

MINUTES OF THE
RIVER PLACE NORTH HOUSING CORPORATION
BOARD MEETING
September 18, 2018
1121 Arlington Boulevard
Party Room, Lobby Level
Arlington, Virginia 22209

I. **CALL TO ORDER:** Mr. Ali called the meeting to order at 6:08 p.m.

Directors Present: Mr. Hashmat Ali, President
Mr. Raymond Miller, Vice President
Mr. Andrew Spell, Treasurer
Ms. Alis Marachelian, Director
Ms. Jennifer Yonkos, Director

Directors Absent: Mr. David Weinberg and Mr. Shai Steinberg

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

Residents: None.

II. **RESIDENT PARTICIPATION:** None.

III. **APPROVAL OF AGENDA:**

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

IV. **APPROVAL OF MINUTES:**

MOTION: Mr. Spell moved, Mr. Miller seconded, to approve the Minutes of August 21, 2018 as amended. The motion passed unanimously (5-0-0).

V. **REVIEW OF CONTRACTS:** Ms. Angelino said that there was nothing coming up. She also said that leases will be reviewed. She added that new washers are to be installed on September 13 but that response to problems takes 3 days. She suggested that the Board consider other companies. She then said that the copier contract needs to be changed and that she will present options by email.

EVENTS CALENDAR: Ms. Angelino said that Mr. Weinberg volunteered to review lease terms. She also said that boiler inspection is done every 2 years and that quarterly taxes were paid, notices of annual maintenance will be posted and that the RPN storage area lease extension needs to be signed. She added that window washing will not be scheduled.

RESERVE PROJECTS: Ms. Angelino said that the engineer was waiting for a dry day to install the roof fans which is the only pending item. She also said that the engineer was creating a list of recommendations.

VI. **REPORTS:**

A. **President/ OA Representative:** Mr. Ali cited his OA report in the Board package. He also brought a copy of the RPOA Corporate Documents and Bylaws that can be uploaded to the RPOA website.

B. **Treasurer:** Mr. Spell said that the corporation had \$116,040 in operating cash; \$58,641 in operating reserves; and \$2,511,252 in replacement reserves. Ms. Angelino then discussed the Variance Report for August 2018 and delinquencies.

MOTION: Ms. Yonkos moved, Ms. Marachelian seconded, to approve escalation of fees on Unit 1006 and collect late fees. The motion passed unanimously (5-0-0).

C. **Manager:** Ms. Angelino said 3 vendors submitted proposals for a new reserve study. Ms. Yonkos suggested doing a spreadsheet to compare them and forming a committee to evaluate the services. Ms. Angelino then said that the roof leak in a penthouse unit was a materials issue and was repaired by the materials vendor. She added that the ceiling will be repaired in the coming week. Turning to the engineer's report, she said that boiler #2 maintenance and repair will be done before heating season; the rooftop fan should be replaced within the month; the leak in boiler #1 is being assessed; and the 5-year inspection for the fire pump check valve is coming up. Next, Ms. Angelino said that Ms. Nesbitt will be responsible for the front desk since she has completed 5 months of training. Ms. Angelino then discussed the monthly status report in terms of Resident/Shareholder Services, Employee/Tenant/RPOA Matters, and Building Maintenance.

VII. **NEW BUSINESS:**

A. **Ramp in Lobby/Engineering Evaluation:** Ms. Angelino cited the report by Mosaic and suggested that a committee consider the project. Ms. Yonkos then said that it was like the lobby design project and needed an architect to create a design. She also said that she can share information on what was done in the past and suggested that Ms. Marachelian head a committee on the project.

VIII. **OLD BUSINESS:**

A. **RPN Storage-Paint Inquiry:** Ms. Angelino said she will measure the area and get bids for the credit to the tenant.

B. **Legal Engagement Letter-Title Search:** Mr. Spell said it will be a challenge to foreclose on the trust in question. He then suggested sending the bill to Millennium and ask for payment. Mr. Ali said that a letter should then be sent to the owner. Ms. Yonkos will research the bylaws on whether locks can be changed when an owner is in arrears.

IX. EXECUTIVE SESSION:

MOTION: Ms .Marachelian moved, Mr. Miller seconded, to adjourn the open meeting at 8:18 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

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 170K / 168.3K YTD 859.5K / 841.8K	MTD 1.6k - several Aug payments cleared in Sep YTD 17.6k - Delinquencies collected during current fy
Laundry	MTD 0k / 3.6k YTD 18K / 18K	MTD 3.5k – 2 checks deposited in August YTD on track
Resident Processing	MTD 555 / 1.6k YTD 8.7K / 8.3K	MTD 1k – lower registrations than expected YTD 400 – on track
Deskpersons	MTD 4.4K / 5.1K YTD 23K / 28K	MTD 700 YTD 5K – Staff transition
Manager/Ast	MTD 7.7K / 9.1K YTD 41.8K / 50.3K	MTD 1.6K YTD 8.4K – Staff transition
Health Ins.	MTD 3.9K / 5.1K YTD 14.2K / 25.8K	MTD 1.2k YTD 11.5K – Savings & Staff Transition
Electricity	MTD 20.2K / 28K YTD 86.7K / 124K	MTD 7.8K - Actual Usage YTD 37.2K
Water	MTD 25K / 22K YTD 105K / 113K	MTD 3K – Actual Usage YTD 8K – Actual Usage
Gas	MTD 5K / 2K YTD 46K / 41K	MTD 3K – Actual Usage +2 months cleared on 1 acct YTD 5K – Actual Usage +2 months cleared on 1 acct
Fuel Oil	MTD 9.2K / 0 YTD 9.2K / 0	MTD 9.2K – Top off tank for heating season YTD 9.2K – Not on Budget Spread for September
Elevators	MTD 1.1K / 2.2K YTD 5.7K / 11.2K	MTD 1.1k YTD 5.4K – Savings
Office Equipment Accounting / Database	MTD 4.2K / 83 YTD 4.7K / 415	MTD 4.1K – monthly fee for accounting /database host service not paid since last fiscal year. Vendor was sending invoices to incorrect property. Not on budget spread. YTD 4.2K – not on budget spread.
Federal Income Taxes	MTD 3.7K / 0 YTD 3.7K / 2K	MTD 3.7k – Quarterly estimated payment YTD 1.7k – Budget Spread amount lower than estimate generated by CPA
State Income Taxes	MTD 1K / 0 YTD 1K / 0	MTD 1k – Quarterly estimated payment. YTD
License	MTD 1.7K / 200 YTD 1.7K / 1k/Annual 2.5K	MTD 1.5k – Annual Corp Filing YTD 700 – Budget Spread / One time Payment
Trash Removal	MTD 3.3K / 1.7K YTD 8.7K / 8.7K	MTD 1.6K – Paid through October YTD on track