

FINAL

**MINUTES OF THE
RIVER PLACE NORTH HOUSING CORPORATION
BOARD MEETING
October 18, 2022**

I. **CALL TO ORDER:** Mr. Spell began the meeting at 6:02 p.m.

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

Directors Absent: Liza Albright

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

Residents: Samir Hamdan; George Cranwell; Bryan Lee.

II. **RESIDENT PARTICIPATION:**

- Mr. Bryan Lee #306 asked about staff and how Carlos' promotion was handled. He also said he did not have any information about Mr. Bonilla. He suggested that the Board make residents aware of staffing changes. He added that the staff was great and hoped that they were being treated appropriately. Mr. Spell replied that they could not share personal information but that staff in general was valued and that everything was done as it should be according to legal counsel. Mrs. Lee asked if staff were given notice of a change. Mr. Spell said that the Board would take residents' comments into consideration. Mr. Lee then asked what was covered and not covered by maintenance. Mr. Spell said that the list of services was on the website in 2 places but should be updated. Ms. Angelino added that there was a schedule of fees and that after hours charges were higher. She said that a resident who buys and installs the item saves labor costs.
- Mr. Hamdan said that the management team was doing a great job. He also asked about the study done on the land lease. Mr. Spell said that he could email the survey that was done. Mr. Hamdan also asked about touch up painting that needed to be done in the building. Mr. Spell said that a staff member can be sent to do small things but that big jobs are in the reserve study. He also said that some projects were put off when everyone was home during Covid and that the Board is addressing infrastructure issues first. Ms. Angelino added that she was starting to get information from vendors on painting but it will take time. She said that issues are prioritized. Mr. Spell added that Mr. Hamdan can email him for the survey and the reserve study.

- Mr. Cranwell asked the Board to review the repairs he did after a leak from the convector made his subfloor buckle. He said that he had only the damaged area was repaired and no additional work. The cost, he said, was about \$3,000. Mr. Spell said that the Board would discuss the matter in Executive Session.

III. AGENDA:

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

IV. APPROVAL OF MINUTES:

MOTION: Ms. Marachelian moved, Ms. Yonkos seconded, to approve the minutes of September 20, 2022 as amended. The motion passed unanimously (5-0-0).

V. NEW BUSINESS:

A. Complaint Form: Ms. Marachelian said that she worked on the form and was reviewing Mr. Bonilla's draft. Mr. Spell said that the RPN form should be differentiated from the state form which was meant to be a template. Mr. Bonilla then asked for feedback on his draft. Mr. Spell said that the draft was a good start.

B. Surveillance in Office Area: Mr. Spell said that putting people on camera can limit misconduct. Ms. Angelino said that currently there was footage but no audio. Mr. Bonilla said he was putting up yellow signs to let people know that they can be seen on camera. He will also look into costs of adding audio.

VI. OLD BUSINESS:

A. Main Backflow Prevent Status: Ms. Angelino said that API looked at the drain pipe and that it was a 1st step in process of installing the anti-corrosion system. She also said that there will be a water shut down next Tuesday and that Arlington County permits are in process and that in 2-3 weeks the building should have fewer leaks.

B. Response to RPN Request to Separate Garage Annunciator Panels: Ms. Angelino said that after the OA denied the request to separate the annunciator panels, she got a 77-page log from Stanley Security for the last 12 months but that she and Ms. Marachelian were working on isolating garage episodes. Ms. Marachelian added that the matter is a huge security issue. Mr. Gorman said that that the Safety Committee will request that the data get on the agenda. Mr. Spell added that the last OA reserve study was in 2021 but has not been passed. He also said that there were 3 overlapping studies that he had questions about especially on the MP garage fire safety analysis.

C. Boiler Project: Ms. Angelino said the building was on pre-heat and that boiler #2 was running.

D. Smoking Violation Confirmation Process: Ms. Angelino said that testing has not been done and that legal advice is needed for operating a pilot program.

VI. REPORTS:

A. Manager:

- Facilities Items:

- Seasonal turnover is complete and pre-heat is available in the building.
- Boiler rollup door has been repaired.
- New zone controls are being tested.
- Preparations are under way for semi-annual maintenance.
- One circulating pump was leaking and will be repaired.
- Fire alarm tests and annual inspection will be conducted from November 28-30.
- Building-wide water supply is being readied for the pipe coating and should be in effect in 2-4 weeks.

- Financials: Ms. Angelino discussed delinquencies which have been reduced 20%. Mr. Bonilla is researching ways to streamline management platforms. Mr. Ali then asked about recycling in the building. Ms. Angelino said that there is a plan and the County inspector comes every year but signs are ignored. She also said that notices are sent out and that she can send an e-blast quarterly. Mr. Gorman suggested putting signs in the elevators. Ms. Marachelian also suggested putting cameras in recycling areas. Ms. Angelino then said she can start a recycling campaign.
- Management Platforms: Mr. Bonilla presented a comparison of costs and values of APPFolio, Skyline, Notifii, and AvidXChange. He cited costs of set up and implementation. Ms. Angelino added that the payment platform removes liability for the corporation and that there was a fee for debit or credit payments but not for e-checks. In response to Mr. Spell's question about how long it would take to set up, Mr. Bonilla said that the soonest would be January 1. Mr. Bonilla also said that there would be separate id's for owners and tenants. Mr. Spell said that the Board should email questions to Mr. Bonilla who added that a new system will mean more transparency especially in accounting. Ms. Angelino said that migrating data will take a few months after approval so that gives time to educate everyone. She estimated May 2023 as the possible start.

B. President: Mr. Spell said that most of his report is related to the OA. He reported that the Presidents group did an incident report that should be reviewed and refined. He also said that the OA is considering contracting out patrol which may not save money but get better services. He added that the system must be modernized whether it remains in-house or contracted. Mr. Gorman said that he was working on the matter at safety meetings. He also said that the River Place Patrol Services Manual was outdated and monitoring the complex 24/7 should be discussed. Mr. Spell

added that, according to CAI, guards needed to be seen as a deterrent. He also said that the OA Board will make the ultimate decision but that it is soliciting members' input before a contract is signed.

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

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| Operating cash | \$56,438.50 |
| Operating Reserves | \$77,379.46 |
| Replacement Reserves | \$4,211,233.44 |
| Total operating and replacement reserves | \$4,345,051.40 |

D. OA: Mr. Spell said that he covered OA issues in his President's Report and that the OA was meeting on Thursday, October 20 and had a packed agenda.

VII. EXECUTIVE SESSION:

MOTION: Mr. Gorman moved, Ms. Marachelian seconded, to adjourn to Executive Session at 8:10 p.m. There were no objections.

SUBMISSION OF MINUTES

Alis Marachelian, Secretary
River Place North
Housing Corporation