

**Minutes
Colonial Village III
Board of Directors Meeting
27 September 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, Dennis Gerrity, Secretary, and Stanton Stafford, Member-at-Large, unit owners Thomas Garrett, George Hinkins and Paul Killoran, 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:

In-Unit Washers and Dryers: Mr. Hinkins expressed his concern that the recent and spectacular increases in resale prices of CVIII's units would or already had hit a plateau. He told the Board that several real estate agents had advised him that having the option of installing a washer and dryer in one's unit was a standard feature of many condos in the area, and that prospective buyers would not pay higher asking prices for similar units in CVII unless they were able to install laundry machines. Mr. Hinkins asked why CVIII's By-laws (Article XI, Section 1, Paragraph (j)) prohibited the installation of clothes washers and dryers within individual units. Mr. Hedrick and Mr. Kiman explained that CVIII's common plumbing system lacked capacity and would have to be improved. Further, CVIII would have to get permission to install external vents for dryers from the Arlington County Historical Affairs and Landmark Review Board (HALRB). Mr. Hinkins asked the Board to have Mr. Hedrick get estimates of (1) the cost of the necessary improvements to CVIII's common plumbing and (2) the effect of such improvements on resale prices. If these estimates of costs and benefits were favorable, Mr. Hinkins asked the Board to distribute a letter to owners soliciting their interest in making such improvements to CVIII's infrastructure. The Board agreed to pursue this matter. **Basement Entry Doors:** Mr. Hinkins asked the Board to replace the wooden exterior entry doors to basements with metal doors, which CVIII already owned and were stored in a boiler room. Mr. Hinkins said that, while the appearance of these doors was of concern, the strongest argument for their replacement was the safety of CVIII's residents. Some of these wooden doors were so badly warped that they would not close on their own and residents weren't making the effort to completely close them. This left those doing laundry or depositing trash vulnerable to attack by intruders. Mr. Hinkins indicated that he understood that these metal doors were installed as exterior entry doors when CVIII was converted to a condominium, but the HALRB ordered them replaced with wooden doors because they clashed with the original design of CVIII. Mr. Hinkins said that he was prepared to appear before the HALRB and make forceful arguments, based on safety concerns, for the reinstallation of these metal doors. Mr. Kiman confirmed Mr. Hinkins' description of the condition of these wooden doors, detailing the lengths to which he had gone to keep them from falling apart. Mr. Hedrick informed the Board that it would be justified in replacing these wooden doors because they had exceeded their expected useful life of ten years. Mr. Hedrick advised the Board that it should plan on replacing the existing wooden doors with new wooden doors because the HALRB was not likely to reverse its original decision on the metal doors. With reference to the safety concerns raised by Mr. Hinkins, Mr. Killoran pointed out that basement and laundry room entry doors were frequently left propped open by residents. This might be justified by the

need to carry bulky items into the basement, but residents were failing to close the doors when they finished. After discussion, the Board asked Mr. Hedrick to post a notice reminding residents of safety concerns and asking them not to leave basement and laundry room entry doors propped open. **CVIII's 2002 Budget:** Mr. Killoran expressed his concerns about the 11.43% increase proposed for CVIII's 2002 budget. Members of the Board explained that this 11.43% included proposed increased contributions to reserve accounts to maintain brick and masonry exterior walls, and the Board was confident in its expectations that budget increases for the year 2003 and beyond would reflect little more than the rate of inflation. Mr. Killoran said that this answered some of his concerns, and he hoped to resolve the rest by examining the proposed 2002 more carefully in light of this information.

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

CVIII's Annual Meeting and the Election of Directors:

Mr. Hedrick told the Board that the following material had been distributed to unit owners earlier this month:

- Notices of this year's annual meeting on 18 October 2001.
- Copies of the proposed budget for 2002.
- Resumes of two candidates, Dennis Gerrity and Christian Haymaker, for the two vacancies on the new Board.
- Proxy statements for owners who could not attend the annual meeting.

Mr. Stafford told the Board that he forgot to file his resume and, therefore, his name would not appear on proxy statements, in spite of the fact that he wanted to stand for reelection to the Board. The Board suggested that he post his resume on bulletin boards in laundry rooms along with a note explaining his problem and asking those so inclined to write in his name on their proxy statements or ballots.

Reports of Officers:

Vice President: Mr. Palmore reported to the Board that he had completed a first draft of a booklet that would explain to new residents how CVIII operated and would describe the amenities found in CVIII's immediate neighborhood. Mr. Palmore said he had asked Mr. Hedrick to review this first draft, after which he would forward it to Mr. Ghannam for editing.

Committee Reports:

Pet Committee: Mr. Boddan reported receiving complaints since the Board's last meeting about dogs on the loose. He asked if anyone in attendance could comment on how dog owners were doing keeping their pets out of the flowerbeds. Members of the Board said that it appeared that three or four large dogs were still being allowed to run and play wherever they wanted. The Board discussed the matter, looking for ways to resolve this problem without requiring that all dogs be leashed when in common areas. Mr. Hedrick suggested and the Board agreed that he try to deal on an individual basis with the owners of these few dogs.

Management Report:

Engineer: Mr. Kiman told the Board that in addition to his day-to-day activities he had resumed top coating wrought iron railings at Buildings Two and Four. Mr. Kiman advised the Board that he had found a good price for hot water heater gas valves to replace those inundated when the boiler room in 1728 Queens Ln. flooded last month, but the vendor's desired means of payment had complicated their acquisition. Mr. Kiman recommended the purchase of battery packs which would keep sump pumps running in boiler rooms in the case of an electrical failure during heavy

rain storms. This would save CVIII the expense of replacing hot water heater valves if flooding occurs again. The Board asked Mr. Kiman to report back on the capacity and cost of such battery packs.

August Financial Update: Mr. Hedrick reported that, after making allowances for errors and omissions in the August financial report, CVIII had a year-to-date operating deficit of \$2,933 as of the end of August. Mr. Hedrick informed the Board that natural gas prices had stabilized, with August expenditures \$133 under budget, but year-to-date expenditures remained \$4,785 over budget. Details of the August financial report are available for unit owner review at the CVIII office.

Old Business:

Storm Drainage Project Update: Mr. Hedrick presented to the Board for approval a proposal from Hix & Sons to collect storm runoff from a sump pump drainage line and down spouts found in the courtyard bound by 1735 N. Rhodes St. and 1728, 1732 and 1736 Queens Ln. and carry this water to a storm drain located at the northeast corner of 1735 N. Rhodes St. After discussion the Board decided not to include the down spouts located on the west side of 1736 Queens Ln. in this proposal. The downward slope of land on the west side of this building easily directed storm runoff into the parking lot's gutter. A small amount of riprap would solve erosion problems. A motion approving Hix & Sons' proposal as amended above was made, seconded and approved unanimously. Mr. Hedrick informed the Board that Bartlett Tree Experts were scheduled to remove the large Mulberry from the courtyard on the south side of 1728 Queens Ln. on 9 October 2001. Notices reminding residents of this work will be posted 2 October 2001 in the hallways of affected buildings. Mr. Hedrick told the Board that Hix would resume work on Building One as soon as Greg Budnik obtained the necessary permits from Arlington County. The Board asked Mr. Hedrick what was the holdup here? All CVIII wanted to do was run two 4" lines under three feet of public sidewalk and tap into a county storm sewer collection box. Mr. Hedrick could not answer this question.

Landscaping Update: Mr. Hedrick provided the Board with a lengthy list of proposed landscaping improvements from T&J Lawn Service. The Board decided to put off discussion of these proposals until Mr. Corbin, chairman of the Landscaping Committee, was present.

Roofing Warranty: At the Board's August meeting, Mr. Weiss asked Mr. Hedrick to find out if a \$290 repair of a scupper on the roof of 1729 Queens Ln. was covered by Pioneer Roofing's warranty. Mr. Hedrick told the Board that he discussed this matter with Pioneer and found out that the warranty was actually two separate warranties- one for two years on labor, which was Pioneer's responsibility and the other for fifteen years on the membrane, which was the responsibility of its manufacturer, Sarnfill. Mr. Hedrick told the Board that Pioneer's warranty had expired because it completed installing a new roof on this building more than two years ago. Thus, CVIII's only recourse would be Sarnfill, and Mr. Hedrick said that he would file a claim with this company, but warned the Board not to expect much in the way of compensation because it would be difficult to prove that a defect in the membrane caused damage to this scupper.

Unit Main Circuit Breakers and Meter Stacks: Mr. Hedrick told the Board that he continued to solicit bids from FAB Electric, Kolb Electric and Mona Electric to inspect for and replace faulty unit main circuit breakers, tighten loose connections and replace the stacks that house the meters and main circuit breakers. He reminded the Board that he provided it with a partial bid from FAB Electric last month.

HALRB Guidelines for Replacement Windows: At its 21 June 2000 meeting, the HALRB developed a set of standards for the design and materials used for replacement windows at Colonial Village. In a letter to Mr. Hedrick, a representative of the HALRB detailed these standards and stated that if replacement windows conformed to stated guidelines, then the staff of the HALRB had the authority to approve a Certificate of Appropriateness right away and there will be "no Design Review Committee meeting to attend, no HALRB meeting to attend, and no

waiting weeks for a decision to be made.” Mr. Palmore noted a conflict between the standard forbidding the use of solid vinyl windows outlined in this letter and the solid vinyl replacement windows that the HALRB has approved in the past. At its 6 September 2000 meeting the Board asked Mr. Hedrick to seek clarification from the HALRB on this point. When asked about this matter at the current meeting, Mr. Hedrick told the Board that he never received a response from the HALRB to his inquiry. The Board asked him to try again.

New Business:

2001-2002 Snow Removal Contract: Mr. Hedrick provided the Board with a proposal from Snow Services, Inc. for 2001-2002 snow removal services. Mr. Hedrick told the Board that CVIII would have more control over costs and service levels if this proposal were rewritten in terms of a contract. The Board asked and Mr. Hedrick agreed to work up such a contract for the Board’s consideration at its October meeting.

Fiber Optic Conduit Installation: Mr. Hedrick brought the Board’s attention to a letter from WorldCom warning CVII that they plan to install fiber optic conduit along Wilson Blvd. between Quinn St. and Court House Rd. Notice of this work would be given to residents by door hangers seventy-two hours prior to its start.

Executive Session:

A motion was made, seconded and approved unanimously to go into executive session to discuss matters related to a letter of complaint about a noisy resident, delinquent assessments, and scheduling a week of Mr. Kiman’s vacation.

The next Board meeting is scheduled for approximately 7:30pm on 18 October 2001, immediately after this year’s annual meeting, in the conference room in the CMI office at 1903 Key Blvd.

The meeting adjourned at 8:20 pm.