

MINUTES OF THE
RIVER PLACE NORTH HOUSING CORPORATION
May 20, 2003
Arlington, Virginia 22209

CALL TO ORDER: President Hashmat Ali called the meeting to order at 6:00 p.m. in the Lobby Conference Room, 1121 Arlington Boulevard, Arlington, Virginia.

Directors Present: Mr. Hashmat Ali, President
Mr. Brian Fredericks, Vice President
Mr. Andrew Spell, Treasurer
Ms. Nancy Joyner, Secretary
Mr. Norman Mikalac, Director
Mr. Assem Iskander, Director

Directors Absent: Mr. Omer Malik

Management: Ms. Donna Cooper, Building Manager

Residents: Ted Zwicker

Others: Ms. Barbara J. Bunce, Recording Secretary

APPROVAL OF AGENDA: Mr. Ali asked the Directors to approve the agenda. Items added to the agenda were Door Noise, Hallway Lighting, Extermination and the Electrical Switch Gear.

(M) Mr. Spell motioned, Mr. Mikalac seconded, to approve the agenda as amended. The motion passed unanimously.

APPROVAL OF MINUTES: Mr. Spell asked for clarification in the discussion on board member storage space.

(M) Mr. Spell motioned, Ms. Joyner seconded, to approve the minutes as amended. The motion passed unanimously.

REPORTS:

President: Mr. Ali recognized Mr. Mikalac's contributions as President to the RPNHC Board of Directors and presented him with a plaque of appreciation.

Mr. Ali stated that Arlington County has expressed an interest in developing the property known as River Place into a residential/commercial development which would include housing and a convention or high-tech exposition center. Apparently, Arlington County had considered this matter in the past, and recent discussions/negotiations regarding a

baseball stadium have renewed the County's interest in the site. Mr. Ali did state that the County has not addressed the land acquisition or funding of the project.

Mr. Ali reported that the Board of Directors had a working session following the last regular board meeting to discuss the content of the letter to shareholders pertaining to interest in the acquisition of River Place. Mr. Ali reported that the letter provided them with a brief overview of the interests by Lincoln Property Company and Arlington County. Mr. Iskander thought the letter should have requested shareholder support for those in favor of proceeding with the sale of River Place North. Mr. Fredericks noted that RPNHC's legal counsel had presented a different legal opinion from RPEHC regarding the percentage of shareholder support for sale of the property. He suggested that the legal counsels share information to get a valid legal opinion. The Board's general consensus is that shareholder support or opposition to the sale of the property should not be pursued until the housing corporations have fully investigated all issues.

Treasurer: Mr. Spell reported that the operating budget is over by \$25,000 for the end of the year. Mr. Spell reported that the reserve fund will finish FY 2003 at approximately \$1 million. Mr. Fredericks asked how variances in the budget are covered at the end of the year. Mr. Spell stated that the by-laws state that if the Corporation is over budget, funds may be drawn from the reserve fund. If the budget comes in under, the Corporation can refund shareholders or place the overage in reserves. It has been past practice to put funds into the reserve account when we finish below budget. Mr. Spell stated that the Corporation contributed more to reserves in FY 2003 than was budgeted. Mr. Fredericks noted that we should be doing more to control costs so that the budget is even at year's end. Mr. Spell stated that renting out the black hole and L-3 as commercial space would be a big addition to balancing the budget.

OA Report: Mr. Iskander reported that OA instituted the policy on skateboards as of May 1, 2003 and is allowing a one-month grace period for infractions. OA will send the policy to each housing corporation which will be responsible for dissemination to all shareholders. OA has determined that infraction notices and fines will be levied against the shareholder. Koeger (sp?) is looking into the feasibility of erecting a playground for children near the back of the South building. Mr. Iskander distributed a Patrol Incident Summary Report that covered major incidents from March 22 – April 25, 2003. Mr. Iskander stated that a repaving project will begin May 21 from the gatehouse around the loop to the entrance to River Place. Mr. Spell asked about the wheelchair access to walkways. Mr. Iskander stated he will find out from OA why all the walkways are not accessible and if they should be modified to meet County codes. Mr. Iskander reported that OA is requiring all housing corporations to create and maintain a database of tenants who would require assistance in an emergency. OA will provide this information to Burns Security. Ms. Cooper and Ms. Joyner stated that RPNHC has maintained information on clients with special needs and will forward this information to the gatehouse.

UNFINISHED BUSINESS:

Disposition of Unit 247: The Board unanimously decided to continue rental of Unit 247 unless issues arise that necessitate further action.

Disposition of Unit 605: Ms. Joyner recommended that the Board obtain clear title of the unit so that it may be sold. Mr. Ali stated he would investigate the cost of transferring title to RPNHC of Unit 605.

Board Member Storage Space: Ms. Cooper would like to work with the Building Space Committee to present recommendations to the Board at the June meeting on policies regarding storage space for Board members.

Committees:

Budget: Mr. Spell will chair the committee. Membership will be constituted when the committee is ready to work on the FY 2005 budget.

Building Space: Committee chair is Mr. Spell; members are Ms. Joyner, Mr. Iskander, and Mr. Mikalac.

Decorating: Members are Mr. Fredericks, Mr. Malik, Mr. Spell and Ms. Bunce, who will chair the committee.

HVAC: Committee chair is Mr. Iskander. Mr. Mikalac and Mr. Spell will serve on the committee.

Social Programs: Committee membership will be comprised of Mr. Malik, Ms. Bunce, and Ms. Fairchild. Mr. Malik will chair this committee.

River Place Sale and Rules & Regulations are Special Committees which will be constituted as the need arises.

Elevator Project: Ms. Cooper stated that the Arlington County Building Inspector certified the elevators on March 31. Arlington County Fire Marshall has not done the fire inspection to date. Ms. Cooper stated that the inspection will require taking the elevators out of service for a few hours. Notice will be given to residents when this inspection will take place. Ms. Cooper is withholding the final check to ELCON until all inspections are completed and the elevators are fully certified. Ms. Cooper stated that the contract with ELCON did not provide for free maintenance for one year, which would have been an important negotiation for RPNHC. She stated that she will attempt to negotiate the monthly maintenance fee from \$1,000 to \$500. Ms. Cooper also reported that she is getting quotes for the interior rehabilitation of the elevators. This issue was referred to the Decorating Committee.

Building Air Conditioning/Spring Inspections/Door Noise: Ms. Cooper stated that the building air conditioning was turned on as of May 16, 2003. The building engineers do bi-annual inspections during which time they clean the air filters and check smoke detectors in each unit. There was discussion on the number of smoke detectors that were found missing or without batteries during the most recent inspection. Ms. Cooper also reported on two recent fires in the building, one which was a result of neglect and a missing battery which would have alerted the tenant to the fire.

(M) Mr. Spell motioned, Mr. Mikalac seconded, to charge \$25 for damaged or missing smoke detectors and \$10 for dead or missing batteries. The motion failed.

(M) Mr. Iskander motioned, Ms. Joyner seconded, to amend the previous motion to charge \$25 for damaged or missing smoke detectors and \$10 for missing batteries. The motion passed unanimously.

Ms. Cooper stated that she will work with the building engineers to devise a schedule to check all the doors to determine which ones should be adjusted to prevent them from slamming shut.

HVAC Project: Mr. Fredericks noted that our system brings air from the outside and sends it back out without recycling the air. The air leaves the building by the vents in the kitchen, bathroom, and the air conditioning/heating units. There was discussion on the amount of dirt in the vents and the need to clean the venting system. Ms. Cooper stated she investigated the issue and found that the pipes are too pitted to be cleaned by a vacuum system. Mr. Iskander stated that he put a piece of filter in the air/heat unit in his apartment and has not had a problem with soot/dirt build-up. Ms. Cooper asked him to meet with her and the building engineers to discuss if this could be done throughout the building. Ms. Cooper also stated that the engineers could vacuum the vents in each unit over the next few months.

Hallway Carpet: Ms. Cooper stated that she had received carpet estimates ranging from \$85,000 to \$130,000, depending on carpet quality and supplier. Ms. Cooper had samples to show the Board. She stated that the South Building had contracted with Commercial Carpets of America. The Board suggested that if RPNHC chose the same vendor we may get a better price. This issue was referred to the Decorating Committee which will bring its suggestions to the next Board meeting.

Hallway Lighting: The Board discussed the need for brighter lighting in the hallways to complement the new carpet installation. Ms. Cooper stated that the building engineers will be using 13W fluorescent tubes in the hallway light fixtures which will greatly enhance the lighting and is cost efficient. Ms. Cooper stated a few floors will be retrofitted and the Board can make a final determination on how to proceed.

Extermination: Ms. Cooper recommended a full building extermination and received two quotes from extermination companies. She stated that Triple S will do a full extermination for approximately \$7,000 and maintenance for \$518 per month. American Pest Control charges approximately \$4,000 for a full extermination but does not provide for monthly maintenance of pest control. Ms. Cooper stated she will procure other bids and bring the issue to the Board for a decision in June.

NEW BUSINESS:

Correspondence from Shareholder in Unit 731: Ms. Cooper stated that the tenant in Unit 731 has communicated with her regarding outstanding repairs and cleaning the tenant claims due from damage to the blinds during the window replacement project and carpet damage during a water pipe replacement in her unit. Ms. Cooper stated she reviewed all of the correspondence that Ms. Riddlemoser had with the tenant and believes Management has fulfilled its obligations. The only issue in doubt is whether the blinds were damaged prior to the window replacement project. Ms. Joyner stated that there are pictures in Management's possession. Ms. Cooper stated she will review the pictures and report back to the Board next month.

Preparation and Recordation of By Law Amendments Passed at Annual Meeting: The Board asked Ms. Cooper to communicate with legal counsel to prepare the amendments as approved at the annual meeting and record them as appropriate.

Balcony Spalling, Replacement of Balcony Doors, and Painting Balcony Railings: Ms. Cooper stated that RPNHC's by-laws state the shareholder is responsible for painting and/or replacement of balcony doors and must be the same color, grade, and style as the original installation. Mr. Mikalac noted that the balcony railings are becoming rusted and suggested that waterproofing and repainting should be done to prevent concrete spalling. Mr. Spell noted that the balcony floors are in very good condition. Ms. Cooper stated she will procure bids on painting and preventive maintenance on balcony railings. Ms. Cooper and Mr. Spell will review the reserve schedule to determine when the painting and maintenance can be done.

Contract with DEC: Ms. Cooper reported that the housekeeping contract with DEC expires on May 31, 2003. Mr. Fredericks suggested that RPNHC procure bids and vote next month on a new housekeeping contract. Ms. Cooper will get three more bids and will extend the current contract with DEC through June 30, 2003.

Electrical Switch Gear: The replacement of the switch gear is a reserve item. Mr. Iskander will review the bids with Ms. Cooper and the building engineer and bring recommendations to the Board at the next meeting.

(M) Ms. Joyner motioned, Mr. Spell seconded, to adjourn the Board of Directors Regular Session Meeting at 9:12 p.m. and move to Executive Session. The motion passed unanimously.

EXECUTIVE SESSION:

During Executive Session, the Board discussed staffing and personnel policy issues. Ms. Cooper asked the Board to endorse new office policies designed to facilitate an efficient and cooperative work environment. Mr. Ali stated that he would sit down with Ms. Cooper and staff to address her concerns.

(M) Ms. Joyner motioned, Mr. Fredericks seconded, to adjourn the Board of Directors Executive Session Meeting at 9:45 p.m. The motion passed unanimously.

Respectfully submitted,

Nancy Joyner, Secretary

Date Approved

Attested by: _____
Barbara J. Bunce, Recording Secretary