

MINUTES OF THE
RIVER PLACE NORTH HOUSING CORPORATION
October 21, 2003
Arlington, Virginia 22209

CALL TO ORDER: President Hashmat Ali called the meeting to order at 6:05 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 D. Joyner, Secretary
Mr. Assem Iskander, Director
Mr. Omer Malik, Director

Directors Absent: Ms. Jessica Hollander

Management: Ms. Donna Cooper, Building Manager

Residents: None.

Others: Ms. Barbara J. Bunce, Recording Secretary

APPROVAL OF AGENDA: Mr. Ali asked the Directors to approve the agenda. Shareholder Information Sheet was added to Unfinished Business.

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

APPROVAL OF MINUTES: Mr. Spell requested a change to the Treasurer's Report.

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

REPORTS:

President: Mr. Ali requested that an 'Action Item' list be developed as an attachment to each set of minutes. Mr. Ali recommended that management develop a catalogued list of office files.

Treasurer: Mr. Spell reported that the reserve funds will drop below \$1 million after completion of the carpet installation and elevator cab rehabilitation projects. Mr. Spell stated that management is collecting the few delinquent assessments due to RPNHC.

OA Report: Mr. Iskander reported that the asbestos abatement of the Entertainment Center (EC) should be completed by October 31, 2003. Mr. Iskander stated that OA's consultant for rehabilitation of the EC, Corporate Fitness Works will provide a design for approval by the EC Rehabilitation Committee.

Decorating Committee: Ms. Bunce reported that the carpet for the common areas should be received by the contractor, Commercial Carpets of America, by the second week of November.

Space Committee: Mr. Spell reported that management sent letters to each shareholder advising them of storage space assigned to their unit(s). This effort was undertaken to verify and/or correct management's records. In addition, shareholders were advised that they may authorize their tenant(s) to use the storage bin assigned to their unit. Mr. Ali recommended that where possible adjoining bins should be assigned to owners of multiple units. The Board discussed options for development of the black hole for commercial rental. It was noted that a storage tenant still occupies part of the space. The Board requested management to give the tenant a 30-day notice to vacate. Mr. Spell discussed the area at the loading dock and the unsightliness of the dumpsters. It was suggested that the dumpsters could be corralled at the present location or relocated and corralled across from the management office to completely remove the sight and odor at the back door. Mr. Spell recommended that management look at the configuration of the refuse area at the East building loading dock.

UNFINISHED BUSINESS:

Elevator Project: Ms. Cooper stated that management had not yet been able to take a field trip to look at elevator cabs for ideas for the rehabilitation project. Ms. Cooper stated that she expects this to occur in the next few weeks and will present recommendations to the Board at its next meeting.

Shareholder Information Sheet: Mr. Fredericks distributed an information sheet used by RPEHC to gather and/or update information of units which includes shareholder and/or managing agent contact information which includes authority designated for receipt of notices and correspondence, proxy forms, unit keys and access, maintenance and repair expense. It was suggested that electronic communications is an important and easy way to disseminate information and that an e-mail address could be obtained on the information sheet.

NEW BUSINESS:

Identify Areas to Revitalize (Fix List): Mr. Spell developed a list of items on a building walk-through that need to be repaired, as well as items that could be revitalized which would improve the appearance of the building for residents and potential shareholders. Mr. Spell stated that the Decorating Committee could prioritize the list for action.

Reserve Study: Mr. Spell stated that there are items on the reserve study that have not been done as scheduled. Mr. Spell said he was unsure of whether projects were postponed due to lack of time or reassessment of need. Discussion ensued regarding the electrical switch gear. Mr. Iskander will develop specifications for the electrical switch gear and Ms. Cooper will contact SAI and set a meeting with SAI, Mr. Iskander, and Ms. Cooper to determine replacement of the current equipment. Mr. Malik recommended that RPNHC contact the other corporations and find out if they replaced their switch gear and if we could have the spare parts if needed until we replace our equipment. The Board requested that RPNHC's building engineer, Mr. Breda, review the reserve study and prioritize projects for review by the Board. Mr. Fredericks suggested that the reserve study be reviewed during the budget planning process. [Pursuant to the Board meeting, Ms. Cooper scheduled a meeting with Mr. Spell to review the reserve study on November 10, 2003.]

Plumbing & Pipe Maintenance: Ms. Cooper stated that riser work has been scheduled on Tiers 19, 20, 27 and 28. Work will begin the week on November 3rd.

Air Flow Control in Convector: Mr. Fredericks described the on/off valve installed in the convectors in the East building and suggested that the North building could use a similar system which would provide residents with some control over the air flow in the unit. Ms. Cooper will discuss options with RPNHC's building engineer and report back to Board.

Election Procedures: A copy of draft election procedures developed in November 2002 was included in the Board package for review. Ms. Joyner and Mr. Fredericks will review and edit these procedures and present recommended election procedures to the Board for approval and adoption prior to the next Annual Shareholders Meeting and Election of Officers.

Electronic Communications: The Board discussed the value of electronic communications to disseminate information to shareholders. Mr. Iskander requested management to provide a copy of their new database to OA so that OA can develop an e-mail list for shareholders. Ms. Cooper stated she will coordinate with Mr. Iskander on this issue.

Handicapped Ramp in Lobby: Mr. Iskander suggested that a handicapped ramp in the lobby would further assist disabled residents in accessing the building. Mr. Fredericks expressed concern that this would lead to further requests for ramps to the mailroom and a curb cut in front of the building which could prove expensive to install. Ms. Cooper stated she will discuss this issue at the manager's meeting and get feedback from other building managers and the site manager.

User-Friendly Systems/Policies: Mr. Ali requested that, when possible, management provide escort to contractors working in units. This request is in response to concerns Mr. Ali received from tenants during the building extermination who stated they did not know the extermination was taking place. Ms. Bunce and Ms. Cooper reported that

notices were distributed to each unit 2-3 days in advance of the treatment so that residents were aware of the extermination. In addition, management posted conspicuous notices informing residents of the need for the program and the date of completion. Ms. Cooper stated that residents will receive hand-delivered notices on the upcoming riser project. Mr. Ali noted that management could respond to requests for escort as received.

Window Cleaning: The Board discussed optimal cleaning times and agreed that twice a year is adequate. The issue of concern is the small windows on either side. Mr. Spell noted that the West building recently cleaned their windows, but did not clean the side windows. Ms. Cooper stated she will get bids for the window cleaning and suggestions on how to ensure the entire window area is cleaned and will report back to the Board for action.

ID Cards for Owner-Occupants: The Board approved management to issue RPN privilege cards for owner-occupants to be valid for three years from date of issue.

(M) Ms. Joyner motioned, Mr. Spell seconded, to move to Executive Session at 8:40 p.m. The motion passed unanimously.

(M) Ms. Joyner motioned, Mr. Spell seconded, to adjourn the Board of Directors meeting at 9:10 p.m. The motion passed unanimously.

Respectfully submitted,

Nancy D. Joyner, Secretary

Date Approved

Attested by: _____
Barbara J. Bunce, Recording Secretary