

FINAL

MINUTES OF THE
RIVER PLACE NORTH HOUSING CORPORATION
BOARD MEETING
November 21, 2023
ZOOM MEETING

I. **CALL TO ORDER:** Ms. Marachelian began the meeting at 5:33 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 {arrived at 6:26 p.m.}

Directors Absent: Mr. Hashmat Ali.

Management: Mr. T.J. Adams, Building Manager.

Residents: None.

II. **RESIDENT PARTICIPATION:** None.

IV. **AGENDA:**

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

IV. **APPROVAL OF MINUTES:**

MOTION: Ms. Albright moved, Mr. Spell seconded, to approve the minutes of October 17, 2023 as amended. The motion passed (4-0-0).

V. **OLD BUSINESS:**

Touchstone Properties Invoice Update: Mr. Adams said that payments to provide stock certificate transfers were coming to RPN instead of to Touchstone. The matter will be reviewed in Executive Session.

IT Vendor Proposals: Mr. Adams said that he received 3 proposals for IT support in the office from Ocean Solutions, RSR, and Somerset. Ms. Albright said that Somerset was fantastic.

MOTION: Mr. Spell moved, Ms. Albright seconded, to approve the proposal from Somerset at \$749/month. The motion passed (4-0-0).

Mr. Adams will also inquire whether the company provides website consulting. He said that the website probably needed redesigning in addition to the uploading of missing content. He added that he will be working with Ms.

Mitman on it. Ms. Sagafi then asked about registering online. Mr. Adams said that registration was now being done manually. Mr. Spell said that it just needs to be linked again. He suggested putting the matter on the agenda in Old Business in January.

Storage Room (1E) Clean Out Proposals: Mr. Adams cited 3 proposals to pick up and remove trash from these vendors: John & Rob's \$2500; Turbo Haul \$2800; and 1-800 Got Junk \$3196.

MOTION: Mr. Spell moved, Ms. Albright seconded, to approve the proposal from John & Rob's at a cost of \$2500. The motion passed (4-0-0).

Water Detection Modules and Proposals: Mr. Adams said he and Luis were working on the water detection project. He also said that a system can be purchased at Home Depot or a company can be hired to install a more sophisticated system. He said that he can provide more information in January. Ms. Marachelian said that the Board needed the information before that because it must go in the budget. Mr. Spell added that if it defers the replacement of pipes and takes care of leaks, then it is a reserve project. Ms. Marachelian then asked that Mr. Adams present his findings in December.

Annual Calendar: Mr. Spell said there were 2 calendars. Mr. Adams said he found only one calendar and was modifying and editing it for 2024. Mr. Spell said that it should include recurring events such as contracts and when they are due. Ms. Albright asked to add window washing. Ms. Marachelian asked that the 2 calendars be collapsed into 1 so that they can be in 1 place. Mr. Adams said they were on the OneDrive. Ms. Albright said that every user should have a user name and password. Mr. Spell then cited the need for a registered agent for the State Corporation Commission.

Ms. Albright said that the registered agent must be living in Virginia and have a physical address. Ms. Marachelian suggested that Ms. Albright become the registered agent. She then asked Mr. Adams to review and revise the calendar and requested that the Board send any edits to Mr. Adams.

{Ms. Mitman arrived at 6:26 p.m.}

Skyline Migration: Mr. Adams said that Skyline was not aware of the loss of content in the migration of data between platforms. He added that since they have legacy backups in case content is lost, he requested more information. He said he has also contacted Mr. Rood about the matter and was waiting for Skyline to provide the legacy data.

Dryer Vent Cleaning: Annual vent cleaning was done and vents were not found to be a fire hazard. Ms. Albright said that fireplace cleaning should also be done by owners on the 10th floor before winter.

VI. NEW BUSINESS:

Health Care Administrator: Ms. Marachelian proposed that Mr. Adams become the health care administrator.

MOTION: Mr. Spell moved, Ms. Albright seconded, to appoint Mr. Adams as the health care administrator. The motion passed (5-0-0).

New Employee Benefits to Begin on Day 1: Mr. Adams said that benefits to new employees should begin on the 1st day of employment. Mr. Spell said that coverage was already in the budget.

MOTION: Ms. Albright moved, Ms. Sagafi seconded, to approve coverage of benefits to new employees on the 1st day of employment. The motion passed (5-0-0).

Emotional Support Animals: Mr. Adams said that the Board can make rules for such animals. Mr. Spell said that the Rules & Regulations should be updated and that the animals should be registered and swabbed for DNA. He added that in case of an incident, RPN will match the DNA to that on file. He also said that the owner would pay for the lab fees. In addition, he said, the office would be responsible for getting the swab but not administering it. Mr. Adams will work on the matter.

Goldklang Proposal: Mr. Spell said that Goldklang has done the annual audit for many years and that the proposed fee was \$28,500 for 2 years. Ms. Albright will check with other auditors on whether the fee is reasonable.

MOTION: Mr. Spell moved, Ms. Sagafi seconded, to approve the Goldklang proposal contingent upon Ms. Albright's research. The motion passed (5-0-0).

Financial Management Proposals: Mr. Adams said that Ms. Mohepath will be leaving because of personal issues but that he would like to have her as a consultant until a financial management company is in place. He said he received proposals from Cardinal for \$2,128/month with additional charges; FSR for \$2500 start up and \$4375/month; and Rood Financial for \$32,625 start up and \$8,156.25/month not including \$1,950 for reporting services. He also said that he and Mr. Spell will be speaking to vendors. Mr. Spell added that he can check with other buildings on their use of FSR and he asked Ms. Albright to do research on these and other companies. Ms. Sagafi will also provide the names of other companies. Ms. Marachelian said that the Board can do an email vote on the choices in December and confirm the vote at the Board meeting in January.

RPN Holiday Breakfast: Mr. Adams said that the breakfast will be held on December 22 in the lobby. Mr. Spell said that the funded in the courtesies budget. He also suggested planning for 80 attendees as was done in the past.

VII. REPORTS:

- A. Manager: Mr. Adams reported on the following items:
- Collections for delinquencies was in full force.
 - Harvest Party was a success.
 - BID Rosslyn was found to be a good way to network and make connections with police and social workers.
 - River Place managers met for lunch and shared information and will meet every other month.
 - A coat drive will be held on November 30 and a Sock Drive will be held for domestic violence victims and homeless.
 - Haute Papier interior project should be done in 2 weeks.
 - Eagle Bank has approved RPN's monthly ACH limit to \$150k.

- Bicycle room audit has resulted in updated leases and paid fees. The Salvation Army will be picking up the unclaimed bikes.
- Ms. Angelino will no longer be needed for training.
- Storage bin audit is a work in progress.
- Past due bills are up to date.
- Preventive maintenance convector service will be complete by the 2nd week of December. So far, water valves needed to be changed in 110 units.

1. Staffing:

- Holiday leave and vacations will be covered.
- Mr. Adams and Dilsa will be certified as Virginia notaries by the end of December
- Rosa Ayalla celebrated 33 years at RPN.

2. Building Updates:

- Work on the trip hazard was in progress. Mr. Spell said it was a liability issue so it should be addressed as soon as possible.
- Rain water initiative was being researched. Mr. Spell said that a plan for runoff should be submitted to the County by the end of the year and details would be worked out later.

3. Financials:

- Financials: operating account \$86,773.37; petty cash \$392.66. Delinquencies were at \$22,794.21 as of October 31.

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

C. OA Report: Mr. Spell reported that that the new deductible for OA insurance will be \$25,000 and RPN's OA fees will increase. He also said that bids for snow removal were coming in and the reserve study is being revised. He added that there have been problems with the security contractor and the OA will look into hiring another company if performance does not improve.

D. Treasurer: Mr. Spell said that he received only the monthly budget and needed the budgeted amounts for expenses and year-to-date figures. He then cited the operating reserve total at \$77,745.16; replacement reserves at \$4,111,531.55; and total operating cash and reserves at \$4,240,391.77. He added that the new report should show how RPN is doing for the year and for the month.

VIII. EXECUTIVE SESSION:

MOTION: Mr. Spell moved, Ms. Saghafi seconded, to adjourn to Executive Session at 7:33 p.m. There were no objections.

River Place North
 Housing Corporation