

**Minutes  
Colonial Village III  
Board of Directors Meeting  
17 December 2001**

**Call to order:**

With a quorum present the meeting was called to order at 6:30 p.m. Present at that time were Michael Bodden, president; Peyton Palmore, vice president; Corbin Weiss, treasurer; Dennis Gerrity, secretary; Christian Hamaker, member-at-large; Michael Leventhal, historic preservation coordinator for the Arlington County government; and association manager George Hedrick.

**Proof of Notice of Meeting:**

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

**HALRB Approval of Replacement Windows and Doors and Chimney Repairs:**

This fall, in the process of reviewing a unit owner's application to replace her windows, Arlington County's Historical Affairs and Landmark Review Board (HALRB), whose approval is required for the installation of any replacement window in CVIII, came to the conclusion that unless CVIII's Board developed more detailed and restrictive standards, then CVIII ran the risk of (i) having a hodgepodge of replacement windows in terms of styles and materials under existing standards or (ii) having the HALRB impose a single standard of its own for replacement windows. Because of concerns about the appearance of CVIII and the high costs of the standards that some members of the HALRB wanted to impose on CVIII, the Board asked for and was granted an opportunity to develop its own set of tighter standards for replacement windows. To that end, the Board asked Michael Leventhal, historic preservation coordinator for Arlington County, to attend this meeting to advise the Board on how to proceed with CVIII's efforts to obtain HALRB approval of standards for replacement windows. The Board also asked Mr. Leventhal for his advice on getting HALRB approval of replacement entry doors for buildings and chimney repairs. **Replacement Windows:** The Board explained to Mr. Leventhal that owners wanted to install solid vinyl windows because the cost of a good quality vinyl window was about half that of a good quality wooden window. Owners also wanted internal mullions because they made it easier to clean the glass. The Board was favor of vinyl windows because they would not require exterior painting or glazing. Mr. Leventhal recommended that the Board hire an architect to prepare a technical description of these windows with particular attention paid to their three-dimensional exterior appearance. He warned the Board that the HALRB would not accept internal mullions. He suggested that standards for construction include among other items a requirement of virgin as opposed to recycled vinyl, a minimum standard for milage (thickness), chambered sashes and frames for sturdiness, and a transferable warranty at least twenty years in term. He recommended that standards for design and construction be general enough that CVIII was not locked into a situation where unit owners could buy from only one manufacturer. Mr. Bodden volunteered to find an architect to develop these standards for replacement windows for CVIII. **Exterior Building Entry Doors:** CVIII has a number of warped and damaged exterior entry doors to buildings, particularly those to basements containing laundry and storage rooms, which the Board would like to replace with metal doors CVIII already owned. These metal doors were installed as entry doors when CVIII was originally converted to a condominium. The National Park Service, which had the right to impose standards on the exterior appearance of CVIII at the time of conversion, required their removal because they lacked a three-dimensional appearance consistent with the rest of CVIII. Mr. Leventhal told the Board that there was a chance that the

HALRB would approve the reinstallation of these metal doors, but it was more likely that doors with a three-dimensional appearance would be required. He suggested that the Board use the architect it hired to develop standards for replacement windows to help find an appropriate design for these doors. Mr. Leventhal emphasized the contribution that a sturdy frame made to the length and quality of service gotten from heavily used doors. Mr. Leventhal told the Board that he felt that a high quality wooden door properly sealed and hung would give just as good service as any metal door. **Chimney Repairs:** Mr. Leventhal suggested that the Board hire a structural engineer to advise it on how to deal with the chimney behind Building One, which, because it was pulling away from the building, threatened to collapse. Because this chimney served no purpose other than to conceal the exhaust pipes for Building One's hot water heaters, Mr. Leventhal was of the opinion that the HALRB would allow it to be shortened or demolished if so recommended for safety reasons. If the latter was the case, the HALRB would probably require the exhaust pipes to be boxed in with brickwork for cosmetic reasons, something that could be done for modest expense compared the \$30,000 CVIII was quoted to rebuild this chimney. The Board asked and Mr. Hedrick agreed to solicit a bid for a structural engineer's analysis of how to deal with this chimney from Thomas Downey, Ltd.

**Resident Forum:**

None.

**Reading and Approval of Minutes:** The Board forgot to vote on the minutes of its November meeting.

**Reports of Officers:**

None.

**Committee Reports:**

None.

**Management Report:**

**November Financial Update:** Mr. Hedrick reported that, after making allowances for errors and omissions in the November financial report, CVIII had a year-to-date operating surplus of \$4,898.36 as of the end of November. Mr. Hedrick explained that the \$8322 change from November's operating deficit was the result of (i) several large delinquencies being paid off; (ii) legal expenses associated with delinquent collections, for which CVIII had not been reimbursed, now being carried on CVIII's books as account receivables rather than cash expenditures. Details of the November financial report are available for unit owner review at the CVIII office.

**Investments:** The Board discussed reinvestment options for \$67,645 in CDs maturing on 28 January 2002. Given expectations of rising interest rates, a motion authorizing Mr. Hedrick to reinvest this \$67,645 in a six month CD was made, seconded and approved unanimously.

**Utilities:** Mr. Hamaker told the Board that he had been in contact with Washington Gas and had learned the following: (i) 2002 natural gas prices are forecast to be twenty three percent lower than those of 2001; (ii) CVIII buys natural gas at the going rate from Washington Gas, currently about sixty cents a therm; (iii) it was possible for CVIII to enter into long-term fixed price contracts for natural gas. The Board briefly discussed the possibility of entering a long-term contract for natural gas but decided not to because of its lack of expertise in this area. The Board asked Mr. Hedrick to investigate the effect of electric power deregulation on how much CVIII pays for electricity.

**Old Business:**

**Storm Drainage Project Update:** Mr. Hedrick informed the Board that Hix and Sons had received the necessary permits from Arlington County to complete drainage work on Buildings One and Three and work on the latter should be finished by Christmas.

**New Business:**

**Wilson Blvd. Gate:** The Board asked Mr. Hedrick to see if Mr. Kiman could install some sort of insulating device to reduce or eliminate the clanging sound made when the Wilson Blvd. gate is used.

**New E-Mail Address for CVIII's Association Manager:** Mr. Hedrick informed the Board that [colonialvillage@netzero.net](mailto:colonialvillage@netzero.net) was his new e-mail address.

**Executive Session:**

A motion was made, seconded and approved unanimously to go into executive session to discuss delinquent assessments, the possibility that a unit owner was operating a business in Building One in violation of CVIII's bylaws, and to hold a hearing on the revocation of a unit owner's parking privileges.

The next Board meeting is scheduled for 6:30 p.m. on 21 January 2002 in the conference room in the CMI office at 1903 Key Blvd.

The meeting adjourned at 8:00 p.m.