

FINAL

**MINUTES OF THE
RIVER PLACE NORTH HOUSING CORPORATION
BOARD MEETING**

June 15, 2010

**1121 Arlington Boulevard
Party Room, Lobby Level
Arlington, Virginia 22209**

I. **CALL TO ORDER:** President Hashmat Ali called the meeting to order at 6:08 p.m.

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

Directors Absent: None

Management: Mr. Francisco Foschi, Building Manager
Ms. Kathy Saunders, Assistant Manager

Shareholders: Ms. Bonnie Kline (524)

[Mr. Miller arrived at 6:09 p.m. and Mr. Nachtwey arrived at 6:10 p.m.]

II. **APPROVAL OF AGENDA:**

MOTION: Mr. Spell moved, Mr. Turman seconded, to approve the agenda as presented. The motion passed unanimously (7-0-0).

III. **APPROVAL OF MINUTES:**

MOTION: Mr. Spell moved, Mr. Miller seconded, to approve the Minutes of May 18, 2010 as amended. The motion passed unanimously (7-0-0).

IV. **REPORTS:**

A. **President:** Lafayette Federal Credit Union has installed an ATM machine near the South building and encouraged everyone to use it. RP entities could contribute between \$100,000 and \$200,000 along with LFCU. Also cited the broken or cracked tiles in the lobby and on the steps.

V. **RESIDENT PARTICIPATION:** Ms. Bonnie Kline (524) had a leak fixed and paid \$900 for the work; however, the plumber said she was not responsible because the pipes served several apartments. Mr. Ali said that the Board will look into it and decide on who is responsible.

Minute-By-Minute

REPORTS-continued:

B. Treasurer: Operating reserves totaled \$1,059,926. The May Variance Report, the 1st in the new fiscal year, is included below.

May 2010 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 135K/ 140K YTD 135K/140K | (SK)-Assessments. |
| Laundry | MTD OK/3.5K YTD 3.5K/3.5K | (3.5K)- check deposited on June |
| Rental income office | MTD1.5K/3K YTD1.5K/3.5K | (1.5K) - Abatement for May |
| Rental Income sub-basement | MTD 7.5 K/ 2.6 K YTD 7.5 K/ 2.6K | 4.8 K- Tenant brought account current to April on May 5 th . |
| Electricity | MTD 7.5K/16K YTD 7.5K/16K | 8.4 K- lower consumption |
| Controls | MTD 3.4K/0.2K YTD 3.4K / 0.2 K | (3.2 K)- fabrication of Exhaust guards per OSHA |
| Ground rent | MTD 5.7K/OK YTD 22.8K/ 22.8K | (5.7K) - Quarterly ground lease payment. |
| Trash removal | MTD0.08K/1.6K YTD0.08K/1.6K | 1.5 K - May paid in advance on April . |
| Audit | MTD 11. SKI OK YTD11.8K/OK | (11.8K)-Two years audited 2009-2010. We budget \$6700.00 for every year-end audit. |
| Parking assessments | MTD1.3K/OK YTD1.3K/OK | (1.3K) - First six months paid. |
| Cont. to Cap. Reserves. | MTD 50 K/ 32 K YTD 50 K / 32K | (17K) - Two months deposited on May (\$25K each). |
| Gas | MTD 5.5 K/8K YTD 5.5 K/8K | 2.5K-lower consumption |

Referring to the electric bill, Dominion gave credit for the month because the rate increase was denied.

6/15/2010 ACTION 1: Mr. Foschi will check on the credit issued by Dominion.

The audit bill covers two audits.

6/15/2010 ACTION 2: Mr. Foschi will review the auditor engagement letter and investigate the history of audits to determine why the corporation was billed for two audits.

C. OA Report: Mr. Nachtwey reported that he did not attend the last OA meeting. Phase 2 of the WP garage project has started. OA had \$2.1 million in liquid assets and \$2.3 million in total assets. Suggestion made to appoint an alternate to attend OA meetings. If Mr. Nachtwey is unable to attend, Mr. Ali can appoint an alternate.

D. Manager's Report:

1. Comcast: Trident contract is to be cancelled and replaced with Comcast to provide significantly greater wi-fi speed at a lower cost. Single Digits will do a coverage survey and make recommendations.

2. MOECA: MOECA has submitted construction plans, licenses, and insurance.

3. LFCU: Tests were run on the scanner. Clutter around the ATM machine will be reported to Ms. Waters or Mr. Kitts.

E. Engineer's Report: Mr. Foschi cited the engineer's report.

VI. NEW BUSINESS:

1. Air Conditioning and Heating: See OLD BUSINESS: Action Items Update.

6/15/2010 ACTION 3: Staff will update calendar to include March 1 review of air conditioning.

VII. OLD BUSINESS:

A. Party Room Upgrade: An architect looked at the room and will supply a suggested list of items our staff and contractors can use to upgrade the room for the desired usage.

B. Trash Corral: Mr. Foschi is getting bids on the work.

C. Convactor Air-Flow Controls: Mr. Ali suggested that engineers have better ideas on improving controls and finding the last report.

E. Action Items Update:

5/18/2010 ACTION 1: Mr. Foschi reported new computers will be installed on 6/11/2010. The Skyline upgrade is scheduled to be installed on 6/18/2010. LFCU and RPN will test the new scanner and transition will take about 2 months.

5/18/2010 ACTION 2: Mr. Foschi has determined that "PRE-HEAT" is only possible when transitioning from air conditioning to heat.

5/18/2010 ACTION 3: Mr. Foschi determined that the timeframe in the transition from heat to a/c could be from 6 to 7 days assuming that no problems delay the process. Basic steps with timelines are as follows:

1. Cooling tower cleaning, changing oil, routine maintenance: 4 days
2. Preparing and overhauling a/c pumps and valves: 1½ days
3. Changing main air handler filters: 1 day
4. Running tests: 1/2 day.

5/18/2010 ACTION 4: Ms. Pitz cited changes to R&R rule d.: Portable or stand alone heating, cooking, cooling, and clothes washing or drying equipment shall not be used unless expressly permitted by management on a temporary basis not to exceed 24 hours.

In terms of smoking, she cited the non-smoking areas: all hallways, all stairwells, lobby, outer lobby foyer, mailroom, restroom next to the mailroom, party room, all management and staff office and work areas, and all storage space areas within the building. She included the following: Extreme caution and care is to be used with lighted material when smoking on balconies and terraces especially ensuring that lighted materials be discarded within the confines of your unit.

6/15/2010 ACTION 4: Management will update the Rules & Regulations.

MOTION: Mr. Dibley moved, Mr. Spell seconded, to update the Rules & Regulations as presented. The motion passed unanimously (7-0-0).

VIII. EXECUTIVE SESSION:

MOTION: Mr. Dibley moved, Mr. Spell seconded, to convene an Executive Session at 8:25 p.m. The motion passed unanimously (7-0-0).

SUBMISSION OF MINUTES

Barbara Seaman,
Recording Secretary

Approved by: Jennifer Pitz, Secretary
River Place North Housing Corporation

ACTIONS TAKEN BY THE BOARD

6/15/2010 ACTION 1: Mr. Foschi will check on credit issued by Dominion.

6/15/2010 ACTION 2: Mr. Foschi will review the engagement letter and investigate the history of audits to determine if RPNHC has overpaid.

6/15/2010 ACTION 3: Staff will add a March 1 A/C review to the calendar.

6/15/2010 ACTION 4: Management will update the Rules & Regulations.

ACTIONS NOT COMPLETED

None