Foschi said that the space could be painted and the carpet replaced.

VII. NEW BUSINESS:

A. Trash and Recycling Guidelines: Mr. Foschi said that some residents are leaving trash around and he asked for a policy. Ms. Pitz suggested that both tenant and owner be notified of violations of rules. She added that they should be told to correct the problem or privileges will be revoked. Mr. Ali added that she should make recommendations on the fines to charge for each violation. He also said a clause could be added to the lease.

B. Request to Change Meetings to Tuesday: Mr. Ali said that Mr. Dibley has requested that the Board change their meetings to Tuesday. Ms. Pitz suggested finishing the year with the same schedule and then discussing a change in January.

VIII. ADJOURNMENT:

MOTION: Mr. Iskander moved, Mr. Nachtwey seconded, to adjourn the meeting at 8:27 p.m. There were no objections.

SUBMISSION OF MINUTES

Barbara Seaman,
Recording Secretary

Pitz, Secretary

Approved by:

Jennifer

River Place North
Housing
Corporation