

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

Call to order:

With a quorum present the meeting was called to order at 6:35pm. Present at that time were Michael Bodden, President, Peyton Palmore, Vice President, Corbin Weiss, Treasurer, Dennis Gerrity, Secretary, and Stanton Stafford, Member-at-Large, unit owners James Crowder and Cicero Fain, 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.

Election of a Member of the Board:

Stanton Stafford was elected by a unanimous vote of the Board to fill the vacancy created by the resignation of Joe Sifer. Mr. Stafford's term will expire in October of this year with the election of Board members at CVIII's annual meeting.

Resident Forum:

Mr. Crowder expressed his concern that the design and materials used to construct the metal boxes that house the electrical meters and breaker bars for individual units did not adequately protect these breaker bars from rain and condensation. This led to their premature failure. Mr. Crowder suggested to the Board that finding a way to protect these breaker bars from water damage would make more financial sense in the long run than unit owners continuing to replace them prematurely at a cost of \$200 to \$300 for parts and labor each time they failed. Mr. Kiman confirmed that water damage did lead to the premature failure of these breakers because of electrical arcing. He told the Board that damage caused by arcing could be reduced, though not eliminated, by having a licensed electrician tighten the lugs that secure these breakers. Mr. Kiman further told the Board that water seepage was causing these boxes to rust, and, because this particular type of box was no longer being manufactured, a different type of box or method would eventually have to be used to house these components of the system supplying electricity to individual units. The Board discussed Mr. Crowder's suggestion and asked Mr. Hedrick to get an estimate for an electrician go around and tighten the lugs that secure the breaker bars for every unit in CVIII. The Board asked Mr. Hedrick to explore the cost of replacement boxes of better design and materials. The Board also asked Mr. Hedrick to find out if some sort of cabinet that would protect entire banks of the existing boxes housing meters and breaker bars from the elements was available and, if so, at what cost.

Mr. Fain asked the Board to consider installing benches- similar in style, though of better quality, to those found on the Rhodes St. side of CVIII's property- at shaded locations in the oval shaped courtyards that constitute Queens Lane. The Board discussed this matter, noting that CVIII at one time had such benches, but got rid of them because non-residents were using them as places to congregate and sleep. Nonetheless, the Board found Mr. Fain's suggestion attractive. Several members noted that since the Wilson Blvd. gate had been installed there had been a marked decline in the number of non-residents using Queens Lane for a shortcut and other undesirable purposes. Mr. Hedrick was asked to look into the cost of installing such benches and report back to the Board.

Reading and Approval of Minutes:

Minutes of the June meeting were approved without change.

Reports of Officers:

President: Mr. Bodden informed the Board that during a recent inspection tour of CVIII he discovered that the uppermost interior portions of the shafts that house hallway skylights were unfinished wood. Mr. Kiman said that this state of affairs was the result of replacing the roofs of affected buildings. The contract with Pioneer Roofing did not specify that these portions of the skylights were to be painted or otherwise finished, and, consequently, they weren't. The Board decided to correct this problem when hallways are renovated next year. Mr. Bodden also told the Board that he had found numerous places where mortar and bricks had been damaged.

Vice President: Mr. Palmore told the Board that he found the answer to a long-standing problem, the inability to get grass to grow in the area used as a dog run between Buildings One and Two. Mr. Palmore said trenches dug in that area for the drainage system revealed that the ground in that area was composed of gravel covered by a thin layer of topsoil.

Committee Reports:

None.

Management Report:

Engineer: Mr. Kiman told the Board that in addition to his day-to-day activities he continued to monitor Hix & Sons' work on the drainage system. He also continued repairing water damage to drywall in units #121 and #123 at 1733 Queens Ln., which was caused by a blocked scupper. Mr. Kiman informed the Board that several unit owners had approached him to complain that they had removed screens from their windows on the designated days but the window cleaning company failed to do clean their windows. Because this company was paid on a piece rate basis, the Board felt it was well motivated to find and clean windows without screens. The Board decided that this problem was the result of residents' confusion about what days their buildings' windows were scheduled to be cleaned, and no remedial action was necessary.

June Financial Update: Mr. Hedrick reported that, after making allowances for errors and omissions in the June financial report, CVIII had a year-to-date operating deficit of \$1397.87 as of the end of June. Mr. Hedrick advised the Board that CVIII's expenditures on natural gas were \$4288 over budget year-to-date. Mr. Hedrick told the Board that this was result of increases in the price of natural gas, not increased physical consumption. The Board discussed reinvestment options for a \$60,000 T-Bill maturing 30 August 2001. Mr. Weiss and Mr. Hedrick were authorized by the Board to get the best rate they could for a term of eighteen months or less. Details of the June financial report are available for unit owner review at the CVIII office.

Correspondence: The Board reviewed a request from the new owner of unit #244 at 1801 N. Rhodes St. asking for permission to install hardwood flooring in his unit before moving in. The Board's past practice has been to require only owners of second floor units who wish to install wood flooring to obtain permission from their neighbors and the Board. Because unit #244 is a first floor unit, the Board's permission was not necessary. The Board reviewed a letter of complaint and Mr. Hedrick's subsequent warning letters to the owner of unit #102 at 1721 Queens Ln. and his tenant about the latter doing carpentry on the Commons in violation of CVIII's bylaws.

Old Business:

Landscaping Update: Mr. Hedrick presented to the Board a bid of \$881.50 from T&J Lawn Service to plant perennials in the oval shaped bed located just outside the **Wilson Blvd. gate**. This proposal included a sketch of a suggested arrangement of the following plants: Karl Foster Grass, Crimson Pygmy Barberry, Autumn Joy Sedum, Happy Return Daylilies, and Euonymus. The Board was satisfied with the selection of plants and their layout, except the Euonymus, for which Mr. Hedrick was asked to request T&J to propose alternatives. Mr. Weiss advised the

Board that half the nandina along the edge of the ivy bed just south of the Wilson Blvd. gate were badly stunted for want of sunlight. Mr. Weiss recommended that these nandina be transplanted to other locations in CVIII where they would get more sunlight and that yews are planted in their place. Mr. Hedrick was asked find suitable locations for the nandina and to get a bid from T&J to transplant them. Mr. Hedrick was also requested to get a bid from T&J to supply twelve to fourteen yews or similarly shaped plants 24"-30" in height to replace the nandina along the edge of this ivy bed.

Drainage Project Update: Mr. Hedrick asked the Board to approve a motion authorizing him to immediately pay Hix & Sons one third of a revised total bid of \$65,954.00, with a second third to be paid when Hix was halfway finished and a final third when Hix completed its contract to CVIII's satisfaction. Such a motion was made, seconded and approved unanimously approved. The Board asked Mr. Hedrick to obtain bids from Hix for the following items:

- Replace two partially collapsed corrugated metal window well liners located on the south side of 1821 N. Rhodes St
- Install an underground SCH 40 PVC line to collect runoff from the downspout adjacent to the front door of 1800 Queens Ln and carry this water to the nearest storm drain. Storm runoff from this downspout has been observed ponding in front of this building.

Dogs in Flower Beds: The Board reviewed and revised a letter to be posted on bulletin boards that requested dog owners do a better job supervising their dogs when they are playing on the commons- in particular, keeping them out of the flowerbeds.

New Business:

Brick and Masonry Walls: The Board discussed Mr. Bodden's report that he had found numerous instances where mortar and bricks were cracked and broken. Mr. Hedrick was asked to get at least three contractors to survey the state of CVIII exterior walls and advise the Board on what work needed to be done, when, and how much it would cost

Janitorial Service Contract: Mr. Hedrick presented the Board with a request from Clean Advantage Corporation, the firm that provides janitorial services to CVIII, for a 4.5% increase in its monthly fee. Mr. Hedrick noted that it had been thirty months since Clean Advantage last raised its fee. After discussion, a motion was made seconded and approved unanimously authorizing CMI to increase by 4.5% CVIII's monthly payment to Clean Advantage Corporation. In addition to this 4.5% increase, Clean Advantage gave CVIII an option to increase (at CVIII's further expense) the hourly wage paid to their on-site employee. The Board asked Mr. Hedrick to obtain additional information before making a decision on this matter.

CVIII's Federal Income Tax Liability: CVIII is liable for federal income taxes when its revenues exceed its expenditures and, depending on which minimizes its liabilities, pays these taxes as either a corporation or a homeowners association. When queried on this tax liability, Mr. Hedrick told the Board that he was not confident of his ability to explain details in this area. He made a suggestion, which the Board accepted, that a representative of CVIII's accounting firm, Geimer, Ehrlich & Assoc, P.C., be invited to a future Board meeting to give a presentation on this matter.

Executive Session:

A motion was made, seconded and approved unanimously to go into executive session, during which two requests for relief from late fees were considered and matters related to writing off delinquent assessments discussed.

The next Board meeting is scheduled for 6:30pm on 20 August 2001 in the conference room in the CMI office at 1903 Key Blvd.

The meeting adjourned at 8:30pm.