

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
Mr. Assem Iskander, Director
Mr. Omer Malik, Director

Directors Absent: Ms. Nancy D. Joyner
Mr. Norman Mikalac

Management: Ms. Donna Cooper, Building Manager

Residents: Harding

Others: Ms. Barbara J. Bunce, Recording Secretary

APPROVAL OF AGENDA: Mr. Ali asked the Directors to approve the agenda.

(M)

APPROVAL OF MINUTES: Mr. Spell asked for

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

REPORTS:

President: Mr. Ali stated that personnel issues would be discussed in an Executive Session following the Regular Board Meeting.

Treasurer: Mr. Spell reported that \$31,000 is still due to ELCON for the elevator rehabilitation project. After payment, the reserve fund will be at approximately \$1 million. Mr. Spell stated that RPNHC contributes about \$18,000 monthly to the reserve fund. Mr. Spell reported personnel is over budget due to the temporary help used during the Manager transition process and the retention of administrative help in the office. Mr. Fredericks asked about the excessive telephone charges for May. Ms. Cooper stated that she is reviewing telephone charges and would like to institute a policy where employees will reimburse RPNHC for usage over the base minutes provided by the service as well

as for personal calls. Ms. Cooper is also reviewing the need to retain pagers for employees. Mr. Ali gave Ms. Cooper an Action Item to develop a policy by which employees would reimburse RPNHC for personal telephone calls. Mr. Fredericks asked about the AOL Internet service used by the office. Mr. Fredericks stated that when Comcast rewired the building for cable, they provided wiring to provide free Internet service. Mr. Fredericks suggested that Ms. Cooper find out what is necessary to use the free high-speed wiring from Comcast to provide the office Internet service.

OA Report: Mr. Iskander reported that a decision from the baseball commission will be announced on July 15 as to whether Washington, D.C., northern Virginia, or Portland, Oregon will be the site of the new baseball stadium. Arlington County is pursuing its own interest in developing the River Place site into an exposition center and residential community. The OA President met with officials from Westfield who stated they are not interested in a joint venture with the River Place entities in development of the site. Westfield has stated that River Place can buy out their share of the property or vice versa. OA is recommended appointing a Task Force dedicated to studying the issue of rezoning the River Place site. Mr. Ali reported that Arlington County had requested documents from River Place such as by-laws that were provided. Mr. Ali further reported that two persons from the County Economic Development Office requested that they be on the Task Force. Mr. Ali stated that Task Force has five members at this time, including himself. Mr. Ali stated the Task Force would like to have representation from the Rosslyn Renaissance group. Repavement of River Place has been delayed due to rain, but completion is expected in July. River Place currently has stamped concrete; the new bricks will be aggregate that is more durable. Mr. Iskander stated that the skateboard policy is fully enforceable at this time. Ms. Cooper was directed to distribute the policy developed by OA to each shareholder in RPNHC. Mr. Spell asked about the procedures in reporting problems with equipment at the Entertainment Center. Mr. Iskander stated that problems could be reported to him and he would forward information to OA. Mr. Iskander stated that the Sauna and Steam Room is being refurbished as part of the upgrades. Mr. Spell recommended a book exchange at the Entertainment Center. The Directors asked Ms. Cooper to organize a book exchange site in the laundry room for residents of the North building. Mr. Iskander stated that OA is developing a policy for rental of the theatre at the Entertainment Center. The cost will be \$25 an hour for rental of the space and \$25 an hour for an assigned security guard. Mr. Spell asked about changes in the picnic area near the South building. Mr. Iskander stated that OA is cleaning up the area and is gathering proposals on fixed playground equipment for the neighborhood children.

Decorating Committee: Ms. Bunce reported that the committee has made significant progress in choosing carpeting and expects to make its recommendation to the Board at the next regular meeting on July 15. The Board will be provided with two samples and three bids for a decision. Ms. Bunce recognized the tremendous effort by Ms. Cooper in providing the committee with information, samples and pricing during this process.

UNFINISHED BUSINESS:

Electrical Switchgear: Mr. Iskander stated that he did a walk-through with the building engineer and Ms. Cooper to inspect the electrical switchgear. He sent an e-mail to Board members which noted there is a lot of spare capacity. He stated that it is difficult to determine if the switchgear is being fully utilized because there is equipment that is incorrectly labeled and some equipment that is not labeled at all. There are no drawings to refer to and modifications and upgrades done over the life of the equipment was not properly documented. Mr. Iskander stated that it does not appear that the switchgear will malfunction any time soon as it has been well maintained. The switchgear was recommended for replacement in 2009; however, this schedule was moved up since parts are no longer available for the current equipment. Mr. Ali stated that we should be able to get drawings from the County that diagram the equipment and power supplied by the County. Mr. Iskander stated the only drawing our building engineer has is the original drawing done when the building was constructed. Mr. Iskander stated that if the County has drawings then we could be able to integrate those drawings with the original and determine if we can adequately map the current configuration. Mr. Iskander stated we have a backup generator that would power common areas, but not the individual units. Mr. Fredericks stated the East building is interested in replacing their electrical switchgear and recommended that we enter into a joint effort that could provide better pricing. Mr. Spell stated that RPNHC's reserve analyst stated that if the switchgear fails, we would be without power for three to seven days. The cost for replacing the electrical switchgear is expected to cost approximately \$55,000. Mr. Iskander stated he would need a one-line diagram that details the equipment and the distribution of power to make a recommendation on replacement of the equipment. Mr. Iskander stated that he would meet with SAI, the engineering firm that developed the specifications, to determine if their specs are adequate to proceed or whether the Board needs to contract for a new survey of the equipment.

Building Cleaning Contract: Ms. Cooper reported that the housekeeping contract with DEC expired on May 31, 2003, and per Board direction, was extended for one month. Ms. Cooper then procured three bids for cleaning. The bids were very close, with DEC agreeing to forego their yearly 3% increase if we renew the contract. Ms. Cooper stated that DEC has done a good job and recommended that the Board retain DEC for another year and give her time evaluate the service and negotiate the best contract for RPNHC.

(M) Mr. Spell motioned, Mr. Iskander seconded, to retain DEC as the building cleaning contractor for one year. The motion passed unanimously.

Disposition of Unit 605: Mr. Ali stated he spoke with the transfer agent who stated that RPNHC must provide a chain of ownership through Arlington County for RPNHC to gain clear title of the unit. The Board discussed the merits of continuing to rent the unit or selling the unit once title is obtained. Mr. Ali stated he would speak with RPNHC's counsel regarding measures to cancel the shareholder's proprietary lease, and issue a new lease in the name of RPNHC.

Board Member Storage Space: Mr. Spell reported that the Space Committee would meet on June 25 at 6:00 p.m. Mr. Spell stated that the Space Committee would identify a list of projects (storage closets/bins assignment and cost, available commercial rental space, relocation of the office, etc.) and prioritize the list for action. Mr. Fredericks requested that he be added as a member of the Space Committee.

(M) Mr. Spell motioned, Mr. Iskander seconded, to appoint Mr. Fredericks to the Space Committee. The motion passed unanimously.

Exterminating: Ms. Cooper reported that she received two bids for a building extermination contract. Bids were received from American Pest Management and Triple S. RPNHC currently has a contract with American Pest Management. Ms. Cooper stated the service is adequate, but she said that they have no provisions for rodent control which is a service offered by Triple S. Triple S has a contract with the West building and are very pleased with the level of service. The contract would provide for full building treatment initially, and then extermination would be done on a rotation schedule. Ms. Cooper recommended that RPNHC enter into a contract with Triple S. Mr. Spell recommended that due to financial constraints, RPNHC enter into a contract for monthly service and forego the full building treatment at this time.

(M) Mr. Spell motioned, Mr. Malik seconded, to approve a monthly contract with Triple S for building extermination for one year. The motion passed unanimously.

Elevator Project: Ms. Cooper stated that the Arlington County Fire Marshall inspected the elevators for operation during an emergency and the elevators passed inspection. Ms. Cooper stated there are outstanding issues that are being resolved; therefore, final payment has not been made to ELCON on the contract. In addition, RPNHC has not been charged service maintenance during resolution of the contract. ELCON believes there are defective relays from the manufacturer and ELCON is working to replace the bad parts. Ms. Cooper stated that ELCON is also addressing door opening/closing issues. She reported that the Fire Marshall said we need to check and see if are required to ventilate the hoist way shafts. There may be a grandfather clause that exempts us from this requirement. Ms. Cooper stated that the concierge staff has been informed that they must call in non-operating elevators no matter what time they go out of service.

Noise from Door Slamming and Cleaning Apartment Ventilation: Ms. Cooper stated that the building engineers checked doors when they cleaned the HVAC units and have felt divots that can be put in the doorframes; however, the divots do not last very long and must be replaced. Ms. Cooper reported that the engineers would clean the vents in kitchens and bathrooms with hand-held vacuum cleaners. The vents will be cleaned from the outside only as the covers cannot be removed due to years of paint layers. This project will commence in late July or early August.

Lighting: Ms. Cooper stated that replacement lighting has been completed on three floors. The new lighting is a 13W fluorescent bulb that is cost efficient and provides better lighting. The cost for each fixture is approximately \$6. Mr. Iskander recommended a double ballast be used to enhance the lighting even further. The Board requested Ms. Cooper to use the double ballast on one floor so the Board can decide what lighting is most desirable.

Miscellaneous Items: Ms. Cooper reported that the deodorizers in the stairwells have proven effective. Ms. Cooper stated that the elevators have been equipped with message boards on the interior panel to notify residents of pertinent information. It was brought to Ms. Cooper's attention that the side door on the lobby level that leads to the guard shack has a broken lock. It was also reported that the loading dock door is frequently open and should be referred to Security so that they can monitor the issue. Ms. Cooper was asked to have the light on the loading dock repaired. The light is supposed to be photosensitive but does not function properly. Mr. Iskander wanted to discuss balcony painting to prevent spalling. Mr. Ali stated that the item would be put on the July 15 agenda.

NEW BUSINESS:

Requests for Interior Apartment Modifications: Ms. Cooper stated that the shareholder in Unit 1006 has requested permission to remove a wall to enlarge the kitchen area. Mr. Frederick stated that RPNHC should require shareholders to get the necessary permit(s) from Arlington County that protects the Corporation from liability and insures that shareholders will not make modifications that could affect the structural integrity of the building.

(M) Mr. Spell motioned, Mr. Malik seconded, to approve Mr. Steinhauer's request for interior apartment modifications subject to him obtaining the proper County permits and submitting them to RPNHC. The motion passed unanimously.

Check Approval Procedures: Mr. Ali requested that, in addition to initialing off on purchase orders, Ms. Cooper also initial checks so that there is an additional check and balance to verify that the check amount matches the purchase order request. Ms. Cooper stated that the petty cash fund is maintained at \$206. Petty cash is used for office and meeting supplies.

Letter from Shareholder – Electronic Funds Transfer: A shareholder with multiple units is requesting that RPNHC set up the means for electronic funds transfer for assessment fees. Mr. Spell reported that the East building is implementing a new financial software system that RPNHC may also want to use. The new system has greater options and capabilities than the current system we are using. Ms. Cooper and Mr. Spell will be meeting with RPEHC to discuss the system. Ms. Cooper will contact the shareholder and inform them that RPNHC is assessing the best system for the needs of the Corporation and its shareholders.

(M) Mr. Malik motioned, Mr. Iskander seconded, to adjourn the Board of Directors Regular Session Meeting at 9:00 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 reported that that business activities are running efficiently and many of the personnel issues have been resolved. She stated that there would be some changes in the concierge staffing. Ms. Cooper also requested that the Board allow her and office staff to agree to a flexible work schedule that will allow for optimum coverage and utilization of personnel. The Board agreed and asked Ms. Cooper to provide them with the proposed work schedule.

(M) Mr. Iskander motioned, Mr. Malik seconded, to adjourn the Board of Directors Executive Session Meeting at 9:20 p.m. The motion passed unanimously.

Respectfully submitted,

Nancy Joyner, Secretary

Date Approved

Attested by: _____
Barbara J. Bunce, Recording Secretary