

**Minutes
Colonial Village III
Board of Directors Meeting
23 May 2001**

Call to order:

With a quorum present the meeting was called to order at 6:30pm. Present at that time were Michael Bodden, President, Peyton Palmore, Vice President, Corbin Weiss, Treasurer, Dennis Gerrity, Secretary, unit owner Shirley McAlhaney, Maintenance Engineer Stan Kiman, and Association Manager George Hedrick. Members of the Board asked that these minutes note that Mr. Sifer had missed three of the Board's five meetings this year.

Proof of Notice of Meeting:

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

Resignation and Election of Officers: Mr. Palmore resigned as President of CVIII's Board of Directors. Mr. Bodden was then unanimously elected President of CVIII's Board. Mr. Palmore was then unanimously elected Vice President of CVIII's Board.

Resident Forum: Ms. McAlhaney did not speak.

Reading and Approval of Minutes: Minutes of the April meeting were approved without change.

Reports of Officers: None.

Committee Reports: None.

Management Report: Engineer: Mr. Kiman reported that in addition to his day-to-day activities he had completed sanding, priming and top coating the wrought iron railings of Buildings One and Three. The railings of Buildings Two and Four had been sanded and primed and lacked only a final coat of paint, and, when this was done, Mr. Kiman said that he would turn his attention to the railings of the pedestrian bridge. Mr. Kiman said that when he finished painting railings he planned to scrape and repaint the yellow curbs that give notice of fire lanes in CVIII's parking lot.

April Financial Update: Mr. Hedrick reported in the April financial report that CVIII had a year-to-date operating deficit of \$1,145 as of the end of April. Mr. Hedrick noted that this compared favorably with the \$4341 deficit CVIII had at the end of April 2000. Mr. Hedrick informed the Board that expenditures on natural gas, which CVIII uses for hot water, were \$2762 or 38% over budget year-to-date as of the end of April. Details of the April financial report are available for unit owner review at the CVIII office. The Board requested and Mr. Hedrick agreed to make sure that income received from move-in fees be shown as a separate item in CVIII's financial reports. **Correspondence:** Mr. Hedrick brought to the Board's attention his letters to Ms. Betty Davis and Ms. Tanya Flemons dealing with errors in the assignment of their common interests in CVIII and Ms. Davis' signed release from present and future claims in this matter,

Old Business:

Reserve Accounts Study: The Board discussed the study of CVIII's reserve accounts prepared by Mr. Douglas White of Thomas Downey, Ltd., focusing its attention on how to finance a deficit of \$750,000, which Mr. White forecasted would accumulate between the years 2011 and 2016. Because CVIII's By-Laws stipulates that Boards of Directors shall set aside reserves for

predictable future expenditures on maintaining CVIII's common elements, and, further, because CVIII's By-Laws direct the use of special assessments only for unforeseen expenditures in a given year, the Board decided that the appropriate course of action was to increase assessments beginning in 2002 by amounts necessary to eliminate this forecasted \$750,000 deficit. The Board decided to distribute copies of Mr. White's report to unit owners around 1 July 2001 accompanied by an explanation of how the Board planned to finance this deficit.

Landscaping and Tree Maintenance Update: Mr. Hedrick brought to the Board's attention a proposal from Bartlett Tree Experts to perform the following work:

- Prune deadwood from two Tulip Poplars located northeast of **Building Four**.
- Cut back that portion of a Hackberry overhanging the roof of **1817 Queens Ln.**
- Remove dead top of a Walnut located west of **1821 N. Rhodes St.**
- Prune Pin Oak located between **1729 and 1732 Queens Ln.**
- Elevate and prune Pin Oak located west of **1735 N. Rhodes St.**
- Plant a large Hemlock in a sunny patch of lawn west of **Building Four**. This tree is currently sitting above ground with its dirtball wrapped in burlap by the walkway east of Building Four.

Discussion ensued, during which Mr. Weiss asked Mr. Hedrick to find out why Bartlett had not pointed out the first five items above when they reviewed CVIII's 2001 pruning needs with Mr. Weiss last fall. Consideration of all items in Bartlett's proposal was put on hold until Mr. Weiss could examine these trees and report back to the Board. Mr. Hedrick presented a proposal that the Board requested from T&J Lawn Service to plant perennials in the oval shaped bed located just outside the **Wilson Blvd. gate**. After discussion the Board decided to eliminate yews from this proposal and asked Mr. Hedrick to obtain from T&J a drawing showing how they planned to arrange these perennials before voting on their installation this fall. A motion was made, seconded and approved unanimously authorizing T&J to perform the following work:

- Create mulch beds around the bases of Magnolias located at **1729, 1800, and 1813 Queens Ln. and 1727 N. Rhodes St.**
- Remove two dead "Eastern Red Cedars" located on the eastern edge and north of the steps in the **parking lot**.
- Remove a diseased Hawthorn located in front of **1808 Queens Ln.** and replace it with a single stem Crape Myrtle this fall.
- Reduce the height of the oval shape bed located outside the **Wilson Blvd. gate** and plant summer annuals to cover this bed until perennials are planted in it this fall.

The Board discussed the relocation of a large spruce that was fighting another tree for growing space in front of **1729 Queens Ln.** Given T&J's very expensive \$2800 bid to transplant this tree, the Board considered simply cutting it down and planting the tree sitting above ground behind Building Four in the more desirable location, but put off a decision until it had received the results of soil tests in this area requested from Bartlett. Mr. Hedrick informed the Board that T&J agreed to replace at their cost several spruces on the east side of the parking lot that died because of a bagworm infestation resulting from T&J's failure to spray these trees last year.

Window Cleaning: Mr. Hedrick informed the Board that he had made reservations with Crystal Window Cleaning for July 9th through July 13th plus July 16th to have the exterior sides of unit windows cleaned. As has been past practice, residents are to indicate their desire to have the exterior sides of their unit windows cleaned by removing screens from these windows during the above time period.

Storm Drainage: Mr. Hedrick informed the Board that Hix & Sons would begin work on CVIII's storm drainage system in early June. Mr. Hedrick told the Board that Greg Budnik, a civil engineer hired to assist Hix in obtaining permits from Arlington County, had recommended the installation of additional cleanouts to facilitate clearing these drainage lines when they become clogged with debris washed down from roofs. Mr. Kiman endorsed Mr. Budnik's

recommendation, and, after discussion, the Board agreed to have cleanouts installed every fifty feet in long runs of pipe. Mr. Kiman brought to the Board's attention Hix's proposed use of corrugated piping to collect storm runoff from downspouts and catch basins and then carry it to county storm sewer lines or dispersal points on CVIII's property. Mr. Kiman questioned the durability of this corrugated rubber piping, particularly lines became clogged and plumbers' snakes were used to clear them. Mr. Hedrick was asked to check with Hix on the feasibility and cost of substituting PVC piping for this corrugated piping, and report back to the Board as soon as possible.

Termite Infestation-1721-37 Queens Ln.: Mr. Hedrick informed the board that Callahan's Exterminating had reinspected Building One and found no evidence of active termite infestation. Mr. Hedrick told the Board that Callahan's would monitor Building One on a monthly basis. Mr. Hedrick asked that these minutes convey his request to residents that they notify him of any indication of termite activity, whether it is swarming outside or their presence anywhere in CVIII's buildings.

Carpet Cleaning: Mr. Hedrick told the Board that Clean Machine had finished cleaning CVIII's carpets. The Board expressed its satisfaction with the job this contractor had done. Mr. Hedrick asked that these minutes convey his request to residents that they notify him of areas that needed additional work.

Hallway Renovations: Given the quality of recently completed carpet cleaning, the Board discussed the possibility delaying the start of hallway renovations until the end of 2002 or early 2003 by using Mr. Kiman to make spot repairs and, perhaps, painting the interior sides of building entry doors. To that end Mr. Hedrick was requested to prepare a review of Mr. Kiman's current and planned future projects

Chimneys behind 1729 Queens Ln. and 1821 N. Rhodes St.: At the Board's 20 November 2000 meeting, when Mr. Douglas White of Thomas Downey, Ltd. presented his study of CVIII's reserve accounts, he advised the Board that the chimneys behind 1729 Queens Ln. and 1821 N. Rhodes St. were pulling away from their respective buildings. Mr. White recommended that this problem be corrected as soon as possible, and at that meeting the Board asked Mr. Hedrick to obtain a bid to make appropriate repairs. When queried about this bid at this meeting, he said that a bid would be forthcoming at the Board's June meeting.

Sealing Parking Lot: The Board asked and Mr. Hedrick agreed to obtain bids to seal the cracks and/or the entire surface of CVIII's parking lot

New Business:

A Web Site for CVIII: Mr. Gerrity reported to the rest of Board on discussion at a seminar held by CVIII's law firm, Chadwick, Washington, which included as a topic how a web site could improve the day-to-day operation of a condo and how a web site could be used to increase a condo's value by facilitating the sale and lease of units. Mr. Hedrick informed the Board that CMI planned to be on line with its own web site within the next three months and shortly thereafter would offer assistance in developing web sites to the various communities it manages.

Executive Session: A motion was made, seconded and approved unanimously to go into executive session, during which the Board briefly discussed matters related to delinquent assessments.

The next Board meeting is scheduled for 6:30pm on 13 June 2001 in the conference room in the CMI office at 1903 Key Blvd.

The meeting adjourned at 8:35 pm.