

MINUTES OF THE  
RIVER PLACE NORTH HOUSING CORPORATION  
BOARD MEETING  
April 19, 2011  
1121 Arlington Boulevard  
Party Room, Lobby Level  
Arlington, Virginia 22209

I. CALL TO ORDER: President Hashmat Ali called the meeting to order at 6:21 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. Troy Dibley, OA Representative

Directors Absent: Mr. Robert Turman, Director

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

II. APPROVAL OF AGENDA:

MOTION: Mr. Spell moved, Ms. Pits seconded, to approve the agenda as written. The motion passed unanimously (6-0-0).

III. APPROVAL OF MINUTES:

MOTION: Mr. Dibley moved, Ms. Pitz seconded, to table the minutes of February 15, 2011. The motion passed unanimously (6-0-0).

IV. REVIEW OF EVENT CALENDAR/RESERVE PROJECTS:

Mr. Foschi reported on the following items:

- Recoating of the roof is finished.
- Chiller and heated water valves are 25% complete.
- Boiler #1 has been overhauled and boiler #2 will be done.
- Bids will be solicited for both the overhaul and the replacement of the air handling system.
- Heat is off.
- Enzyme treatment was done on February 25.

V. REPORTS:

A. President: Mr. Ali will report in Executive Session.

B. Treasurer: Mr. Spell reported that operating cash was \$150,641; operating reserves were \$12,678; replacement reserves were \$1,228,263 for a total of \$1,391,582. Mr. Foschi discussed the Variance Report (attached).

C. OA Report: Attached.

MOTION: Mr. Spell moved, Ms. Pitz seconded, to have Mr. Dibley continue as OA representative. The motion passed unanimously (6-0-0).

D. Manager's Report: In Board package.

E. Election of Officers:

**MOTION: Mr. Miller moved, Mr. Nachtwey seconded, to nominate as Board President. The motion passed unanimously (6-0-0).**

**MOTION: Mr. Nachtwey moved, Ms. Pitz seconded, to nominate Mr. Miller as Vice President. The motion passed unanimously (6-0-0).**

**MOTION: Mr. Ali moved, Mr. Spell seconded, to nominate Ms. Pitz as Secretary. The motion passed unanimously (6-0-0).**

**MOTION: Mr. Ali moved, Ms. Pitz seconded, to nominate Mr. Spell as Treasurer. The motion passed unanimously (6-0-0).**

VI. **NEW BUSINESS:**

A. Delinquent Units: Will be discussed in Executive Session.

B. Elevator Refurbishment: Mr. Foschi said that although the reserve study does not cover elevator interiors, the worn cabs can be done in house and matched to the lobby.

C. Carpet Cleaning: Mr. Foschi cited 3 bids on shampooing 10 floors and halls.

**MOTION: Mr. Spell moved, Ms. Pitz seconded, to accept the bid from Master Cleaning Service for \$3190 to clean carpets. The motion passed unanimously (6-0-0).**

D. Skyline Support Plan Renewal: Mr. Foschi said that the support plan expires April 30 and will cost \$1395.

**MOTION: Mr. Spell moved, Ms. Pitz seconded, to approve renewal of Skyline Support at a cost of \$1395. The motion passed unanimously (6-0-0).**

E. Shareholder Email List: Ms. Pitz suggested having an email list of owners only by the end of the year. Mr. Dibley said that the information could be obtained at registration.

**4/19/2011 ACTION 1: Mr. Foschi will collect a list of available email addresses of owners by the end of the year.**

F. 2012 Reserve Study: Mr. Spell said that the next study can be done in 2011 or 2012m but he suggested doing it sooner rather than later. Mr. Dibley suggested specifying deliverables and an Excel backup.

**4/19/2011 ACTION 2: Mr. Foschi will call Mark Leeman from FEA about coming to the next meeting.**

VII. **OLD BUSINESS:**

A. Party Room Upgrades: The Board reviewed granite samples for the bar. Mr. Spell suggested deciding on the cork floor before choosing the granite for the bar.

B. Trash Corral: The Board reviewed colors and chose #PVB 206.

C. Occupancy Limits and Lease Addendum: Mr. Spell suggested tabling the matter to the next meeting. Mr. Dibley volunteered to work on the issue for the next meeting.

D. Action Items Update: Pertinent items discussed in Old and New Business.

VIII. **EXECUTIVE SESSION:**

MOTION: Mr. Nachtwey moved, Ms. Pitz seconded, to adjourn the open meeting and convene an Executive Session at 8:45 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

4/19/2011 ACTION 1: Mr. Foschi will collect a list email addresses of owners by the end of the year.

4/19/2011 ACTION 2: Mr. Foschi will call Mark Leeman from FEA about coming to the next meeting.

ACTIONS NOT COMPLETED

10/19/2010 ACTION 1: Lugene will measure the 11<sup>th</sup> 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 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 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.

02/15/2010 Action 1: Mr. Foschi will check references of the 3 companies bidding on the roof recoating.

02/15/2010 Action 2: Mr. Foschi will send trash corral drawings and relevant information to Mr. Nachtwey who will take the lead on getting back to the architect.

# March 2011 Variance Report

Income variance report over \$1000

**\*\*Also includes notes on possible trends\*\***

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

<b>ACCOUNTS</b>	MTD Current/Budget YTD Current/Budget Will Round	<b>FAVORABLE/(UNFAVORABLE)</b>
Operating Assessments	MTD 136K/ 140K YTD 1.553M/ 1.549M	(4K) -Assessments. YTD on track
Laundry	MTD 6.7K/ 3.5 K YTD 37.8K/38.5K	3.2K – Two months deposited, March contribution pending.
Rental Income Off.	MTD 0K/ 3 K YTD 16.5 K/ 33K	(3 K)- Payment due on April upon board approval.
Rental income sub-basement	MTD 0 K/ 2.6 K YTD 22.5 K/ 29 K	(2.6K) –Tenant under eviction process.
Payroll	MTD 29 K/ 19K YTD 238 / 231 K	(9K) – Three periods paid. March 2, 17 and 30 <sup>th</sup> .
Safety Material	MTD 1.4K/ 0.2K YTD 7K / 2.6K	(1.2 K) – Fire alarms and other related repairs per Fire Dept.
Wi-Fi	MTD 0 K/ 2.2K YTD 6.7K / 9K	2.7K – Paid quarterly
Legal Counsel	MTD 4.5 K/ 0.2K YTD 5 K / 1.8K	(4.3K) L-4 process legal fees.
Federal Income taxes	MTD 6.5 K/ 0K YTD 28 K / 5.5K	6.5K – Federal taxes reimburse
Cont. to Cap. Reserves	MTD 0 K/ 32.5K YTD 245 K / 357K	32.5 K – Three contributions pending for April.
Utilities	MTD 32 K/ 42K YTD 477 K / 517K	10K-Savings

Utilities (Gas, water , electric)	MTD 50 K/ 51.6 K YTD 379 K/ 428 K	1.4K –Savings
OA Assessment	MTD 53.4 K/ 26K YTD 213K / 240 K	(26.7K) – Two months paid on January.
Elevators	MTD 0K/ 1.1K YTD 8.1K / 8.9K	1.1 K – December paid on the prior month. YTD on track.
Contribution to reserves	MTD 0 K/ 32.5K YTD 180.2K / 292K	32.5 K – Three months contributions to be made for the month of February.

**Notes:**

-Rental Income Unit account was mixed with Rental Office account- Information has been submitted to account for correction , It will reflect on next month statements .

- Federal income taxes and State income taxes next quarter due on April 15<sup>th</sup> , 2011.