

FINAL

**MINUTES OF THE
RIVER PLACE NORTH HOUSING CORPORATION
BOARD MEETING
September 20, 2022**

I. **CALL TO ORDER:** Mr. Spell began the meeting at 6:05 p.m.

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

Directors Absent: Mr. Lewis Gorman and Liza Albright

Management: Jeff Bonilla, Operations Manager; Building Manager, Ms. Daisy Angelino.

Residents: Bruce Sloan #232; Zaya Hornyak #945

II. **AGENDA:**

MOTION: Mr. Ali moved, Ms. Yonkos seconded, to approve the agenda as written. The motion passed (4-0-0).

IV. **APPROVAL OF MINUTES:** Tabled.

V. **NEW BUSINESS:**

A. **Reallocation of Shares:** Responding to a shareholder's disagreement with the number of shares allocated, Mr. Spell said that the governing documents cannot be changed. He asked that a copy of the original allocation be sent to the shareholder.

VI. **OLD BUSINESS:**

A. **Main Backflow Prevent Status:** Mr. Spell said that the work was required before the pipe treatment project can be done. Ms. Angelino added that the vendor, API Commercial Plumbing, is in the process of getting Arlington County permits. She said that once the main backflow is installed, the water treatment can start. She also said that water will be shut down for about 6 hours or over night during the water treatment project.

B. **Response to RPN Request to Separate Garage Annunciator Panels:** Mr. Spell said that there was a new draft of the OA reserve study but that it had few details and that dates of projects were changed and pushed out. He added that the fire safety project at the MP garage was now given as 2033. Ms. Angelino said since the OA Board did not approve separating the garage annunciator, she was contacting various organizations and collecting information on the last 12 months of false alarms. She said that it will

take months to gather information. Mr. Spell added that he will look into reallocating the money in the new reserve study for different projects including the pedestrian entrance.

C. Boiler Project: Ms. Angelino said that repairs have started.

D. Smoking Violation Confirmation Process: Mr. Bonilla said that counsel has confirmed that RPN can provide a "cease and desist" order to those who violate the smoking ban. Ms. Angelino said that the process must be formalized and that the person in violation must be given the opportunity to correct the problem. Mr. Spell said that the Board should think about the number of days to give the person to stop smoking and that details must be tied down. He also said that testing must be done first and samples taken. Ms. Marachelian suggested having parameters and giving 30 days to correct. Ms. Angelino added that mandatory environmental cleanup can be added to the fine schedule. Mr. Bonilla said that duct testing can be done by the next meeting. He also said that he was working with a vendor (APP Folio) on a system for managing the property which includes documenting all information related to each unit. He also said it will replace Skyline and be cost effective. He added that he will keep updating the Board on components of the system and will present the final details at the next meeting.

VI. REPORTS:

A. Manager:

- Facilities Items:
 - NAC Mechanical has done boiler repairs.
 - A/C will be turned off and heating will be available on October 15.
 - NAC Mechanical has done maintenance in preparation for season turnover.
 - Air handler filters have been replaced in the boiler room and basement.
 - Scotty's Fire Extinguisher Service is scheduled for annual maintenance service on December 1. A date for testing has been requested from the fire marshal.
 - Building-wide water supply pipes project has received meters.
 - Preparations for semi-annual in-unit maintenance are underway.
- Financials: Ms. Angelino discussed delinquencies. She also said she was researching lending sources.

B. President: Mr. Spell said he has been in contact with the Bank of Charleston to determine if the corporation qualifies for full forgiveness on the PPP loan. He also said that since interest rates are going up, he has been considering pulling out of Capitol One and investing with Schwab which owns 2 banks. Ms. Marachelian also suggested looking into credit unions. Mr. Spell then said that the corporation was compliant with new state rules

about smoking and they need to be published on the website. He added that more work needs to be done on a One Drive Resolutions site. Mr. Bonilla suggested using Docu Sign for cover sheet signatures. Ms. Marachelian said that some resolutions have already been voted on and can be reviewed once a year. Mr. Spell said with the new system the Board can act as things happen. He then asked if there has been an increase in shareholder complaints and whether less time can be spent on small things. Ms. Marachelian suggested creating a format for grievances that can be reviewed by the Board. Mr. Bonilla said it is on the APP Folio system. Ms. Angelino suggested doing a test of the form. Mr. Spell added that the complaint can be sent to APP Folio that can then create a ticket number to track it. He also said that tightening operations can mean lots less work. Next in his report, he asked the Board for a reasonable duration for meetings. Ms. Marachelian suggested 2 hours.

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

Operating cash	\$61,6111.37
Operating Reserves	\$77,379.46
Replacement Reserves	\$4.2 million+
Total operating and replacement reserves	\$4,3 million+

Ms. Angelino gave the Variance Report for July 2022.

D. OA: Mr. Spell reported that the value of the property had to be appraised for insurance purposes. He also said that he has become Vice President of the OA Board since Ms. Faber resigned. He added that a big topic has been the land leases and that there were many challenges related to what should be done but there was time to consider them. In terms of the pedestrian entrance, Mr. Spell said that KCS Landscaping submitted a proposal of \$150,000 for the project but that he may be able to put parts of it in different categories of the reserve study.

VII. EXECUTIVE SESSION:

MOTION: Ms. Marachelian moved, Ms. Yonkos seconded, to adjourn to Executive Session at 7:54 p.m. There were no objections.

SUBMISSION OF MINUTES

Alis Marachelian, Secretary
River Place North
Housing Corporation