

**Minutes
Colonial Village III
Board of Directors Meeting
6 September 2000**

Call to order:

With a quorum present the meeting was called to order at 6:30pm. Present at that time were Peyton Palmore, President, Michael Bodden, Vice President, Corbin Weiss, Treasurer, and Dennis Gerrity, Secretary. Joe Sifer, Member-at-Large, was absent. By way of written notice, Mr. Sifer gave his proxy to Mr. Palmore. Also present were unit owners Mahmoud Ghannam, Paul Killoran and Shirley McAlhaney, Lisa Sambataro, an account executive with T&J Lawn Service, and Association Manager George Hedrick. Maintenance Engineer Stan Kiman was on vacation.

A Visit from T&J Lawn Service:

Ms. Lisa Sambataro, T&J's account representative for CVIII, met with the Board. Ms. Sambataro spoke of her firm's desire to continue to be CVIII's lawn service contractor, her desire for good communications with Mr. Hedrick and the Board, aspects of T&J's existing contract with CVIII, and the quality of T&J's current efforts at CVIII. The Board expressed its general satisfaction with how the lawns were cut and trimmed and subsequent clean up efforts. The Board made clear the dissatisfaction of numerous residents with the way bushes and shrubs were trimmed. Several members of the Board commented that, based on their observations, this was more the result of poor supervision rather inadequate manpower. Concerns were also expressed about T&J's failure to spray for bagworms on bushes located on the edge of the parking lot until after a serious infestation was obvious. A question was raised about the effect on pets of this specific spraying. Ms. Sambataro assured the Board that a pet would have to eat its weight in foliage for there to be a problem.

Resident Forum:

No one chose to speak.

Reading and Approval of Minutes:

Minutes of the 17 July 2000 meeting were approved without change.

Reports of Officers:

None.

Committee Reports:

None.

Management Report:

Engineer: None.

July Financial Update: Mr. Hedrick reported that as of the end of July CVIII had a year-to-date operating surplus of \$4946. Details of the July financial report are available for unit owner review at the CVIII office.

Old Business:

Storm Drainage Project: Mr. Hedrick reported to the Board that Hix & Sons was in the process of obtaining necessary permits from Arlington County and that he felt that Hix would complete this project before the end of this year.

Landscaping Update: 1729 Queens Ln.: Mr. Hedrick brought to the Board's attention a bid of \$890 from T&J to remove the ivy, cotoneaster and Hawthorne from the area between the doors to 1729 Queens Ln. and replace them with a Crape Myrtle, Julianne Barberry, Miscanthus Grassilimus and Sedum Autumn Joy, the latter three all being perennials. A motion to approve this bid from T&J to replace the tree and plants in front of 1729 Queens Ln. was made, seconded, and approved unanimously. Mr. Weiss brought the Board's attention three spruce trees located near the northwest corner of 1729 Queens Ln. Two of these spruces appeared to be dying, and a third, while quite healthy, was fighting what inevitably would be a losing battle with a nearby sycamore for growing room. Mr. Weiss suggested that the dying spruces be removed and the healthy one be transplanted to take their place. Mr. Hedrick and Ms. Sambataro were asked to check this out and report back to the Board. **Fall Annuals:** The Board authorized Mr. Hedrick to ask for a bid from T&J for purple and burgundy pansies to serve as CVIII's fall annuals this year.

New Business:

Proposed 2001 Budget: Mr. Hedrick presented the Board with a proposal for CVIII's 2001 budget. After lengthy discussion in the open and executive sessions of this meeting, the Board made a number of adjustments to Mr. Hedrick's proposal. The amended version of the proposed 2001 budget had a total of \$409,902, which was 6.2% more than the budget approved for 2000. Financing this amended version of the proposed 2001 budget would require a 5.35% increase in unit owners' annual assessments with the difference being made up by projected increases in investment income. Inflation of 3 % and extra-ordinary increases in natural gas and water and sewer rates and the lawn service contract were the principal causes of the year-to-year increase in the cost of operating and maintaining the common elements of CVIII. A motion to approve the amended version of Mr. Hedrick's proposed 2001 budget was made, seconded and approved unanimously. Copies of the amended version of the proposed budget would be distributed to unit owners approximately one month before this year's annual meeting, which is scheduled for 19 October 2000. Unit owners will have an opportunity to comment on this proposed budget at that meeting prior to the Board's final vote of approval.

Reserve Adequacy Study: Mr. Hedrick provided the Board with copies of a study reviewing the adequacy of CVIII's reserve accounts. Mr. Douglas White of Thomas Downey, Ltd. prepared this study. The Board put off discussion of this study until its November meeting. Mr. Hedrick suggested that Mr. White be invited to attend that meeting. The Board accepted this suggestion.

Snow Removal for Winter of 2000-2001: Last winter CVIII contracted with T & J for men to shovel snow, break up and clear ice, and apply chemicals to control the accumulation of ice and snow. This was done to complement the much-appreciated efforts of Maintenance Engineer Stan Kiman. At the suggestion of Mr. Hedrick, the Board took advantage of Ms. Sambataro's presence to review procedures for dealing with this coming winter's snow and ice accumulations. A summary of this discussion follows: CVIII has a snow blower and keeps a supply of ice-melt on hand which Mr. Kiman would use to deal with light snowfalls. In the case of a heavy snowfall, T&J would supply a crew of four or five men, whose responsibilities would be to apply chemicals and to shovel away snow and ice accumulations, working outward from the doors of buildings to level walkways, which Mr. Kiman would be clearing with the snow blower. This crew would be available for other snow and ice removal duties as directed by Mr. Hedrick and Mr. Kiman. Ms. Sambataro made a point of emphasizing that the most economical use of chemicals to prevent

compaction of snow and the formation of ice is to do so before snow had accumulated more than two inches. Given this, the Board authorized Ms. Sambataro to use her best judgment between the one and two inch levels of snow accumulation as to when to bring a crew on site when a heavy snowfall is forecast. To audit charges for ice-melt, Mr. Hedrick requested and Ms. Sambataro agreed to deposit empty ice-melt bags at a designated location with the understanding that CVIII would pay for only as much ice-melt as Mr. Hedrick could count empty bags. To improve upon the poor job Community Towing did plowing the parking lot last year, Mr. Hedrick requested and the Board gave him the authority to negotiate a written contract with T&J for snowplow truck service this winter.

Executive Session:

A motion to go into executive session was made, seconded and approved unanimously. During this executive session the Board discussed and approved giving Maintenance Engineer Stan Kiman a pay raise and a bonus for ten years service to CVIII. The Board also discussed the delinquent assessments of specific unit owners, the law firm CVIII currently uses for collections and the prospects for replacing that firm.

CVIII's annual meeting is scheduled for 19 October 2000 at 6:30pm on in the conference room in the CMI office at 1903 Key Blvd. No date has been set for CVIII's next regular Board of Directors meeting.

The meeting adjourned at 9:25pm.