

MINUTES OF THE
RIVER PLACE NORTH HOUSING CORPORATION
BOARD MEETING
September 21, 2021
VIRTUAL MEETING

I. CALL TO ORDER: Mr. Spell called the meeting to order at 5:45 p.m.

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

Directors Absent: Mr. Lewis Gorman

Management: Building Manager, Ms. Daisy Angelino.

Residents: None.

II. RESIDENT PARTICIPATION: None.

III. AGENDA:

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

IV. APPROVAL OF MINUTES

MOTION: Mr. Ali moved, Ms. Marachelian seconded, to approve the minutes of August 17, 2021 as amended. The motion passed (6-0-0).

V. REPORTS:

A. President: Mr. Spell said that he talked to the owner of a delinquent account and read the letter he sent about the new collections process. Mr. Spell then discussed the assault by a tenant of the storage area on Ms. Angelino and said that the police were called, Mr. Priest of River Place Storage was notified, and the person responsible has been banned from the property. Mr. Spell then said that an incident response plan was in process and asked the Board to think about getting an electronic system for commercial spaces with fobs that can be controlled. He added that RPN supports Ms. Angelino and that the Board will work on improving safety on the property. Next, Mr. Spell said that the lease for the space behind Mario's old home has been cancelled and should be ready at the end of the month.

B. Treasurer: Ms. Yonkos gave the Treasurer's report:

Operating Reserves-\$51,361 + petty cash
Replacement Reserves-\$4,655,339.01

Ms. Yonkos added that the manager's discretionary spending cap has not been updated in 15 years. She recommended raising it from \$500 to \$2,000. Ms. Angelino said that the office does not handle much cash. Mr. Ali suggested authorizing the president to approve emergencies over \$3,000.

MOTION: Ms. Marachelian moved, Mr. Miller seconded, to increase the manager's discretionary spending cap to \$3,000 and to get authorization from the president for amounts from \$3,000 to \$10,000; after that, the Board must be consulted. These figures will be revisited once a year. The motion passed (6-0-0).

Ms. Angelino then said that electronic signatures are being implemented and work flow should be fully electronic in 2 weeks.

C. OA Representative: Ms. Faber said that the OA was looking into converting a bank of parking spaces into electric vehicle charging stations. These would not be individually owned but a shared resource. She also said that there will be an audit of parking spaces and that the OA is soliciting proposals for curb cuts and has applied to Arlington County for land records because the curb cuts may need County approval. She said that asphalt repairs will probably be done in the spring. Ms. Angelino said that Monday Properties did not want to make any changes to the area along Freedom Park. Ms. Faber suggested approaching them in terms of safety concerns.

D. Manager: Covered New Business.

VI. **NEW BUSINESS:**

A. Chiller Replacement Bids: Ms. Angelino said she received 3 bids from Fidelity (\$385,000); NAC Mechanical Services (\$336,295); and Emcor (\$352,447). She also said that Fidelity has been most responsive and is willing to teach staff. She added that she might be able to get Fidelity to lower its bid and that their inclusion of a 5-year warranty on the compressor was worth a good deal. Mr. Spell said that the building now had 6 chillers each of which could carry the building. He asked Ms. Angelino to work on getting Fidelity's bid closer to Emcor's.

MOTION: Mr. Miller moved, Ms. Marachelian seconded, to approve up to \$365,000 for a new chiller at the manager's discretion. The motion passed unanimously (6-0-0).

B. Project Updates:

1. Lobby Work: Ceilings were being fixed and painted.

2. LED Lights on 1st Floor: First floor LED lights have been installed.

3. Cameral Surveillance Project: Project is going well. OA will be invited to access cameras so that patrols can view.

4. Commercial Space Access Control: ESSi will enable access to pictures, data on owners and residents, and al registrations like pool, gym, gate, garages. Tying into the system will cost \$5,170 and allows upgrading to a keyless entry. Mr. Spell said that the bid is to add commercial space but that the storage space is a challenge. Ms. Angelino added that all access will be unified. She said that there will be a form for tenants to register online which will give parameters and permissions. Ms. Faber asked about liability and invited Mr. Spell and Ms. Angelino to attend a meeting with the attorney. She said that River Place Storage is not collecting information on tenants. Mr. Spell suggested that the Board inform River Place Storage that RPN will change the lock unless the company says otherwise and will give them new keys.

MOTION: Ms. Faber moved, Mr. Ali seconded, to approve access control upgrades for all commercial spaces at a cost not to exceed \$10,000. The motion passed unanimously (6-0-0).

5. Common Area Improvements: Mr. Spell suggested improvements to the party room for those working from home.

MOTION: Ms. Faber moved, Ms. Marachelian seconded, to approve up to \$4,000 for custom, booth-type wall benches and lighting for the party room. The motion passed unanimously (6-0-0).

[Mr. Ali left the meeting at 8:08 p.m.]

VII. OLD BUSINESS: Updates by email.

VIII. EXECUTIVE SESSION:

MOTION: Ms. Yonkos moved, Mr. Miller seconded, to adjourn to Executive Session at 8:09 p.m. There were no objections.

SUBMISSION OF MINUTES

**Alis Marachelian, Secretary
River Place North
Housing Corporation**