

DRAFT

**MINUTES OF THE  
RIVER PLACE NORTH HOUSING CORPORATION  
BOARD MEETING  
November 17, 2020  
VIRTUAL MEETING**

I.           **CALL TO ORDER:** Mr. Ali called the meeting to order at 5:34 p.m.

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

Directors Absent:    None.

Management:           Amber Scruggs, Assistant Manager  
                          Daisy Angelino, Participant

Residents:            None.

II.           **RESIDENT PARTICIPATION:** None.

III.          **APPROVAL OF AGENDA:**

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

IV.          **APPROVAL OF MINUTES:**

**MOTION:**    Mr. Miller moved, Mr. Spell seconded, to approve the Minutes of October 26, 2020 as amended. The motion passed (7-0-0).

V.           **REVIEW OF CONTRACTS/EVENTS:**

Contracts: Rodent sightings continue but the OA says that RPN is responsible. The Board agreed to approve a contract for pest control.

**MOTION:**    Mr. Spell moved, Ms. Marachelian seconded, to approve a contract with Matar Pest Control for a \$520 initial treatment and \$125 monthly charge. The motion passed unanimously (7-0-0).

Mr. Ali then asked management to send an email to the OA stating that the OA is responsible for the outside of the buildings and that RPN is responsible for inside its building.

Water Shut Off Valves: During annual maintenance, an inventory of water shut off valves revealed that 80% of unit valves are defective and need replacement. Mr. Spell said that a plan was developed but that it cannot start again until after COVID cases decrease. He also said that Luis was

hired for this purpose and suggested putting it on the agenda for next month. The in-house work was estimated at \$375 and includes labor.

Fire Extinguisher Inspection: Scheduled for December 8.

Trash Chute Cleaning: Scheduled for this week.

Actuators: Mario has requested a proposal from Emcor for electronic controls. In addition, the maintenance contract has not done appropriate oversight for HVAC extension for the heating season.

Reserves: Replacement of Hydraulic Cylinder by Trash Master is completed.

Income Generation: An increase in Starry in the building for 9.72% to 15.01% will bring in a commission to RPN.

Budget Preparation: Management is working on a draft of the FY22 budget to be submitted to the Treasurer and then to the Board for approval.

VI. **REPORTS:**

A. President: Mr. Ali welcomed Amber Scruggs and Daisy Angelino working together on the management of the building.

B. Treasurer: Mr. Spell reported that the operating account totaled \$204,413.83; replacement reserves totaled \$3,818,717.94 with Charles Schwab; contingency reserves totaled \$77,946.23; and the Capitol One small reserves account totaled \$204,035.82. Total balance is \$4,305,208.17.

C. OA Representative: Ms. Faber reported that the pest control issue was on the agenda, but the OA may not reimburse RPN for the pest control contract. Ms. Angelino said that RPN has a tight rotation schedule and cannot do anything else. Ms. Faber said that she will continue to push back since the OA is not doing rotations. She also said that the HVAC system at the Entertainment Center is not working and that RPS as a landlord will reimburse residents for the cost of 3 months of an area gym membership. She added that the website is listing current information such as parking resale packages and that a presentation was given on the gate that is not working. Ms. Angelino then said she has not received updated Rules and Regulations on common grounds from the OA, but Ms. Faber said that there were no new rules.

VII. **NEW BUSINESS:**

A. K. W. Efficiency Proposal: Ms. Angelino reported that the proposals on LED lighting from K. W. Efficiency and Zero Draft were worth looking into and recommended that a committee be formed to review them. She also said that there were some issues with the K.W. proposal and that she can go back to them for better pricing. Se added that storage room sensors were not included but can be installed separately.

B. Coronet Forced Air Ventilation System: Ms. Angelino cited the proposal from Coronet for \$3,000 for sanitizing and ventilating the loading dock and entrance, but she will get another proposal for air curtains, UVC, and other sanitation measures as well as a better than 1-year warranty offered by Coronet.

VIII. **OLD BUSINESS:**

A. Cameras and Monitoring Systems: Since a few cameras are out and the expense is covered in reserves, proposals will be solicited to replace cameras.

B. Lease Addendum: Ms. Yonkos recommended using the old language on the lease addendum and not using the language of the East building. Ms. Angelino said that the corporation is protected by the bylaws in terms of illegal activity and that the landlord is responsible for tenants. Ms. Faber then recommended that leases contain a sentence on compliance with the 2018 Virginia Landlord Tenant Act. Ms. Angelino said she can send an e-blast to landlords on the matter and make VRLTA available to download from the website.

IX. ADJOURNMENT:

**There being no further business, the meeting was adjourned at 6:59 p.m.**

**SUBMISSION OF MINUTES**

**Jennifer Yonkos, Secretary  
River Place North  
Housing Corporation**