

**MINUTES OF THE
RIVER PLACE NORTH HOUSING CORPORATION
BOARD MEETING
June 19, 2018
1121 Arlington Boulevard
Party Room, Lobby Level
Arlington, Virginia 22209**

I. **CALL TO ORDER:** Mr. Ali called the meeting to order at 6:00 p.m.

Directors Present: Mr. Hashmat Ali, President
 Mr. Raymond Miller, Vice President
 Mr. Andrew Spell, Treasurer
 Mr. David Weinberg, Secretary
 Ms. Jennifer Yonkos, Director
 Mr. Shai Steinberg, Director
 Ms. Alis Marachelian, Director [arrived 6:04]

Directors Absent: None.

Management: Ms. Daisy Angelino, Building Manager
 Ms. Marquetta Nesbitt, Assistant Manager

Residents: None.

II. **RESIDENT PARTICIPATION:** None.

III. **APPROVAL OF AGENDA:**

MOTION: Mr. Weinberg moved, Mr. Miller seconded, to approve the agenda as amended. The motion passed unanimously (6-0-0).

IV. **APPROVAL OF MINUTES:**

MOTION: Mr. Miller moved, Mr. Weinberg seconded, to approve the Minutes of May 15, 2018 as written. The motion passed unanimously (5-0-2) with Mr. Spell and Ms. Marachelian abstaining.

V. **REVIEW OF EVENT CALENDAR/RESERVE PROJECTS:** Ms. Angelino said that Emcor will do chiller maintenance. She also said that there is no change for water treatment contract and that Bollinger has presented 2 options for the natural gas contract: 12 months or 15 months. The Board asked her to negotiate further since the current contract does not expire until August 31, 2019. Ms. Angelino added that the contract involves the corporation being paid the market rate by switching to oil on the coldest days. She also said that Castle will do fire alarm maintenance; generators are on a monthly contract; and that trash recycling should be increased by 1 day.

MOTION: Ms. Yonkos moved, Mr. Steinberg seconded, to add one extra trash recycling pick up a week at a cost of \$150 a month. The motion passed unanimously (7-0-0).

Ms. Angelino added that the trash compactor has been cleaned; elevator controls must be addressed, and the laundry company, CoinMatch, has not responded to complaints about payment problems. She said that the contract for uniforms has expired and that copy machine rental is month-to-month. In terms of payroll, she said there has been no change but that she wants to do background checks on potential employees and is looking into companies that perform that service.

Turning to the events calendar, Ms. Angelino said the trash compactor need repair or replacement. Ms. Yonkos, citing the reserve study, said replacement was recommended for 2017 at a cost of \$12,000. Ms. Angelino also said she got 2 estimates for repair--\$3,000 and \$6,000--and will ask a welder for an estimate.

MOTION: Ms. Yonkos moved, Mr. Miller seconded, to approve \$12,000 tentatively to replace the trash compactor the amount to be taken from reserves. The motion passed unanimously (7-0-0).

Ms. Angelino also said that a fire safety letter will be sent to 10th floor residents, that the L3 lease will automatically increase 3%, and that quarterly taxes are due August 15. Turning to the reserve projects, she added that she will get estimates on replacing the main electric service entrance equipment; that valves need replacement; and that pneumatics work is on hold. Ms. Yonkos recommended assessing the work with a time table and letting the building engineer do some replacements now.

VI. **REPORTS:**

A. President: Mr. Ali said the River Place quarterly newsletter is now on the website.

B. Treasurer: Mr. Spell said that although there was no financial report, the corporation had more than \$130,000 in the operating account and more than \$2.4 million in replacement reserves. He also said that no water pipes were included in the reserve study and that there may have been other work that was omitted. He said that a new reserve study should be done without the old study and will get bids for the Board to approve. Ms. Angelino said that since the books must be closed, she recommended writing off \$2,333.

MOTION: Mr. Weinberg moved, Mr. Steinberg seconded, to write off \$2,333. The motion passed unanimously (7-0-0).

Mr. Spell then discussed delinquencies.

C. OA Representative: Included in the Board package.

VII. **NEW BUSINESS:**

A. Credit Card Payment Option: To be discussed in Executive Session.

VI. **REPORTS-continued:**

D. Manager: Ms. Angelino said that the front desk is under staff overhaul. She also said that management has collected \$5,818 in delinquencies and \$3,00 in fines for violations of the short-term stays policy. She added that leaks in the 48th tier have been repaired; the main boilers are secure for the season; hot water heaters have been switched over to make domestic hot water; and that elevator relays are being replaced. She also said that trees should be trimmed to deter squirrels from the 7th floor.

VIII. **OLD BUSINESS:**

A. Water Study: Ms. Yonkos said she has sent the study to Mr. Spell and Ms. Angelino and will forward it to the other Board members. She asked that it be put on the agenda for August.

IX. **EXECUTIVE SESSION:**

MOTION: Mr. Miller moved, Ms. Marachelian seconded, to adjourn the open meeting at 8:06 p.m. and convene an Executive Session. There were no objections.

SUBMISSION OF MINUTES

**Barbara Seaman,
Recording Secretary**

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

JUNE 2018 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)
Operating Assessments	MTD 164K / 168K YTD 351K / 336K	MTD (4K) – early payments reflected last month YTD 15k - pre-paid and collecting Delinquencies
Laundry	MTD 0k / 3.7K YTD 7.7K / 7.3K	MTD (3.7K) - Laundry Income cleared early July YTD \$400
Misc. Income	MTD 3k / \$208 YTD 3K / \$416	MTD 2.8K – Short Term Lease Policy YTD 2.6K – Short Term Lease Policy
Rental Income	MTD 0k / 2.4k YTD 2.4K / 4.8K	MTD (2.4k) YTD (2.4k) - Missed June Payment
Deskpersion Manager/Assistant	MTD 4K / 5K YTD 10K / 12.8K MTD 10.6K / 9.1K YTD 19K / 22.8K	MTD 1K YTD 2.8K – Outgoing Staff MTD (1.5K) - Part of May payroll cleared first week of June. May variance was 5.2K favorable YTD 3.8K – Assistant Manager position has not been filled permanently.
Health Ins.	MTD 7K / 5K YTD 6.7K / 10.3K	MTD (2K) – Paid through July YTD 3.6K - Savings
Worker's Compensation	MTD 5.6K / \$583 YTD 5.6K / 1.1K Annual 5.6K / 7K	MTD (5K) YTD (4.5K) – Single Annual Payment, budget spread has this item at \$583/month Annual Budget 1.4K - Savings
Electricity Water	MTD 17.6K / 24K YTD 31.6K / 43K MTD 16.3K / 22.6K YTD 37.7K / 45.3K	MTD 6.4K YTD 11.4K MTD 6.3K YTD 7.6K
Elevators	MTD 1.1K / 2.25K YTD 2.25K / 4.5K	MTD 1K - Savings YTD 2.25K - Savings
Insurance	MTD 4.6K / \$400 YTD 4.6K / \$800K Annual 4.6K / 4.8K	MTD (4.2K) YTD (3.8K) – Single Annual Payment, budget spread has this item at \$400/month Annual Budget \$200 - Savings