

**Minutes
Colonial Village III
Board of Directors Meeting
19 October 2000**

Call to order:

With a quorum present the meeting was called to order at 8:15pm. Present at that time were Peyton Palmore, President, Michael Bodden, Vice President, Corbin Weiss, Treasurer, Dennis Gerrity, Secretary, and Joe Sifer, Member-at-Large, unit owners James Crowder, Mahmoud Ghannam, Shirley McAlhaney, Elizabeth Rawlins, and Catherine Sharp, Maintenance Engineer Stan Kiman, and Association Manager George Hedrick

Proof of Notice of Meeting:

All unit owners in attendance acknowledged the timely receipt of notice of this meeting.

Resident Forum:

Ms. Rawlins asked the Board for permission to remove the carpeting in her first-floor unit and install hardwood flooring. She said that she had spoken to the owners of adjacent units, and they had no objections. The Board told Ms. Rawlins that CVIII had no regulations on the type flooring installed in first-floor units. **Mr. Ghannam** suggested that the Board prepare an informational packet for new residents of CVIII. This packet would be designed primarily for tenants, orienting them with respect to CVIII's organization, its rules and regulations, and their enforcement. **Ms McAlhaney** recommended that Mr. Mahmoud's suggestion be softened by including information about publicly and privately provided amenities in the immediate neighborhood of CVIII. In the course of discussing this matter the Board discovered that Mr. Hedrick was preparing such a packet for one of the other associations in Colonial Village. The Board decided to use this packet as a template for its own effort.

Reading and Approval of Minutes:

A motion to read and approve the minutes of the 6 September 2000 Board meeting was not made.

Reports of Officers

President: Mr. Palmore informed the Board that he regularly received correspondence dealing with matters such as zoning appeals, changes in parking regulations, and the like from Arlington County. He said that he had been giving this material to Mr. Bodden to review for items pertinent to CVIII. Mr. Bodden said that he would bring such items to the Board's attention.

Committee Reports:

None.

Management Report:

Engineer: Mr. Kiman reported that he was about to begin sanding and painting exterior wrought iron rails. During the next month he would also be occupied with preparing CVIII for the winter. This would involve such things as shutting off water supply to exterior faucets, putting hoses away until next spring, and clearing roofs of leaves and other debris.

September Financial Update: Mr. Hedrick reported that as of the end of September CVIII had a year-to-date operating surplus of \$4463. Details of the September financial report are available for unit owner review at the CVIII office.

Old Business:

Storm Drainage Project: Mr. Hedrick informed the Board that Hix had not yet started work because Arlington County had recently begun requiring that applications for permits for such work be accompanied by detailed drawings that would have to be prepared by a civil engineer. Mr. Hedrick told the Board that Doug White of Thomas Downey was soliciting bids from civil engineering firms to prepare these drawings. Mr. Hedrick warned the Board that the cost of these drawings would be in the “thousands” of dollars range. Several members of the Board commented on the cost of this project going up before one shovel full of dirt had been turned. Mr. Sifer inquired about a waiver or grandfather clause that would allow CVIII to avoid this additional cost. Mr. Bodden volunteered to contact Arlington County to find out exactly what types of drawings were required and how CVIII could minimize their cost.

Landscaping Update: Fall and Winter Pruning: In response to a query from Mr. Weiss, Mr. Hedrick informed the Board that T&J would give bushes and shrubs a light trimming within the next several weeks and an extensive pruning once cold weather had set in. Mr. Hedrick said that the dead of winter, late January or early February, was when Bartlett would give its lowest price for pruning trees. The Board told Mr. Hedrick to schedule tree pruning accordingly. Mr. Weiss and Mr. Hedrick agreed to meet at a future date to review what trees needed pruning. **1729**

Queens Ln.: Mr. Hedrick reported that T&J had removed the cotoneaster, Hawthorne and ivy located between the entrances to 1729 Queens Ln. and replaced them with Julian Barberries and a Crape Myrtle. T&J would finish work at this location by planting the sedum for which CVIII contracted. **1729 Queens Ln.:** Mr. Weiss asked if Mr. Hedrick had received a bid from T&J with respect to three spruces located in front of 1729 Queens Ln. Two of these spruces were unhealthy and were to be removed. The third was in good shape and was to be transplanted to a slightly more prominent location. Mr. Hedrick said that he had not received this bid from T&J. He reminded the Board that Ms. Sambataro said that it would be cheaper to remove all three and plant a new spruce. The Board asked Mr. Hedrick to pursue a bid from T&J based on Ms. Sambataro’s advice and include in that bid the possible substitution of a flowering tree such as a Buckeye for the spruce. **1805 Queens Ln.:** Mr. Weiss asked Mr. Hedrick about the status of three mounds of earth left over from the removal of three spruces which until this spring were located in front of 1805 Queens Ln. Mr. Hedrick explained that Bartlett Tree Service had been awarded the contract to remove the spruces and their mounds. They had removed the former but not the latter. Mr. Hedrick said that he had been in contact with Bartlett a half dozen times about removing these mounds and was withholding \$4000 in payments due to Bartlett until they finished the job. A suggestion was made and accepted by Mr. Hedrick that he tell Bartlett to remove the mounds or CVIII would have T&J do the job and deduct the cost from the \$4000 in payments being withheld from Bartlett. **1808 Queens Ln.:** Mr. Bodden brought to the Board’s attention a diseased Hawthorne located in front of 1808 Queens. Mr. Hedrick said that he would have T&J look at this tree, and, if necessary, prepare a bid to replace it.

Shopping Center at 1711-37 Wilson Blvd: Mr. Weiss asked Mr. Hedrick for an update on the parking lot of the shopping center located just east of CVIII on Wilson Blvd. Mr. Weiss said that this parking lot had not been repaved as he had been led to expect. Nor had repairs been made to this property’s sidewalk and curb adjacent to a privacy fence CVIII erected on the eastern edge of CVIII’s property. Mr. Hedrick that Mary Carrig of the Arlington County Zoning Department told him that the owner of this property gave the county a commitment to repave the parking lot and repair the sidewalk and curb. Unfortunately, Ms. Carrig no longer works for the Arlington County Zoning Department. Mr. Hedrick said that he would have to get her replacement up to speed on resolving CVIII’s complaints about the state of this parking lot, sidewalk and curb. Mr. Weiss asked and Mr. Hedrick agreed to provide him with the name and phone number of the responsible Arlington County official with whom he would pursue this matter.

Colonial Village's Public Sidewalks: Mr. Bodden brought the Board's attention the crude asphalt patches Arlington County used to correct places where public sidewalks were not level on Rhodes St. and Key Blvd. in Colonial Village. Mr. Weiss pointed out that Arlington County had upgraded public sidewalks on the northern side of Wilson Blvd. in both Rosslyn and the Court House area, but has done nothing about those on the Wilson Blvd. side of Colonial Village. Mr. Weiss suggested that a good way to link up all three neighborhoods would be to make sure that they shared the same style and quality of public sidewalk. Mr. Weiss asked and Mr. Hedrick agreed to provide him with the name and phone number of the responsible Arlington County official with whom he would pursue this matter.

New Business:

Contacting CVIII's Property Manager:

Several Board members reported inquiries from residents about when was the best time to get in touch with CVIII's property manager, George Hedrick. Mr. Hedrick said that he is available from 8:00am to 5:00pm, Monday through Friday, holidays excepted. The best time to reach him by phone is between 8:00am and 9:00am. During the course of a day he has a substantial piece of property to inspect and a staff of maintenance engineers to supervise. He is frequently out the office because of meetings, both on and off site, with residents, contractors, Arlington County officials, and his employer, CMI. Mr. Hedrick can be reached by email at ghedrick@comsource72.com.

Move-in Fees:

Over the past year the Board has received a number of complaints about damage done to hallways by residents moving in and out. In order to recoup some of the costs of repairing this damage the Board discussed instituting a move in fee. This fee would be the liability of unit owners, and if they rented their unit out, it would be their responsibility to collect it from their tenant. The Board was in favor of this idea but divided over making the fee \$50 or \$100. The Board decided to revisit this matter at a future meeting.

Executive Session:

The Board discussed matters related to association management and delinquent assessments.

The next Board meeting is scheduled for 6:30pm on 20 November 2000 in the conference room in the CMI office at 1903 Key Blvd.

The meeting adjourned at 9:00pm.