

**MINUTES OF THE
RIVER PLACE NORTH HOUSING CORPORATION
BOARD MEETING
February 20, 2007**

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

I. **CALL TO ORDER**: President Hashmat Ali called the meeting to order at 6:17 p.m.

Directors Present: Mr. Hashmat Ali, President
Ms. Sara Shahade, Secretary

Mr. Brian Fredericks, Vice President

and OA Representative

Mr. Andrew Spell, Treasurer

Ms. Chung Lai, Director [late] Mr. Assem Iskander, Director

Mr. Norman Randolph, Director

Directors Absent: None

Management: Mr. Brendan Swartz, Building Manager

II. **APPROVAL OF AGENDA**:

MOTION: Mr. Spell moved, Ms. Shahade seconded, to approve the agenda as written. The motion passed unanimously (6-0-0).

III. **APPROVAL OF MINUTES**:

MOTION: Mr. Fredericks moved, Mr. Iskander seconded, to approve the Minutes of January 16, 2007 as presented. The motion passed (4-0-2) with Ms. Shahade and Mr. Randolph abstaining.

IV. **REPORTS**:

A. **President**: Mr. Ali suggested that an orientation should be held for new concierges and that the concierges could be used more effectively for such things as registration.

[Ms. Lai arrived at 6:12 p.m.]

MOTION: Mr. Fredericks moved, Ms. Shahade seconded, to phase in having concierges do registrations with photo identifications. The motion passed (6-0-1) with Ms. Lai abstaining.

Mr. Fredericks said that residents should not have to wait over the weekend to register. Mr. Ali also discussed options for the sub-basement and said that the attorney should be consulted on the Verizon proposal.

MOTION: Mr. Spell moved, Mr. Iskander seconded, to sign the letter to approve the Verizon proposal. The motion passed unanimously (7-0-0).

B. **Treasurer**: (See variance report) Mr. Spell referred the Board to the financials regarding reserve totals that were up to \$855,883.42. He added that there were minor expenses mainly from the riser project. Mr. Swartz said that L2 has not been rented and that work orders included pest treatment that was then billed to the owner, but basically the Corporation was on track month-to-date and year-to-date. He also said that payroll expenses included vacation pay, used and unused. He said that utilities were fine and that there was nothing pressing.

Budget: Mr. Spell referred the Board to the FY 2008 draft budget and the notes to explain. Mr. Fredericks said that the \$13,000.00 increase from the OA and the reserve increases suggested a 4% increase in assessments rather than 2%. Mr. Spell replied that utilities went down and Mr. Swartz added that the Corporation was getting income from laundry and from the black hole. Mr. Ali added that rental of the sub-basement would be for six (6) months and asked why the increase was not more than the 2% cost of living increase. Mr. Spell replied that the laundry income and utilities savings kept the increase low. In terms of the sub-basement rental, Mr. Swartz said that Blue Army agreed to the proposal but that the main issue was the back door. Regarding personnel expenses, Mr. Fredericks said he was not comfortable with more than a 5% increase. Mr. Ali added that current and future personnel expenses should be discussed in Executive Session.

MOTION: Mr. Iskander moved, Ms. Shahade seconded, to convene an Executive Session. There being no objections, the Board went into Executive Session at 6:36 p.m.

MOTION: Mr. Iskander moved, Ms. Shahade seconded, to adjourn the Executive Session. There being no objections, the Board returned to open session at 7:09 p.m.

MOTION: Mr. Fredericks moved, Mr. Iskander seconded, to approve the FY 2008 budget with a 2% increase. The motion passed unanimously (7-0-0).

C. OA Representative: Mr. Fredericks referred the Board to his written report.

D. Improved Environment: Ms. Lai said that the signs on the door to the trash room and recycling did not match the rest of the signs in the building. Mr. Spell said that while he appreciated the work of the committee, he said that signs should have a common theme. Mr. Swartz said that the new signs were larger and more durable. Mr. Spell said that the Board approved the signs by email without a sample and suggested putting back the old ones. Ms. Lai said that the new signs cost \$800.00. Mr. Ali asked if the Corporation could afford to lose \$800.00.

MOTION: Mr. Randolph moved, Ms. Shahade seconded, to stay with the current trash room signs. The motion passed (6-1-0) with Mr. Spell opposing.

V. OLD BUSINESS:

1. Update on 230: Mr. Iskander suggested giving a deadline for Mario to move out. Mr. Ali also said that the apartment should be put on the market on that date.

2. Reserve Study: Mr. Swartz said that Mr. Larsen would come to the April meeting. He also said that changes were made to spread out the budget and asked for conditional approval.

MOTION: Mr. Iskander moved, Ms. Shahade seconded, to approve the reserve study. The motion passed unanimously (7-0-0).

3. Sub-basement Lease: Mr. Swartz reported that Kathy Killion was under the current lease. He also said that Blue Army had five (5) days to sign the contract and that he was also waiting for the lawyer to check it. He also said that the other interested parties were WJLA and the book group.

MOTION: Mr. Iskander moved, Mr. Fredericks seconded, to move to consider other options from the "Book Group" and WJLA, but only if they respond by the end of this week. Than at that time move forward with Blue Army if we have not received a response. The motion passed unanimously (7-0-0).

Mr. Swartz added that the left over issue was the door in front of the parking space. He suggested buying out or switching out the space with the owner.

MOTION: Ms. Lai moved, Mr. Iskander seconded, to authorize Mr. Ali to negotiate on the parking space with the door. The motion passed unanimously (7-0-0).

4. Balcony Project: Mr. Swartz reported that the contract with Leach Wallace was signed. Mr. Iskander suggested tightening the specification sheet. Mr. Fredericks said that theirs was the first building to do the project. He also said that Mr. Johnson was slow to respond, but it was too late to change companies. Mr. Spell said that the project would be done but at Mr. Johnson's pace.

5. Laundry Contract: Mr. Swartz said that the contract was signed for five (5) years at a cost of \$60,000.00.

6. L-3 Trash Corral and L-3 Issue: Mr. Swartz referred the Board to the diagram and stated that he could not determine the source of the leak that damaged the floors. Mr. Fredericks said that a licensed contractor should be used.

MOTION: Mr. Spell moved, Ms. Shahade seconded, to approve repairs not to exceed \$2,300.00. The motion passed unanimously (7-0-0).

Mr. Ali added that the resident told him that the trash corral was in front of his window and ruined his view and had a bad smell. He suggested reducing his rent by \$500.00 and extending the lease for three (3) years or getting rid of the corral. Mr. Ali said that the trash corral was approved by the OA and Arlington County. Mr. Spell said that since the tenant was a good one, the Board could agree to create a barrier rather than spending a long time to rent the unit. Mr. Swartz added that the lawyer said the resident was not entitled to anything. Mr. Ali then asked Mr. Swartz to draft a letter offering to put up a 2 x 3 foot barrier.

7. Annual Meeting Update: Mr. Swartz said that there were six (6) candidates for four (4) Board vacancies. Mr. Fredricks added that a lawyer was needed to act as Parliamentarian and to keep the meeting organized and to show professionalism. Mr. Spell said having a lawyer present would cost \$160.00 per hour.

MOTION: Mr. Fredericks moved, Ms. Shahade seconded, to approve expenses to have a lawyer present at the Annual Meeting. The motion passed (6-1-0) with Mr. Spell opposing.

8. Legal Representation: Mr. Fredericks proposed hiring Linowes and Blocher at a cost of \$1,200.00/year which would include unlimited phone calls and responses within 24 hours.

MOTION: Mr. Spell moved, Ms. Shahade seconded, to approve hiring Linowes and Blocher as Legal Counsel at a cost of \$1,200.00/year. The motion passed unanimously (7-0-0).

9. Bylaw Changes and Electronic Voting: Mr. Fredericks said he would propose bylaw changes on electronic voting for the Annual Meeting.

MOTION: Mr. Fredericks moved, Ms. Shahade seconded, to put bylaw changes on electronic voting on the agenda for the Annual Meeting. The motion passed unanimously (7-0-0).

[Mr. Iskander left the meeting at 8:18 p.m.]

VI. NEW BUSINESS:

1. Slip and Fall Update: Mr. Swartz said that the resident suffered a broken arm and that insurance was through the OA. Mr. Fredericks said that the building would probably pay the deductible.

2. Ads on Web Page: Mr. Swartz said he would try to get some revenue from the Web page through Google ads.

3. Convectector Cleaning/Dishwashers: Mr. Swartz said he would recreate the report on dishwashers.

3. Trash Contract: Mr. Swartz said he would try to get better alternatives with PDS.

4. Life Insurance: Mr. Swartz said he would look into changing insurance companies for a better deal.

VII. ADJOURNMENT:

MOTION: Ms. Shahade moved, Mr. Randolph seconded, to adjourn the meeting at 8:24 p.m. The motion passed unanimously (6-0-0).

SUBMISSION OF MINUTES

Barbara Seaman, Approved by:

Recording Secretary Sara Shahade, Secretary

River Place North

Housing Corporation