

**Minutes  
Colonial Village III  
Board of Directors Meeting  
18 September 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; Stanton Stafford, member-at-large; 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. Palmore moved that the minutes of the August meeting be approved without change. Mr. Hamaker seconded this motion, and it was approved by Mr. Bodden, Mr. Palmore, Mr. Hamaker and Mr. Gerrity. Mr. Stafford abstained because he did not attend the August meeting.

**Reports of Officers:**

None.

**Committee Reports:**

None.

**Management Report:**

**Engineer:** Mr. Kiman informed the Board that there had been no unusual maintenance problems since the Board's last meeting. He alerted the Board that an owner would be evicted due to foreclosure within the week following this meeting, and this person's belongings would be stacked up on a county-owned sidewalk.

**August Financial Update:** Mr. Hedrick reported that, after making allowances for errors and omissions in the August financial report, CVIII had a year-to-date operating surplus of \$12,393 as of the end of August. Details of the August financial report are available for unit owner review at the CVIII office. **Asset Management:** The Board reviewed the allocation of CVIII's cash assets and decided to take money out of two money market accounts and invest it in a CD. Mr. Gerrity moved that the Board authorize CMI to consolidate \$90,000 from money market accounts that CVIII had with BB&T and Acacia Federal Saving Bank and invest it in the best paying twenty-four to thirty-six month CD being offered by a FDIC insured bank operating in the Washington, DC area. Mr. Bodden seconded this motion, and it was approved unanimously. **1735 N. Rhodes St., #238:** The Board reminded Mr. Hedrick that a rear window in this unit was broken and asked that he contact the owner of this unit about having it repaired as soon as possible or being fined on a daily basis until it was. Mr. Kiman noted that this window could be repaired through CVIII's In-Unit-Service Program for approximately \$50.

**Correspondence:** Mr. Hedrick brought to the Board's attention a letter from the owner of unit #118 at 1729 Queens Ln. requesting permission to install wooden flooring in her second floor

unit at an unspecified future date. The Board approved her request, contingent on her installing carpeting covering 80% of however much wooden flooring she had installed. The Board asked Mr. Hedrick to write this unit owner notifying her of its decision.

**Old Business:**

**Landscaping Update:** The Board reviewed T&J Lawn Service's request to use Otto Luyken Laurels rather than Densiflorus Yews as replacements for the nandina located outside the **Wilson Blvd. gate**. The nandina, which were to be transplanted to the north wall of 1736 Queens Ln. and the south wall of 1801 Queens Ln., were originally installed to keep pedestrian traffic on the sidewalks and out of the ivy beds adjacent to the gate, but only half of the plants received enough sunlight to flourish. The Board's discussion focused on the question of whether pedestrian traffic really posed a threat to these ivy beds. If it did not, there was no aesthetic justification for planting a hedge in this location. The Board decided to transplant the nandina and not replace them with another type of plant unless it was obvious that foot traffic was damaging these ivy beds. The laurel would be used to replace the ailing junipers along the north wall of **1735 N. Rhodes St.** Mr. Gerrity moved that T&J Lawn Service be authorized to transplant the nandina as described above, remove the first six upright junipers along the north wall of 1735 N. Rhodes St., and replace these junipers with twelve Otto Luyken Laurels. This motion was seconded by Mr. Palmore, and approved unanimously.

**Tree Maintenance:** Mr. Hedrick informed the Board that he had scheduled an appearance before the Design Review Committee (DRC) of Arlington County's Historic Affairs and Landmark Review Board (HALRB) to request permission to remove (1) a fifty foot high Green Ash behind **1813 and 1817 Queens Ln.** because it threatened the structural integrity of those buildings and (2) a London Plane in front of **1809 Queens Ln.** whose growth was distorted because a larger tree was blocking its access to sunlight. The Board reminded Mr. Hedrick that it wanted Bartlett Tree Experts to complete the pruning approved at the Board's 21 August 2002 meeting before the seasonal fall of leaves. The Board requested and Mr. Hedrick agreed to have Bartlett prepare a proposal on how to best elevate or cut back the magnolia in front of **1724 Queens Ln.** so that more daylight would reach the front windows of that address. The Board asked Mr. Hedrick to contact for a second time Dominion Power's contractor, Asplundh, about trimming deadwood out of several large Tulip Poplars whose crowns are close to power lines along the northern edge of CVIII's property.

**Replacement Chimney, 1729 Queens Ln.:** The Board discussed several bids to replace the brick chimney behind 1729 Queens Ln. with a scaled-down plywood structure covered with brick veneer. It decided not to select a contractor until CVIII had received permission from the HALRB to build this replacement structure. Mr. Hedrick said that consideration of this replacement chimney was on the agenda of the 2 October 2002 meeting of the Design Review Committee of the HALRB. The Board suggested and he agreed to try to have a representative from one of the contractors accompany him to this meeting to answer whatever technical questions the DRC might have.

**Building Entry Door Replacement:** The Board informed Mr. Hedrick that it had verified that Precision Door was still in business. It asked and he agreed to arrange for Precision to bid on providing and installing 18-gauge metal entry doors to the basements at 1728, 1729, 1808 and 1809 Queens Ln. and a wooden entry door for 1737 Queens Ln.

**Window Cleaning:** Mr. Hedrick informed the Board that Crystal Window Cleaning Company would be cleaning the exterior sides of windows in CVIII the week of September 30 through October 4. A rainout would be made up on October 7. He reminded the Board that only windows that had their screens removed would be cleaned. No portion of a window with a screen in it would be cleaned.

**New Business:**

**CVIII's 2003 Budget:** The Board reviewed and adjusted Mr. Hedrick's proposed 2003 budget for CVIII's operating expenses and contributions to reserve accounts. Assessments would be increased by 3.36% to cover increases in operating expenses of \$12,400 and contributions to reserves of \$1,800. The Board authorized Mr. Hedrick to distribute this amended version of his proposed 2003 budget to unit owners prior to this year's annual meeting.

**CVIII's 2002 Annual Meeting:** The Board reviewed arrangements for CVIII's 2002 annual meeting. The meeting is scheduled for 7:00 p.m. on 17 October 2002 in the conference room in the CMI office at 1903 Key Blvd. Registration will be begin at 7:00 p.m. and the meeting itself at 7:30 p.m. Mr. Hedrick said that two seats on the Board were up for election this year, one for a full three-year term and the other for one year, the balance of the term to which Corbin Weiss was elected. Two unit owners, **Stanton Stafford** and **Michael McGregor**, had submitted their names as candidates to fill these two seats on the Board. Mr. Hedrick said that he would distribute proxy statements, candidates' resumes, copies of his amended proposed budget for 2003, and the minutes of the 2001 annual meeting by hand and mail to resident and nonresident owners on 7 October 2002.

**New Laundry Machines:** Mr. Hedrick presented the Board with proposals to supply CVIII with new coin-operated washers and dryers from HOF Laundry Systems, WEB Service Co., Inc., Coinmach, and Gregory & Caldwell. All four companies offered seven-year leases for eighteen top-loading 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). Hoff asked an additional ten cents per day for water and energy efficient front-loading regular load washers. 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. Webb asked an additional eleven cents per day for water and energy efficient front-loading regular load washers. Coinmach offered two options: (i) a one-time lease bonus of \$10,000 and payment to CVIII of 90% of gross revenues after deducting \$24 a month per machine (double load machines count as two); (ii) a one-time lease bonus of \$20,000 and payment to CVIII of 90% of gross revenues after deducting \$30 a month per machine (double load machines count as two). Gregory & Caldwell offered one option: (i) a one-time decorating fee of \$7,750 and payment to CVIII of 95% of gross revenues after deducting \$30 a month per machine (double load machines count as two.) The Board discussed these four bids extensively, highlights of which include dissatisfaction with WEB's maintenance efforts during this, the final year of their contract with CVIII, Consumer Reports' recommendation of top loaders in areas with average electricity and water costs and their criticism of Maytag front loaders, and concern about residents using recommended low sudsing detergent if front loaders were installed. Mr. Gerrity moved that the Board accept Hoff's bid to supply CVIII for seven years with eighteen top-loading regular load washers, eighteen regular load dryers, 2 double load washers and two double load dryers for 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). Mr. Hamaker seconded this motion, and it was approved unanimously.

**Laundry Room Renovations:** Mr. Hedrick presented the Board with bids of \$1,350 from Renaissance Painting, Inc. and \$1,376 from American Exteriors, Inc. to prep and paint CVIII's

laundry rooms. Both bids were based on no color change. After discussion, Mr. Gerrity moved that Renaissance Painting, Inc. be awarded the contract to paint CVIII's laundry rooms for \$1,350. Mr. Stafford seconded this motion, and it was approved unanimously. The Board asked and Mr. Kiman agreed to coordinate removing the old laundry machines, painting, floor stripping, and installing the new machines.

**Executive Session:**

Mr. Hamaker moved that the open session of this meeting be adjourned and the members of the Board go into executive session. Mr. Stafford seconded this motion, and it was approved unanimously.

The next Board meeting is scheduled for approximately 8:30 p.m. on 17 October 2002, following the 2002 annual meeting of CVIII's owners, in the conference room in the CMI office at 1903 Key Blvd.

Mr. Bodden moved that this meeting be adjourned. Mr. Hamaker seconded this motion, and it was approved unanimously at 8:40 p.m.