

**Minutes
Colonial Village III
Board of Directors Meeting
15 April 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; Peyton Palmore, vice president; Christian Hamaker, treasurer; Dennis Gerrity, secretary; 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:

No one was present to speak.

Reading and Approval of Minutes:

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

Reports of Officers:

None.

Committee Reports:

Landscaping: Mr. Gerrity advised the Board that this year's landscaping budget would be spent in full by projects already approved and the contemplated planting of seasonal flowers.

Management Report:

Engineer: Mr. Kiman informed the Board that he had finished grinding off rust, priming and top coating the wrought iron railings on the Rhodes St. pedestrian bridge. Mr. Kiman again alerted the Board to the imminent failure of a hot water heater located in the basement of 1729 Queens Ln. serving Building One. The Board asked about \$1,100 worth of roof repairs over the past month. Mr. Kiman explained that leaks had been discovered underneath several scuppers. CVIII had to pay for repairing them because Pioneer Roofing's installation warranty had expired.

March Financial Update: Mr. Hedrick reported that, after making allowances for errors and omissions in the March financial report, CVIII had a year-to-date operating surplus of \$5,673 as of the end of March. Mr. Hedrick singled out for attention CVIII's account with Arlington County for water and sewage service, which was \$4,068 over budget for the first three months of this year. He attributed part of this deficit to a rate increase and part to a break in a 3" water main that was repaired in February. Mr. Hedrick said that he would review consumption in the first quarter of past years to check for a meter reading error. Mr. Hedrick noted that he had recovered approximately \$1,800 of \$3,600 in overpayments to CVIII's law firm, Chadwick, Washington and a \$710 overpayment to Snow Services, Inc. Details of the March financial report are available for unit owner review at the CVIII office. **Contract Calendar:** The Board requested and Mr. Hedrick agreed to include a "contract calendar" in the Management report he prepared for the Board's monthly meetings. This calendar would list the expiration dates of CVIII's contracts for goods and services. This would provide reminders to association management and the Board to seek competitive bids for the supply of these goods and services well before current contracts expire.

Old Business:

Landscaping Update: Mr. Hedrick presented the Board with three bids to install 600 red and white impatiens and 300 blue ageratum as summer annuals. These were: Merrifield Garden Center, \$6.13 per plant; McFall & Berry, \$2.40 per plant; and T&J, \$2.10 per plant. A motion to purchase 900 summer annuals in 4.5" pots at \$2.10 per plant from T&J was made, seconded and approved unanimously.

Chimney Replacement: Mr. Hedrick informed the Board that he was unable to present bids to have the chimney behind 1729 Queens Ln. demolished and replaced with a brick veneered plywood structure that would contain the exhaust pipes of the gas-fired hot water heaters located in that building because Doug White of Thomas Downey, Ltd. had not yet supplied the specifications for the replacement structure.

Replacement Windows: The Board reviewed its efforts to develop a set of standards for replacement windows that would meet the approval of Arlington County's Historic Affairs and Landmark Review Board (HALRB). The Board decided that an important goal of these standards should be to maintain a uniform appearance to the exterior of CVIII. Because twenty years or more would pass before all unit owners replaced their current windows, the Board decided to include in these standards a requirement that aluminum coil be used for capping and that the design and dimensions of newly installed capping match what was installed when CVIII was converted to a condominium. To minimize common maintenance expense, the Board also decided to include a requirement in these standards that the exteriors all wooden windows be clad in metal or vinyl. The Board reviewed a recent visit by Frank Gugino of Hodges Widow Co. during which the feasibility of installing vinyl widows that had the same amount of glass as current widows was discussed.

Hallway Renovations: The Board was asked to consider beginning painting hallways as soon as possible in 2002 and put off replacing hallway carpeting until sometime in 2003. In discussion, members of the Board observed that it would probably be late fall before a color scheme for paint and carpeting had been selected and contracts bid out. It was also noted that CVIII would get its lowest price for indoor painting if it were scheduled for the dead of winter. The Board decided to stick to its original schedule of winter and early spring for hallway renovations.

Parking Lot Asphalt Repairs: Mr. Hedrick informed the Board that he was about to distribute to residents the first of several notices warning that sometime during the next two months cracks in CVIII's parking lot's asphalt surface would be tarred and its entire surface sealed with a slurry mix. This would require that all vehicles be removed from the parking lot for at least one day. Residents who planned to be away for extended periods of time would be advised to park their vehicles on the street before they left or leave a set keys with a neighbor who could be depended upon to move their vehicle when notice was given of a specific date for this work.

Unit Main Breakers: The Board reviewed a legal opinion it requested from Chadwick, Washington concerning who had responsibility for maintenance and replacement of unit main circuit breakers. Every unit has a main circuit breaker located on an exterior wall adjacent to its electric meter. This circuit breaker is prone to failure because over time (1) its fasteners loosen and (2) moisture corrodes its connections with the rest of the electrical system. When a main circuit breaker fails, its unit will have no electric power. The thrust of Chadwick, Washington's opinion was that this circuit breaker was the property of the unit's owner, and its maintenance and repair were the responsibility of the unit's owner. For reasons of safety as well as economy of scale the Board could have these circuit breakers inspected at common expense. However, if a circuit breaker was found defective, the cost of its repair or replacement should be assessed against its unit's owner. Mr. Hedrick and Mr. Kiman told the Board that they were unaware of any safety problems resulting from the failure of these circuit breakers. In discussion, the Board noted that there were economies of scale in having these circuit breakers inspected as a group, but the community as a whole ran a risk of being held liable by individual unit owners for any

electrical problems they might experience subsequent to such an inspection. The Board decided that its best course of action at the present time was to use these minutes and CVIII's newsletter to advise unit owners to have their main circuit breaker inspected on a regular basis by a licensed electrician.

Move-In Fees: The Board was asked whether a move-in fee is due when the owner of a two-bedroom unit rents out one of his or her bedrooms to a tenant. After discussion, the Board clarified the applicability of the one hundred dollar (\$100) move-in fee by saying that it was due whenever someone moved into a unit as a new owner, as someone leasing a single room or an entire unit, as a new roommate of an existing resident, or as someone subletting a unit from an existing tenant.

Long-term Contract to Purchase Natural Gas: Mr. Hedrick presented the Board with details of a proposed contract with GasMark that would supply CVIII with natural gas for the next twelve months at a price of \$.497 per therm, which was thirty-one percent (31%) lower than the \$.7203 average price per therm CVIII paid in 2001. Mr. Hedrick noted that CVI, CVII and the Commons had decided to sign contracts with GasMark. After discussion, a motion to approve signing a twelve-month contract to purchase natural gas at \$.497 per therm from GasMark was made, seconded and approved unanimously.

New Business:

Election of Officers of the Board: The Board noted the departure of Corbin Weiss from Board because he sold his unit. Motions electing Michael Bodden as president, Payton Palmore as vice president, Christian Hamaker as treasurer and Dennis Gerrity secretary were made, seconded and approved unanimously. A motion electing Dennis Gerrity chairman of the landscaping committee was made, seconded and approved unanimously.

2002 Lawn Maintenance Contract: Mr. Hedrick presented the Board with a lawn maintenance contract with T&J Lawn Service for the year 2002 that was unchanged in terms and prices from CVIII's 2001 contract with T&J. After discussion, a motion to approve this contract for lawn service for the year 2002 with T&J was made seconded and approved unanimously. The Board asked Mr. Hedrick if he could verify that T&J had sprayed horticultural oil on evergreen trees and shrubs in February as specified in their contract with CVIII. He said he could not and that he would pursue the matter and report back. The Board asked to be notified in advance of T&J's fertilizer applications this summer and fall so that these applications could be verified. The Board asked and Mr. Hedrick agreed to file another complaint with T&J about the failure of its work crews to adequately police debris that had accumulated in mulch beds.

Complaint about Dogs: Mr. Hedrick brought to the Board's attention a letter from a resident of Building Two (1801-1817 Queens Ln.) complaining about the noise associated with unleashed dogs being allowed to play behind this building. The Board discussed this matter and requested that Mr. Hedrick ask this resident to identify the owners of the dogs causing this complaint. Mr. Hedrick could then write to ask them not to let their dogs run unleashed anywhere in common areas of CVIII and to remind them of the existence of a dog park at N. 13th and Herndon Sts. Mr. Hedrick would also ask them to be careful about how much noise they made if they happened to congregate in the rear of Building Two (1801-1817 Queens Ln.)

Executive Session:

A motion was made, seconded and approved unanimously to go into executive session for the purpose of discussing delinquent assessments.

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

The meeting adjourned at 8:45 p.m.