

MINUTES OF THE
RIVER PLACE NORTH HOUSING CORPORATION
BOARD MEETING

May 17, 2011

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

I. CALL TO ORDER: President Hashmat Ali called the meeting to order at 6:02 p.m.

Directors Present: Mr. Hashmat Ali, President
Mr. Raymond Miller, Vice President
Mr. Andrew Spell, Treasurer [arrived at 6:23 p.m.]
Ms. Jennifer Pitz, Secretary
Mr. Don Nachtwey, Director
Mr. Robert Turman, Director
Mr. Bruce Farrell, Director

Directors Absent: None

Management: Mr. Francisco Foschi, Building Manager

Others: Mr. Troy Dibley, OA Representative
Mr. Seth Stark, Seth Stark & Associates

II. PRESENTATION BY SETH STARK: Mr. Stark said that as a title company, his organization has had a good working relationship with River Place. He presented his fees and said that his company would do a better job and would be more flexible than the current transfer agent, J. Flynn. He also said that he has met with the OA and had a good response, but needed the approval of the four building Boards. He added that he doubted that a written agreement with Flynn still exists. If the Boards agree, he said, his company can get started in the fall.

[Mr. Spell arrived at 6:23 p.m.]

III. APPROVAL OF AGENDA:

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

IV. APPROVAL OF MINUTES:

MOTION: Mr. Farrell moved, Mr. Miller seconded, to approve the minutes of February 15, 2011 as presented. The motion passed unanimously (7-0-0).

MOTION: Mr. Farrell moved, Mr. Miller seconded, to approve the minutes of April 19, 2011 as amended. The motion passed (6-0-1) with Mr. Turman abstaining.

V. REVIEW OF EVENT CALENDAR/RESERVE PROJECTS:

Mr. Foschi reported on the following items:

- Quarterly income taxes were paid.
- CICB certificate was in the office.

- Elevators have been inspected.
- New coupons were mailed to shareholders.
- Windows have been moved to June.

5/17/2011 Action 1: Mr. Foschi will sort reserve projects and contracts by date.

- Contract for custodial services with Advantage Cleaning Services was signed for 1 year at a 3% increase.
- Bids for a/c work (replacing the air handler vs. overhauling) will be presented at the next meeting.

5/17/2011 Action 2: Mr. Foschi will look into metering to compare usage and determine savings with a new unit.

VI. **REPORTS:**

A. President: Mr. Ali suggested discussing Mr. Stark's presentation in Executive Session.

B. Treasurer: Mr. Spell reported that operating cash was \$82,277; operating reserves were \$12,678; and replacement reserves were \$1,293,263 for a total of \$1,308,218. Mr. Foschi discussed the Variance Report (attached).

C. OA Report: Attached.

[Mr. Turman left the meeting at 7:16 p.m.]

[Mr. Dibley left the meeting at 7:30 p.m.]

D. Manager's Report: In Board package.

VII. **NEW BUSINESS:**

A. Elevators: Mr. Foschi said that elevator parts were difficult to get and that only one company supplies them. Mr. Spell suggested stocking parts. Mr. Foschi then referred the Board to models and pictures of elevator cabs and said he will get bids once the Board makes a decision. Mr. Spell suggested getting samples for the next meeting.

5/17/2011 Action 3: Mr. Foschi will ask the vendor to bring samples to the next meeting along with prices.

B. Reserve Study 2012: Mr. Foschi said that the Board must decide on whether to do a new study or an update since the last one was done in 2007. By speakerphone, Tom from FEA suggested doing a level 2 partial study which would include a visual inspection. He also said that maintenance would push replacement to later dates. He did not recommend River Place North doing a study before the detailed reserve study which is meant to be used as a planning tool. In regard to discretionary projects, he said that FEA depends on feedback from managers and the community and will adjust the report based on their preferences. He added that FEA will work with the manager on the old study and look at the condition of equipment. In response to Mr. Spell's request for a spreadsheet to chart fluctuations in reserve contributions, Tom said that he can send a table to change the starting balance or contributions. Another option, he said, would be to do a level 3 study with cost based on time and materials to "true up" the numbers since the last study. The cost would be about \$1,000 - \$2,000 for a 2-page study.

[The phone call ended at 8:31 p.m.]

VIII. **OLD BUSINESS:**

A. Party Room Upgrades: Tabled to next month.

B. Trash Corral: Mr. Foschi said that a meeting to settle logistics will be held next week. He will email the Board with the schedule.

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

IX. EXECUTIVE SESSION:

MOTION: Ms. Pitz moved, Mr. Miller seconded, to adjourn the open meeting and convene an Executive Session at 8:34 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.

5/17/2011 Action 1: Mr. Foschi will sort reserve projects and contracts by date.

5/17/2011 Action 2: Mr. Foschi will look into metering to compare usage and determine savings with a new unit.

5/17/2011 Action 3: Mr. Foschi will ask the vendor to bring samples to the next meeting along with prices.

Medical/Dental Ins.	YTD 5.2K / 2.6 K YTD 26 K / 23K	(2.6 K)- Two months paid. It will reflect on next month statement.
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 15th , 2011.