

FINAL

**MINUTES OF THE
RIVER PLACE NORTH HOUSING CORPORATION
BOARD MEETING
January 18, 2011
1121 Arlington Boulevard
Party Room, Lobby Level
Arlington, Virginia 22209**

I. **CALL TO ORDER:** President Hashmat Ali called the meeting to order at 6:12 p.m.

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

Directors Absent: None

Management: Mr. Francisco Foschi, Building Manager
Ms. Leila Riahi, Assistant Manager

Shareholders: Before the meeting shareholder David Weinberg told the Board about a problem with Channel 7 parking.

II. **APPROVAL OF AGENDA:**

MOTION: Mr. Miller moved, Mr. Nachtwey seconded, to approve the agenda as amended. The motion passed unanimously (7-0-0).

III. **APPROVAL OF MINUTES:** Tabled

IV. **REVIEW OF EVENT CALENDAR/RESERVE PROJECTS:**

Mr. Foschi reported on the following items:

- Quarterly taxes paid through LFCU.
- Call for candidates mailed.
- Recycling plan will be presented on February 1st.
- First draft of budget completed.
- Christmas party held.
- Fire alarm will be tested.

V. **PRESENTATION BY JOE MATAR, ENVIROTECH:** Mr. Matar referred the Board to a copy of the drawings and estimates for the trash corral. Mr. Spell said that the project had to be approved by the OA. Mr. Matar said that the company will use the engineer's design and adhere to County code. He said the structure can be keyed and suggested a roll-up door. He made suggestions about structure, keying, and door options. The Board is concerned about drainage in the structure and will follow up.

He added that he can make a formal proposal to finance the cost of \$61,950 interest-free with a 50% down payment and the rest to be paid over 12 months.

[Mr. Matar left the meeting at 7:11 p.m.]

VI. **REPORTS:**

A. President: Mr. Ali said he had no report.

B. Treasurer: Mr. Spell, referring to the proposed budget, said that Virginia Power rates were going up 4.6% and that OA and capital reserve contributions, salaries and benefits will increase. He asked the Board for consensus on a 2.9% increase in assessments until the final budget could be presented. He also reported \$1.1 million in reserves and that operating reserves were \$50,000. Variance Report attached.

C. OA Report: Attached.

D. Manager's Report:

- The terms of Mr. Ali, Mr. Miller, Mr. Dibley, and Mr. Turman will expire.
- The buildings will be having more responsibility for snow removal in keeping with the building's footprint.
- The old a/c demo project is almost ready and bins are being installed.

E. Engineer's Report: In Board package.

VII. **NEW BUSINESS:**

A. Goldklang Resolution: Mr. Spell said that Goldklang suggested the proposed resolution to strengthen the tax position of the Corporation but it is against the bylaws.

01/18/2011 Action 1: Mr. Foschi will explain the bylaws to Goldklang.

B. Lease Addendum: Ms. Pitz suggested revisiting the lease addendum in terms of occupancy limits. Mr. Foschi suggested having tenants sign the lease addendum.

01/18/2011 Action 2: Mr. Foschi will research the County policy on occupancy limits and email it to the Board.

C. No-Smoking Signs in Stairwells: Mr. Ali said that signs should be on the wall not on backs of doors.

01/18/2011 Action 3: Mr. Foschi will encourage residents to report smoking in stairwells and post a notice in the elevators.

VIII. **OLD BUSINESS:**

A. Party Room Upgrades: Mr. Spell said that the estimate for granite was \$2,130.73 with a \$710.25 discount. He also said that noise may be a concern, so flooring should be reconsidered. Ms. Pitz suggested staying with tile for the present and getting estimates on industrial carpet squares.

B. Action Items Update: Maintained to next month.

IX. EXECUTIVE SESSION:

MOTION: There being no further business, the meeting was adjourned to Executive Session at 9:53 p.m. There were no objections.

SUBMISSION OF MINUTES

Barbara Seaman,
Recording Secretary

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

ACTIONS TAKEN BY THE BOARD

11/16/2010 ACTION 1: Mr. Foschi will find out from the South Building how the butterfly valve works and how it is installed.

ACTIONS NOT COMPLETED

10/19/2010 ACTION 1: Lugene will measure the 11th floor space and create a diagram.

10/19/2010 ACTION 2: Mr. Ali will write the listing for the space.

10/19/2010 ACTION 3: Mr. Foschi will post the listing on CoStar.

10/19/2010 ACTION 4: Mr. Foschi will ask the architect for recommendations on the bar using a budget of \$5,000.

9/21/2010 ACTION 1: Mr. Turman will create a new spreadsheet with reserve study information to send to Board members for comments.

8/17/2010 ACTION 3: Mr. Foschi will get a better price from the bidders on the trash corral.

7/20/2010 ACTION 1: Mr. Foschi will get ideas on ramps in other buildings.

7/20/2010 Action 2: Mr. Foschi will compose a letter to shareholders that will also be posted on the website, reminding them to hire licensed and insured contractors.

7/20/2010 Action 3: Mr. Foschi will gather a list of contractors with current licenses and insurance with expiration dates.

7/20/2010 Action 4: Mr. Turman will investigate the cost of granite.

01/18/2011 Action 1: Mr. Foschi will explain the bylaws to Goldklang.

01/18/2011 Action 2: Mr. Foschi will research the County policy on occupancy limits and email it to the Board.

01/18/2011 Action 3: Mr. Foschi will encourage residents to report smoking in stairwells and post a notice in the elevators.

December 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 120K/136K YTD r097M/1'095M	(1.6 K)-Assessments.
Rental Income office	MTD OK/1K YTD 8.5K/8K	(1K)-Deposit and first month for L-3.
Rental Income sub-basement	MTD 0 K/2.5 K YTD 12K/20K	No payment received. Tenant will be evicted unless payment is received by February 2, 2010.
payroll	MTD 21 K/ 25 K YTD 177K/170K	3 K- positive (Last month was negative due to 3 paid periods)
Medical Insurance.	YTD 0.2K/1.2K YTD 16K/12K	1.2 K-December was paid in January
Trash removal	MTD 1.5K/3.6K YTD 19K/28K	2K- savings.
Water/Sewer	MTD 26 K/ 13K YTD 127K/ 93.6 K	(13K)-Consumption.
Window cleaning	MTD 2K/1K YTD 2K/2K	(1K)- 1 time annually expense, YTD on track.
Electricity	MTD 18K/13K YTD 163K/160K	(5K) - Negative.
Safety	MTD 1.1K/0.1K YTD 4.6K/1.3	(1 K)-Fire alarm repairs, fire pump test.
WiFi License	MTD 2.2K/0.7K YTD 9 K /6K	(1.5 K)- WiFi quarterly payment.
Elevators	MTD OK/1.1K YTD 7.8K/8.9K	1.1 K- Elevators maintenance Payment will reflect in January.

**January 2011
OWNERS ASSOCIATION REPORT**

Mr. Dibley reported on the following matters discussed at the last meeting:

- Upgrading to digital cameras at the gatehouse, the loading docks, and the garages is being considered but will be tested first. The Board is discussing different options.
- A few punch list items are left at the WP garage. Preventive maintenance for the 2 garages will cost \$30,000. The engineers will get quotes on the recoating of the MP garage.
- Standards and practices for signs for commercial entities are being developed.
- Ken Ingram, OA attorney, has drafted a revision to OA documents to allow shareholders and residents to be non-voting members of the OA. Mr. Dibley will email the revision to the Board.
- The gatehouse will stop anyone coming onto the property between 9:00 p.m. and 6:00 a.m. and get their name, plate number, and reason for entering as suggested by Arlington County police.