

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

**January 16, 2007**

**I. CALL TO ORDER:** Vice President Fredericks called the meeting to order at 6:03 p.m.

Board Members Present: Mr. Brian Fredericks Vice President

Mr. Hashmat Ali President

Ms. Chung Lai Director

Mr. Andres Spell Treasurer

Mr. Assem Iskander (late)

Board Members Absent: Ms. Sarah Shahade Secretary

Mr. Norman Randolph Director

Others Present: Mr. Brandan Swartz Building Manager

Mr. William Angolia Blue Army Contractor

Ms. Sandra Pickron Recording Secretary

**II. APPROVAL OF AGENDA:**

**Minute-By-Minute**

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

### **III. APPROVAL OF MINUTES:**

**MOTION: Mr. Fredericks moved, Mr. Spell seconded, to approve the Minutes of November 21, 2006 as presented. The motion failed (2-2-0).**

### **IV. REPORTS:**

1. Shareholder Letter – Mr. Ali asked Mr. Swartz to draft a letter to the shareholders listing some of the projects the Association has been involved in within the last year. Mr. Swartz stated that he would provide the Board members with a copy of the draft letter via email for their review and input before sending the final letter to the shareholders. Mr. Fredericks commented that other buildings used a newsletter in which to notify homeowners of information of this nature, and suggested the Board consider starting up a newsletter. Mr. Ali stated that the Board is considering starting up a newsletter, yet he did not anticipate the start up of the newsletter until some time in May.
2. Water Conservation – Mr. Ali inquired about the existing showerhead currently being used; asking if upgrading to a better showerhead would be more cost effective, and ultimately help conserve water. Mr. Swartz stated showerheads generally come in standard sizes, and there are devices that help save water in the shower; which are a washer with a small hole to reduce water flow, and control valves that reduce flow and provide on-off control above the head. In addition, Mr. Swartz indicated that he would happy to compare the showerhead that Mr. Ali is using with the one the Association uses.
3. Storage Space: Mr. Ali asked the Board to review the rental scheme for the storage units implemented by the previous Board, stating that he believes there to be some inadequacies with regard to the rates. Mr. Iskender stated that he, along with Mr. Spell, sat on the Board that enacted the storage rates, and clearly remembers that comparisons of local area storage facilities were used to determine the cost, and based on those finding felt the rates were fair. Mr. Fredericks stated that the storage issue was discussed at the November Board meeting and a decision was made. Further, Mr. Fredericks stated that in order to re-visit the storage issue, every Board member present at that time would need to be in attendance.

The Board then recognized Mr. William, the representative from Blue Army, who addressed the Board regarding revisions to the proposal submitted in November.

4. Mr. William expressed his concerns with several points of the proposal and asked the Board to consider implementing the following changes: Ninety (90) days free rent; \$2,250.00 per month; increases based on

assessment, with no increase during the 1<sup>st</sup> year; and finally, a ten (10) year lease with a three (3) year extension. Mr. Fredericks informed Mr. William that during the November meeting, the Board discussed the proposal and agreed upon the conditions. Mr. William indicated that he did not intend for the proposal to be final, yet he intended for it to be used as talking points. The Board addressed several issues to include access; security; parking availability; fire codes, and Mr. William's intended usage of the space. Mr. William stated that 700 to 800 square feet would be used for personal use, with the remainder being used for storage bins that he would sublet to homeowners. Further, Mr. William indicated that homeowners would gain access by utilizing a secured access panel, with the units being monitored by security cameras. In response to the fire codes, Mr. William stated that fire codes are grandfathered in, adding that he would adhere to Arlington County fire regulations. Mr. William stated there is a dedicated parking space available for homeowners, and the possibility of an additional space should the Association allow him to purchase the space where initially a door was intact. In conclusion, Mr. William stated that if the proposal were finalized today, he would be willing to go with \$2,500.00; adding that the monthly rate was not as important as the term of the lease. Mr. Ali thanked Mr. William for coming to present his proposal. Mr. Ali asked Mr. Swartz to draft a letter of intent to Mr. William outlining the three points mentioned in his revisions. Mr. Ali stated that he would then deliver the letter to Mr. William.

**MOTION: Mr. Spell moved, Mr. Iskander seconded, to approve the proposal from Blue Army at \$2,500.00 per month; a term of 10 years, with 3 years extensions, with increases based on assessment, noting that there would be no increase during the 1<sup>st</sup> year. The motion passed unanimously (5-0-0).**

The Board went into Executive Session at 6:56 p.m. and reconvened at 6:59 p.m.

**MOTION: Mr. Iskander moved, Ms. Lai seconded, to cancel the current contract with Buck Associates for rental of the black hole space. The motion passed unanimously (5-0-0).**

2. Treasurer: The Board agreed to discuss the 2007/2008 Budget under the Treasurer's report.

1. Mr. Swartz began by providing an explanation of the format of the budget, whereas comments from the Board indicated that they would like the headings to reflect the fiscal year. Mr. Iskander commented that the North building has the highest cost for personnel, and asked for clarity as to why an additional employee was added at a rate of \$13,000.00 annually. Mr. Fredericks replied that the employee in question works 20 hours per week and is shared with another building. In addition, Mr. Fredericks stated that the employee also performs tasks that would otherwise require a contractor, thus saving the Association money in the long run. Further, Mr. Swartz stressed that the part-time employee fills in when the other maintenance staff is busy. Mr. Iskander stated that he would like Management to monitor the usage of the employee for the next year. Mr. Iskander then addressed the figure for the electricity, stating that he disagreed with the figure, as there was a difference of roughly of \$10,000.00. Mr. Swartz stated that the figure is primarily based on historical usage and weather; the amount could be higher or lower. The Board discussed salary increases for personnel, where it was agreed upon that increases for personnel would be assessed between 0 and 3%, with \$1,000.00 being budgeted for the new Assistant Manager. Mr. Swartz also indicated that the budget included a 9% increase for him, along with \$3,500.00 budgeted for training for him, and an additional \$1,000.00 budgeted for the training of other staff. Further, Mr. Swartz stated that he increased the WiFi budget, as he would like to expand the bandwidth to

provide homeowners with better WiFi service. Mr. Ali directed Mr. Swartz to rework the numbers as recommended, and present the reworked budget at the next meeting.

2. OA Representative: Mr. Fredericks stated that the December OA report was included in the Board package for review.

## 2. Improved Environment Committee:

1. Ms. Lai reported that the orientation held in November 2006 was a success with a good turn out, adding that another orientation is scheduled for February 8, 2007. Further, Ms. Lai reported that the committee is suggesting a quarterly newsletter that would go out before each orientation. Ms. Lai also reported that the committee is currently working on color coding the bins, as well as working on a draft for the website. In closing, Ms. Lai stated that the committee continues their efforts to educate the community via flyers, and ultimately hopes to disburse information through the newsletter.

## IV. OLD BUSINESS

1. Reserve Study: Mr. Swartz reported that the changes are reflected in the Reserve Study report, adding that the three biggest items being bid on are the balconies in FY'07 or FY'08; the boiler replacement, and then the brick and tack point. The Board questioned how many balconies were in need of repair, as there are concerns that the boiler should be replaced first. Mr. Swartz stated that he would recommend the Board proceed with the balcony project first, as it is the least expensive line item of the three, and is relatively easy to begin the process.

Further, Mr. Swartz stated that the boiler and then brick and tuck projects could follow; adding that if any issue arose with the brick and tuck, the order of the work could be reversed. Mr. Fredericks stated that the balconies are the most advanced as the study has been done and the Association is primed to work with the East and West buildings on the project. Mr. Fredericks also reported that during a meeting with Richard Johnson it was determined that he is seeking to obtain one contract between the buildings as opposed to obtaining separate contracts with each building. In addition, Mr. Fredericks stressed that although there would be one contract, billing for each building would be separate. The Board continued addressing which line item should be completed first, with Mr. Swartz stating that there was no right answer, with positive and negatives results on both ends. Mr. Fredericks suggested that Mr. Swartz have FEA come in and provide a presentation regarding the importance of reserve studies and what they recommend.

**MOTION: Mr. Iskander moved, Mr. Spell seconded, to elect Mr. Brian Fredericks as the representative of the North building on the balcony project. Further, the Board authorizes Mr. Fredericks to make decisions of behalf of the Board in which to move forth with the project. The motion passed unanimously (5-0-0).**

[Mr. Fredericks left at 8:45 p.m.]

2. Audit: Mr. Swartz reported that the audit report is enclosed and has been approved.
3. Laundry Contract Update: Mr. Swartz reported that Coin Mach and Hoff are the two contractors bidding; however, in his opinion Coin Mach has the best offer and is the current vendor. Mr. Iskander suggested Mr. Swartz let Coin Mach know that if they were willing to be more responsive on the service side, the Association would be willing to renew their contract. The Board discussed placing a magnetic notice on the machines when they are inoperable to notify homeowners that the machines are broken.

**MOTION: Mr. Iskander moved, Ms. Lia seconded, to proceed with the contract from Coin Mack based on the parameters listed, and to replace any defective or malfunctioning units within three (3) working days. The motion passed unanimously (4-0-0).**

4. L-2 Status: Mr. Swartz reported that L-2 is complete, with Mario hoping to move in shortly.
5. Sales Comp for 230: Mr. Swartz reported that sales comp for 230 are enclosed, and ready for the Board to review.
6. Verizon Fiber Optics: Mr. Swartz reported that Roz of Fiber Optic responded to the proposal he received from the attorney and provided a 6-page letter in which a signature and Board approval is required.

**MOTION: Mr. Spell moved, Ms. Lia seconded, to approve the proposal submitted by Verizon to install fiber optic throughout the North building, subject to Mr. Ali's review. The motion passed unanimously (4-0-0).**

7. Black Hole Proposal: Mr. Swartz asked that the Board to approve the proposal from Pro-Pave in which to remove the sand pile from the building basement and to haul it offsite.

**MOTION: Mr. Iskander moved, Ms. Lia seconded, to approve the proposal, in the amount of \$800.00 submitted by Pro-Pave, to remove and haul the sand pile from the building basement. The motion passed unanimously (4-0-0).**

8. Proposal to Add Vent to Elevator Stacks: Mr. Swartz reported that the quote to add a vent in the elevator room has come down considerably, and sought Board approval for the proposal

submitted by Elevator Control Service.

**MOTION: Mr. Iskander moved, Ms. Lia seconded, to approve the proposal to add elevator stacks in the amount of \$2,326.00, submitted by Elevator Control Service. The motion passed unanimously (4-0-0).**

#### **IV. NEW BUSINESS**

1. Copier Buy Out: Mr. Swartz reported that the lease for the copier expires at the end of April, and ask the Board for approval to purchase the copier.

**MOTION: Mr. Iskander moved, Ms. Lia seconded, to approve the purchase of the copier in the amount of \$2,650.00 plus tax. The motion passed unanimously (4-0-0).**

[Mr. Iskander left at 9:14].

*As there was no longer a quorum the Board informally discussed the following:*

2. Legal Counsel: Mr. Swartz stated that by default the Association is currently using Linowes and Blocher LLP. Mr. Ali asked why there wasn't a one year agreement in place, to which Mr. Swartz indicated a proposal had not yet been received. Mr. Ali stated that the Association should continue to use them on an "as needed" basis, yet it is not necessary to have them appear at the Annual Meeting.
3. Trash Corral: Mr. Swartz stated that the trash corral is complete, and passed among the Board a diagram of a map that will be posted on the trash grounds.
4. L-3 Trash Corral Issue: Mr. Swartz reported that a homeowner is complaining that his window is in view of the trash corral and is not happy with Mr. Swartz's response. Mr. Swartz indicated that he installed a one-way screen preventing outsiders from looking in; however, the homeowner has requested to speak to someone other than him, and asked that Mr. Ali speak to the homeowner. Ms. Lia commented that the trash lids are heavy and requested that one or two of them be opened at all times. Mr. Swartz stated that he is aware of it, and has informed Eugene, Mario, Rosa and Tito keep them open, yet homeowners still close them.
5. Exit Light: Mr. Swartz reported that all the exit light have been replaced, along with the lights

in the storage room, as well as the lobby bulbs, with florescent lights.

6. Calendar for Annual Meeting: Mr. Swartz reported that the letters of nomination regarding the Annual Meeting will be ready to go out on Monday, as Mr. Ali, Mr. Fredericks, Mr. Iskander, and Mr. Randolph terms are up. In addition, Mr. Swartz indicated that the deadline for candidates is February 16, 2007; official notice is required by March 2, 2007, and the Annual Meeting is on March 27, 2007.

## **VII ADJOURNMENT:**

**MOTION:** There being no further business, the meeting was adjourned at 9:37 p.m.