

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

March 16, 2005

I. **CALL TO ORDER:** The meeting was called to order by Mr. Spell at 6:25 p.m.

Directors Present: Mr. Anthony Priest, President (late)
 Mr. Andrew Spell, Vice President
 Ms. Elaine Cummins, Secretary
 Mr. John Curle, Treasurer
 Mr. Brian Fredericks
 Mr. William Johns
 Ms. M.J. Schmelzer

Directors Absent:

Management: Ms. Jacquie DeMenezes, Property Manager
 Mr. Joe Curtis, Building Engineer
 Ms. Carol Brooke, Financial Manager

Others: Mr. Jim Zeloe, Legal Counsel

Shareholders: Mr. Surya Jandhyala
 Mr. Benni Karim
 Mr. Pat ???

II. **APPROVAL OF MINUTES:**

MOTION: **Mr. Fredericks moved, Ms. Schmelzer seconded, to approve the Minutes of February 22, 2005 as amended. The motion passed unanimously (6-0-0).**

III. **PROPERTY REPORTS:**

A. **Engineer's Report:**

Mr. Curtis said that there was a plant walk-thru with a Denzel representative present. He added that he received a proposal to wire the computer to sensors to better regulate heating and air conditioning.

MOTION: **Mr. Fredericks moved, Ms. Schmelzer seconded, to approve up to \$2,000.00 for wiring the switches to the controller. The motion passed unanimously (6-0-0).**

Mr. Curtis also said that the roof cooling tower would be finished in about 2 weeks. He added that after the fire in the North building, he had the key box inspected by the fire marshal and all the keys were now up-to-date. He also reported that ducts have been cleaned.

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B. Manager's Report:

Loading Dock Repairs: Ms. DeMenezes reported that she was trying to get the loading dock repaired so that the door closed. Mr. Curtis said that a second relay had to be added to the wiring and he would get a proposal for the work. Mr. Spell suggested that in the meantime a sign could be posted requesting residents to pull the door closed.

Personnel: Ms. DeMenezes said that she hired a full-time concierge/administrative assistant. She said that coverage would now be from 8:00 a.m. to 10:00 p.m. and customer service would be increased.

Riser Project: Ms. DeMenezes reported the riser project was going smoothly and she has received no complaints about the work.

New Business: In response to Ms. DeMenezes' question about food for the Annual Meeting, Board members suggested providing drinks and cookies. She added that the lights for the lobby exceeded the amount approved by \$240.99.

MOTION: Mr. Fredericks moved, Mr. Curle seconded, to increase the amount authorized for lights in the lobby by \$240.99. The motion passed unanimously (5-1-1).

[Mr. Priest arrived at the meeting.]

IV. EXECUTIVE SESSION:

MOTION: There being no objections, Mr. Spell closed the regular session to convene an Executive Session. After the Executive Session was closed, the regular meeting was reconvened.

V. APPROVAL OF UNIT SALES:

The Board approved sales of units 229, 319, 325, 647 (conditionally), 929, 1213, 615, and 838. Ms. Schmelzer was concerned about selling units to Limited Liability Corporations (LLC's) due to the difficulty of collecting assessments. Mr. Spell said the Board could get a proprietary lease. Mr. Curle suggested that the Board could look into their financial records. He also suggested that owners could be forewarned that the Board would not approve sales to LLC's. Mr. Spell said that the Board could not refuse to approve on the spur of the moment when the seller expected approval. Ms. Schmelzer suggested getting a personal guarantee.

PROPERTY REPORTS-continued

C. Accountant's Report:

Budget: Ms. Brooke reported that assessments would be increased by 5%. Mr. Spell said that \$275,000.00 would be contributed to reserves, but \$16,000.00 was also being taken out of the interest income and should be kept in reserves. Mr. Priest added that the window replacement project for 2010 is in the reserve study as a separate item for \$600,000.00. Mr. Spell added that the cost of the windows would compound by 3% each year. Mr. Priest suggested that if the Board found

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that the window project was too expensive, that money could go into capital reserves. He also said that a new reserve study should be done in the Fall after the water intrusion project is finished.

MOTION: Mr. Fredericks moved, Mr. Spell seconded, to approve the 2006 budget that includes a 5% increase in assessments. The motion passed unanimously (7-0-0).

Ms. Brooke said she would email Board members a budget summary and a summary of categories.

Annual Meeting Presentation: Mr. Priest suggested that Mr. Fredericks discuss sales. Mr. Spell suggested a list of topics including financials, sales, owner occupancy, financing alternatives, HVAC, windows, neighborhood update, and management/engineering reports. Ms. Schmelzer added that the Rosslyn working group would be presenting a planning document so that the County can evaluate all the redevelopment plans.

*** This is where the audio tape ended. No further information was provided and no motion to adjourn was included.**

SUBMISSION OF MINUTES

**Barbara Seaman
Recording Secretary
(transcribed from audio tape)**

Approved by:

**Elaine Cummins, Secretary
River Place East
Housing Corporation**