

**Minutes
Colonial Village III
Board of Directors Meeting
16 December 2002**

Call to order:

With a quorum present the meeting was called to order at 6:35 p.m. Present at that time were Peyton Palmore, president; Stanton Stafford, vice president; Dennis Gerrity, secretary; Michael McGregor, member-at-large; unit owners Betty Davis and Philip Smith; 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. Davis thanked members of the board for the time and effort they put into managing CVIII during the past year.

Reading and Approval of Minutes: Mr. Stafford moved that the minutes of the November meeting be approved with several minor changes. Mr. McGregor seconded this motion, and it was approved unanimously.

Resignation of a Board Member:

Christian Hamaker resigned in writing from CVIII's board of directors effective 16 December 2002. Mr. Hamaker said in his letter that the demands made on his time by a new baby, a new job, and post-graduate studies were such that he felt that he could no longer adequately fulfill his obligations as a board member. Members of the board expressed their appreciation for Mr. Hamaker's service as CVIII's treasurer during the past year. The board discussed appointing a unit owner to fill the empty seat on the board until CVIII's annual meeting in October of 2003 when a unit owner could be elected for the final year in the three-year term to which Mr. Hamaker was elected in October 2001. Mr. Gerrity was asked and agreed to mention this open seat on the board in the December issue of CVIII's newsletter.

Reports of Officers:

President: Mr. Palmore informed the board that he received solicitations on an occasional basis from Arlington County governmental agencies and other organizations looking for volunteers to participate in a variety of public service activities. He asked for suggestions on how best to make the rest of CVIII's residents aware of these opportunities. The board suggested that if they were of reasonable interest, then he should ask association management to post them on the laundry room bulletin boards.

Vice President: Mr. Stafford informed the board that he was unable to find an organization similar to Consumers Union that provided comparative ratings on the energy efficiency, maintenance costs, and service life of commercial grade 100-gallon hot water heaters similar to the thirteen used by CVIII. Four of these heaters have been replaced during the last three years. The other nine have reached or exceeded their expected service life. They will be replaced as they fail over the next several years. After discussion, the board decided to continue to rely on Mr. Hedrick and Mr. Kiman exercising good judgment in purchasing these replacement hot water heaters.

At-Large: Mr. McGregor told the board that he obtained the CAI publications he wanted and hoped to have a baseline measure of CVIII's delinquency problems ready for discussion at the board's next meeting.

Committee Reports:

None.

Management Report:

Engineer: Mr. Kiman told the board that Washington Gas had been informed of a leak in a natural gas line north of 1816 Queens Ln. He told the board that a representative of the gas company had inspected the leak and declared it to be of no immediate threat to residents of CVIII and that it would be repaired shortly. **Snow Removal:** The board complimented Mr. Kiman on the superior job done in removing snow from CVIII's walks, stoops and stairs on 5 December 2002, particularly in comparison to CVI, CVII and the Commons. Mr. Kiman thanked the board for its kind words and asked that they be kept in mind when his salary was reviewed next fall. Mr. Hedrick told the board Snow Services Inc. and McFall and Berry each plowed the parking lot once. He advised the board that, although Snow Services, Inc. no longer had a snowplowing contract with CVIII, he planned to pay them for their work unless otherwise instructed by the board.

November Financial Update: Mr. Hedrick reported that, after making allowances for errors and omissions in the November financial report, CVIII had a year-to-date operating surplus of \$20,180 as of the end of November. Members of the board and Mr. Hedrick commented on the nonrecurring nature of some of the items contributing to this surplus. Details of the November financial report are available for unit owner review at the CVIII office.

Correspondence: The board reviewed correspondence dealing with the request of a nonresident owner of a unit in 1816 Queens Ln. for reimbursement of a bill from an electrical contractor for expenses associated with the replacement of the main circuit breaker for their unit. After discussion, the board asked Mr. Hedrick to inform this owner in writing that, based on its review of this matter, it could not reimburse this bill. The main circuit breaker in question serviced only that unit for which it was installed. It did not service a common area, and, therefore, its maintenance was the responsibility of the unit's owner. The board asked Mr. Hedrick to express its sympathy to this unit owner for what it saw as an exorbitant charge for repairs to their property by a contractor.

UPS Deliveries: Mr. Hedrick informed the board that he had been spending half of his recent working days trying to straighten out problems caused by UPS deliveries to CMI's office at 1903 Key Blvd. for residents who were not at home. The UPS drivers were not logging in these deliveries correctly and were not putting them in the correct places in the parcel storage room. Consequently, residents couldn't find their packages when they came in to pick them up. Mr. Hedrick told the board that he stopped accepting these UPS deliveries for a week. This would make so much extra work for the UPS drivers that they would readily agree to take the time to log in parcels correctly and sort them by address in the storage room. He apologized for the inconvenience this would cause residents, but managing Colonial Village could not come to halt for the sake of two or three misplaced fruitcake deliveries.

Monthly Management Report: Mr. Hedrick was asked and agreed to organize the report that he prepared for the board's monthly meeting so that all material related to delinquent assessments was grouped together.

Old Business:

Replacement Windows: Mr. Hedrick informed the board that he was still negotiating with representatives of Anderson, Marvin, Pella and Trimline to have samples of their windows, which met the approval of Arlington County's Historic Affairs and Landmark Review Board (HALRB)

for use as replacement windows in CVIII, installed. These sample windows would be installed on the north side of the bicycle storage room in 1821 N. Rhodes St. Mr. Hedrick told the board that he had agreed to a request from the HALRB that CVIII allow Anderson to install a sample of its "Renewal" line of replacement windows in the storage room at 1821 N. Rhodes St. The frames and sashes of these windows are made of a composite material. The HALRB has not yet approved (but likely will at some future date) their use as replacement windows in buildings that fall under its jurisdiction.

Replacement Doors: Mr. Gerrity informed the board that he had found eighteen-gauge, seemingly dent-proof, metal building entry doors hung on sturdy metal frames in use at a south Arlington apartment complex that would provide better service than the wooden doors currently installed, a number of which were falling apart or pulling loose from their jambs. Metal doors hung on metal frames were thought to be superior replacements. They would not be prone to sticking caused by swelling resulting from our humid climate. Their hinges would be less likely to be pulled loose from their metal frames by residents moving furniture or the trash service taking away refuse. Unfortunately, these metal doors did not pass a preliminary review by the HALRB, and CVIII will have to continue to use wooden doors. The board asked Mr. Hedrick to seek bids for ten new wooden doors. These included the front doors of 1737, 1801 and 1817 Queens Ln. and 1821 N. Rhodes St.; both basement doors of 1729 and 1808 Queens Ln.; the basement door on the west side of 1728 Queens Ln.; and the door to the bicycle storage room in 1821 N. Rhodes St. The board asked Mr. Hedrick to look for a skilled carpenter to reframe a number of other doors. The board told Mr. Hedrick that it wanted to have this work completed before hallway renovations are done.

Hallway Renovations: Painting: Mr. Hedrick presented the board with three bids to paint twenty-eight common "upstairs" hallways and four basement hallways (and garbage rooms) in CVIII's buildings. Ploutis Painting Company, Inc. bid \$52,600 to paint upstairs and basement hallways. Renaissance Painting, Inc. bid \$52,300 to paint upstairs and basement hallways. American Exteriors bid \$18,360 to paint the upstairs hallways. The board noted that there was wide variation in the specification in these bids of what work would be done. Renaissance provided a detailed list of what it would do, while American Exteriors made greater mention of what it wouldn't do, or what it would only do for additional money. For instance, American Exteriors' bid was for one, and only one, coat of paint for all surfaces. Renaissance promised to apply two coats of paint to all surfaces except the black portion of the risers, where it would apply one coat. Ploutis promised to apply as many coats as needed for "completed coverage." Another problem area was the exterior side of unit entry doors. Only Renaissance committed to repairing dents on the exterior sides of unit entry doors. American Exteriors said that they would schedule only one appointment to paint the exterior sides of unit entry doors, which would have to be left propped open for several hours if they were to be painted completely. Additional visits would cost more money. The other two contractors made no mention of how they proposed dealing with this problem. Mr. Hedrick was asked by the board to go back to these three firms, particularly American Exteriors, and get them to resubmit their proposals in greater detail so that it would be easier for the board to compare them when it chose a contractor for this project at its 20 January 2003 meeting. **Carpeting:** Mr. Hedrick provided the board with three bids to install new carpeting in CVIII's common hallways. These were: Carpet One, \$31,927, plus an additional \$2,925.39 for mats to cover high traffic areas; an unnamed subcontractor for American Exteriors, \$26,391 with no bid for floor mats; and Tyson Floors, \$21,500 with no bid for floor mats. The board again pointed out to Mr. Hedrick that these three bids were not comparable. Carpet One's bid included removal of the existing carpet, prep work, provision and installation of cove base, and warranties on material and labor. American Exteriors' subcontractor's bid included removal of the existing carpeting, provision and installation of cove base, but no mention of prep work or warranties. Tyson Floors' bid did not mention removal of existing carpet, nor provision and installation of cove base, nor prep work or warranties. Mr. Hedrick was asked by the board to go

back to these three contractors, particularly Tyson Floors, and get them to resubmit their proposals in greater detail so that it would be easier for the board to compare them when it chose a firm for this work at its 20 January 2003 meeting.

1729 Queens Ln. Replacement Chimney: Mr. Hedrick told the board that he had resubmitted CVIII's proposal to demolish and replace the chimney behind 1729 Queens Ln. with additional details about flashing and the brickwork as requested by the Design Review Committee (DRC) of the HALRB. The DRC reviewed this resubmission at its 4 December 2002 meeting and decided that it needed yet more information about the brickwork before it would give CVIII permission to proceed with this project. Mr. Hedrick said that he would have Douglas White of Thomas Downey, Ltd. further amend CVIII's proposal and submit it for DRC approval no later than the DRC's February meeting. Mr. Hedrick advised the board that work on this chimney would not begin until early spring.

Unit Main Electrical Circuit Breakers:

The board reviewed its past efforts to assist unit owners with the maintenance and replacement problems they were having with their main circuit breakers. Every unit has a main circuit breaker located below or adjacent to its electric meter. They are housed in the same metal box as the meter. This metal box, commonly referred to as a stack, is located on an exterior wall of the unit's building or an adjacent building. This circuit breaker is prone to failure because over time (1) its fasteners loosen and (2) moisture corrodes its connections with the rest of the electrical system. Symptoms of a problem with this circuit breaker are lights or appliances flickering off and on. When a main circuit breaker fails, its unit will have no electric power. Mr. Kiman told the board about twenty-five percent of CVIII's unit owners have had to replace their main circuit breaker since the condominium had come into being. Mr. Kiman said that \$250 was a reasonable estimate of the cost of replacing a defective circuit breaker assuming the unit owner purchased the replacement circuit breaker from CVIII and employed a competent electrician. The board noted that it had been advised in writing by CVIII's law firm, Chadwick, Washington, that these circuit breakers were the property of individual owners and their responsibility to maintain. For reasons of safety as well as economy of scale, Chadwick, Washington advised the board that it could have these circuit breakers inspected at common expense. However, if a circuit breaker was found defective, the cost of its repair or replacement should be assessed against its unit's owner. Mr. Hedrick and Mr. Kiman told the board that they were unaware of any safety problems resulting from the failure of these circuit breakers. In discussion, the board noted that there were economies of scale in having these circuit breakers inspected as a group, but the community as a whole ran a risk of being held liable by individual unit owners for any electrical problems they might experience subsequent to such an inspection. The board decided that its best course of action at that time was to use the minutes of its meeting and CVIII's newsletter (April 2002) to advise unit owners to have their main circuit breaker inspected on a regular basis by a licensed electrician. The board further noted that it had discussed replacing the stacks that house both meters and the main circuit breakers with four electrical firms, and none of these firms felt that the stacks needed to be replaced. Replacement stacks would not eliminate the moisture problems that were thought to contribute to the premature failure of these circuit breakers. Further, Mr. Hedrick told the board that he was unable to find any sort of cabinet or hood to enclose or protect the stacks from rainfall. In spite of the failure of its past efforts, the board decided to continue to try to find a solution to this problem. Individual members of the board cautioned that if a solution were found, implementing it would require the agreement of all of CVIII's unit owners. If the average cost to unit owners of a solution exceeded \$250, many would not agree to participate. The board decided one thing that it could do to help with this problem was to ask Mr. Hedrick to issue a detailed maintenance advisory to unit owners.

New Business:

Welcome Brochure: Mr. Palmore presented a draft of a welcome brochure for new owners and residents of CVIII. Ms. Betty Davis agreed to assume editorial responsibility for this brochure and include the board's many suggestions in Mr. Palmore's draft.

Miscellaneous Brickwork: The board asked and Mr. Hedrick agreed to have the contractor awarded the contract to demolish and replace the chimney behind 1729 Queens Ln., Consolidated Waterproofing, repair damaged brick window wells at various locations in CVIII.

Executive Session:

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

The next board meeting is scheduled for 6:30 p.m. on 20 January 2003 in the conference room in the CMI office at 1903 Key Blvd.

Mr. Stafford moved that this meeting be adjourned. Mr. McGregor seconded this motion, and it was approved unanimously at 9:00 p.m.