

**Minutes
Colonial Village III
Board of Directors Meeting
15 July 2002**

Call to order:

With a quorum present the meeting was called to order at 6:33 p.m. Attending 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: Mr. Hamaker moved that the minutes of the 20 May 2002 meeting be approved without change. Mr. Palmore seconded this motion, and Mr. Gerrity, Mr. Hamaker and Mr. Palmore voted to approve it. Mr. Bodden abstained because he unable to attend this meeting. Mr. Palmore moved that the minutes of the 17 June 2002 meeting be approved without change. Mr. Hamaker seconded this motion, and it was approved unanimously.

Reports of Officers:

None.

Committee Reports:

None.

Management Report:

Engineer: Mr. Kiman informed the Board that he had encountered no unusual maintenance problems during the last month. The Board asked Mr. Kiman about what appeared to be a drainage problem on the south side of **1721 Queens Ln.** Mr. Kiman said that he was in the process of constructing a dry well to diffuse condensation runoff from an air handler in this building. The Board asked and he agreed to remove a large log from the rear of **1801 Queens Ln.** The Board also asked him to see if the grate covering a window well on the east side of **1801 Queens Ln.** needed to be repaired or replaced.

June Financial Update: Mr. Hedrick reported that, after making allowances for errors and omissions in the June financial report, CVIII had a year-to-date operating surplus of \$10,877 as of the end of June. The Board thanked Mr. Hedrick for expanding the monthly financial report by detailing errors and omissions and what was being done to correct them. The Board noted that when it instituted move-in fees last year it promised unit owners that it would make sure that these fees would be spent for hallway renovations. To make it clear that it had, the Board asked Mr. Hedrick to create a new reserve account titled "Carpet and Tile Reserves, Move-In Fees" to which these fees would be credited. Specifics of the June financial report are available for unit owner review at the CVIII office.

Old Business:

Landscaping Update: Mr. Gerrity moved that the Board approve \$259.14 for landscaping enhancements to **1735 N. Rhodes St.** Mr. Hamaker seconded the motion, and the Board approved it unanimously. **Pruning:** Members of the Board expressed satisfaction with the scope and quality of pruning done during the week before this meeting by T&J Lawn Service. One exception was the upper portion of a large Holly in front of 1821 N. Rhodes St. **Mowing:** The Board asked Mr. Hedrick to have T&J Lawn Service mow CVIII's lawns less frequently until rainfall returned to normal levels. **Lawn Service Contract:** The Board asked Mr. Hedrick whether a number of services that T&J Lawn Service was contractually obligated to provide CVIII had in fact been provided. Among others, these included a variety of applications of herbicides to control weeds, applications of insecticides to ornamental trees and shrubs, two applications of fertilizer to all lawn areas, and specific applications of fertilizer to shrubbery, ground covers and ornamental trees. Mr. Hedrick told the Board that he could not verify if and when these services had been provided. The Board reminded Mr. Hedrick that one of the principal reasons CVIII hired a management company was to supervise and enforce its various contracts for services. Recognizing that there were many competing demands for Mr. Hedrick's time, the Board suggested that since T&J had contracts with CVI, CVII and the Commons that were virtually identical to its contract with CVIII, he should require T&J to give him notice when it was going to provide a specific service to all of Colonial Village. He could then use the maintenance engineers to verify that the work had been done. The Board asked and Mr. Hedrick agreed to meet with the landscaping committee and review the lawn service contract in further detail.

Landscaping Improvements: Mr. Gerrity asked and Mr. Hedrick agreed to schedule a meeting with T&J to discuss landscaping enhancements, including those approved this past February to be done this spring, but put off because of drought conditions. **Tree Maintenance:** Mr. Gerrity asked and Mr. Hedrick agreed to schedule a meeting with Bartlett Tree Experts to survey what tree maintenance needed to be done this fall and winter. Mr. Hedrick and Mr. Kiman agreed to join Mr. Gerrity in an inspection of CVIII's trees prior to Bartlett's visit.

Replacement Windows: Mr. Gerrity informed the Board that Arlington County's Historic Affairs and Landmark Review Board (HALRB) rejected the use of solid vinyl windows as replacement windows in CVIII by a unanimous vote at its 19 June 2002 meeting. The most common explanation of their vote given by members of the HALRB was the consistent treatment of window installation and replacement in "historic" properties in Arlington County. The HALRB had rejected all previous requests to install solid vinyl windows in buildings under its purview, and its members saw no reason to break with precedent in the case of CVIII. The HALRB asked that a minimum depth for muntins be specified when CVIII resubmitted its request for amended standards. After discussions with Mr. Charles Montfort, chairman of the HALRB, and Mr. Hedrick, Mr. Gerrity said that he rewrote the amendments the Board wished to be made to the HALRB's 21 June 2000 standards for replacement windows by removing all reference to solid vinyl windows as acceptable replacement windows in CVIII and adding a requirement that muntins be a minimum of 3/8" deep. Mr. Hedrick submitted this revised list of criteria for replacement windows for consideration at the HALRB's 17 July 2002 meeting. Mr. Hamaker asked how much the use of these standards would speed up the approval process. Mr. Gerrity said about two weeks on average, once Mr. Hedrick, the Board and County staff became accustomed to using them to expedite the approval process.

Replacement Doors:

The Board requested and Mr. Hedrick agreed to get a bid from Precision Doors for six 18-gauge metal building entry doors to be installed in buildings with laundry and trash rooms and a wooden door to replace the front door to 1737 Queens Ln., which had suffered termite damage.

New Business:

Concrete Walkway and Stairway Repairs: The Board reviewed three proposals to remove and replace risers and stoops at 1812 and 1813 Queens Ln.; a ramp to a basement door at 1728 Queens Ln.; and sections of sidewalk at 1727 N. Rhodes St., 1829 Wilson Blvd., 1721, 1725, 1728, 1729, and 1732 Queens Ln. These bids were: Espina Stone, \$3,800; Portugal Construction, \$4,222; and Fort Myer Construction, \$4,851. The Board asked Mr. Hedrick and Mr. Kiman for a recommendation. Mr. Kiman said that he had past experience with Portugal replacing damaged sidewalks and they had done an excellent job. After discussion, Mr. Gerrity moved that the Board accept Portugal Construction's \$4,222 bid to remove and replace sidewalks, risers and stoops, and a ramp. Mr. Palmore seconded this motion, and it was approved unanimously.

Laundry Machines: Bids: Mr. Hedrick presented the Board with proposals to supply CVIII with new coin-operated washers and dryers from HOF Laundry Systems and WEB Service Co., Inc. Mr. Hedrick told the Board that he expected a proposal from a third company, Coinmach, very shortly. Both companies offered seven-year leases for eighteen regular load washers, eighteen regular load dryers, 2 double load washers and two double load dryers. HOF offered two options: (i) a one-time decorating fee of \$12,000 paid to CVIII and payment to CVIII of 100% of the monthly gross collections in excess of \$.83 per day per machine (double load machines count as two); (ii) a one-time decorating fee of \$13,000 paid to CVIII and payment to CVIII of 100% of the monthly gross collections in excess of \$.93 per day per machine (double load machines count as two). WEB, the current contractor, offered three options: (i) a one-time decorating fee of \$12,250 paid to CVIII and payment to CVIII of 100% of the monthly gross collections in excess of \$.83 per day per machine (double load machines count as two); (ii) a one-time decorating fee of \$13,500 paid to CVIII and payment to CVIII of 100% of the monthly gross collections in excess of \$.93 per day per machine (double load machines count as two); (iii) leave the existing equipment in place for three years and pay CVIII a \$20,000 redecoration fee. Machines would be changed out as wear dictates. Several members of the Board expressed their dissatisfaction with WEB's maintenance efforts during this, the final year of their contract with CVIII. The Board asked and Mr. Hedrick agreed to obtain a proposal from a fourth company as an alternative to WEB's bid. **Equipment Leases versus Licensing Agreements:** Mr. Hedrick told the Board that he was asking these companies to write their contracts in terms of licensing agreements rather than equipment leases because a licensing agreement would be easier to get out of if CVIII so desired.

2002-2003 Snow Removal Contract: Mr. Hedrick presented the Board with a proposal from Snow Services, Inc., a Severna Park, Md. firm, to provide snow removal services for the 2002-2003 winter. Mr. Hedrick said that he expected to have proposals from two other firms for the Board's consideration at its August meeting. The Board expressed its unhappiness with the \$720 fee Snow Services charged to plow and salt two inches of slush that accumulated on the parking lot this past winter, especially so, given that the application of salt could not be verified. Mr. Hedrick was asked and agreed to solicit a proposal from a fourth snow removal firm as an alternative to that made by Snow Services, Inc.

Exterior Lighting: Mr. Hedrick presented the Board with a proposal from Natelco to remove pole lamps and replace them with bollard style lamps at **1732 and 1805 Queens Ln.** for \$2,256. These pole lamps were cited in a recent Arlington County Police Department survey of CVIII's exterior lighting because the lamps were up in the canopy of trees and provided little illumination. Mr. Hedrick suggested trying to cut back the trees that were interfering with these lamps before going to the expense of installing new lamps. The Board accepted Mr. Hedrick's suggestion. Noting a long-standing problem with pole lamps being on during daylight hours because their **photo-electric sensors** were located too close to the ground or behind bushes or trees, the Board asked Mr. Kiman to get bids to move these sensors to locations where they would turn security lamps on and off when appropriate. The Board discussed another long-standing security lighting problem, a courtyard bound by **1728, 1732 and 1736 Queens Ln. and 1735 N. Rhodes St.** The

ability of someone to observe suspicious activity in this area was hindered by a number of white pine trees and a pin oak. First floor windows of some units were partially obscured by shrubs. Noting that the pines and oak were installed to serve as light and sound barriers to cars using the parking lot, members of the Board suggested that installing flood lights controlled by motion sensors might be cheaper than removing the trees and replacing them with some other type of shrubbery that also would serve as light and sound barriers. Mr. Kiman was asked and agreed to obtain estimates of the cost of installing such lighting.

Executive Session:

Mr. Hamaker moved that the Board go into executive session to discuss delinquent assessments. Mr. Palmore seconded this motion, and it was approved unanimously.

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

Mr. Palmore moved to adjourn the meeting. Mr. Gerrity seconded this motion, and it was approved unanimously at 8:35 p.m.