

**Minutes
Colonial Village III
Board of Directors Meeting
17 October 2002**

Call to order:

With a quorum present the meeting was called to order at 7:34 p.m. Present at that time were Peyton Palmore, president; Stanton Stafford, vice president, Christian Hamaker, treasurer; Dennis Gerrity, secretary; Michael McGregor, member-at-large; Helena Reca, unit owner; 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:

Ms. Reca informed the board that it was her impression the CVIII's lawn service was not doing a very thorough job. The board agreed with Ms. Reca, saying that it had considered hiring a new lawn service several times this year, but it had decided that improved supervision of the lawn service contractor by association management would be a more effective solution to this problem. The board said that it was pushing Mr. Hedrick to do a better job of ensuring that CVIII gets the scope and quality of lawn service for which it is paying. In particular, Ms. Reca said that the oval-shaped bed outside the Wilson Blvd. gate looked shabby. The board agreed with her here also, saying that it had already taken action to make improvements. It said that it had obtained commitments from T&J Lawn Service to replace a number of dead and missing plants at no charge, and the landscaping committee had ordered fall annuals to brighten up this bed.

Reading and Approval of Minutes: Mr. Stafford moved that the minutes of the September meeting be approved without change. Mr. Hamaker seconded this motion, and all board members except Mr. McGregor, who abstained, approved it.

Reports of Officers:

None.

Committee Reports:

None.

Management Report:

Engineer: Mr. Kiman said that there were no unusual maintenance problems during the past month.

September Financial Update: Mr. Hedrick was not able to provide an accurate September financial report because he could not explain entries resulting from the CVIII auditor's review of CVIII's books for the year 2001. The board reminded Mr. Hedrick that CMI's first responsibility to CVIII's owners was an accurate set of books and urged him to resolve these problems by the board's November meeting. As best the board could determine, CVIII still had a year-to-date surplus of at least \$12,000 as of the end of September. Details of the September financial report are available for unit owner review at the CVIII office. **Asset Management:** Mr. Hamaker and Mr. Hedrick informed the board that an \$80,000 thirty-six month CD paying 4.06% had been purchased from MBNA using funds from money market accounts with BB&T and Acacia

Federal Savings Bank. The average rate of interest paid by these money market account was less than 2%, so CVIII more than doubles the interest it earns on this \$80,000 by moving it from these money market accounts to the CD.

Old Business:

Laundry Room Renovation Schedule: In his written report prepared for this meeting, Mr. Hedrick provided the board with the following schedule for laundry room renovations: “Monday, November 4 – WEB removes all machines from **1725 and 1808 Queens Ln.**, Renaissance paints and preps on 11/5 and 11/6, CCS strips and waxes the floors on 11/6 and HOF installs new machines on 11/7 and 11/8. Then, Monday, November 11 – WEB removes all machines from **1728 and 1813 Queens Ln.**, Renaissance paints and preps on 11/12 and 11/13, CCS strips and waxes the floors on 11/13 and HOF installs new machines on 11/14 and 11/15.”

Chimney Replacement, 1729 Queens Ln.:

Mr. Gerrity reported to the board that Arlington County’s Historic Affairs and Landmark Review Board (HALRB) had approved CVIII’s request for a certificate of appropriateness on 16 October 2002 to demolish the existing chimney behind 1729 Queens Ln. because it was pulling away from the building and replace it with a plywood structure cover with a brick veneer. This approval was contingent upon CVIII providing the HALRB’s Design Review Committee (DRC) a specification of the replacement chimney’s height and drawings detailing the brick work and the copper flashing around the top of the chimney. Mr. Hedrick and Mr. Stafford said that they would get this material together and deliver it to the DRC. **Temporary Flue:** Mr. Kiman told the board that he had asked a plumbing firm, API, to prepare a bid to install a temporary flue so that residents of Building One will have hot water while the existing chimney is being torn down and rebuilt. To save money the Board made a suggestion, which Mr. Kiman and Mr. Hedrick agreed to pursue, that the temporary flue be constructed to the same standard as the permanent flue that would go inside the replacement chimney, and eventually be used as the permanent flue. **Contractor:** After discussion, Mr. Hamaker moved that CVIII accept Consolidated Waterproofing’s bid of \$16,000 to demolish the existing chimney behind 1729 Queens Ln. and replace it with a chimney built according to specifications provided by CVIII. Consolidated could not start until CVIII received final approval from the HALRB’s DRC. Mr. Gerrity seconded this motion, and it was approved unanimously. In response to questions from the board, Mr. Hedrick said that residents of Building One would be given written notice of this project early and often, and every effort would be made limit noise and other types of pollution generated by this project.

Landscaping Update: Fall Annuals: After discussion, Mr. Hamaker moved that CVIII purchase \$1,500 of fall annuals (purple and yellow pansies) to be planted around the bases of the trees at the top of the parking lot steps and as highlights in several other locations. Mr. Palmore seconded this motion, and it was approved unanimously. **Ground Cover:** Mr. Gerrity informed the board that T&J Lawn Service had mistakenly delivered 100 liriopie earlier this week. Since he had planned to use these plants as ground cover on the north side of 1735 N. Rhodes St. and the east side of 1805 N. Rhodes St. in the spring, he decided to have them installed now rather than send them back. He asked the board to approve spending \$600 to pay for them, saying that he would reduce 2003 landscaping expenditures by a like amount to honor budget limits. After discussion, Mr. Hamaker moved that CVIII pay T&J Lawn Service \$600 for liriopie already planted by 1735 and 1805 N. Rhodes St. Mr. Stafford seconded the motion, and it was approved unanimously.

1735 N. Rhodes St.: Mr. Hedrick reported to the board that four of the twenty-two Otto Luyken Laurels meant to be planted along the north wall of 1735 N. Rhodes St. could not be installed for lack of space, but they were used by CVII, and CVIII would receive credit for them from CVII.

Contractor Visit: Mr. Hedrick informed the board that one of the owners of T&J Lawn Service would be visiting CVIII on 18 October 2002. Mr. Gerrity agreed to meet with him to discuss numerous problems CVIII was having with his firm.

Tree Maintenance: After discussion, Mr. Gerrity moved that CVIII authorize Bartlett Tree service (i) to cut down and grind out the stump of a Green Ash behind **1813 and 1817 Queens Ln.** that was threatening the structural integrity of these buildings for \$2635; (ii) to cut down and grind out the stump of a London Plane in front of **1809 Queens Ln.** whose growth was being distorted by larger trees for \$395; and (iii) to elevate and thin the crown of a magnolia located in front of **1724 Queens Ln.** for \$750. Approval of the above work was contingent upon Bartlett agreeing to invoice CVIII for this work on or after 1 January 2003. Mr. Palmore seconded this motion, and it was approved unanimously. Mr. Gerrity informed the board that CVIII had received unconditional approval from the HALRB on 16 October 2002 to do items (i) and (ii) listed above. Mr. Gerrity asked and Mr. Hedrick agreed to remind Bartlett about finishing the removal of dead wood from trees overhanging the Rhodes St. pedestrian bridge.

New Business:

Snow Removal Contract:

Mr. Hedrick presented the board with proposals for snow removal service for the 2002-2003 winter season from Emery Snow Removal and Complete Landscaping Service, with the latter's bid tied to signing a lawn service contract. Mr. Hedrick told the board that Snow Services, Inc. had indicated to him that it would make a considerable effort to retain its contract with CVIII. Mr. Gerrity agreed to meet with a representative of Snow Services, Inc. sometime during the last week of October.

Executive Session:

Mr. Gerrity moved that the open session of this meeting be adjourned, and the board go into executive session. Mr. McGregor seconded this motion, and it was approved unanimously.

The next board meeting is scheduled for 6:30 p.m. on 14 November 2002 in the conference room in the CMI office at 1903 Key Blvd.

Mr. Gerrity moved that this meeting be adjourned. Mr. McGregor seconded this motion, and it was approved unanimously at 9:05 p.m.