

**Minutes of the River Place North Housing Corporation  
Board Meeting  
November 20, 2007**

**1121 Arlington Boulevard  
Arlington, Virginia 22209**

**Party Room, Lobby Level**

**Board Members Present:**

Mr. Hashmat Ali, President  
Mr. Brian Fredericks, Vice President and OA Representative  
Mr. Andrew Spell, Treasurer  
Ms. Sara Shahade, Director  
Mr. Assem Iskander, Director  
Mr. Norman Randolph, Director

**Others Present:**

Mr. Francisco Foschi, Building Manager  
Ms. Christine Collins, Minute-By-Minute

**Board Members Absent:**

Ms. Chung Lai, Director

**I. Call to Order**

President Hashmat Ali called the meeting to order at 6:03 p.m.

**II. Resident Participation**

None.

**III. Approval of Agenda**

Several items were added to the agenda. The reserve study was added as item "F" under Old Business. Communication for New Residents was added as item "E" under New Items. Lastly, Problem Reporting/Action Policies was added as item "F" under New Items.

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

#### IV. Reports

- A. President's Report: Mr. Ali discussed the issue of Ada's office key. Mr. Foschi stated that he would retrieve the key. Mr. Ali also stated that he would like to discuss health insurance during the Executive Session. He asked Mr. Foschi about the Notary Public course that an Association employee is taking. Mr. Foschi stated that the employee paid for the course and will be reimbursed by the Association upon satisfactorily completing the course. Lastly, Mr. Ali reported that he would like to discuss the issue of parking space renumbering later in New Business.
- B. Treasurer's Report: Mr. Spell discussed his report as included in the Board packet. He stated that the replacement reserve account has a balance of just over \$1 million. Mr. Spell stated that there is \$500.00 in outstanding rent that needs to be recovered from L3. Mr. Foschi will send written notice to L3 regarding this issue.

The variance report, as submitted in the Board packet, was discussed. Gas expenditure was the largest line item. Mr. Foschi will contact the gas company to see if any increases are expected.

Mr. Fredericks asked if the riser pipe removal project was complete. Mr. Foschi will confirm that the project is done and get back to the Board.

The delinquency report, as submitted in the Board packet, was discussed. Mr. Foschi discussed the process of collecting on delinquent assessments. He stated that he would hand write any updates since the day of preparation into his monthly reports in the Board packets. He will also locate previous policies regarding delinquencies.

Mr. Iskander inquired about incentives for residents to have assessments automatically debited from their bank accounts. Mr. Ali suggested increasing late fees as an incentive. Mr. Spell will research this issue.

- C. OA Representative's Report: Mr. Fredericks reported that the OA will approve \$350.00 for the holiday party. Ms. Shahade stated that she needs 2 volunteers from each building for the party. Mr. Foschi will help find volunteers. Mr. Fredericks also reported that concrete work for the curbs in the front of the buildings will be fixed. The lighting out front is now functioning.
- D. Improved Environment Committee: Mr. Spell discussed the issue of recycling and clarifying for the residents what items can be recycled and what cannot. The trash room has been messy and Mr. Spell suggested that the recycling clarification will help resolve that issue. Mr. Foschi will contact the trash company to inquire about signs for the trash rooms.

- E. Manager's Report: Mr. Foschi discussed his report as submitted in the Board packet. The convectors were completed November 15<sup>th</sup>. He stated that there is a fire hazard in Unit 219 due to stacks of papers in the unit. He slipped a letter to the resident under the door last week, and will follow up with the resident. The balcony project is finished and he will receive a report from Leach Wallace. The wireless internet project was completed and he is expecting a performance report. He will inform the residents of the update to the wireless service. There was vandalism done to the elevator and a police report was filed. Mr. Foschi received an estimate of \$800.00 to buff out the scratches in the elevator. He will survey the other elevators in the building and see if there are any other repairs that need to be done.

The website has been updated. Currently, the Association pays \$50.00 - \$90.00 monthly for maintenance on the site. Mr. Foschi discussed possibly doing the updates in house in the future.

The Skyline software installation was discussed. The installation is scheduled for January 2008. Mr. Foschi will take the online course that is part of the software package. His assistant will participate as well.

The leak in a pipe in the lobby has been repaired. The Board discussed the issue of the replacement of particular pipes when a leak occurs.

## **V. Old Business**

- A. Wireless Internet Update: This issue was covered in the Manager's report.
- B. Balcony Door Replacement for Unit 919: The replacement has been approved and the door will be installed next week.
- C. Name Tags for Concierge on Duty: Mr. Foschi reported that the name tags have been ordered and the uniforms for the concierge will consist of a white shirt, the name tag and dark pants.
- D. Skyline Software Update: The update was covered in the Manager's report.
- E. Verizon Fiber Optic: Verizon informed Mr. Foschi that they need to have permission to enter the units so that they can place the fiber optics in the unit closets. Management will notify the residents that Verizon will be entering the units. The construction agreement has been signed by Mr. Ali, and Mr. Foschi will obtain a copy with Verizon's signature on it. The marketing agreement has not been signed. Mr. Foschi will submit it to Mr. Ali to for his signature.
- F. Reserve Study: Mr. Spell and Mr. Foschi met to discuss the reserve study.

**MOTION: Mr. Ali moved, Ms. Shahade seconded, that the Board empower Mr. Spell to disuss with FEA the Board's concerns and outstanding questions regarding the reserve study. The motion passed (5-0-1).**

## **VI. New Business**

### **A. Window Cleaning Proposal:**

**MOTION: Mr. Spell moved, Ms. Shahade seconded, to accept Virginia Window Cleaners' proposal to do the window washing project (subject to the railings being untouched) for an amount not to exceed \$2,050.00, to be carried out at a date to be determined by Management. The motion passed (4-2-0).**

- B. Replacement of Penthouse Balcony Dividers:** Mr. Foschi received one proposal for the project to include replacement of 12 dividers. He will continue to explore other options.
- C. MP36 New Location:** The issue of renumbering parking spaces was discussed. Mr. Foschi will discuss the possibility of switching numbers MP36 and MP124 with the OA.
- D. ID Cards:** ID cards will be available at the front desk, as the hours are more convenient for residents. Payments will be required by check. Cash will only be accepted at the office during regular business hours.

## **VII. Executive Session**

There being no further business to discuss, the regular session of the Board meeting was adjourned and an Executive Session was convened at 8:14 p.m.