

MINUTES OF THE
RIVER PLACE NORTH HOUSING CORPORATION
BOARD MEETING
July 18, 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
 Mr. Hashmat Ali, Director
 Mr. David Weinberg, Secretary
 Ms. Alis Marachelian, Director
 Mr. Shai Steinberg, Director

Directors Absent: None.

Management: Mr. Richard Haddad, Manager; Building Engineer.

Residents: Bruce and Rhona Sloan #232; Musa Nasir #114; Mohammed
 Arzoo #214.

II. RESIDENT PARTICIPATION: None.

III. APPROVAL OF AGENDA:

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

IV. APPROVAL OF MINUTES:

MOTION: Mr. Weinberg moved, Mr. Miller seconded, to approve the Minutes of June 20, 2017 as amended. The motion passed unanimously (7-0-0).

V. REVIEW OF EVENT CALENDAR/RESERVE PROJECTS: Mr. Haddad said that there were no changes in contracts from last month. Pending contracts were in electricity and gas commodity contracts, pest control, and generator. In terms of the calendar, he said he updated it but will delete old versions. He also said that he has the natural gas contract down to 4.0/therm and is aiming for 3.9/therm. He added that the letter to the 10th floor owners on fire safety will go out in early August, the lease for Haute Papier L-3 will increase on August 1, that quarterly taxes are due on August 15, and that he has received the new certificate of registration for the state corporation commission.

VI. MANAGER'S REPORT:

- A. Packages: Only 1 package was mislabeled but was corrected.
- B. Unit 605: Tenant has vacated and renovation will start on July 21.
- C. Capital Projects: Projects excluding those connected with the HVAC system have been completed. Cooling tower and circulating pumps will be done in in the fall.
- D. Primary Chiller: Since the technical issues have been resolved, the chiller is working at 100% capacity. The Carrier Rack System is also operating at 100% capacity.
- E. Main Fire Control Water Pump: The pump does not meet Arlington Fire Department pressure standards. The work will be done in September since it will require an 8-hour building shut down.
- F. Leak in a Unit: Management has retained Eddie's Plumbing to address the leak causing damage to another home. It was noted that 3 people were residing in an A1 unit.

VII. REPORTS:

- A. President: Ms. Yonkos asked that meeting minutes be posted on the web. She also said that the corporation has not violated the nepotism policy.
- B. Treasurer: Mr. Spell, citing the balance sheet, said that the corporation had \$101,998 in operating reserves; \$42,000 in operating cash; \$1,951,480 in replacement reserves; and \$2,089,648 in total assets. He then discussed variances through June 30 and delinquencies.
- C. OA Representative: Mr. Ali cited his report included in the Board package. He also said that the OA was focusing on aging areas such as the pool and the locker room. He said that 2 additional parking spaces have been assigned to the East, West, and North buildings and that new signage in front of buildings is being designed.

VIII. NEW BUSINESS:

- A. Lobby and Hallway Renovation: Ms. Yonkos will consolidate the information related to the project on one drive. She also said that a project manager is required. Mr. Haddad said he may be able to devote 10 hours/week to the project. Ms. Marachelian suggested getting a group of residents to help. Mr. Haddad added that the elevators are aging and should be addressed. Ms. Yonkos will review the reserve study to determine when it is scheduled or should be done.
- B. Curb Appeal Project: An integrated landscape design is expected in July and will be worked on by the OA.
- C. SOP Committee on RPN Policies and Procedures: Ms. Marachelian reported that the committee met and divided the SOPs into Building and Financial to be done by Mr. Haddad and Personnel to be reviewed by Mr.

River Place North

June 21, 2016

Page 3

Steinberg and Ms. Marachelian. After the review, a manual with a section on amendments will be created.

ACTION: The list of policies will be shared with the Board to determine which they have and which are missing.

IX. OLD BUSINESS:

A. Unit 605 Renovation: Work will begin on July 21.

X. EXECUTIVE SESSION:

MOTION: Mr. Weinberg moved, Mr. Ali seconded, to adjourn the open meeting at 7:56p.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