

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

Call to order:

With a quorum present the meeting was called to order at 6:30 p.m. Present at that time were 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 15 April 2002 meeting without change was made by Mr. Hamaker, seconded by Mr. Palmore and approved unanimously.

Reports of Officers:

Mr. Gerrity reported to the Board on various topics discussed at Chadwick, Washington's annual seminar on recent changes in statutory and case law regulating the operation of condominiums. The most notable of these was an amendment to Virginia's Condominium Act signed into law this year, which requires a board of directors to maintain reserve accounts for capital components of the common elements of their condominiums; to conduct a study of these reserve accounts every five years; and to fund these accounts in accord with the recommendations of these studies.

Committee Reports:

None.

Management Report:

Engineer: Hot Water Heaters: Mr. Kiman informed the Board that a hot water heater located in the basement of 1729 Queens Ln. was leaking so badly that it had to be replaced. Mr. Kiman told the Board the latest generation of gas fired hot water heaters used an electronic sparking device rather than a continuously burning pilot lamp to ignite their burners. This required that additional electrical wiring be installed in Building One's boiler room. Mr. Kiman recommended that such wiring be installed in Buildings Two, Three and Four's boiler rooms in the near future to simplify the installation of additional replacement hot water heaters, which was probably imminent, given that all but three of these heaters had exceeded their expected service lives. Mr. Kiman was asked and agreed to obtain competitive bids to do this electrical wiring for the Board's consideration at its June meeting. **Storage Room Light Switches:** Mr. Kiman told the Board that the timing switches, which regulate how long the lights stay on in storage rooms, had been damaged by misuse and he was in the process of replacing them.

April Financial Update: Mr. Hedrick reported that, after making allowances for errors and omissions in the April financial report, CVIII had a year-to-date operating surplus of \$11,290 as of the end of April. Mr. Hedrick told the Board that he had been able to obtain a \$3,240 refund of duplicate payments of legal bills from Chadwick, Washington. **Asset Management:** The Board

reviewed the investment of CVIII's cash assets and decided to withdraw \$60,000 from its operating fund account with BB&T and invest it in a three-year CD. Mr. Hedrick said that he would ask Lynn Wood of CMI to find a good rate for this CD. **Water and Sewer Account:** The Board noted that the water and sewer account was \$4,955 or 53% over budget year-to-date. The Board found it improbable that a leak in a four-inch line, which was repaired in mid-January, could account for such a large deficit and asked Mr. Hedrick to check for additional leaks and meter reading errors. Details of the April financial report are available for unit owner review at the CVIII office.

Contract Calendar: Mr. Hedrick brought to the Board's attention the first appearance of the "contract calendar" he was requested to include in his monthly management report. The Board thanked him and asked that he include dates for spring and fall annuals.

Correspondence: Slippery Basement Hallway Floors: The Board reviewed e-mail from a resident alerting association management to slippery conditions on the basement hallway floors of Building Four that caused his wife to fall, which resulted in her being injured. Mr. Hedrick told the Board that temporary floor mats were installed on the basement hallway floors of Building Four as soon as he learned of this incident. Permanent floor mats for the basement hallway floors of all four buildings were on order. **Pet Complaint:** The Board reviewed a letter from a resident of Building One complaining about dog owners violating Arlington County leash laws in common areas of CVIII. One dog owner was singled out for leaving bagged animal waste in CVIII's shrubbery. (A fire code violation complaint was made about this same pet owner.) Mr. Hedrick was asked to write appropriate warning letters to those identified in this letter. **Clogged Downspouts:** The Board reviewed e-mail from a resident of Building Four alerting association management that the downspouts for the garage gutters were blocked. Mr. Kiman said the problem had been corrected. **Interior Modification and Wooden Floor Installation:** The Board reviewed a letter from the owner of a unit at 1733 Queens Ln. informing it of several projects she had planned and asking for whatever authorization she might need from the Board. She wanted to modify the interior of her unit by creating a pass-through in the wall between her kitchen and dining room. This would require moving the circuit breaker panel in her kitchen. She also wanted to install hard wood floors. The Board asked Mr. Hedrick to write this unit owner that she did not need the Board's authorization to install the pass-through so long as the wall in question was not load bearing. However, she should make sure her contractor had a building permit from Arlington County for the electrical work. Since she lived in a first floor unit, she did not need the Board's authorization install wooden floors.

Old Business:

Landscaping Update: Soil Testing: The landscaping committee informed the Board that it had obtained soil sampling kits from the Arlington County Agricultural Extension Agent's office. Samples would be taken and sent down to VPI at Blacksburg for testing by the first week of June.

1729 Queens Ln.: The Board reminded Mr. Hedrick that T&J Lawn Service had still not provided the Barberry plants needed to complete last year's renovation of the bed between the entry doors to 1729 Queens. Ln. **Wilson Blvd. Gate:** The Board informed Mr. Hedrick that four bunches of ornamental grasses T&J had planted in the oval shaped bed outside the Wilson Blvd. gate were dead. Mr. Hedrick was asked to obtain replacement plants from T&J, gratis, if possible.

1735 N. Rhodes St.: The Board discussed a proposal of residents of this building to make improvements at their expense to a bed of ivy and small shrubs by the front door of their building.

Hallway Renovations: The Board told Mr. Hedrick that it wanted to have bids made and, hopefully, contracts signed to paint hallways and install new carpet before this year's annual meeting and the approval of the 2003 budget. This would help protect CVIII from any financial surprises next year, when the work is actually done. Noting that it could best evaluate the proposals of contractors by knowing exactly how much work they were being asked to do, the Board asked Mr. Kiman to measure the square footage of the floors and stairs, walls and ceilings

of the three different types of buildings that make up CVIII. Mr. Hedrick told the Board that he would present it with a list of options it might want to include in its request for proposals from contractors.

Replacement Windows: Unauthorized Installation: Mr. Hedrick informed the Board that the owner of a unit at 1816 Queens Ln. had installed three replacement windows on 17 May 2002 without receiving written permission from the Board, which was a violation of CVIII's bylaws. This owner also failed to get a Certificate of Appropriateness (CoA) from Arlington County's Historic Affairs and Landmark Review Board (HALRB), which has the statutory authority to require that alterations to the exterior of CVIII that it had not authorized be removed and redone in an approved manner. The Board asked Mr. Hedrick to notify this unit owner in writing of his violation of CVIII's bylaws and the HALRB of his failure to obtain a CoA. **Replacement Standards:** The Board reviewed a letter written 1 May 2002 to Michael Leventhal, Arlington County's coordinator for the HALRB, asking that the HALRB amend the set of standards for replacement windows it sent CVIII on 22 June 2000 to read as follows:

1. The replacement technique must be "complete frame," not "replacement frame" or "sash pack."
2. The color of the exterior of the new window must be white.
3. The new window must be of the same dimensions as the window installed when CVIII was converted to a condominium.
4. The new window must be double hung.
5. Capping must be done with aluminum coil, which has been pre-finished white, and must match the dimensions and design of the capping installed when CVIII was converted to a condominium.
6. The new window must have the same amount of lights (glass) as the window installed when CVIII was converted to a condominium.
7. The new window must have either true divided lights or simulated divided lights, and the division of lights must be identical to that of the window installed when CVIII was converted to a condominium.
8. The new window must have narrow muntin bars or external grids, no more than 7/8" inch wide. Mullions, grids installed behind or between panes of glass, are not acceptable.
9. The new window can be made of (i) wood with its exterior side clad in metal or vinyl or (ii) vinyl.
10. The new window cannot be made of metal or any synthetic material except vinyl.
11. Vinyl windows must be fusion-welded. They must carry the Energy Star approved label issued jointly by the U.S. Department of Energy and the Environmental Protection Agency. Their sashes and frames must be fabricated with multiple chambers for strength and stability.

Mr. Hedrick told the Board that the Design Review Committee of the HALRB would consider this amended list of standards for replacement windows on 5 June 2002 and the full HALRB would vote on them on 19 June 2002. **Contractor Visits:** Mr. Hedrick told the Board that a representative of Pella Windows was scheduled to visit on 21 May 2002 to discuss the feasibility of his firm's windows being used as replacements in CVIII. Representatives of Mid-South Distributors were scheduled to make a presentation on 24 May 2002 of a specific replacement window along estimates of installing this window in various units.

Chimney Replacement: Mr. Hedrick presented the Board with a draft of drawings and specifications prepared by Doug White of Thomas Downey, Ltd. for a structure to replace the existing chimney behind 1729 Queens Ln. The existing chimney, which contains the exhaust pipes for Building One's hot water heaters, is pulling away from the building to such an extent that there is possibility that it will collapse. Mr. Hedrick told the Board that he seeking proposals to build this replacement chimney from the companies that were currently bidding on repairing the garage's brickwork.

Garage Reserve Account: Mr. Hedrick presented the Board with bids from three contractors to tuck point brickwork to help the Board determine if reserves sufficient to maintain the garages were being, or already had been accumulated. These ranged from \$1.95 to \$3.14 per linear foot if the upper one third or so of the garage's brick walls were repaired. Bids to tuck point the full height of the garage's brickwork ranged between \$1.51 and \$2.40 per linear foot. One contractor advised that the poor condition of the mortar for the uppermost twelve courses of bricks warranted its repair in the immediate future. The Board decided to put off any decision on proceeding with repairing the brickwork until Mr. Hedrick obtained estimates of the costs of replacing the roof and doors.

New Business:

Laundry Machine Contract: The Board noted that the current contract to supply and maintain CVIII's coin operated washers and dryers will expire 8 November 2002. Mr. Kiman was asked about performance of the existing contractor WEB. He described their maintenance efforts at the present time as minimal, what one would expect given the few months left on their contract with CVIII. Mr. Hedrick said that he would soon begin soliciting bids on a new contract. This new contract would mean the installation of new washers and dryers and the renovation of the laundry rooms, or a substantial upfront payment that CVIII could use for renovation.

Executive Session:

A motion was made by Mr. Hamaker, seconded by Mr. Palmore and approved unanimously to go into executive session.

The next Board meeting is scheduled for 8:30 p.m. on 17 June 2002 in the conference room in the CMI office at 1903 Key Blvd.

A motion to adjourn the meeting was made by Mr. Hamaker, seconded by Mr. Palmore and approved unanimously at 8:25 p.m.