

MINUTES OF THE
RIVER PLACE NORTH HOUSING CORPORATION
BOARD MEETING
July 21, 2015
1121 Arlington Boulevard
Party Room, Lobby Level
Arlington, Virginia 22209

I. CALL TO ORDER: Ms. Yonkos called the meeting to order at 6:04 p.m.

Directors Present: Ms. Jennifer Yonkos, President
Mr. Raymond Miller, Vice President
Mr. Andrew Spell, Treasurer
Mr. David Weinberg, Secretary
Mr. Hashmat Ali, Director [late]
Mr. Robert Turman, OA Representative

Directors Absent: Mr. Brad Niesen, Director

Management: Mr. Francisco Foschi, Building Manager.

II. APPROVAL OF AGENDA:

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

[Mr. Ali arrived at 6:04 p.m.]

III. APPROVAL OF MINUTES:

MOTION: Mr. Miller moved, Mr. Weinberg seconded, to approve the Minutes of June 16, 2015 as written. The motion passed unanimously (4-0-2) with Mr. Spell and Mr. Turman abstaining.

IV. REVIEW OF EVENT CALENDAR/RESERVE PROJECTS: Mr. Foschi reported that windows were done in June and that the trash compactor should be assessed and power-washed. He also said that he was sending a fire safety letter to 10th floor residents about cleaning their dryers and exhaust fans. In terms of reserve projects, Mr. Foschi said that the chiller was completed; that he was getting bids on the NE and NW wings of the roof; that parts are coming in for the transfer switch; and that an engineer should review wiring risers

V. REPORTS:

A. President: Ms. Yonkos asked about the pest control project. Mr. Foschi said that on June 23 the company started routine maintenance from the bottom of the building up. Ms. Yonkos also suggested cleaning out vent shafts on the lower floors during semi-annual maintenance. In response to her request for a list of bonded and insured contractors, Mr. Foschi said he has a file he can send.

B. Treasurer: Mr. Spell reported that reserves totaled \$1.8 million and that \$52,000 was in the operating account. He also said that CDs are laddered and are used to fund upcoming projects. Mr. Foschi then gave the Variance report for June.

C. OA Report: Mr. Turman had no report.

D. Manager's Report: Mr. Foschi cited his report and said that in addition to getting a good deal on the chiller, Dominion is sending a rebate. He also said that the tenant has surrendered the keys to the child care center.

VI. NEW BUSINESS:

A. Commercial Space L-3: Mr. Foschi said that the child care center is still furnished and the tenant said that she knows 2 interested parties who can rent the space as is. He also said that Haute Papier was interested in more space. Ms. Yonkos suggested holding an open house. Mr. Weinberg also suggested sending out an RFP including price, start date, use, duration and credit worthiness.

B. Signatories: Mr. Foschi said that Mr. Spell, Mr. Ali, Mr. Miller, and Mr. Turman are signatories but that Mr. Weinberg should be added.

C. Reimbursement Policies: Mr. Spell said that reimbursement has been done in the past informally and in low amounts but the check, the purchase order, and the receipt must match. He suggested having a reimbursement form with the signature of the recipient to complete a paper trail. The Board agreed that the process of reimbursement should be the same for all. Ms. Yonkos added that it should be a rare emergency or a clearly defined situation for a Board member to take on debt and be reimbursed.

D. Communication Procedures: Mr. Spell said that often residents do not know who to ask for what information. Mr. Foschi said that the concierge should pass on requisitions to management and that the concierge also has a procedures book and a log to record incidents.

VII. OLD BUSINESS :

A. Party Room Upgrades: Mr. Foschi said he met with the designer and the contractor on creating a punch list. He also said that the contractor was coming to measure the countertop and provide a proposal for granite. Mr. Miller said that quartz was the same price without the maintenance required for granite. Other bids will be solicited. Mr. Foschi added that the project was close to budget.

B. Roof Replacement in NE and NW Wings: Mr. Foschi said he will get bids and the Board can decide on them at the next meeting.

C. Subletting Control and Enforcement: Mr. Foschi suggested that the Board do a resolution which did not need shareholder approval. He said tenants renting spaces without the knowledge of the owner is a problem and constitutes a sublet. Mr. Foschi will send out letters to shareholders warning them that subletting is a violation of the governing documents and violators are subject to fines and/or eviction. He proposed a first-time fine of \$300, second-time \$500, and third-time \$1,000. Mr. Foschi will also send the Board the bylaws for their review.

VIII. EXECUTIVE SESSION:

MOTION: Mr. Turman moved, Mr. Weinberg seconded, to adjourn to the meeting at 8:10 p.m. The motion passed unanimously (6-0-0).

SUBMISSION OF MINUTES

**Barbara Seaman,
Recording Secretary**

**Approved by:
David Weinberg, Secretary
River Place North
Housing Corporation**

June 2015 variance Report

Income variance report over \$1000

Also includes notes on possible trends

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

ACCOUNTS	MTD Current/Budget YTD Current/Budget Will Round	FAVORABLE/(UNFAVORABLE)
Op. Assessments	MTD 155 K/ 157 K YTD 319 K/ 314 K	(1.8 K) – Favorable assessments
Rental Office	MTD 0 K/ 3.3 K YTD 0 K/ 6.7 K	(3 K) – Rosslyn Prep.
Training and Education	MTD 1.6K/ 0.2 K YTD 1.8 K/ 0.4 K	(1.3 K)- Boiler class for Engineer
Payroll	MTD 36 K/ 24 K YTD 61 K/ 50 K	(11.9 K) – 3 payroll periods during June
Window Cleaning	MTD 2.5 K/ 0 K YTD 2.5 K/ 0 K	(2.5 K)- Summer window cleaning
OA Assessment	MTD 53 K/ 27 K YTD 107 K/ 53 K	(27 K) – June and July paid during June.