

MINUTES OF THE
RIVER PLACE NORTH HOUSING CORPORATION
April 20, 2004
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. Sara Shahade, Secretary
Dr. Nancy D. Joyner, Director
Mr. Omer Malik, Director
Mr. Assem Iskander, Director

Directors Absent: None.

Management: Ms. Donna Cooper, Building Manager

Residents: None.

Others: Ms. Barbara J. Bunce, Recording Secretary

APPROVAL OF AGENDA: Mr. Ali requested that the Election of Officers be the first order of business. Mr. Malik requested that Minor Repairs be added to New Business.

(M) Mr. Spell motioned, Ms. Shahade seconded, to approve the agenda. The motion passed unanimously.

ELECTION OF OFFICERS: Mr. Fredericks nominated Mr. Ali for President, Ms. Shahade for Secretary, Mr. Spell for Treasurer, and Mr. Iskander for OA Representative. Mr. Ali nominated Mr. Fredericks for Vice President. Mr. Malik seconded these nominations. A vote was taken and the officers appointed as nominated.

APPROVAL OF MINUTES: Mr. Ali asked the Directors to approve the minutes from the February 24 and March 16, 2004 meetings.

(M) Mr. Fredericks motioned, Mr. Spell seconded, to approve the minutes from February 24, 2004 as amended. The motion passed 6-0-1 with Ms. Shahade abstaining.

(M) Mr. Fredericks motioned, Mr. Malik seconded, to approve the minutes from March 16, 2004. The motion passed 6-0-1 with Ms. Shahade abstaining.

REPORTS:

President: Nothing to report.

Treasurer: Mr. Spell reported that the reserve fund will remain above \$1M for April 2004.

OA Report: Mr. Iskander reported that EC Task Force will meet with the Architect and Engineer on April 21, 2004. There was discussion regarding complaints involving booting of vehicles, visibility at the patrol booth, and the frequency of the gate arm in the upright position at the front entrance. Mr. Iskander will report this issue at the next OA meeting.

UNFINISHED BUSINESS:

Timeline for On-Going Projects: Ms. Cooper distributed a timeline for major building projects including the carpet, redesign of loading dock and interior space, riser replacement, convactor cleaning, and elevator interiors rehabilitation. Ms. Cooper discussed management's recommendation on installation of cameras in the elevators. Mr. Frederick requested a written opinion from legal counsel to protect RPNHC against potential suits stemming from privacy laws. In addition, Ms. Cooper will provide bids for cameras at the May Board meeting.

Accounting Services: Ms. Cooper stated that the Board needs to determine what accounting services are to be outsourced so that she may procure bids. Ms. Cooper stated the accounting services list will be e-mailed to the Board on April 21, 2004 for their comments.

In-Unit Services & Rate Schedule: Ms. Cooper will e-mail a complete list of services that we can potentially charge tenants/shareholders for review and approval by the Board.

(M) Mr. Fredericks motioned, Mr. Iskander seconded, to set the in-unit maintenance labor charge at \$30.00 per hour in twenty (20) minute increments. The motion passed unanimously.

Carpet: The Board was not fully satisfied with the samples provided by the decorator. Ms. Shahade agreed to look for other samples that will match the cranberry border that the Board was informed they were limited to using. Ms. Shahade was requested to produce samples to the Board for their approval by May 4, 2004.

NEW BUSINESS:

Minor Repairs: Mr. Malik reported numerous broken fire extinguisher panels on the 10th floor. Ms. Cooper stated that the maintenance engineer will order and replace all broken panels.

Committees – Establish and Populate:

(M) Mr. Fredericks motioned, Mr. Malik seconded, to dissolve the committees and handle business at the regular Board meetings. The motion passed unanimously.

New Projects – Plan, Prioritize & Fund: The Board requested Ms. Cooper to have the stairwells, apartment doors, and baseboards painted. The Board agreed to use the same contractor who painted the basement level and L-2.

Mr. Spell suggested that Ms. Cooper contact H₂O Options to audit RPNHC water bills to determine if there are cost savings available. The service is free of charge and H₂O Options takes a percentage of whatever savings they produce for the customer.

In-Unit Air Flow Controls for Convectors: The Board directed the engineer to initiate air conditioning in the building no later than April 30, 2004 in response to resident complaints due to the unseasonably warm weather.

(M) Mr. Malik motioned, Dr. Joyner seconded, to move into Executive Session at 8:20 p.m. The motion passed unanimously.

(M) _____ motioned, _____ seconded, to adjourn the Board of Directors meeting at 8:20 p.m. The motion passed unanimously.

Respectfully submitted,

Sara Shahade, Secretary

Date Approved

Attested by: _____
Barbara J. Bunce, Recording Secretary