

**Minutes
Colonial Village III
Annual Meeting
19 October 2000**

Call to order:

With a quorum of unit owners voting by proxy and in person of 25.943%, the meeting was called to order at 7:20pm. Present at that time were Peyton Palmore, President, Michael Bodden, Vice President, Dennis Gerrity, Secretary, and Joe Sifer, Member-at-Large. Corbin Weiss, Treasurer, arrived at 7:45pm. Also present were unit owners James Crowder, Mahmoud Ghannam, Shirley McAlhaney, June O'Connell, 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.

Reading and Approval of Minutes: Minutes of the 21 October 1999 Annual Meeting were approved without change.

Reports of Officers:

President: Mr. Palmore introduced members of the Board for the term of 21 October 1999 to 19 October 2000. Mr. Palmore also introduced Mr. Kiman and Mr. Hedrick. Mr. Palmore then led a discussion of what he considered to be the major issues addressed by the Board during the past year. **Parking Garage:** In response to numerous complaints from residents about difficulties finding places to park, the Board decided to survey CVIII's owners and residents on the possibility of CVII building a parking garage on its own property. Mr. Gerrity was asked to prepare a letter providing descriptions of several versions of this facility, their costs and financing options and a survey form. The response of CVIII's owners was overwhelmingly against building any sort of parking facility. **Reserves:** Mr. Palmore discussed the importance of CVIII having adequate financial reserves for the maintenance and replacement of common areas of CVIII's physical plant. The Board commissioned Thomas Downey, Ltd., a consulting engineering firm, to produce a review of CVIII's reserve accounts. The purposes of this study were to ensure that the coverage of CVIII's reserve accounts was comprehensive and that CVIII had realistic estimates of the life expectancy and replacement or maintenance costs of specific items. This study was also intended to ensure that realistic annual contributions were made to reserve accounts and to warn CVIII of the possible need for special assessments in out years. Mr. Douglas White of Thomas Downey produced a draft of this study in September. The Board will review this draft with Mr. White at its 20 November 2000 meeting. **Drainage:** Mr. Palmore provided details of flooding problems in laundry and storage rooms and crawl spaces in all four of CVIII's buildings. This flooding was diagnosed as the result of an inadequate existing drainage system compounded by the design of CVIII's replacement roofs. A consulting engineering firm, Thomas Downey, Ltd., was hired to draw up specifications for the design, construction methods and materials for a drainage system to stop this flooding. Bids were solicited from a number of firms. Hix and Sons, who had done similar work elsewhere in Colonial Village in a satisfactory manner, was awarded the contract for this drainage project based on price and its promise to begin work in August 2000 and to be finished before the end of the year. Hix had not begun work as of the date of this meeting and will not finish until after the first of the year because Arlington County recently stiffened its standards for permits by requiring highly detailed drawings. Mr. Hedrick informed

the Board that Thomas Downey is soliciting bids from civil engineering firms to prepare these drawings. Once they are done and permit applications submitted and approved, then work will begin. **Hallway Renovations:** The Board found it necessary to delay hallway renovations from the fall of 2000 to the winter of 2001-2002 because it decided to divert reserve funds set aside for renovating hallways to paying for the drainage project. The Board saw this in terms of putting off for one year fixing a cosmetic problem in order to correct flooding problems that threatened the structural integrity of CVIII's buildings. Mr. Palmore explained that the drainage project was an addition to CVIII's capital infrastructure rather than the repair or replacement of something that already existed. Therefore, no reserve account existed to pay for it. **Closer Supervision of Delinquency Collections:** Mr. Palmore discussed in broad terms the Board's attempts to improve the collection of delinquent assessments and associated fees and costs. While CVIII's delinquent accounts are in better shape than those of CVI, CVII and the "industry" average, the Board has been unhappy with the sloppy way CMI and Chadwick, Washington have managed the collections process in general, and, more specifically, their inability to settle three accounts. The Board has pushed for improvements and plans to continue to do so. **Treasurer:** Mr. Weiss briefly discussed CVIII's budget for 2001, emphasizing his satisfaction with the Board holding next year's increase in assessments to less than six per cent.

Management:

Engineer: Mr. Kiman thanked the Board for his pay raise and length-of-service bonus. The Board thanked him for his yeoman-like service to CVIII.

Association Management: Mr. Hedrick discussed CVIII's budget for 2001, alerting the Board to items that might exceed budgeted levels. These included natural gas (hot water) because of the upward trend of energy prices, snow removal because of the unpredictability of weather, and refuse removal because the trash service had not asked for a rate increase in several years.

Committee Reports:

Landscaping: Mr. Weiss issued a call for volunteers to join him on this committee.

Election of Members of the Board of Directors:

Mr. Hedrick explained the requirements of the CVIII By-Laws with respect to the election of members of the Board of Directors. Mr. Hedrick explained that there were two vacancies this year, both due to the normal expiration of three years terms. **Inspectors of Election:** Unit owners James Crowder and Elizabeth Rawlins were appointed inspectors of the election of members of CVIII's Board of Directors. **Candidates for Election to Board of Directors:** The names of Shirley McAlhaney, a member of the Board in 1989-90, and Peyton Palmore and Corbin Weiss, both members of the current Board, appeared as candidates on the proxy statement distributed prior to this meeting. Ms McAlhaney and Mr. Palmore briefly introduced themselves as candidates to those attending this meeting. Mr. Hedrick asked if anyone else present was interested in standing for election to the Board, and if so, to please step forward. No one did. **Unit Owner Forum:** Ms. O'Connell asked where candidates stood on the issue of occupancy limits. No candidate spoke against instituting such limits. **Election Results:** Given the required quorum, Mr. Palmore and Mr. Weiss each received more than 50% of the common interest voted by proxy and in person at this meeting and each received more of the common interest voted by proxy and in person at this meeting than Ms. McAlhaney. Therefore, Mr. Palmore and Mr. Weiss were elected to the Board of Directors for three-year terms.

Old Business:

2001 Budget: After discussion, a motion to approve the proposed 2001 budget was made, seconded and approved unanimously.

Occupancy Limits: A proposed resolution establishing occupancy limits within all units in CVIII was distributed with the announcement of this meeting. This proposed resolution was discussed, and suggestions were made to amend it so that the limit would be three persons for a one-bedroom unit and four persons for a two-bedroom unit in order to make allowances for children. Questions were raised with respect to the enforcement of this proposed resolution. No vote was taken on this proposed resolution.

New Business:

Election of Officers: A motion to elect Peyton Palmore, President, Michael Bodden, Vice-President, Corbin Weiss, Treasurer and Dennis Gerrity, Secretary was made, seconded and approved unanimously.

Executive Session:

None.

The date and location of CVIII's 2001 Annual Meeting will be announced in September 2001.

The meeting adjourned at 8:15 pm.