

**Minutes
Colonial Village III
Board of Directors Meeting
15 January 2001**

Call to order:

With a quorum present the meeting was called to order at 6:30pm. Present at that time were Peyton Palmore, President, Dennis Gerrity, Secretary, and Joe Sifer, Member-at-Large, and unit owners David Ritter and Thomas Kareth.

Proof of Notice of Meeting:

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

Resident Forum:

Mr. David Ritter, nonresident owner of unit #198 at 1800 Queens Ln., asked the Board to investigate an unusual experience he had with a defective “circuit breaker” located below Dominion Power’s meter for his unit. He told the Board that an electrician had warned him that this defect could cause a fire. The Board promised to have Mr. Hedrick contact him about this problem as soon as possible. Mr. Ritter also requested to be put on CVIII’s mailing list for Board meeting agendas and minutes. The Board agreed to pass this request on to Mr. Hedrick.

Resolution Establishing a Move-In Fee: Several times during the past year while discussing the cost of renovating common hallways of CVIII’s buildings, the Board considered the possibility of instituting a move-in fee as a means of covering some of the cost of damage done to hallway walls, trim work and doors when residents move in or out of buildings. After discussion the Board’s 20 November 2000 meeting, a motion was made, seconded and approved unanimously to institute a \$100 move-in fee, which would be a one-time charge for resident owners and would be charged every time a tenant moved into a unit. Unit owners would be responsible for paying this fee for themselves and every time that a tenant moved into their unit. Only move-ins occurring after adoption of this resolution would be liable for this fee. To give unit owners thirty days notice of this regulation and a chance to comment on it before it is implemented the Board requested that Mr. Hedrick schedule discussion of it at this meeting, and unit owners **David Ritter** and **Thomas Kareth** took advantage of this opportunity to ask the Board to justify the imposition of such a fee and its magnitude. Imposing a fee each time some one moved into a unit seemed to the Board to be a reasonable though admittedly not perfect way for charging the cost of repairing damage done by the moving process to those who actually did the moving. The Board used 1728 Queens Ln. as an example to justify this fee. This building has eight one-bedroom units, four of which have been continuously occupied by their original owners. The other four units together have seen at least sixteen changes of occupants. Damage to common area walls, doors and trimwork is obvious and fairly attributable to moving. Mr. Ritter acknowledged the existence of a gouge in the wall over the front door of his unit because some other resident was moving a couch. Both Mr. Kareth and Mr. Ritter asked the Board to consider inspection of each move-in and move-out, which would allow for the imposition of charges for damage where and in the amount needed. The Board said that it decided against this approach because it would restrict moving to CMI’s business hours on weekdays and thus would be inconvenient, or very expensive if a staff member had to be paid overtime rates to show up during evening hours or the weekend. It would be expensive in any case because each moving event would require a “before” and an “after” visit from Mr. Hedrick or Mr. Kiman, diverting them from other work. CVIII only gets about fifteen hours of Mr. Hedrick’s time each week because

we “share” him with CVI, CVII and the Commons. Further, if more than one person did the inspecting, and then the problem of arbitrariness arising from subjective judgment would arise. The Board agreed that a \$100 fee was somewhat arbitrary and agreed to consider the possibility of reducing it to \$75 at its next meeting. The Board agreed to earmark all revenue from the imposition of these fees for repairs to and renovation of hallways. With reference to this move-in fee the Board discussed a letter it received from **Kelly Brown**, nonresident owner of unit #248 at 1805 N. Rhodes St., asking to be put on record as being against a move-in fee. In her letter Ms. Brown stated that she was not charged such a fee when she recently moved into an apartment in New York city and thus could not understand why CVIII would charge such a fee and if it did, why the amount of \$100. The Board asked Mr. Hedrick to provide Ms. Brown an explanation based on the above discussion by letter or email.

Resolution Establishing Regulations for UPS Parcel Pickup at Key Blvd. Office: At its 20 November 2000 Mr. Hedrick informed the Board that there had been a substantial increase in the number of packages being left at the CMI office on Key Blvd. because residents were not home to sign for UPS deliveries. Given this increase, Mr. Hedrick suggested that it would be in the best interests of residents, CMI, UPS, and other parcel delivery services if CVIII had a set of regulations governing how CMI would accept these packages, how and when residents would retrieve them from the CMI office, and the liabilities of all parties involved. Mr. Hedrick presented the Board with his proposal for such a set of regulations, and after discussion a motion to approve them was made, seconded and approved unanimously. To give residents thirty days notice of these proposed regulations and a chance to comment on them before they are implemented the Board requested that Mr. Hedrick send a copy of these proposed regulations to all unit owners and schedule discussion of them at this meeting. No one chose to comment at today’s meeting, so a motion to put these regulations governing the pickup of UPS deliveries left at the CMI office on Key Blvd into effect was made, seconded and approved unanimously.

Reading and Approval of Minutes:

Minutes of the December meeting were approved without change.

Reports of Officers: None.

Committee Reports: None.

Management Report:

Engineer: Mr. Kiman was absent.

December Financial Update: Mr. Hedrick stated in a written report prepared for this meeting that CVIII had a year-to-date operating surplus of \$2237 as of the end of December 2000. This compares favorably with the \$6696 deficit CVIII had for the year ending December 1999. Details of the December financial report are available for unit owner review at the CVIII office.

Correspondence: Mr. Hedrick provided the Board with copies of a letter from **Mrs. Betty Davis**, resident owner of unit 230A at 1829 Wilson Blvd., in which Mrs. Davis requested information on how assessments in general and hers in particular were determined. Mrs. Davis also asked whether CVIII was spending too much on lawn and tree maintenance. The Board asked Mr. Hedrick to write Mrs. Davis and refer to her to Section E, Paragraph 7 of CVIII’s Public Offering Statement and Article IV, Sections 1 through 4 of CVIII’s Bylaws for information on how CVIII’s assessments were determined. The Board asked Mr. Hedrick to invite Mrs. Davis to visit CMI’s office on Key Blvd to review her individual assessments. The Board also asked Mr. Hedrick to inform Mrs. Davis that it would be pleased to have her or any other interested resident join CVIII’s landscaping committee and assist the Board in controlling CVIII’s expenditures on lawn and tree maintenance.

Old Business:**Storm Drainage Project:**

Mr. Hedrick provided the Board with a cover letter and other material from Alpha Corporation that was supposed to provide a detailed breakdown of its bid of \$9,250 to provide civil engineering drawings necessary to obtain permits from Arlington County for CVIII's storm drainage project. Upon inspection it was discovered that the material covered by the letter was unrelated to storm drainage. The Board continued its own efforts to find out directly from Arlington County officials if such expensive drawings were necessary.

Landscaping Update:

Mr. Hedrick informed the Board by way of his management report for this meeting that he had been in contact with T&J about setting up a meeting to discuss planting perennials such forsythia, daffodils, tulips and lilies to curtail expenditures of annuals flowering plants.

New Business:**Material Posted on Hallway Bulletin Boards:**

Mr. Palmore informed the Board that he had recently received a complaint from a resident about advertisements for pet sitting services, art shows, restaurants, et cetera posted on a hallway bulletin board in such numbers that notices relevant to the operation of Colonial Village were being obscured. After discussion, the Board decided to restrict hallway bulletin boards to material dealing with Colonial Village. Examples of such material include notices of upcoming Board meetings and their agendas, the minutes of Board meetings, notices and warnings from the CMI office, information about units available for lease or sale within Colonial Village, and social events being held within or directly relevant to Colonial Village residents. CVIII residents could post items of a more general nature on the bulletin boards in the laundry rooms. Mr. Kiman would police posted material on a weekly basis for relevance and timeliness. A motion encompassing these restrictions was made, seconded, and approved unanimously.

Scheduling of Common Water Line Repairs:

Mr. Palmore asked the Board to consider when would be the most convenient time for the greatest number of CVIII's residents to shut off hot and cold water service in order to make repairs to water lines, valves and hot water heaters. Mr. Palmore illustrated his question by referring to the four-hour shut down of water service on Saturday morning, 13 January 2001, in order to repair three separate leaks in hot water lines in Building Three. Mr. Hedrick and Mr. Kiman said that they chose this day and time period, as they also had done on previous occasions, because it caused the least disruption to Dr. Gentry's dental practice. Mr. Palmore argued that Saturday morning might be convenient for Dr. Gentry, but hardly so for the rest of the residents of Building Three. Saturday morning is a time when a very large majority of CVIII's residents are at home, and in addition to eating and bathing, many are trying to do laundry or house cleaning. The Board discussed this matter and decided to ask Mr. Hedrick to contact Dr. Gentry and try to negotiate a period during the middle of the day on a weekday to make such repairs in the future.

Executive Session:

A motion was made, seconded and approved unanimously to go into executive session during which matters related to delinquent assessments were discussed.

The next Board meeting is scheduled for 6:30pm on 19 February 2001 in the conference room in the CMI office at 1903 Key Blvd.

The meeting adjourned at 8:05pm.