

**Minutes
Colonial Village III
Board of Directors Meeting
21 August 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. Unit owner Cheryl Concelman arrived about 6:40 p.m.

Proof of Notice of Meeting:

All unit owners in attendance acknowledged the timely receipt of notice of this meeting.

Resident Forum:

Ms. Concelman had no specific matters about which she wished to speak to the Board.

Reading and Approval of Minutes: Mr. Palmore moved that the minutes of the July 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: Concrete Walks and Steps: Mr. Kiman informed the Board that Portugal Construction had satisfactorily completed removing and replacing damaged sidewalks, risers and stoops at a number of locations on 20 August 2002. Mr. Kiman warned the Board that applying deicing chemicals to this newly laid concrete during this coming winter would result in spalling, surface erosion that was evident on other sections of CVIII's sidewalks. **Roofs:** Mr. Kiman advised the Board that three buildings, **1813 and 1821 N. Rhodes St.** and **1728 Queens Ln.**, had roofs constructed of layered roofing felt that had been tarred and covered with white pea stone, which would likely have to be replaced in the next five to seven years. The Board asked and Mr. Kiman agreed to check and replace, if need be, a lock on a basement door in **1808 Queens Ln.** The Board asked and Mr. Kiman agreed to check and replace, if need be, a timer for lights in the southern storage room in **1728 Queens Ln.** The Board asked and Mr. Kiman agreed to finish painting a railing by the front door to **1813 Queens Ln.** The Board asked Mr. Kiman to remove lawn chairs and other items that residents were storing in the shrubbery behind **1801 Queens Ln.** **July Financial Update:** Mr. Hedrick reported that, after making allowances for errors and omissions in the July financial report, CVIII had a year-to-date operating surplus of \$16,035 as of the end of July. Details of the July financial report are available for unit owner review at the CVIII office.

Correspondence: Mr. Hedrick brought to the Board's attention letters of complaint from the owner of a unit in **1801 Queens Ln.** and his tenant about loud music coming from another unit at this address. Mr. Hedrick told the Board that he wrote a letter to the owner of the noisy unit about this problem and had received no subsequent complaints. Mr. Hedrick brought to the Board's

attention letters of complaint from the owner of a unit in **1805 N. Rhodes St.** and her tenant about what they felt was harassing behavior by another resident of this address. After discussing this matter, the Board came to the conclusion that this was personalities clashing and decided that it had no responsibility to get involved. The Board asked Mr. Hedrick to notify this owner and her tenant of its decision. Mr. Hedrick brought to the Board's attention a letter from a resident of **1728 Queens Ln.** complaining about the stench emanating from the trash room located in that building. Several members of the Board said that her complaint was well founded. Mr. Kiman told the Board that in response to her complaint he had installed air fresheners in all four trash rooms and they seemed to be doing a good job masking bad odors. This resident also suggested that the Board consider installing motion detectors to control lighting in the basements and, consequently, expenditures on electricity. The Board discussed this suggestion and decided that, while it had merit in terms of saving money, safety concerns required that lighting be on at all times in the basements. Lastly, this resident complained about a dog snapping at her while she was out for a walk. Not knowing the identity of this dog's owner, the Board could not pursue this complaint.

Old Business:

Replacement Windows: The Board discussed the following amended standards for replacement windows in the Colonial Village Historic District that were approved by Arlington County's Historic Affairs and Landmark Review Board (HALRB) at its 17 July 2002 meeting. These standards supersede those approved by the HALRB on 21 June 2000.

- The replacement technique must be "complete frame," not "replacement frame" or "sash pack."
- The exterior color of the replacement window must be white.
- The replacement window must be of the same dimensions as the window installed when CVIII was converted to a condominium community.
- The replacement window must be a double hung sash window.
- Capping must be done with a pre-finished aluminum coil and must match the dimensions and design of the capping installed when CVIII was converted to a condominium community.
- The replacement window must have the same number of lights (glass panes) as the window installed when CVIII was converted to a condominium community.
- The replacement window must have either true divided lights or simulated divided lights (SDL), and the division of the lights must be identical to that of the window installed when CVIII was converted to a condominium community.
- The replacement window must have narrow muntin bars or external grids, no less than 3/4" and no more than 7/8" inch wide and a minimum of 3/8" deep.
- The replacement window must be made of wood with its exterior side clad in metal or vinyl.
- The replacement window cannot be made entirely of metal, vinyl, or any other synthetic material.

The Board also noted that the HALRB instituted on 17 July 2002 the following procedural requirements with respect to obtaining its approval of replacement windows:

"Replacement windows in the Colonial Village Historic District must first be approved by the Board of Directors of the Colonial Village III Condominium Association. A letter of approval from the CVIII Board is then taken to the County's Historic Preservation Program staff. The replacement window request will be treated under the Master Certificate of Appropriateness (MCoA) process. The MCoA process was developed to expedite approval of routine, less complicated CoA requests for exterior modifications. The County Historic Preservation Coordinator and Planner are authorized to review, approve and issue MCoAs."

Replacement Doors: Mr. Hedrick and Mr. Kiman reported that they were unable to get bids from Precision Door on a number of replacement doors because the company appeared to have gone out of business. The Board asked them to look for some other firm that could provide similar 18-gauge metal entry doors.

Chimney-1729 Queens Ln.: Mr. Hedrick brought to the Board's attention a proposal from American Exteriors to demolish the chimney behind 1729 Queens Ln., remove debris and build a replacement chimney according to specifications provided by Thomas Downey, Ltd. for \$20,220. Mr. Hedrick told the Board that he was still waiting for proposals from two other companies. The Board asked and Mr. Hedrick agreed to apply to the HALRB for permission to demolish the existing chimney behind 1729 Queens Ln. and have it replaced with one as specified by Thomas Downey, Ltd.

Garage Reserves Account: Mr. Hedrick told the Board that Pioneer Roofing and a second firm were preparing estimates of the cost of replacing the roof of the garage building. These estimates, along with those for renovating brickwork, replacing doors and electrical wiring, would allow the Board to determine whether reserves funds accumulated to date by garage owners were adequate.

Landscaping Update: After discussion by the Board, Mr. Gerrity moved that the Board accept T&J Lawn Service's proposal to do the following work:

1. Replace four dead Karl Foster Grasses and a missing Barberry in the oval shaped bed outside the **Wilson Blvd. gate** that were under warranty and had died. No charge.
 2. 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.
 3. Remove three dying Azaleas by the rear entrance to **1728 Queens Ln.**, install three Sargent Junipers (3 gallon size), and regrade bed for positive drainage for \$100.
 4. Transplant two Barberries and two Sedum to correct locations in the bed by the entrance to **1729 Queens Ln.** at no charge.
 5. Renovate ground cover in front of **1729 Queens Ln.** with five flats of ivy for \$320.
 6. Remove a spruce tree located in front of **1733 Queens Ln.** Grind out its stump and replace with soil and seed. All for \$590. This tree is growing poorly because larger trees are blocking its access to sunlight.
 7. Install eleven Gulf Stream Nandina (three gallon) to complete an existing bed of these plants by the entrance to **1733 Queens Ln.** for \$594.
 8. Renovate ground cover in front of **1801 Queens Ln.** with three flats of ivy for \$192.
 9. Remove a spruce tree located in front of **1805 Queens Ln.** Grind out its stump and replace with soil and seed. All for \$590. This tree is growing poorly because larger trees are blocking its access to sunlight.
 10. Renovate ground cover in front of **1809 Queens Ln.** with six flats of ivy for \$384.
 11. 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 \$800.
 12. Install two variegated Hostas by the front entrance to **1817 Queens Ln.** to replace similar plants that were under warranty and had died. No charge.
 13. Install two Densiflorus Yews (30" high) by the front door of **1813 N. Rhodes St.** for \$178.
 14. Cut back a large Holly in front of **1821 N. Rhodes St.** to window height for \$95.
 15. Create a mulch ring around a Red Maple in front of **1735 N. Rhodes St.** for \$500.
- Mr. Hamaker seconded this motion, and it was approved unanimously. The Board discussed the following items as possible landscaping improvements during 2003.

- Remove the first six upright junipers on the north wall of **1735 N. Rhodes St.**, all sickly and some obstructing a traffic mirror, and replace them with twelve Densiflorus Yews for \$1,668.
- Install several 10-12' Sky Rocket Junipers on the eastern edge of the parking lot for an undetermined price.
- Install a 10-12' Blue Haven Juniper on the eastern edge of the parking lot for an undetermined price.
- Renovation of damage to lawn in front of **1725 Queens Ln.** caused by water line repairs for an undetermined price.
- Renovation of damage to lawn between **1737 and 1801 Queens Ln.** for an undetermined cost.
- Install additional spirea on the eastern edge of the **parking lot** to serve as a barrier to pedestrian traffic for an undetermined cost.
- Create a new bed in the triangular shaped piece of lawn in front of **1805 Queens Ln.** This bed would complement or mirror a bed in a similarly shaped piece lawn in front of 1733 Queens Ln. It would contain twenty-three Happy Return Daylilies (1 gallon), fifteen Autumn Joy Sedum (1 gallon), fifteen Hameln Pennisetum (2 gallon), nine Crimson Pygmy Barberries (3 gallon), and 3 Gold Mop Cypresses (3 gallon). The cost of the above plants, bed preparation and mulch would be \$1,527.
- Remove one Leather Leaf Viburnum and replace with two Foster Hollies in front of **1801 N. Rhodes St.** for \$940.

Tree Maintenance Update: After discussion by the Board, Mr. Gerrity moved that the Board accept Bartlett Tree Experts' proposal to do the following work:

1. Remove major deadwood and a large live limb from two Austrian Pines that are hanging over the roof and lawn at the rear of **1831 Wilson Blvd.** for \$450.
2. Remove a stub and major deadwood from a Siberian Elm that are hanging over the lawn and sidewalk on the Wilson Blvd. side of **1720 Queens Ln. St.** and this building's roof for \$225.
3. Cut back a Southern Magnolia from a pole lamp at **1732 Queens Ln.** for \$120.
4. Cut back a Kanzan Cherry from a pole lamp at **1805 Queens Ln.** for \$105.
5. Remove major deadwood from a Tulip Popular that is hanging over the sidewalk in front of **1801 N. Rhodes St.** for \$600.
6. Remove major deadwood from a Tulip Popular that is hanging over the lawn in front of **1805 N. Rhodes St.** for \$450.
7. Remove major deadwood from a Tulip Popular that is hanging over the **Rhodes St. pedestrian bridge** for \$525.
8. Remove major deadwood from a Tulip Popular that is hanging over a bench facing **the 1800 block of N. Rhodes St.** for \$300.

Mr. Palmore seconded this motion, and it was approved unanimously. The Board asked and Mr. Hedrick agreed to apply to the HALRB for permission to remove a London Plane in front of **1809 Queens Ln.** whose growth was being distorted by a larger tree and a Green Ash behind **1817 and 1813 Queens Ln.** that posed a threat to the foundations of these two buildings.

New Washers and Dryers: The Board reviewed proposals to supply CVIII with new washers and dryers from Webb, HOF, Coinmach, and Caldwell & Gregory. Mr. Hedrick was asked to find out if these companies could provide commercial quality machines that were more efficient in their use of water and electricity than those in their proposals. Members of the Board expressed their dissatisfaction with the promptness and quality of repair and maintenance service provided by Webb, the company that currently supplies CVIII's laundry machines. The Board asked Mr. Hedrick to obtain specific written service response commitments and maintenance schedules from these companies.

New Business:

Laundry Room and Basement Hallway Renovation: Mr. Hedrick told the Board that two companies had agreed to make proposals to paint CVIII's laundry rooms, trash rooms and basement hallways, but neither had delivered their proposal to him in time for this meeting. Mr. Kiman said that both companies said that they would use rollers not spray guns to do the job, and, based on this information, the Board decided that CVIII would get a better price on painting the basement hallways and trash rooms if they were included in the contract to paint the first and second floor hallways and doors.

Window Cleaning: Mr. Gerrity moved that the Board accept a proposal from Crystal Window Cleaning Company to clean the outside surfaces of windows in CVIII for \$5.50 per window. Mr. Hamaker seconded this motion, and it was approved unanimously. Mr. Hedrick said written notices of when Crystal Cleaning would be at CVIII would be delivered to every unit in CVIII. Residents would indicate their desire to have the outside surfaces of their windows cleaned by removing screens.

Executive Session:

Mr. Bodden moved that the Board go into executive session. Mr. Palmore seconded this motion, and it was approved unanimously.

The next Board meeting is scheduled for 6:30 p.m. on 25 September 2002 in the conference room in the CMI office at 1903 Key Blvd.

Mr. Gerrity moved that the meeting be adjourned. Mr. Palmore seconded this motion, and it was approved unanimously at 8:50 p.m.