

MINUTES OF THE  
RIVER PLACE NORTH HOUSING CORPORATION  
November 18, 2003  
Arlington, Virginia 22209

**CALL TO ORDER:** President Hashmat Ali called the meeting to order at 5:30 p.m. in the Lobby Conference Room, 1121 Arlington Boulevard, Arlington, Virginia. The first order of business was the Executive Session. The meeting was adjourned from the Executive Session to the Regular meeting at 6:45 p.m.

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  
Ms. Jessica Hollander, Director

Directors Absent: None.

Management: Ms. Donna Cooper, Building Manager

Residents: None.

Others: Ms. Barbara J. Bunce, Recording Secretary  
Ms. Shelah Lynn, Legal Counsel

**APPROVAL OF AGENDA:** Mr. Fredericks asked the Directors to approve the agenda. Electrical Switchgear and Election Procedures were added to the agenda.

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

**APPROVAL OF MINUTES:** Mr. Fredericks asked the Directors to approve the minutes from the October 21, 2003 meeting.

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

**REPORTS:**

**President:** Mr. Ali requested that management provide copies to each Director of all correspondence written on behalf of the Board. Mr. Ali expressed concern that the loading dock door was not secure for several days. Ms. Cooper stated that when the problem was reported to management, ESSI was called to repair the door. Management

will check the door each day and take appropriate action for any more failures. Mr. Ali reported that the loading dock is in need of improvement. Ms. Cooper stated that management has received a bid for painting the basement corridors, and the loading dock door and railings which will be a big improvement in appearance. Mr. Ali provided a rendering of how the loading dock and basement might be reconfigured to create a new management office, relocate the dumpsters and bike room, and provide additional parking. Mr. Ali will submit the proposed reconfiguration to the OA Board for input and approval. In addition, Ms. Cooper will obtain a prior proposal by OA to relocate the dumpsters.

**Treasurer:** Mr. Spell reported that the reserve funds will drop below \$1 million after completion of the carpet installation and elevator cab rehabilitation projects. In addition, there are items in the Reserve Study that will further deplete funds. Mr. Spell recommended that the Board review the Reserve Study to determine if projects should be reprioritized according to available funding and staff resources.

**OA Report:** Nothing to report.

**Decorating Committee:** Ms. Bunce reported that Commercial Carpets of America has been given a production date of December 12, 2003 and expects to receive the carpet in their showroom by December 17<sup>th</sup>. The Board agreed that installation should not begin until after the holidays.

**Space Committee:** Ms. Bunce reported that management provided residents with a final ten days to vacate unauthorized bins. Management will confiscate property in these bins beginning the week of December 1, 2003. There are approximately ten (10) bins that contain property that must be relocated to 1-E at which time a reasonable period will be granted for persons to reclaim their property. Ms. Cooper expects that RPNHC may be short two or three bins and will create storage as necessary to meet the Board's policy of one bin per unit.

### **UNFINISHED BUSINESS:**

**Elevator Cab Rehabilitation:** 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. [Subsequent to the Board meeting, Ms. Cooper and Ms. Bunce looked at elevator cabs on November 25<sup>th</sup> and will procure bids on the different materials for presentation to the Board.]

**Fix List:** Ms. Cooper distributed an updated list which prioritizes projects according to funding and staff resources. Ms. Joyner suggested that the Party Room could be updated. Ms. Cooper stated the Party Room will be done in conjunction with the Lobby refurbishment.

**Reserve Study:** Ms. Cooper reported that she contacted Mason & Mason and discussed plans to develop a new Reserve Study with the consultant.

**Plumbing & Pipe Maintenance:** Ms. Cooper reported that the riser work is progressing well and is expected to be completed by the second week of December. Management and the contractors have received excellent cooperation from residents during the work.

**Air Flow Control in Convectors:** Ms. Cooper stated that the building engineer has not had the opportunity to meet with RPEHC staff to discuss means of allowing residents control of the air flow in their units. Staff were on vacation and the riser project has taken precedence.

**Window Cleaning:** Ms. Bunce reported that bids were received by two contractors for window cleaning. Discussion ensued regarding timing and other projects in progress.

**(M) Ms. Joyner motioned, Mr. Malik seconded, to defer window cleaning until Spring 2004. The motion passed unanimously.**

**Electrical Switchgear:** Mr. Iskander and Ms. Cooper met with SAI to examine and discuss replacement of the electrical switchgear. Mr. Iskander will work with SAI to determine RPNHC's needs for the equipment.

**Election Procedures:** Ms. Joyner reported that she and Mr. Fredericks developed draft procedures and submitted them to legal counsel for input. Ms. Joyner expects the election procedures to be ready for Board input and approval at the next meeting in January 2004.

#### **NEW BUSINESS:**

**December 2003 Board Meeting:** Mr. Ali stated that the consensus of the Board is to cancel the December meeting.

**(M) Ms. Joyner motioned, Mr. Spell seconded, to dispense with the scheduled December 2003 Board meeting. The motion passed unanimously.**

#### **INFORMATION ITEMS:**

**Yahoo E-Mail List:** Mr. Spell discussed the advantages of e-mail lists for tenants and for shareholders that would provide a vehicle for disseminating information. Users would register themselves and be responsible for removing their names if they move. The e-mail lists could be read-only to prevent users from posting information.

**Entertainment Center Rehabilitation:** Ms. Joyner stated that the EC Committee would like to receive a timeline from the contractor on the completion of the project.

**Lighting:** Ms. Cooper showed the Board the light fixture chosen for the 9<sup>th</sup> floor which is the same fixture currently on the 10<sup>th</sup> floor. The sconces on the 10<sup>th</sup> floor will be changed to match the fixtures. The Board approved the lighting fixture choices.

**(M) Ms. Joyner motioned, Mr. Malik seconded, to adjourn the Board of Directors meeting at 8:25 p.m. The motion passed unanimously.**

Respectfully submitted,

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Nancy D. Joyner, Secretary

\_\_\_\_\_  
Date Approved

Attested by: \_\_\_\_\_  
Barbara J. Bunce, Recording Secretary