

**RIVER PLACE EAST
BOARD OF DIRECTORS' MEETING
Thursday, July 10, 2003
MINUTES**

Place of Meeting: River Place South Entertainment Center
1011 Arlington Blvd.
Arlington, VA

Board of Directors Present: Mr. Anthony Priest, President
Mr. Brian Fredericks, Vice President
Ms. Mary Jean Schmelzer, Secretary
Mr. William Johns, Treasurer
Ms. Joyce Newell, Director
Mr. Thomas Vassar, Director

Absent: Mr. Stevenson Clarke, Director

Management: Mr. Joseph Tata, Building Manager

Residents/Shareholders: Mr. Frank Schmelzer #1210
Mr. Andres Sorokun #634
Mr. Mark Janicijevich #632

I. **Call to Order:** Mr. Priest called the meeting to order at 6:10 p.m.

II. **Shareholder/Resident Participation.** A written report of vandalism suffered by the tenant of #634 was provided to the Board by the shareholder, Mr. Richard Costello. The tenant, Mr. Andres Sorokun, has sustained repeated vandalism to his doorway. Mr. Sorokun believes that he knows the identity of a person who is responsible for this vandalism. Mr. Janicijevich of #632 attended to assert the innocence of his son who is alleged to be responsible. Mr. Vassar stated that if Mr. Sorokun wishes to install a wireless surveillance camera in the hallway the Board would approve the installation. Mr. Sorokun said he believed that the Housing Corporation should install a camera as it has a responsibility to provide a safe environment. Mr. Vassar said that the Corporation should not take sides in shareholder and tenant disputes and could be held responsible if it installed a camera.

III. **President's Report:** Mr. Priest introduced Mr. James T. Zelloe of Stahl, Forest & Zelloe with the recommendation that Mr. Zelloe become River Place East counsel. Mr. Zelloe gave a brief synopsis of his accomplishments and qualifications.

MOTION: Mr. Brian Fredericks moved that River Place East Housing Corporation appoint Mr. James T. Zelloe as new counsel. Second by Mr. Johns. Motion passed unanimously (5-0-0).

IV. **Treasurer's report.** Mr. William Johns presented the budget for 2003/2004. In the discussion it was noted that RPE owns unit 118 and 124 from which it derives rental income.

MOTION: Mr. Johns moved that we approve the 2003/04 budget. Second by Mr. Fredericks. The motion passed unanimously. (5-0-0)

Mr. Johns described a new centralized accounting system which he recommended RPE purchase. He suggested that the housing corporation should share two people among three buildings (North, West, East). The system would require that RPE 1) procure hardware 2) procure software 3) migrate our information 4) put knowledge into the system. Mr. Johns noted that he is a principal in Core Accounting Solutions, which produces the software.

Ms. Joyce Newell arrived at 7:00 p.m.

MOTION: Mr. Tom Vassar moved that we approve the acquisition of the package. Second by Ms. MJ Schmelzer. Cost is \$33,000. Motion passed (6-0-0).

V. **Secretary's Report. Ballots:** There was discussion of the creating a ballot marked "official" and of simplifying the proxy/ballot form. A vote on the ballot was deferred until July 17 to give the counsel an opportunity to make suggestions.

By-Law Change. A Bylaw change prohibiting spouses from serving concurrently on the Board and prohibiting a corporation from having more than one Board representative was deferred to permit counsel an opportunity to edit it.

Sewer Backup and Flooding: Ms. Schmelzer gave members a copy of the remarks she distributed at the June meeting of Rosslyn Renaissance concerning the sewage backup we suffered in January, 2003. She also reported that David Donohue gave a presentation on the Potomac Interceptor or sewer upgrade project. It is likely that the project will not be completed for another three years. Mr. Donohue stated that even the new sewer system would not prevent the kind of flooding that we have experienced, given the severity of the storms. In later correspondence Mr. Donohue stated that Arlington County code requires backwater valves, which are designed to prevent sewage backup. These valves should be installed in all pipes below the main sewer line. In discussion Mr. Vassar noted that Lutheran College has already installed these valves. Therefore the only remaining unprotected line would be in the Freeman leased area. Mr. Vassar stated that the proper pipe is in the common area. Mr. Priest suggested that the Housing Corporation split the cost with Ms. Freeman rather than ask counsel to determine which entity should pay, especially since the cost will likely be less than \$2,000.

MOTION: Tom Vassar moved that the Housing Corporation pay the cost of the installation of a backwater valve to the plumbing line, which serves the Freeman, leased property and that Freeman pay half the expenses not to exceed \$800. If the

total cost exceeds \$1,600, the Housing Corporation pays the overage. The motion passed unanimously (6-0-0).

VI. **Management Report.** Joe Tata reported that:

1. Boiler Project is ahead of schedule.
2. Installation of new HVAC in #1203 is completed.
3. Community Bulletin Boards were discussed. It was determined that we already own sufficient Boards. Joseph will have the glass enclosed bulletin board wall mounted in the mailroom. The standing board will be used for RPE announcements.
4. The a/c unit for the lobby has been ordered and should arrive soon.
5. The casement for the unit can be unscrewed and Eddie can do that work, thereby saving us \$1,000 according to Ms. Joyce Newell.
6. Densel inspected the HVACs for units 1209 and 1211. Densel has recommended they be replaced as these units are uneconomical to repair or not able to repair. Additionally the unit in 1211 circulates the dirty air between the roof and the ceiling and is particularly unhealthy for the occupant. After discussion it was agreed that Densel should provide the Board a prioritized list of HVACs based on the relative need for replacement. Those units which are leaking or unsafe and old have the highest priority for replacement. Those HVACs that appear to be working properly shall be listed by age, oldest first.

VII. **Unit Sales**

MOTION: Mr. Tom Vassar moved that sales for units #329 and #1127 be approved subject to the entity providing the address of the entity. Motion carried (6-0-0).

VIII. **Old Business.** Leech Wallace has provided a proposal to provide an engineering estimate to combat water intrusion into the building from masonry and stucco together with a proposal to provide an engineering solution to periodic flooding at the RPE loading dock area. It was agreed that Leech Wallace should separate the two requests so the Board may act upon them individually. Joseph will communicate this requirement to the company.

Joyce Newell is working on documenting the RPE parking places in the loading dock area.

IX. **Set meeting date:** The next RPE meeting will be Thursday, July 17th at 6 pm. Discussion will be limited to ballot approval. The next regular meeting will be Friday, August 1 at 6 p.m.

Respectfully submitted,

Mary Jean Schmelzer, Secretary

DATE APPROVED: _____