

**Minutes
Colonial Village III
Board of Directors Meeting
16 April 2001**

Call to order:

With a quorum present the meeting was called to order at 6:35pm. Present at that time were Peyton Palmore, President, Michael Bodden, Vice President, Corbin Weiss, Treasurer, Dennis Gerrity, Secretary, 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:

No one was present to speak.

Reading and Approval of Minutes:

Minutes of the regular session of the 19 March 2001 meeting were approved without change. Minutes of the executive session of the 19 March 2001 meeting were approved with changes.

Reports of Officers:

None.

Committee Reports:

None.

Management Report:

Engineer: Mr. Kiman informed the Board that in addition to his day-to-day activities he had finished grinding accumulations of rust off of CVIII's wrought iron railings. He had primed these railings and would apply a final coat of paint as soon as the weather improved. The Board complimented Mr. Kiman on the activity log he recently began to keep, and Mr. Kiman agreed to maintain this log in the future. **Hot Water Line Repair in Building Three:** Mr. Kiman notified the Board that permanent repair of a leak in a hot water line in Building Three was completed on 5 April 2001. **Hot Water Heater Replacement in Building Four:** Mr. Kiman told the Board that a defective hot water heater located in the basement of 1821 N. Rhodes St. and serving all of Building Four had been replaced. **1721 N. Rhodes St., #102:** Mr. Kiman reported to the Board that this unit's broken bathroom window had not been repaired and a piece of plywood continued to be used as a substitute for a glass window pane. Mr. Hedrick said that he would contact this unit's owner a second time about repairing this window.

March Financial Update: Mr. Hedrick reported that, after making allowances for errors and omissions in the March financial report, CVIII had a year-to-date operating surplus of \$1146 as of the end of March. Mr. Hedrick informed the Board that natural gas consumption (for hot water) was \$2470 or 42% over budget year-to-date. Mr. Hedrick advised the Board it had under budgeted for CVIII's 2001 tax liability on investment and coin laundry machine income, and this resulted in an income tax payment \$1646 over budget for the first quarter of the year. Responding to a question from the Board Mr. Hedrick acknowledged that interest income on the investment of CVIII's reserve funds was less than forecast because interest rates were declining, and,

extrapolating from the its first three months, this shortfall would be in excess of \$3000 for the entire year. Details of the March financial report are available for unit owner review at the CVIII office.

Correspondence: Mr. Hedrick brought to the Board's attention a letter from residents of 1816 Queens Ln. in which they said that Queens Ln. was not shown on maps of Arlington County. This caused problems when they had deliveries or service calls scheduled. In addition, they expressed concerns about the police and fire departments being able to find Queens Ln. when responding to an emergency. Mr. Hedrick suggested additional signs, but the Board felt that more signs would not solve the confusion arising from the fact that Queens Lane is a sidewalk, and not anything resembling a lane. After discussion, the Board asked Mr. Hedrick to contact these residents and inform them that the fire department inspects the common areas of CVIII once a year. The Board further noted that both the police and fire department maintain records in their vehicles that show the location of Queens Ln. With respect to problems with deliveries and service calls, the Board asked Mr. Hedrick to suggest that they do as everyone else living on Queens Ln. does - provide detailed directions to the drive way located next to 1735 N. Rhodes St., which provides access to the parking lot, which in turn provides access to Queens Ln.

Old Business:

Move-In Fee: The Board approved changing the date that the recently approved move-in fee would become effective from 1 May 2001 to 1 June 2001 so that Mr. Hedrick could distribute copies of this regulation to unit owners thirty days in advance of its effective date.

Landscaping Update: Mr. Hedrick told the Board that Bartlett Tree Experts had finally completed all tree pruning contracted for last December. Mr. Weiss pointed out that Bartlett had still not taken away three mounds of earth left over from the removal of three spruce trees located at one time in front of 1805 Queens Ln. Mr. Hedrick acknowledged that was the case and said that he continued to withhold a \$2700 payment from Bartlett until they eliminated these mounds. Mr. Hedrick informed the Board that he had requested proposals from T&J Lawn Service for the following projects:

- Converting the Wilson Blvd entrance bed from annuals to perennials utilizing the same types of plants that exist in a bed in an island in front of 1729 Queens Ln.
- Relocating a large spruce located in front of 1729-33 Queens Ln. to a more prominent position at the same address and getting rid of two mounds of earth left over from the removal of two other spruces in front of 1729-33 Queens Ln. and then seeding this area.
- Creating mulch beds under the remaining large magnolias similar to what was done last year in front of 1816 and 1817 Queens Ln.

Mr. Hedrick also told the Board that he had again asked T&J to stake the Crape Myrtle and to plant the sedum in the bed by the front door to 1729 Queens Ln. as contracted for last year. In addition Mr. Hedrick asked T&J to replace at their cost three arborvitaes located on the east side of the parking lot, which died because T&J failed to spray them for bagworms as contracted for last year. Expressing frustration with Bartlett and T&J's inability to finish jobs they started or get around to small projects, Mr. Weiss suggested that CVII look for a third landscaping firm/ tree surgeon to complete work the other two couldn't get done. The Board discussed but did not act on Mr. Weiss' suggestion.

Cleaning Unit Doors: Mr. Hedrick informed the Board that he had had further discussion with Condominium Cleaning, the firm that provides CVIII with hallway cleaning services, about cleaning the exterior sides of unit entry doors. Mr. Hedrick said that Condominium Cleaning asked for a nominal fee to clean these doors, which would be added to its annual contract with CVIII. After discussion, a motion was made authorizing Mr. Hedrick to negotiate with Condominium Cleaning to clean the exterior sides of unit entry doors for an additional annual fee of up to \$500 and no more. This motion was seconded and approved unanimously. The Board and Mr. Hedrick briefly discussed scheduling cleaning these doors. The Board noted that once

Condominium Cleaning got caught up, then cleaning two doors a day would allow for every unit door to be cleaned twice a year, which would result in the satisfactory appearance of these doors.

Storm Drainage Update: Mr. Hedrick advised the Board that a starting date for work on CVIII's storm drainage project was imminent.

Carpet-Cleaning Contract: Mr. Hedrick presented the Board with four proposals to clean common area carpeting. Mr. Hedrick recommended Clean Machine's bid of \$1450 based on the quality of its audition in cleaning the carpets in 1721 Queens Ln. After discussion, a motion to award the carpet-cleaning contract to Clean Machine Carpet Cleaning was made, seconded and approved unanimously.

Unit Window-Cleaning Contract: Mr. Hedrick informed the Board that he had notified Crystal Window Cleaning that it had won the contract to clean the exterior sides of unit windows and that he had requested one week's notice before the start of work so that an announcement of the dates of service could be delivered to each unit. Residents would indicate their desire to have the exterior sides of their windows cleaned by removing the screens from those windows.

New Business:

Termite Damage, Building One: Mr. Hedrick informed the Board that Callahan's Exterminating, having been asked to inspect the front door and associated trim of 1737 Queens Ln., reported evidence of damage caused by termites, but did not report finding termites themselves. Mr. Hedrick told the Board that Callahan's submitted a proposal to install the Sentricon system around Building One for \$4900 and a \$650 yearly fee to maintain a warranty. A discussion ensued, during which Mr. Kiman told the Board that this building had been treated for termites more than five years ago and it was possible that the damage Callahan's found was the result of this past infestation rather than a current infestation. Given the expense of treating this problem, the Board decided to make sure termites really were present. The Board asked Mr. Hedrick to have Callahan's to return and demonstrate the existence of termites at this time in Building One to Mr. Kiman or Mr. Hedrick. If they were found, then the Board would make a decision on whether to use the Sentricon system or the traditional chemical barrier system to deal with this problem. As for repairing the damage to the front door and trim of 1737 Queens Ln., Mr. Hedrick told the Board that "Form Wood," a synthetic material, had been used to make satisfactory repairs to similar damage else where in Colonial Village, and he would have Renaissance Painting Co. use it to repair this door and trim when it does warranty work at CVII in the near future.

2001 Parking Stickers: Mr. Hedrick told the Board that the stickers authorizing use of CVIII's parking lot from 1 May 2001 to 1 May 2002 will be distributed one month later than usual because the vendor could not supply the color originally ordered. The expiration date of current stickers would be extended until 1 June 2001. Community Towing had been notified of this situation.

Executive Session:

A motion was made, seconded and approved unanimously to go into executive session, during which the Board discussed matters related to errors in the assignment of shares in CVIII's common interest and delinquent assessments.

The next Board meeting is scheduled for 6:30pm on 21 May 2001 in the conference room in the CMI office at 1903 Key Blvd.

The meeting adjourned at 7:50pm.