

DRAFT

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

September 18, 2007

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

I. **CALL TO ORDER**: President Hashmat Ali called the meeting to order at 6:13 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: Ms. Aida Araia, Building Manager

II. **RESIDENT PARTICIPATION**: One resident asked about parking at the MP garage while he was out of town. Mr. Fredericks said he would look into it and let him know about the status of parking.

III. **APPROVAL OF AGENDA**:

MOTION: Ms. Shahade moved, Mr. Iskander seconded, to approve the agenda as amended. The motion passed unanimously (5-0-0).

IV. **APPROVAL OF MINUTES**:

MOTION: Mr. Iskander moved, Ms. Shahade seconded, to approve the Minutes of August 21, 2007 as amended. The motion passed unanimously (5-0-0).

V. **REPORTS**:

A. **President**: Mr. Ali said that the South building has signed the WiFi agreement. The Trident Company, he added, after deciding that the signal from the South was not strong enough, proposed the option of a more expensive wide line. He also said that the West building agreed to put a tower on their roof. Mr. Fredericks, however, said that the West Board has not approved this access. Mr. Ali then said that a fall back position was getting wide line for the same price. In terms of the desk, Mr. Ali said that attendants should change their names when they change shifts. Mr. Iskander also said that often no one has been at the desk and the "be back at" time has been exceeded. Mr. Fredericks added that no one has been at the desk on Saturday mornings. Mr. Ali also suggested that

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attendants should wear vests with name tags for a professional touch. He also said that directors should report when no one is at the desk. While there was no excuse for absence, Ms. Araia said that the desk has been staffed by floaters. Mr. Fredericks suggested that patrols or cleaners call Ms. Araia if no one is at the desk by 9:00 a.m. Mr. Iskander also said that she should get rid of slackers, but Ms. Araia said getting quality people who are reliable has been a problem.

B. Treasurer: Referring to the variance report, Ms. Araia said that the rent of \$3,373.00 from L-3 had not been deposited. She also said that for SarSep, the money was miscoded to the wrong account. For air conditioning, she said that the \$1,480.00 was for repairs in L-3. In response to Mr. Fredericks' question, Mr. Spell said that the budget was holding up. He also said that of the operating assessments, most of the \$5,000.00 was L-3's past due amount. Mr. Ali said that it should not be operating assessments. Mr. Fredericks then referred to the rental income in the actual income and expense report. Ms. Araia replied that some went to the wrong account. She also said that in terms of rental parking, the corporation had 2 fewer parking spaces: MP 124 exchanged for MP36 and the parking space next to the concierge's. Mr. Iskander also said that codes were not as important as entry errors. Mr. Spell then said that the reserve account has earned \$10,000.00 in interest this month.

C. OA Representative: Mr. Fredericks said that a key item was the leaking of the top level of the garage that was cheaper to fix now and would have a 5-year warrantee. He also said that a letter about the work should have gone out to owners. He added that all cars from the bottom 3 levels will move back to the garage before the work on the top level begins. Turning to the balcony project, Mr. Fredericks said that the work has not gone as expected. The Board then agreed that pay raises for the OA should not be a priority as the site manager has suggested. In terms of landscaping, Mr. Fredericks said that work would be done in the spring. Mr. Ali also said that the curb damage in front of the North building was a safety matter. Mr. Fredericks said that he would pass on the history of the hazard to Mr. Sellman.

D. Improved Environment: No report.

VI. **OLD BUSINESS:**

A. Blue Army Update: Mr. Ali said that the lease was ready. Ms. Araia said she had not forwarded it to Legal Counsel. Mr. Ali said to tell him to return it in 2-3 days. Mr. Spell also said that if the language is acceptable, he recommended that the Board accept the lease. In terms of the doors, Mr. Ali said that the Board approved the contract with Beck's for \$4,755.00 by email. He also asked that they fix the blocks and clean the debris. Ms. Araia said that if that work was not included in the contract, Melvin could do the cleaning. Mr. Iskander said to tell Beck's that the Board expected a finished job. Mr. Spell said that the Board approved \$2,200.00 for the back door.

MOTION: Mr. Fredericks moved, Mr. Spell seconded, to approve the installation of 2 doors at L-4 for an amount not to exceed \$4,900.00. The motion passed unanimously (5-0-0).

B. Verizon Fiber Optics: Mr. Spell said he reviewed the contract. Mr. Fredericks said it consisted of \$1.25 per unit or \$1.50 for those without wireless. He said, however, that there were issues with installation and that floors were to be x-rayed and areas would be vacated. Ms. Araia said that Verizon would go up through the trash room, but would not drill until they got a written engineer's report on how the building was constructed. Mr. Fredericks suggested that they could use the chase in the middle of the building. Mr. Ali reported that Verizon said that they would have a much smaller conduit and box. Mr. Fredericks then said that someone should look carefully at the marketing agreement and Mr. Iskander said he would look at it.

C. Balcony Project: Mr. Iskander said that workers were in and out of units and were not putting plastic on carpets. He also said that the project needed to be supervised. He added that there were no excuses for the hold up. Mr. Fredericks said that the project was supposed to be done on the 27th. He also said that the building engineer should have been more active. At the minimum, Mr. Ali said, the company should keep units clean and should give residents dates for entering apartments to work. Mr. Fredericks then said that Leach Wallace will inspect the work before the company is paid. He also suggested that residents should tell the office if the project is not being done right. On the positive side, he added that they were doing a good job and that painting, sealing and wraps would be done. He then said that every day the worker should stop by the office and give the plan for the day. Mr. Fredericks added that satellite dishes should not go back on railings. Mr. Spell said that the difference between planters and dishes was that planters could be removed and were not permanent; dishes could damage railings and that owners were responsible for all future damage.

MOTION: Mr. Fredericks moved, Ms. Shahade moved, to ratify the email vote to approve MES to do balcony wraps for an amount not to exceed \$1,000.00. The motion passed unanimously (5-0-0).

D. Repairs to 10th Floor Penthouse Terrace: Ms. Araia said that all 16 railings will be painted. Mr. Fredericks suggested that the railings should be painted black. Mr. Ali said that Leach Wallace could be paid on an hourly basis to confirm which railings needed to be replaced.

MOTION: Ms. Shahade moved, Mr. Spell seconded, to approve \$9,900.00 to EnviroTech to paint the top floor balconies. The motion passed unanimously (5-0-0).

E. Coin Mach Lease Agreement: Ms. Araia said that the new machines would be installed on October 8th and that the Corporation would get the money before the end of the year.

F. Balcony Door Replacement: Ms. Araia said she had no other proposals for #919. She added that attempts at repair were not successful. Mr. Fredericks said that a new frame was not necessary. Mr. Iskander added that the quote should be revised to replicate the existing wood door without a frame or service call. Ms. Araia said she would email the new quote.

VII. NEW BUSINESS:

A. Kitchen Renovation - Unit 134: Mr. Fredericks said that the work was all electrical but that A1 should not have a garbage disposal or a dishwasher. Mr. Ali said that the building engineer should look at the load on the fuses. Mr. Fredericks also said that a fuse box should be replaced with a circuit breaker and not just relocated. Mr. Iskander said that the engineer could determine if there was enough capacity to feed the whole tier. Mr. Fredericks added that the owner should have a licensed contractor and County permits.

B. Carpet Damage - Unit 142: Ms. Araia said that the convector leaked and the owner wants to change the carpet. Mr. Fredericks said that the owner had the choice of fixing the parquet floor or the carpet damage, not both. Mr. Iskander added that the letter was dated June 28, 2007. Mr. Fredericks asked why the request came from the tenant. Ms. Araia said she received the letter from the managing agent. Mr. Ali said to send a letter offering to fix the floor or the carpet. Mr. Fredericks also said that the Board could give credit toward fixing the damage. Mr. Ali added that Ms. Araia should get estimates.

C. Insurance: Mr. Fredericks said that after talking to Mr. Rice, he recommended that buildings think about getting their own liability policies. He also said that under the OA policy, liability was covered for apartments and commercial spaces that buildings rented. Ms. Shahade said that the South's rentals were covered, but that the cost was the same if this coverage was eliminated. Mr. Iskander added that exposure was the issue. Mr. Spell also recommended getting landlord insurance. Ms. Araia would find out the costs of liability and landlord insurance.

D. ID Card: Ms. Araia said that registration was being done downstairs. She also said that VISTA on the new desktop was not compatible with the printer. Mr. Iskander said that an XP processor can still be purchased. Ms. Araia said she would take it back and get XP. Mr. Fredericks said that registration should be done upstairs. Ms. Araia said the old computers had Skyline. She also said the camera did not work with the new PC.

VIII. EXECUTIVE SESSION:

MOTION: There being no objections, the Board closed the regular session and convened an Executive Session at 8:10 p.m.

SUBMISSION OF MINUTES

Barbara Seaman,
Recording Secretary

Secretary

Approved by:

Chung Lai,

River Place North
Housing
Corporation

