

MINUTES OF THE
RIVER PLACE NORTH HOUSING CORPORATION
BOARD MEETING
August 21, 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 [arrived 7:52]
Mr. Andrew Spell, Treasurer
Mr. David Weinberg, Secretary
Mr. Shai Steinberg, Director
Ms. Jennifer Yonkos, Director

Directors Absent: Ms. Alis Marachelian

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

Others: Keith Lively, Attorney and Connie Mazard, Attorney [by phone] Doyle, Barlow & Mazard.

Residents: Doris Denny #136; Saad Siddiqi & Marla #504.

II. **RESIDENT PARTICIPATION:** Mr. Lively said that Frank Bell and Christina Bell, owners of Unit 433, wanted to transfer their assignment of lease to 2 trusts for their daughter Angela Bell. However, the latest stock certificate shows 3 people as owners but the County lists 2 names in its records and the lease should match the stock certificate. [Mr. Lively then left the meeting to call his associate and the meeting proceeded] Mr. Siddiqi (504) said he hasn't been getting emails. Ms. Denny (136) said she was fine with everything.

III. **APPROVAL OF AGENDA:**

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

IV. **APPROVAL OF MINUTES:**

MOTION: Mr. Spell moved, Mr. Steinberg seconded, to approve the revised Minutes of July 17, 2018 as presented. The motion passed unanimously (4-0-1) with Ms. Pitz abstaining.

V. **REVIEW OF EVENT CALENDAR/RESERVE PROJECTS:** Ms. Angelino said that the tenant of L-4 storage is asking to have floors painted. The manager suggested giving him a credit but she will get some estimates. Mr. Weinberg

added that a reminder should be sent in November that fees will go up 3% on December 1, 2018 as stated in the original lease.

Turning to contracts, Ms. Angelino said that repairs were being done related to fire alarm maintenance which is part of annual inspection; Waste Management has taken over on trash recycling; the copy machine needs to be replaced; and more bids are being solicited for welding the compactor.

RESIDENT PARTICIPATION-continued: Mr. Lively returned to the meeting with Ms. Mazard on the phone saying that a transfer was approved on 2/27/2018. Mr. Ali said that Banner Title should issue a new stock certificate that matches the County records. Ms. Yonkos agreed and said that the 2012 transaction must be recorded in the County records with 3 owners, then a new Resolution can be done, and a new assignment of lease and new stock certificate can be issued.

EVENTS CALENDAR: Ms. Angelino said that a fire safety letter was sent to the 10th floor residents. She also asked about paying estimated quarterly federal and state taxes as recommended by Goldklang because the payments are over the estimated amount. The Board agreed that the estimated taxes should be paid to avoid underpayment penalties. Ms. Angelino had no updates to the reserves report.

VI. **REPORTS**:

- A. **President**: Mr. Ali said that he had an item for Executive Session
- B. **Treasurer**: Mr. Spell said that the corporation had \$125,375 in operating cash; \$58,630 in operating reserves; and \$2,460,505 in replacement reserves. Ms. Angelino then discussed the Variance Report for July 2018 and delinquencies.
- C. **OA Representative**: Mr. Ali said that RPOA had no meeting in August but reported that proposals are coming in to replace the A/C system for the Entertainment Center.
- D. **Manager**: Ms. Angelino said that the building engineer has submitted bids for the rooftop fan, fire safety equipment repairs, and boiler #2 repairs. She also said that management has collected missing registration payments; laundry machines will be replaced on September 10; collection efforts are ongoing, and reserve contributions are on track. Turning to the engineer's report, American Boiler presented 2 options that needed clarification.

MOTION: Mr. Spell moved, Mr. Weinberg seconded, to approve an amount not to exceed \$5180 for options A and B at the engineer's discretion. The motion passed unanimously (5-0-0).

The engineer next reported that 2 rooftop fans must be replaced and cited 2 proposals.

MOTION: Mr. Spell moved, Mr. Weinberg seconded, to approve an amount not to exceed \$10,000 for 2 rooftop exhaust fans. The motion passed unanimously (5-0-0).

The engineer cited proposals to replace 3 host valve connections as required by the fire marshal.

MOTION: Mr. Spell moved, Mr. Weinberg seconded, to approve up to \$1450 to cover fire protection work by ATS. The motion passed unanimously (6-0-0).

VII. **NEW BUSINESS:**

A. **FAMA Study:** Mr. Spell cited the FAMA study that was emailed to the Board. Ms. Angelino said she will keep records of where water damage is coming from and will ask the building engineer what can be done both in the short term and long term. Mr. Spell suggested getting a new reserve study that will include options related to the pipes and compare it to the FAMA study. He also said that the Board should consider requiring owners to do work like installing shut off valves and tub shoes.

B. **Email from Owner of Unit 848:** Mr. Ali asked Ms. Angelino to reply to the letter and tell the owner about RPOA's responsibilities for anything outside the building and direct him to the minutes and the website.

VIII. **OLD BUSINESS:** None.

IX. **EXECUTIVE SESSION:**

MOTION: Mr. Weinberg moved, Ms. Yonkos seconded, to adjourn the open meeting at 8:34 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**

AUGUST 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 157K / 168K YTD 689.5K / 673.5K	MTD 11k - pre-paid and August batch cleared until September YTD 16k - Delinquencies collected and some pre-pays
Laundry	MTD 7k / 3.6k YTD 18K / 14.7K	MTD 3.5k - Researching YTD 3.6
Resident Processing	MTD 5.3k / 1.6k YTD 8.2K / 6.6K	MTD 3.6k YTD 1.5k – registration audit
Deskpersons	MTD 4.1K / 5K YTD 18.5K / 23K	MTD 977 YTD 4.6K – Staff transition
Manager/Assistant	MTD 7.4K / 9.1K YTD 34K / 41K	MTD 1.6K YTD 7K – Staff transition
Health Ins.	MTD 3.9 / 5.1K YTD 10K / 20K	MTD 1.2k YTD 10K – Savings & Staff Transition
Electricity	MTD 17K / 29K YTD 66.5K / 96K	MTD 11K - Actual Usage YTD 29K
Water	MTD 41K / 22K YTD 79.6K / 90.6K	MTD 19K – 2 months cleared YTD 11K – Actual Usage
Boiler Repairs	MTD 3.5K / 3.5K YTD 3.5K / 0K	MTD 3.5k YTD 3.5K – Board approved pre-season maintenance preparation for summer. Not in budget.
Window Cleaning	MTD 0K / 1.2K YTD 2.4K / 1.2K	MTD 1.2k YTD 1.17K – budget spread.
Ground	MTD 0K / 5.7K YTD 5.7K / 11.4K	MTD 5.7k – Quaterly bill has not been generated YTD 5.7k – Confirmed with Arland- bill not generated
Pest Control	MTD 0K / 1.1K YTD 3.1K / 4.6K	MTD 1.1K – Cleared in September YTD 1.5K – Will reflect in September Financials
Trash Removal	MTD 3.5K / 1.7K YTD 5.3K / 7K	MTD 1.7K – Last month paymt cleared in early August YTD 1.6K – Last fiscal year carried a credit into May / July