

FINAL

MINUTES OF THE  
RIVER PLACE NORTH HOUSING CORPORATION  
BOARD MEETING  
October 17, 2023  
ZOOM MEETING

I. CALL TO ORDER: Ms. Marachelian began the meeting at 6:06 p.m.

Directors Present: Ms. Alis Marachelian, President  
Ms. Liza Albright, Vice President  
Mr. Andrew Spell, Treasurer & OA Representative  
Ms. Kelly Saghafi, Secretary  
Ms. Rudaina Mitman, Director  
Mr. Hashmat Ali, Director

Directors Absent: None.

Management: Mr. T.J. Adams, Building Manager; Sarah Mohepath,  
Finance Supervisor

Others: Patrick Rood, Rood Financial Services

Residents: Patti Prior #134.

II. FINANCIAL REPORT: Mr. Rood reported that Skyline was closed out on April 30 and that Quickbooks and Bill.com were operational. He said that data was almost fully migrated. He added that AvidXchange would be replaced by Bill.com. He also said that data from May 1 to October needed to be filled in. Mr. Adams said that Ms. Mohepath was working on entering that data. In response to Mr. Spell's question about financial controls, Mr. Rood said that they can be set up with Mr. Adams or Ms. Mohepath if the payments are within the budget. Replying to Mr. Spell's question about the cost of AvidXchange versus Bill.com, Mr. Rood said that the cost of Bill.com was \$49 for each administrative user and \$20 per approved user. He added that the more access, the higher the cost. Mr. Adams said that AvidXchange was \$163.66 through October but that costs varied. Mr. Spell then said that the bank had to be provided with the financial report. Mr. Adams and Mr. Rood said that the current system is good to go.

[Mr. Rood left the meeting at 6:22 p.m.]

III. RESIDENT PARTICIPATION: None.

IV. AGENDA:

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

V. APPROVAL OF MINUTES:

**MOTION:** Mr. Ali moved, Ms. Sagafi seconded, to approve the minutes of September 19, 2023 as amended. The motion passed (6-0-0).

VI. OLD BUSINESS:

Employee Retention and Tax Credit Program: Ms. Albright said that she has contacted CPAs in Virginia who said that RPN was not eligible for the tax credit and that erroneous claims would be heavily fined. In addition, she said that new claims were not being accepted until January 1.

Homeowners Insurance Policy Requirement: Mr. Adams reported that according to Bob Segan, the attorney, providing an amendment to the bylaws requiring owners to carry their own insurance should not require much of a change to the bylaws Mr. Segan also said that RPN should be able to require homeowners to have their own insurance. Mr. Spell said that a notice of the requirement should be sent out with the Annual Meeting notice so that shareholders can vote on the bylaw change. Ms. Albright said she was in favor of the requirement but wondered whether enforcement would be challenging. Mr. Spell said that the OA policy had a deductible of \$10,000 and was going up to \$25,000.

Ms. Albright then said that a while back she suggested requiring units with fireplaces to have them cleaned yearly because of the fire hazard. She said that dryer vents should also be cleaned annually. Mr. Spell said dryer vent cleaning is required and should be on the calendar.

Mr. Ali said that since convectors belong to the HVAC system, RPN is responsible for them and not the unit owner. Ms. Marachelian said that leaks are repaired but that damages inside the unit are the responsibility of the owner. She added that the building did maintenance twice a year and that fixing in-unit damages was not in the budget. She added that there have been 4 cases in 1 ½ months of owners asking RPN to fix floors. Mr. Spell said that in Sec. 5.3 of the bylaws that negligence does not apply to the building. Ms. Marachelian also said that preferential treatment should not be given and cannot be done because the governing documents needed to be followed. Mr. Spell added that a change in the governing documents would require an amendment like the one on requiring homeowners to have insurance. Mr. Ali said that fixing the damages is the maintenance person's job and suggested doing a cost/benefit analysis. He also said that the pipes should be addressed. Mr. Marachelian said that a polymer treatment has helped with leaks but that the building was aging and breakdowns should be expected. Mr. Spell said that he will check with Luis about how the silicate treatment was working but that the full effect would take a year. Mr. Adams added that he will follow up with Sage Water on the silicate treatment. Mr. Spell then said the treatment was done to avoid the pipe replacement recommended in Joe Fama's pipe study. He also said that installing water sensors would take less work but were not in the budget. Ms. Marachelian asked Mr. Adams to research the cost of water sensors.

**MOTION: Mr. Ali moved, Mr. Spell seconded, to research the price of water sensors that can be added to the annual maintenance work in the building. The motion passed (6-0-0).**

Pest Control Vendor: Mr. Adams said that he got 2 more quotes from vendors Pests Now and Orkin to add to the one from the current vendor, HP Pests. He added that HP Pests was doing a great job on the Palmetto bugs and charged \$724 for the 1<sup>st</sup> month.

**MOTION: Ms. Albright moved, Ms. Saghafi seconded, to approve a contract with HP Pests. The motion passed (5-0-1) with Mr. Spell abstaining.**

VII. **NEW BUSINESS:**

Administrative Assistant: Mr. Adams said that someone was needed to help with renewals and suggested hiring his sister, Stephanie Robinson. Mr. Spell said that the Board need to approve someone who is related to a Board member, resident, shareholder, or employee. Mr. Adams also said that adding this part-time position would save money.

**MOTION: Mr. Spell moved, Ms. Saghafi seconded, to approve hiring a family member as a part-time assistant. The motion passed (3-0-2) with Ms. Albright and Ms. Mitman abstaining.**

Weekend Concierge: Mr. Adams said that the building needed a weekend concierge and proposed Kandace Mitchell, who has been a resident at RPN for 6 years.

**MOTION: Ms. Albright moved, Ms. Saghafi seconded to approve Kandace Mitchell as weekend concierge. The motion passed (3-0-2) with Mr. Ali and Ms. Mitman abstaining.**

Technology Vendor: Mr. Adams said that he is getting 3 quotes for technology support and will present them at the next meeting.

Storage Room Clean Up: Mr. Adams said that he will present the 3 proposals to clear out and organize the storage room at the next meeting.

Proposal Threshold: Mr. Spell said that the Board must approve an emergency threshold for Mr. Adams and Ms. Marachelian. He also said that the usual practice is getting 3 quotes for an expenditure but that sometimes a sole source is justified.

**MOTION: Mr. Spell moved, Mr. Ali seconded, to approve an emergency threshold of \$10,000 for the president and \$5,000 for the building manager. The motion passed unanimously (6-0-0).**

Change of Meeting Time: Ms. Albright suggested changing the meeting time to 5:00 or 5:30.

**MOTION: Ms. Albright moved, Ms. Saghafi seconded to change the start of meetings to 5:30 p.m. The motion passed unanimously (6-0-0).**

VIII. **REPORTS:**

A. Manager: Mr. Adams reported on the following items:

1. Staffing:

- Ms. Sarah Mohepath started as Finance Supervisor on October 10.
- Mr. Carlos Monjarez will be taking over trash removal on weekends and preventive maintenance on convectors.
- Dilsa is staying on in administration.

2. Building Updates:

- NAC replacement of tube, coil, and pumps is in process.
- Transition to heat has started.
- Meet the Manager event was a success.
- Harvest Party will be held on Tuesday, October 31.
- Haute Papier mold issues will be addressed. Quotes were submitted by CWI (\$22,430); Dominion Property Restoration (\$16,897); and Waterproofing and Masonry (\$23,850). Mr. Adams said it was a reserve project.

**MOTION: Mr. Spell moved, Ms. Saghafi seconded, to approve the proposal by CWI for \$22,430 to do mold remediation, excavation, and waterproofing on L-4 at the Haute Papier space. The motion passed (6-0-0).**

3. Financials: Mr. Adams gave the delinquency figures and added that the operating account balance was \$151,587.10 and petty cash was \$937.32. Mr. Spell said that since the collections process was working, no change was needed.

4. Pending Issues:

- Board Access to OneDrive is in progress.
- March and April 2023 meeting minutes are being located.
- Website content is being recovered. Mr. Spell said that the notice of negligence and the complaint procedures have been found. Mr. Adams will manage the website and work on finding the lease for L-2.
- Mr. Adams will try to get access to Skyline through October or November. The current balance sheet and variance report were not available. Mr. Spell said that Quickbooks and Bill.com should help with the approval and data entry process.

B. President: Ms. Marachelian said that she will present her report in Executive Session.

C. OA Report: Mr. Spell reported that that the new OA insurance policy will have a \$25,000 deductible which can have an impact on the RPN

budget. He also said that the OA sent out a notice about guest parking along with a reminder about parking dues. He added that Parking Boss is being used and seems simple but may need a code. He also referred to the trip hazard at the front entrance that RPN is responsible for fixing. He then said that the County water and sewer charges are increasing because of lack of impervious surfaces but that RPN can get tax credit for collecting rain water. He suggested that Mr. Adams check with Luis to see if this is feasible for RPN. He also suggested that Mr. Adams explore the tax credit.

**MOTION: Mr. Spell moved, Ms. Albright seconded, to explore the County tax credit for collecting rain water. The motion passed (5-0-0).**

**IX. EXECUTIVE SESSION:**

**MOTION: Mr. Ali moved, Ms. Saghafi seconded, to adjourn to Executive Session at 8:29 p.m. There were no objections.**

**SUBMISSION OF MINUTES**

, Secretary  
River Place North  
Housing Corporation