

MINUTES OF THE
RIVER PLACE NORTH HOUSING CORPORATION
BOARD MEETING

October 20, 2009
1121 Arlington Boulevard
Party Room, Lobby Level
Arlington, Virginia 22209

I. CALL TO ORDER: President Hashmat Ali called the meeting to order at 6:05 p.m.

Directors Present: Mr. Hashmat Ali, President
Mr. Raymond Miller, Vice President
Mr. Andrew Spell, Treasurer
Ms. Jennifer Pitz, Secretary [arrived at 6:31 pm]
Mr. Don Nachtwey, OA Representative
Mr. Troy Dibley, Director
Mr. Robert Turman, Director [late]

Directors Absent: None

Management: Mr. Francisco Foschi, Building Manager
Ms. Daisy Zambrano, Assistant Manager

II. RESIDENT PARTICIPATION: Donna Rhodes #436 expressed a number of concerns that Mr. Ali said the Board would address.

III. APPROVAL OF AGENDA:

MOTION: Mr. Dibley moved, Mr. Spell seconded, to approve the agenda as amended. The motion passed unanimously (5-0-0).

IV. APPROVAL OF MINUTES:

MOTION: Mr. Spell moved, Mr. Miller seconded, to approve the minutes of September 15, 2009 as amended. The motion passed unanimously (5-0-0).

[Ms. Pitz arrived at 6:31 p.m.]

V. PRESENTATION BY FEA: Mr. Mark Leeman and Mr. Nicholas Szakelyhidi of Facility Engineering Associates (FEA) provided a progress report on the brick repairs. Mr. Leeman reported that the work was almost complete, the masonry repair was in place, and that the contractors were performing well. He said that Nick Szakelyhidi was the Project Manager for the project and communicated closely with Ms. Zambrano and Mr. Foschi on equipment and repairs. In addition to communication, Management gets a financial progress report, which tracks costs. He said the project currently exceeds the original contract by approximately 20% due to unforeseen conditions such as electric conduits

and additional tuckpointing. He asked that any questions or concerns be forwarded to Mr. Foschi who will then pass them on.

VI. **REPORTS:**

A. **President:** Mr. Ali expressed concerns that residents obtain identification cards and then must return for their passwords. Ms. Zambrano replied that Mr. Foschi can email the password to them. In response to Mr. Ali's question on basement painting, Mr. Foschi stated he is in the process of hiring someone who will complete the work next week. Lastly, Mr. Ali reported that patrol staff was abrupt and sometimes rude. Mr. Nachtwey said he would look into training patrols on customer courtesy.

B. **Treasurer:** Mr. Spell said that the reserve balance was over \$1.5 million and operating cash exceeds \$50,000. The staff continues to address delinquencies. Mr. Foschi then explained the Variance Report included below.

September 2009 Variance Report

Income variance report over \$1000

Also includes notes on possible trends

Includes Month to Date (MTD) and Year to Date (YTD)

	MTD Current/Budget YTD Current/Budget Will Round	FAVORABLE/(UNFAVORABLE)
Operating Assessments	MTD 146K/ 136K YTD 705K/ 684K	9K-Assessments.
Rental Income office	MTD 8.5K/1K YTD 8.5K/5K	7.5-Deposit and first month for L-3.
Rental Income sub-basement	MTD 7.5 K/2.5 K YTD 11.7K/ 12.8 K	5 K- 3 months paid.
Payroll.	MTD 29 K/ 19 K YTD 107 K/ 97 K	(10 K)- 3 payroll period registered on September.
Elevators	YTD 0 K/ 1.1 K YTD 5.5 K/5.5 K	1K- September Was paid on August.
Trash removal	MTD 2.4 K/ 3.5 K YTD 15 K/17 K	1.8- Monthly savings.
Water/Sewer	MTD 20 K/ 0K YTD 74/ 35 K	(11K) -Consumption.
Gas	MTD 4.4K/ 6 K YTD 34 K/ 31K	1.8K-savings.
Electricity	MTD 24K / 27.4K YTD 105K/ 117K	2K – savings.
Capital reserves	MTD 50K/25K YTD 100K/156K	(25K)-Two contributions on September.

C. OA Report: Mr. Nachtwey reported a savings of \$120,000 on the insurance policy because the OA has agreed to pay a portion of it. In addition, Mr. Nachtwey said the garage work is scheduled to begin in February and suggested Management begin the process of notifying residents. He said the Marine Corp Marathon is scheduled for Sunday, October 25th and Management should post notices in the elevators informing residents of the areas affected. Lastly, Mr. Nachtwey reported that the OA will assume the cost of this year's Christmas Party.

D. RPN Unit Renovation Contest Committee: Ms. Zambrano reported that six residents have registered for the Unit Renovation contest. She said the judging will take place on November 11, 2009, and that the winner will be informed via email that evening. Ms. Pitz recommended sending out another email notifying residents of the deadline.

E. Manager's Report:

1. Halloween Party: Mr. Foschi reported that Lutheran College will be hosting the River Place Party and Parade.

2. Marine Corp Marathon: Mr. Foschi reported that residents are being informed of the hours and street closures.

3. Christmas Party: Mr. Foschi reiterated that the Christmas Party will be funded by the OA.

4. Semi-Annual Maintenance of Heating/Cooling Units: Mr. Foschi reported that maintenance of the heating and cooling units is scheduled to begin on October 26th and should conclude on December 1st. Mr. Ali requested that Mr. Foschi prepare a checklist that can be addressed at each meeting.

5. Heating: Mr. Foschi reported that Management made approximately 40 space heaters available to residents as a result of the recent cold weather. The Board concluded that the inspection of the heating system should be put on the checklist.

VII. **NEW BUSINESS**:

A. New WIFI Proposals: Mr. Foschi reported that the current WIFI proposal expires at the end of the month and would be costly to upgrade. The Board concluded that the matter should be tabled and in the interim the Association should continue with a month-to-month contract.

B. Trash Corral: Mr. Ali asked for suggestions on how to prevent the unsightly appearance of the dumpsters, as well as how to prevent outsiders from using the dumpsters. Ms. Pitz suggested the Association engage an architect who can provide the Association with a professional opinion and volunteered to prepare a list of specifications for the work.

MOTION: Mr. Ail moved, Mr. Nachtwey seconded, to authorize contracting an Architect to prepare an architectural design for the trash corral. The motion passed unanimously (7-0-0).

C. Annual Check List: Mr. Spell requested that any additions or updates to the checklist be submitted to him so he can update it and email the revised list to each Board member.

VIII. OLD BUSINESS:

A. Party Room Upgrade: Mr. Spell said he has looked at grout-less tile versus regular tile. The Board also suggested exploring wood flooring for the party room.

IX. ADJOURNMENT:

MOTION: Ms. Pitz moved, Mr. Spell seconded, to adjourn the meeting at 9:11 p.m. The motion passed unanimously (7-0-0).

SUBMISSION OF MINUTES

Sandra M. Pickron,
Recording Secretary

Approved by:

Jennifer Pitz, Secretary
River Place North
Housing Corporation

ACTIONS TAKEN BY THE BOARD

MOTION: Ms. Pitz moved, Mr. Nachtwey seconded, to approve the agenda as amended. The motion passed unanimously (5-0-0).

MOTION: Mr. Spell moved, Mr. Miller seconded, to approve the minutes of September 15, 2009 as amended. The motion passed unanimously (5-0-0).

MOTION: Mr. Ali moved, Mr. Nachtwey seconded, to authorize the approval of an Architect to prepare an architectural design for the trash corral. The motion passed unanimously (7-0-0).

10/20/09 ACTION 1: Mr. Foschi will pursue alternative options for WIFI.

10/20/09 ACTION 2: Ms. Zambrano will inform residents of the deadline to register for the Unit Renovation contest.

10/20/09 ACTION 3: Ms. Pitz will prepare specifications to be given to the architect for the preparation of architectural designs.

10/20/09 Action 4: Mr. Foschi will work on posting Board minutes to the web-site.

10/20/09 Action 5: Mr. Foschi will update and send out an Administrative Check list.

ACTIONS NOT COMPLETED

ACTION 1: Mr. Spell and Mr. Dibley will continue to investigate how to pay for circuit breakers and Mr. Foschi will add \$200,000 to the reserve schedule.

ACTION 2: Mr. Foschi will find potential vendors with suggested solutions for the trash corral.