

**RIVER PLACE EAST
BOARD OF DIRECTORS MEETING
WEDNESDAY, OCTOBER 21, 2009**

Present:	Mr. Hiranya Maru	President
	Mr. Harry Lawrence III	Secretary
	Ms. M.J. Schmelzer	OA Representative
	Mr. Brian Fredericks	Director
	Carol Jackson	Director
Not Present:	Mr. Rob Vignato	Vice-President
	Mr. Jeff Walyus	Treasurer
Management:	Ms. Cristille Boyd	Building Manager
	Mr. Andre Baker	Administrative Assistant
Others:	Mike Feuti	Recording Secretary, MBM

I. CALL TO ORDER:

Mr. Maru called the meeting to order at 6:17 p.m.

II. SHAREHOLDER PARTICIPATION:

The owner of unit 511 is disputing a maintenance charge. The owner wrote a letter in August indicating that his tenant was experiencing a water drainage backup in the kitchen sink. The owner called the management office for repairs. The owner indicated that the person he spoke to in the office indicated the problem resulted from a problem with unit 510.

All Plumbing was called to repair the problem. There were major clogs in units 510 and 511 between the kitchen and the bathroom. An invoice was sent to the unit owner but he insists he is not responsible for the repair bill because he was not provided with a quote for the necessary work and he was told the problem was with unit 510. The owner did demand the problem be fixed but never authorized a bill and never received a phone call from the management office.

The owner was informed that any work required authorization from both unit owners. The owner did agree that any means necessary to correct the problem was acceptable. The necessary work was outside of the scope and capabilities of onsite staff. There was a discussion of who was responsible for the repairs. The Board will respond to the owner with an official email regarding their decision on how they will proceed.

The unit owner of 510 never had an issue with the repair bill and has paid for half. The outstanding balance of \$676 is what is in dispute.

Ms. Schmelzer suggests new policies and procedures be developed to protect owners from the negligence of other owners. She suggests a form for owners to sign to request work.

There was a discussion of what the policy should entail so that it protects unit owners and prevents future similar problems from occurring. Ms. Schmelzer suggested that the Board develop a form to be used and a daily fine be imposed if the problem reported is not repaired.

Mr. Maru proposes waiving the 10% management fee which is the fee to fix clogs. The amount All Plumbing charged is fair and competitive. A letter will be drafted to the tenant.

MOTION: Mr. Lawrence moved, Ms. Jackson seconded, to waive the standard 10% management fee for this repair. The motion passed unanimously (5-0-0).

III. APPROVAL OF MINUTES:

MOTION: Ms. Jackson moved, Mr. Maru seconded, to approve the minutes of the September 9, 2009 meeting. The motion passed unanimously (5-0-0).

IV. OFFICER'S REPORT:

Treasurer: Ms. Schmelzer wants to table the conversation on finances. The Board needs information from a member who is not present. Mr. Fredericks asked why a bond was purchased as the rate of return is very low. The Treasurer needs to be present to discuss this issue.

OA Report: There was a meeting on insurance coverage. Ms. Schmelzer had previously suggested that the Board hire an independent analyst to review proposals on what coverage is needed for the building. Changing carriers could result in a savings of about \$100,000. The OA voted to go with a new carrier. Ms. Schmelzer wanted to stay with the current coverage. Harford was a favorite and could provide the needed coverage. The new company will allow the building to stay with Harford. There could have been a possible savings of \$200,000 if all breakers had been replaced but it was not feasible to do this replacement immediately. The breakers will be replaced over time. There was a question as to who will pay for the breaker replacements. This cannot be determined until the process and procedure is in place.

The OA will start work on the WP garage. This will affect everyone's parking. There is enough money in OA reserves to handle the project so there will be no requirement to pump up reserves and no increase next year.

The OA will also cover the cost of the annual holiday party this year.

There is an anticipated big savings from bringing security in house. This will help with the funds to handle holiday party.

County Sewer: There is an overflow problem when large amounts of rain occur and from winds, etc. Arlington County will not do what they indicated they would do years ago. The County is having a problem with how the current easement is done. There is a question of who asks for an easement and who pays for it. The County does not have the money to do the work. The County made a presentation at the OA meeting and indicated that because of the easement not being granted the sewer pipe will be terminated behind the South building. This was the first the Board had heard of the County changing the scope of work. Everyone has been informed that the sewer overflow is a major health problem. The OA Legal Counsel is involved and has been copied on all correspondence with the County.

Ms. Boyd described a problem where the Budweiser truck runs over flowers when delivering to the store next to the building. The problem will be addressed with the store owner.

Manager's Report: Interviews are being held for the handyman position. The new hire is slated to start on Monday, November 2nd. A drug test will be conducted after the employee begins. Ms. Jackson asked about the method used for advertising the position. There was a discussion of what to do if a person was hired and then had to be fired because of failing the drug test. The drug test and background check are being done by separate buildings to share the costs but this creates a long wait between the interview and eventual hire.

The OA didn't pay insurance on time so Ms. Boyd had to work to get boiler inspections. She is currently waiting for Richmond to send the inspection certificates.

The building is not running the heat right now, just the air handler. She has instructed maintenance to turn the heat on if possible. Mr. Maru wants to keep the heat a degree or two lower than has been done previously and see if there are any complaints. If someone complains then Management can check their unit and address the problem accordingly. This should produce a large savings.

The main electric switch is in progress. It is currently two weeks before shut down. All water and heat will be turned off at 9:00 a.m. tomorrow, Thursday, October 22nd.

Ms. Boyd will focus on the strainers on the cooling towers during the off season. A proposal will follow. Mr. Maru said to match the proposal against the cost of cleaning each month to see which is more cost effective.

The 11th floor exclusion work has been done. The traps have not caught anything yet. 10th floor residents are now complaining of seeing mice. Ms. Boyd suggests getting a proposal to treat the whole building at one time. Foam would be used to seal holes in units such as under the kitchen and bathroom sinks. The Home Paramount proposal is for exclusion work, traps and three follow up visits. They did not want to use poison. Mr. Maru does not believe the issue will be solved with traps only as they should have caught something by now. Ms. Boyd will pursue alternative solutions as Mr. Maru is dissatisfied with the current approach.

There was a bed bug infestation reported in unit 328. The problem stems from unit 335 and the unit has been treated. A letter of eviction addressed to the landlord and coming from the Board is being drafted by the lawyer for unit 335 and will go out this week. Unit 335 has been re-inspected. The hallways have been treated as well. An email will be sent that resulting bugs in unit 328 are the result of the infestation in unit 335 and the owner of 335 is responsible for the cost of the treatment for unit 328.

No leaks were reported this month.

Engineers Report

There was no report presented.

Incident Report

Office Lease: There was a discussion on the option to renew. Ms. Jackson will do research so the lease does not automatically renew for the under market value amount of \$2,100 per month. Ms. Boyd indicated that much work has been done already in the two attorney's offices on this issue.

V. UNIT SALES:

938-Foreclosure (Acacia): The Board agreed not to pay the delinquent fees on this account. Delinquent fees will be collected at settlement. Ms. Boyd recommends approving the sale.

MOTION: Mr. Schmelzer moved, Ms. Jackson seconded, to approve the sale of unit 938. The motion passed unanimously (5-0-0).

VI. NEW BUSINESS:

Main Electrical Switch: In progress

Dominion Power: There will be an eight (8) hour power shutdown October 24, 2009 of the heating and hot water.

1204 Rooftop HVAC: The proposal suggests waiting until after the heating season is over and addressing the issue in the spring. The repair estimate is \$16,000. The maintenance contract is with Johnson Controls to check the Freon and change the filters twice a year. It was suggested that a different company be chosen.

VII. OLD BUSINESS:

- a. Riser Replacement
- b. 1143 in-line pump installation
- c. Asbestos removal in boiler room

- d. Replacement 08/07 and single 31 starting September 21, 2009
- e. Exterior brick and mortar repair 9th and 10th floors
- f. Asbestos removal in electrical room-form main electric switch – completed
- g. Semi annual converter cleaning - completed
- h. Exterior brick and mortar repair below the 11th floor - in progress
- i. Main electric switch replacement - begins in three weeks
- j. Semi annual carpet cleaning
- k. Quarterly trash chute cleaning
- l. New copier
- m. Semi annual window cleaning
- n. Cooling tower cleaning
- o. Smith boiler #2 & #1
- p. Back-up generator repair
- q. Smith boiler #3
- r. Installation of the air handler motor
- s. Smith boiler #2 & #3 refractory
- t. Eddy current analysis results
- u. Bearing replacement
- v. Major stop overhaul
- w. Cooling tower cleaning

VIII. REGISTRATION FEE CHANGES

There was a discussion regarding purchasing storage space as opposed to renting it.

The recording secretary was excused at 7:41 p.m.

IX. NEXT BOARD MEETINGS

November 18, 2009

December 16, 2009

January 20, 2010