

MINUTES OF THE
RIVER PLACE NORTH HOUSING CORPORATION
BOARD MEETING
June 20, 2017
1121 Arlington Boulevard
Party Room, Lobby Level
Arlington, Virginia 22209

I. CALL TO ORDER: Ms. Yonkos called the meeting to order at 6:01 p.m.

Directors Present: Ms. Jennifer Yonkos, President
 Mr. Raymond Miller, Vice President
 Mr. Andrew Spell, Treasurer [arrived 6:17 p.m.]
 Mr. Hashmat Ali, Director
 Mr. David Weinberg, Secretary [arrived 6:06 p.m.]
 Ms. Alis Marachelian, Director
 Mr. Shai Steinberg, Director

Directors Absent: None.

Management: Mr. Richard Haddad, Manager

Residents: Mr. Felix Fazliddin #310.

II. RESIDENT PARTICIPATION: None.

III. APPROVAL OF AGENDA:

MOTION: Mr. Ali moved, Mr. Miller seconded, to approve the agenda as presented.

The motion passed unanimously (5-0-0).

IV. APPROVAL OF MINUTES:

MOTION: Mr. Miller moved, seconded, Mr. Ali to approve the Minutes of May 16, 2017 as presented. The motion passed unanimously (6-0-0).

V. REVIEW OF EVENT CALENDAR/RESERVE PROJECTS: Mr. Haddad said that the copy machine lease was expiring and that he will pull the old contract list to compare the Comcast, laundry, and the copier machine contracts along with their expiration dates. He also said that the gas contract was coming up and he was hoping to get a reduction on the rate per therm. He added that he would like to give the janitorial service a 60-day notice of termination. In terms of the coming events, Mr. Haddad said that window washing was finished, Unit 730 was sold, the trash chutes and compactor were cleaned, and the dumpsters were repaired. In addition, he said that the oil tank was pressure tested and that a fire test revealed a problem with the pump pressure. Mr. Spell suggested sending a notice to Haute Papier of the increase in July and changing the registered agent for the state corporation commission.

VI. REPORTS:

A. President: Ms. Yonkos said her report will be covered in New Business.

B. Treasurer: Mr. Spell reported That operating reserves were \$101,984; replacement reserves were \$1,997,033; and total assets were \$1,997,033. He added that the corporation also added assessments with the sale of #730. Mr. Spell then gave the Variance Report for the period ending May 31.

C. OA Representative: Mr. Ali cited his report in the Board package and said that the pool opened on May 29,2017.

VII. MANAGER' S REPORT:

A. Contractors in Units: Notice of contractors in units will include the option to have staff present if requested.

B. Packages: None have been mislabeled or lost and audits will be done weekly.

C. Unit 605: Since the current tenant will be vacating on July 15, refurbishment of the unit can be done in-house at a cost of \$2,500.

MOTION: Mr. Ali moved, Mr. Miller seconded, to approve refurbishment of unit 605 at a cost of \$2,500 to be taken from reserves. The motion passed unanimously (7-0-0).

D. Sale of Unit 730: Settlement on the unit occurred on June 19. Proceeds from the net amount of the sale WERE deposited to reserves.

E. Cooling Tower Upgrade: The order for fill was delivered in June and will be installed in the fall. Mr. Haddad will also update the schedule of capital projects.

F. Status of Boilers: Since the second boiler burner has been installed, two boilers have been upgraded and are now ready for winter.

G. Status of Chillers: Because of the primary chiller's faulty controller board, the HVAC system is currently running at 75% capacity and the rack system is running at 100% capacity which is sufficient to carry the load of the building. A new controller board is expected to be installed next week and the system will be back to normal.

H. Main Fire Control Water Pump: The Arlington County Fire Department has determined that the pressure does not meet standards. To address the problem by cleaning the strainer, the main water feed to the building must be shut down for 8 hours with AC, domestic hot and cold water turned off. The target date is June 26.

I. Contracts: The Washington Gas contract is being negotiated for a cost of .39/therm. Quotes for the electric commodity contract will be solicited in October when rates drop. The new trash contract, reduced by 14%, goes into effect in July.

VIII. NEW BUSINESS:

A. Off Site Location to Store/Share SOPs: RPN needs a place to keep and maintain SOPs which should be in writing and can be updated. The ones currently in place should be researched and addressed in order of priority. Mr. Haddad suggested creating a manual including all SOPs and making it part of the resale package. Ms. Marachelian, Mr. Steinberg, and Mr. Haddad volunteered for the committee.

B. Lobby and Hallway Renovation: Tabled to the fall.

C. Curb Appeal Project: An integrated landscape design for all the buildings will be presented in July.

IX. OLD BUSINESS:

A. Front Desk Services/Operations: Board will discuss the draft included in the Board package at the next meeting.

X. EXECUTIVE SESSION:

MOTION: Mr. Weinberg moved, Mr. Steinberg seconded, to adjourn the meeting at 8:31 p.m. The motion passed unanimously (7-0-0).

SUBMISSION OF MINUTES

Barbara Seaman,
Recording Secretary

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