

**Minutes
Colonial Village III
Board of Directors Meeting
18 October 2001**

Call to order:

With a quorum present the meeting was called to order at 8:20 p.m. Present at that time were Michael Bodden, President, Dennis Gerrity, Secretary, and Christian Hamaker, Member-at-Large, unit owner Mahmoud Ghannam, 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:

None.

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

Reports of Officers:

None.

Committee Reports:

None.

Management Report:

Engineer: Mr. Kiman said that he had nothing to report beyond his day-to-day duties, and these were detailed in his activity log.

September Financial Update: In a written report prepared for this meeting Mr. Hedrick advised the Board that, after making allowances for errors and omissions, CVIII had a year-to-date operating deficit of \$2619.44 as of the end of September. Details of the September financial report are available for unit owner review at the CVIII office. Mr. Hedrick noted that, while natural gas prices had begun to decline, year-to-date, CVIII's consumption of natural gas remained \$4,695.04 over budget.

Old Business:

Pets: Mr. Hedrick brought to the Board's attention a letter from a resident of Building One in which she complained about specific residents letting their dogs, or dogs they were walking, run and play unleashed in common areas of CVIII. The Board asked Mr. Hedrick to write the individuals mentioned in this letter and request that they exercise their dogs in CVIII's common areas in accord with CVIII's bylaws and Arlington County ordinances.

Storm Drainage Project Update: Mr. Hedrick told the Board that Hix & Sons had informed him that Greg Budnik had resolved its permitting problems with Arlington County and it planned to resume work on Buildings One and Three on 22 October 2001. The Board noted the presence of a gully, the result of erosion caused by storm runoff, on the north side of 1821 N. Rhodes St. Mr. Kiman said that he had redirected a drainage pipe to keep this problem from worsening and would look for soil to fill in this gully. Mr. Hamaker asked if the storm drainage project included

eliminating ponding on several sections of sidewalk on Queens Ln. Mr. Hedrick said that the work being done by Hix was designed to move storm runoff away from the foundations of CVIII's buildings, not its sidewalks. Mr. Kiman said that this accumulation of water on sidewalks disappeared soon after it stopped raining.

Landscaping Update: The Board reviewed a list of projects proposed by T&J Lawn Service. A motion was made authorizing (i) \$1,600 for fall annuals to be planted in the triangular plot of land at the head of the steps on the east side of the parking lot (ii) \$881.50 to plant perennials in the oval plot just outside the Wilson Blvd. gate. This motion was seconded and approved unanimously. Mr. Hedrick presented the Board with a list of trees recommended by Arlington County to replace the mulberry behind 1727 N. Rhodes St. that was removed. The Board put off a decision on this replacement tree until a future meeting.

HALRB Guidelines for Replacement Windows:

The Board reviewed a letter from Ms. Karen Huston, owner of unit # 187 at 1736 Queens Ln., in which she told the Board that the Historical Affairs and Landmark Review Board (HALRB) had denied her request to replace the windows in her unit with vinyl windows that were fusion-welded and carried the Energy Star approved label issued jointly by the U.S. Department of Energy and the Environmental Protection Agency, even though the HALRB had previously approved the installation of this specific type of window in at least two CVIII units, #230A at 1829 Wilson Blvd and #242 at 1735 N. Rhodes St. Ms. Huston said the HALRB based its denial on a letter from Mr. Hedrick dated 5 October 2000, which specifically excluded any type of solid vinyl window from being used as replacement windows in CVIII. The HALRB told Ms. Huston that if it received written notification that the type of solid vinyl Ms. Huston wished to install was acceptable to CVIII, then it would likely approve her application. After discussion, the Board asked Mr. Hedrick to write the HALRB requesting its approval of the following revised guidelines for replacement windows in CVIII:

- The new window must be of the same dimensions as the one it replaces.
- The new window must have the same amount of lights (glass) as the one it replaces.
- The new window must be of the same type, i.e. double hung, as the one it replaces.
- The new window must have either true divided lights, simulated divided lights or internal mullions;
- The new window must have narrow mullion bars, no more than 7/8" inch wide;
- The new window can be of wood (or wood clad in metal or vinyl), metal, or vinyl.
- Vinyl windows must be fusion-welded and must carry the Energy Star approved label issued jointly by the U.S. Department of Energy and the Environmental Protection Agency.
- The new window must match the color of the one it replaces.

Mr. Bodden gave Mr. Hedrick a set of detailed manufacturing specifications for solid vinyl windows carrying the Energy Star label. The Board asked that these specifications be forwarded to the HALRB with the letter on revised guidelines for replacement windows.

2001-2002 Snow removal Contract: The Board reviewed a contract for snow removal service for the winter of 2001-2002 that Mr. Hedrick proposed CVIII sign with Snow Services, Inc. The Board questioned increased fees in comparison to those charged by this firm last year, and asked Mr. Hedrick to obtain bids for snow removal service from two other firms. Mr. Hedrick agreed to do so.

Unit Main Circuit Breakers and Meter Stacks: Mr. Hedrick presented the Board with the following proposals to clean and torque meter sockets, circuit breakers and switches: FAB, \$3,685; Kolb, \$2,556; Mona, \$4,150. Mr. Hedrick noted that Mona's bid was verbal; that FAB quoted a \$20 labor charge to replace defective unit circuit breakers; and that none of these firms provided a bid to replace the stacks which house the meters and circuit breakers. The Board decided to put off discussion of this matter until its November meeting.

Exterior Building Entry Doors: Mr. Hedrick informed the Board that he had requested bids from Hodges Company and House of Doors to supply replacements for a number of warped and damaged wooden exterior doors to buildings. Mr. Hedrick told the Board that metal doors CVIII had stored in a boiler room had been rejected by the HALRB once; and, regardless of their greater durability and lower maintenance costs, he had every expectation that they would be rejected a second time if CVIII tried to use them again. The Board asked and Mr. Hedrick agreed to try to find metal replacement doors that would meet the approval of the HALRB.

New Business:

None.

Executive Session:

A motion was made, seconded and approved unanimously to go into executive session to discuss delinquent assessments.

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

The meeting adjourned at 8:50 p.m.