

**Minutes
Colonial Village III
Board of Directors Meeting
21 January 2002**

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; Dennis Gerrity, secretary; Christian Hamaker, member-at-large; 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:

No residents except board members were present.

Reading and Approval of Minutes:

Motions approving the minutes of the 19 November 2001 and 17 December 2001 meetings without change were made, seconded and approved unanimously.

Reports of Officers:

None.

Committee Reports:

Newsletter Committee: Mr. Hamaker agreed to chair this committee, which would produce and edit material for CVIII's newsletter, distribution of which would resume on a quarterly basis this year. The Board discussed a number of topics for upcoming issues.

Management Report:

December Financial Update: Mr. Hedrick reported that, after making allowances for errors and omissions in the December financial report, CVIII had a year-to-date operating surplus of \$5,150.43 as of the end of December 2001. The Board noted that this surplus was the result of several large delinquencies being paid off and a change in how legal expenses incurred attempting to collect delinquencies are carried on CVIII's books. Details of the December financial report are available for unit owner review at the CVIII office.

Old Business:

Landscaping Update: The Board asked Mr. Hedrick what happened to the fall pruning T&J was supposed to provide CVIII. Mr. Hedrick told the Board that T&J was working elsewhere in Colonial Village the week of this meeting and would probably get to CVIII at the end of January, at which time it would get caught up on pruning CVIII's plants, shrubs and small trees.

Storm Drainage Project: Mr. Hedrick informed the Board that Hix had completed work on Buildings One and Three except for cleaning up construction debris and landscaping repairs. Mr. Hedrick told the Board that Hix had inadvertently omitted a pipe to collect runoff from a downspout on the southeast side of 1732 Queens Ln. from its final bid on Building Three. Mr. Hedrick asked the Board to approve \$429 for this line. After discussion, a motion to that effect was made, seconded and approved unanimously. In response to a query from the Board, Mr.

Hedrick said that a punch list had not yet been prepared for review prior to the release of the final payment due to Hix.

Replacement Windows and Doors: The Board reviewed material it had gathered to develop a set of standards for unit replacement windows that would meet the approval of Arlington County's Historical Affairs and Landmark Review Board (HALRB). Mr. Hedrick told the Board that he planned to meet later in the week of this meeting on site with Doug White of Thomas Downey, Ltd. and a contractor to discuss replacement doors and windows.

Chimney Repairs: Mr. Hedrick informed the Board that an engineer from Thomas Downey, Ltd. had inspected the chimney behind Building One. He found additional cracks. He advised CVIII that if this chimney were to be kept from collapsing, then its top half would have to be torn down and rebuilt to the height of the top of the adjacent parapet. The Board felt this approach was too expensive. It asked and Mr. Hedrick agreed to contact Mr. Leventhal of the HALRB with a proposal that this chimney be demolished completely and the hot water heater exhaust pipes that it housed be enclosed with plywood covered with a brick facing.

Electric Meters: Mr. Hedrick told the Board that he was still trying to get Kolb Electric, Inc. to provide a bid to replace the metal boxes that protect house unit owners' electric meters from the elements.

Parking Lot Asphalt: Mr. Hedrick presented the Board with a bid of \$2,500 from Espina Stone Co. to do the following work on CVIII's parking lot: fill cracks, seal the surface, restripe parking spaces, and scrape and paint yellow curbs. Mr. Hedrick said he was trying to get two additional bids for the Board to consider before it made a decision on this project.

Contracting for Gas and Electricity: Mr. Hedrick was asked to follow up on material from Dominion Power explaining how consumers could best reduce their electric bills given the deregulation of electric power generation in Virginia. In a similar vein, Mr. Hedrick told the Board that he had been in touch with a representative of Pepco Services with respect to CVIII's purchases of natural gas.

New Business:

Water Line Break: Mr. Hedrick informed the Board that a leak was found in a four-inch copper pipe supplying water to Buildings One and Three. Dwyer Plumbing made repairs, which required cutting off all water service to these two buildings, on 16 January 2002.

Fire Code Violations in Storage Room: The Board informed Mr. Hedrick that residents of Building Four were storing their possessions in the aisles of the storage rooms located in the basement of 1808 Queens Ln. This was a violation of both Arlington County's fire code and CVIII's bylaws (Article XI, Section 1, Paragraphs (d) and (e)). The Board asked and Mr. Hedrick agreed to distribute a notice to residents of this violation and warning them to remove their possessions from common areas or association management would remove them. The Board asked Mr. Hedrick to have Mr. Kiman police these storage rooms for this problem on a regular basis in the future.

Executive Session:

A motion was made, seconded and approved unanimously to go into executive session to discuss delinquent assessments and a complaint about a noisy resident.

The next Board meeting is scheduled for 6:30 p.m. on 20 February 2002 in the conference room in the CMI office at 1903 Key Blvd.

The meeting adjourned at 8:00 p.m.