

**MINUTES
OF THE BOARD OF DIRECTORS OF
RIVER PLACE EAST HOUSING CORPORATION**

1021-A Arlington Boulevard
Arlington, Virginia

February 24, 1998

I. **ROLL CALL:**

Present: Joyce Newell, President and OA Representative; Stevenson Clarke, Vice President and Treasurer; Clare Morison, Secretary; Sara Shahade, Director.

Absent: Hazel Ingersoll, Director.

Others Present: Daphane Nelson, River Place East Organizer; Rae Lansdown, River Place East Financial Manager; Tony Holtz, Chief Engineer; Kimberly Ingle, Recording Secretary; Leo Mirowski, shareholder, Unit 333; Diane and Brian Frederick, shareholders.

II. **CALL TO ORDER:** The meeting was called to order at 5:18 p.m. by Mr. Clarke, acting Chair.

III. **RESIDENT FORUM:**

A. **Reinstatement of Proprietary Lease:** Mr. Mirowski provided documents showing reinstatement of his mortgage by the lender. He questioned the amount of assessments owed to the Corporation. Ms. Newell stated that the unit does have a credit, which is nonrefundable. She added that the proprietary lease would be reinstated, and noted that the current assessments are due March 1st. Mr. Mirowski referenced a Corporation newsletter regarding written waiver requests to the Board. He said that a letter explaining his financial situation was sent to the previous Board, but he received no response. Mr. Clarke indicated that Legal Counsel would review the issue and respond within 10 business days.

B. **Storage Room Key Regulations:** Ms. Frederick felt that the new storage room key check-out policy was too stringent. She and her husband were unable to obtain maintenance equipment from their storage area because they did not reserve the key, and the 30-minute key return policy did not allow sufficient time to use the storage room. Ms. Newell remarked that the policy was adopted from both the North and West buildings, and residents of those buildings had never complained about the policy. Mr. Clarke and the staff noted that the 30-minute period could be extended upon request if the key was not otherwise reserved for the specified time. Mr. Clarke suggested that the shareholders reserve the key over the weekends in case of emergency situations.

C. Concierges: Ms. Frederick reported that she has received inconsistent service from the concierges. She stated that some concierges, specifically the weekday, daytime staff, are courteous and helpful, but weekend concierges do not provide as many services. Mr. Clarke agreed with the need for a consistent level of service. However, he noted that the concierges are intended to perform specific functions, and should not exceed those duties for any resident. All concierges will be informed of their duties by a written letter from Management and the Board of Directors.

IV. EXECUTIVE SESSION:

MOTION: Ms. Shahade moved, Ms. Morison seconded, to convene an Executive Session at 6:10 p.m. to discuss resident issues. The motion passed unanimously (4-0-0).

V. LOBBY FURNITURE: Ms. Shahade reported that the Corporation purchased new lobby furniture, which will be picked up on February 25, 1998.

VI. ADJOURNMENT: On motion by Ms. Shahade, seconded by Ms. Morison, there being no further business, the meeting was adjourned at 6:28 p.m.

Respectfully submitted,



Clare Morison, Secretary

DATE APPROVED: March 25, 1998

ATTESTED BY: _____
(Name) (Title)