

**Minutes
Colonial Village III
Board of Directors Meeting
20 February 2002**

Call to order:

With a quorum present the meeting was called to order at 6:35 p.m. Present at that time were Peyton Palmore, vice president; Dennis Gerrity, secretary; Christian Hamaker, member-at-large; maintenance engineer Stan Kiman; and association manager George Hedrick. Fred Kuhm, a unit owner, arrived at 7:00 p.m.

Proof of Notice of Meeting:

All unit owners in attendance, except Mr. Kuhm, acknowledged the timely receipt of notice of this meeting. Mr. Kuhm said that he was told in a phone call to the CMI office that the meeting began at 7:00 p.m.

Resident Forum:

Mr. Kuhm informed the Board that he had installed **replacement windows** in the unit he owned (#264 at 1821 N. Rhodes St.) without obtaining a building permit from Arlington County. This permit would not have been issued without a certificate of appropriateness from Arlington County's Historical Affairs and Landmark Review Board (HALRB), which he also failed to obtain. If he could not get HALRB approval of these replacement windows, Mr. Kuhm told the Board it was his understanding that Arlington County would likely require him to remove these windows and install ones that the HALRB would approve. Mr. Kuhm said that he had gotten into this predicament because he was unaware of CVIII's historic status. The Board pointed out to Mr. Kuhm that there is distinct mention of CVIII's historic status, and governmental oversight of this status, in both CVIII's Declaration and Bylaws. Further, the Board told Mr. Kuhm that it had been negotiating standards for replacement windows with the HALRB for the last six months. The Board had discussed these negotiations at its monthly meetings, and these discussions had been reported in the minutes of these meetings. The Board told Mr. Kuhm that his problem was a violation of Arlington County law, and the Board could not provide him with relief from this violation of civil law. The Board advised Mr. Kuhm to pursue this matter with Mr. Michael Leventhal, Arlington County government's coordinator for the HALRB.

Reading and Approval of Minutes:

A motion to approve the minutes of the 21 January 2002 meeting without change was made, seconded and approved unanimously.

Reports of Officers:

None.

Committee Reports:

None.

Management Report:

Engineer: Mr. Kiman reported that there were no unusual occurrences during the last month and that, in addition to his day-to-day responsibilities, he continued working on grinding off rust and repainting the wrought iron railings of the Rhodes St. pedestrian bridge.

January Financial Update: Mr. Hedrick reported that, after making allowances for errors and omissions in the January financial report, CVIII had a year-to-date operating surplus of \$1,980 as of the end of January. Mr. Hedrick said that this surplus would have been larger if some legal bills had not been paid in duplicate, a problem that would be corrected as soon as possible. Details of the January financial report are available for unit owner review at the CVIII office.

Old Business:

Storm Drainage Project Update: Mr. Hedrick informed the Board that an inspection found that Hix's work on Buildings One and Three had been completed satisfactorily and final payment to Hix was released at the end of January. The Board noted that some splash pans and black plastic drainage pipes, which were no longer being used, could be found on the east side of Building One. Mr. Kiman said that he would remove them. The Board also noted that a three-foot section of a copper downspout located on the north side of 1816 Queens Ln. was missing. Mr. Kiman said that he would see that it was replaced.

Landscaping Update: Mr. Hedrick presented the Board with a list of proposed landscaping enhancements to be provided by T&J Lawn Service this spring. After discussion, a motion was made, seconded and approved unanimously for T&J to do the following:

- Replace the nandina located just outside the **Wilson Blvd. gate** with twenty-two Densiflorus Yews at a cost of \$1,628. The nandina are to be transplanted to the north wall of 1736 Queens Ln. and south wall of 1801 Queens Ln. The nandina were meant to keep pedestrian traffic using the Wilson Blvd. gate on the sidewalks, but only half the plants received enough sunlight to flourish.
- Remove and grind out the stump of a spruce tree located in front of **1733 Queens Ln.** at a cost of \$530. This tree is growing poorly because larger deciduous trees are blocking its access to sunlight.
- Remove and grind out the stump of a spruce tree located in front of **1805 Queens Ln.** at a cost of \$530. This tree is growing poorly because larger deciduous trees are blocking its access to sunlight.
- Remove and grind out the stump of a dead cherry tree located in front of **1817 Queens Ln.** and provide and install an eight-foot tall Kousa Dogwood as a replacement at a cost of \$795.
- Create a single bed to link the maple tree and two spruce trees located in front of **1735 N. Rhodes St.** at a cost of \$95.

The Board discussed rearranging existing and planting additional spirea along the east side of the parking lot to channel pedestrian traffic off the lawn and onto the sidewalks but put off taking action until this fall. The Board also discussed installing mulch rings to cover bare spots around the bases of a number of magnolias but put off taking action until Mr. Hedrick could find out from the lawn service why grass and ground cover had so much difficulty growing under these trees.

Tree Maintenance: Mr. Hedrick presented the Board with a list of trees to be trimmed or removed by Bartlett Tree Experts this spring. After discussion, a motion was made, seconded and approved unanimously for Bartlett to do the following:

- Cut back a Siberian Elm from the roof of **1829 Wilson Blvd.** at a cost of \$230.
- Cut back a Southern Magnolia from the building at **1721 Queens Ln.** at a cost of \$200.
- Elevate and clean the crown of a Pin Oak located in the courtyard in front of **1732 Queens Ln.** at a cost of \$525.
- Cut back two large branches hanging over the roof of the south end of the **garage** at a cost of \$375.
- Remove deadwood from two Tulip Poplars and an entire Black Locust that were hanging over benches along the **Rhodes St. sidewalk** north of the driveway to the parking lot.

- Elevate a Kanzan Cherry and a hemlock located in front of **1805 N. Rhodes St.** and elevate and clean the crown of a Willow Oak located in the courtyard behind this address at a cost of \$500.
- Remove substantial amounts of deadwood from three poplars located near **1821 N. Rhodes St.** and the dead top of a walnut overhanging the benches near this address at a cost of \$1300.

The Board asked Mr. Hedrick why magnolias at 1727, 1805 and 1813 N. Rhodes St. weren't being cut back given that they were overhanging the roofs of their buildings by a greater extent than the tree at 1721 Queens Ln. Mr. Hedrick said that Mr. Kiman said that the magnolia at 1721 Queens Ln. was causing difficulties keeping a gutter and downspout clear. The Board also asked Mr. Hedrick why several large branches that were hanging over the north end of the garage were not included in Bartlett's proposal. Mr. Hedrick said that he was not sure, but he assumed they did not pose the same risk of causing damage as those over the other end of the garage.

Parking Lot: Mr. Hedrick presented the Board with three proposals to clean and fill cracks in the parking lot's asphalt surface with hot tar, seal its entire surface with a slurry mix, restripe parking spaces, and scrape and repaint the yellow curbs that give notice of fire lanes. These were: Espina Stone Co., \$2,500; Haines Paving Inc., \$3,105; and Dominion Paving, \$3,300. Mr. Hedrick and Mr. Kiman recommended Haines Paving based on the quality of the work it did on CVI's parking lot. Given this, a motion was made, seconded, and approved unanimously to award this contract to Haines Paving Inc. The Board asked Mr. Hedrick to schedule this work for the month of April so that residents who park their vehicles on this lot can be given at least one month's notice and then repeated notice of the date they have to park their vehicles elsewhere. The Board asked Mr. Hedrick if it was possible to create additional parking spaces by narrowing existing spaces. Mr. Hedrick said that no run of spaces was long enough so that the current width of spaces could be reduced without making the new spaces too narrow for convenient use.

Chimney Repairs: Mr. Hedrick told the Board that he asked Douglas White of Thomas Downey, Ltd to prepare a set of specifications for contractors to bid on demolishing the chimney behind Building One and then enclosing the exhaust pipes for Building One's hot water heaters with a wooden structure covered by a brick veneer. This set of specifications could also be used for CVIII's application for a certificate of appropriateness for this project from Arlington County's Historic Affairs and Landmark Review Board (HALRB).

Historic Affairs and Landmark Review Board (HALRB): Replacement Windows: The Board and Mr. Hedrick discussed a visit to CVIII made the week prior to this meeting by Mr. Michael Leventhal, Arlington County government's coordinator for the HALRB. During this visit Mr. Leventhal emphasized the HALRB's desire that the glass in CVIII's replacement windows be divided by true or simulated muntins and not internal mullions. He inspected vinyl replacement windows at two of CVIII's units. He pointed out the poor quality of measurement and installation at both these units to illustrate why the HALRB wanted a single standard for replacement windows in CVIII. Mr. Leventhal suggested that the Board have Mr. Hedrick contact large window manufacturers, such as Marvin, Pella and Anderson, and ask that they send one of their own representatives and an installer and make a bid for the status of being the "approved" supplier for replacement windows for CVIII. This would ensure that replacement windows were measured and installed correctly. It would help unit owners get a lower price than if they went directly to a local supplier. The Board decided to explore this approach by asking Mr. Hedrick to contact Marvin Windows to see if it would be interested in doing business with CVIII in such a fashion. The Board decided to go back to Hodges & Co. to see if the B.F. Rich vinyl window, which some unit owners wanted to use, could be installed in a fashion that would meet with HALRB approval. **Replacement Doors:** Mr. Leventhal reviewed the use of fiberglass or metal doors to replace the existing wooden entry doors to CVIII's buildings. He said that the HALRB would most likely approve the use of non-wooden doors for basement doors but not first floor doors. The Board discussed information it had gathered on the prices of various types of doors

and their installation costs and decided that it had a way to go before it could be sure that CVIII was getting a good deal.

Hot Water Heater Gas Valves: Mr. Kiman informed the Board that \$705 for parts and labor from USE Plumbing was the lowest bid he was able to get to replace three gas valves for Building Three's hot water heaters that had been flooded after a heavy rain storm last summer. After discussion, a motion awarding this job to USE for \$705 was made, seconded and approved unanimously.

New Business:

Management Contract: After discussion, a motion was made, seconded, and approved unanimously to renew CVIII's management contract with CMI for the calendar year 2002 with the only change from the 2001 contract being a one and one half percent (1.5%) increase in the annual fee CVIII paid CMI.

Cleaning the Exterior Sides of Unit Entry Doors: The Board pointed out to Mr. Hedrick that the exterior sides of many unit entry doors and their jambs were noticeably soiled. The Board asked and Mr. Hedrick agreed to contact Condominium Cleaning, the firm that provides janitorial services to CVIII, and request that their on-site employee, Leo Guevara, clean these doors and jambs with soap and water on a regular basis. The Board asked Mr. Hedrick to remind Condominium Cleaning that they agreed last summer to include this service in Mr. Guevara's work schedule.

Executive Session:

A motion was made, seconded and approved unanimously to go into executive session for the purposes of discussing a possible violation of CVIII's Bylaws, the dedication of common elements as memorials, and delinquent assessments.

The next Board meeting is scheduled for 6:30 p.m. on 18 March 2002 in the conference room in the CMI office at 1903 Key Blvd.

The meeting adjourned at 8:12 p.m.