

MINUTES OF THE
RIVER PLACE NORTH HOUSING CORPORATION
BOARD MEETING
August 15, 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: None.

II. RESIDENT PARTICIPATION: None.

III. APPROVAL OF AGENDA:

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

V. POLICY FOR DEALING WITH LEAKS BETWEEN UNITS: According to the governing documents, if an owner does not make necessary repairs in the time required, the Board has the authority to do them and recover the expenses incurred. Furthermore, if anything goes wrong, the corporation is not at fault. In a recent case, the owner was notified of the problem and after 9 months still had not fixed it. A plumber then did an analysis and management had the leak fixed. New shut-off valves were also installed. According to the insurance policy, since the owner knew about the leak and didn't fix it, he was negligent.

MOTION: Ms. Marachelian moved, Mr. Steinberg seconded, to send the owner in violation the timeline of events and a copy of the proprietary lease, wait 2 weeks for a response to correct the history of events with documentation of errors. If the owner does not respond after 2 weeks, he

will be billed for the repairs. If the owner replies with documented errors to the timeline, the Board will reconsider their action. The motion passed unanimously and incorporated Mr. Spell's friendly amendment (7-0-0).

An SOP will be created based on this motion so that the process can be made clear for the future.

VI. REVIEW OF EVENT CALENDAR/RESERVE PROJECTS: Mr. Haddad reported that the janitorial contract expires at the end of September and that a new service can be hired on October 1. He also said that the new natural gas contract will be for \$.39/therm. He added that he will look into the Comcast contract and will negotiate the electricity contract in October when the price generally goes down. Citing the calendar, Mr. Haddad said that quarterly taxes were paid, and all leases with Haute Papier including 2 parking spaces expire on September 30.

VII. REPORTS:

A. President: Ms. Yonkos said that she will email the Board the reserve study and earmark the work not completed along with items to eliminate. Mr. Weinberg volunteered to help consolidate and update the spreadsheet with items completed, dates, and costs. Ms. Yonkos said that her report will be covered elsewhere in the agenda.

B. Treasurer: Mr. Spell, citing the balance sheet, said that the corporation had \$101,998 in operating reserves; \$32,878 in operating cash; \$1,951,419 in replacement reserves; and \$2,086,295 in total operating cash and reserves. He then discussed variances through July 31 and delinquencies.

C. OA Representative: Mr. Ali cited his report included in the Board package. He also said that the OA was talking about hiring a legal service to explore River Place redevelopment. He added that when the Board meets next month, they will discuss forming a committee.

D. Manager:

Packages: No packages were lost or mislabeled in August.

Misplaced Laptop: A tenant reported leaving his laptop in the hallway or at the front desk.

Unit 605: A verbal agreement on the sale of the unit has been reached. A formal written offer is in process.

MOTION: Mr. Weinberg moved, Mr. Miller seconded, to tentatively approve the contract for the sale of Unit 605 upon Mr. Spell's review of the contract. The motion passed unanimously (7-0-0).

Cooling Tower: Updated quotes on installing cooling tower fill and cleaning and coating the cooling tower are being solicited. The project has been deferred until after the A/C is shut down.

Replacement of Circulation Pumps: Proposals to replace all 4 A/C circulation pumps are being updated. The work is expected to be done by the end of 2017.

Leaking A/C Circulating Pump: A cracked cast iron casing was replaced with a used cast iron plate at a cost of \$260.

Fire Control Water Pump: Delay of the work until the end of October has been approved by the Fire Marshall.

Fire Hose Tes Fitting: The fitting was damaged by a car accident and an insurance claim against the driver's insurance has been filed.

Leak in L-3: A contractor has met with Mr. Haddad and the OA on correcting the grading of the parking lot which is causing a foundation leak in the L-3 office area.

VIII. NEW BUSINESS:

- A. Underground Storage Tank Insurance: The master insurance policy does not cover contents in case of an accident. Mr. Haddad will get quotes.
- B. Lobby and Hallway Renovation: The project is on hold.
- C. Curb Appeal Project: The project has been delayed.
- D. SOP Committee on RPN Policies and Procedures: Ms. Marachelian reported that the committee has been working through Rules and Regulations and wants feedback from the Board. She suggested designating 1-2 members to report to the Board.

IX. OLD BUSINESS: None.

X. EXECUTIVE SESSION:

MOTION: Mr. Spell moved, Mr. Weinberg seconded, to adjourn the open meeting at 9:04 p.m. and convene an Executive Session. There were no objections.

MOTION: Mr. Spell moved, Mr. Ali seconded, to adjourn the Executive Session at 9:04. There were no objections.

SUBMISSION OF MINUTES

Barbara Seaman,
Recording Secretary

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