

**Minutes
Colonial Village III
Board of Directors Meeting
20 January 2003**

Call to order:

With a quorum present the meeting was called to order at 6:45 p.m. Present at that time were Stanton Stafford, vice president; Dennis Gerrity, secretary; Michael McGregor, member-at-large; unit owners Betty Davis and Tanya Flemons; resident R.J. Donahue; 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. Flemons reminded the board that it had given her permission to install wooden flooring in her unit at its 18 December 2000 meeting and that she planned to do so during the next several months. Expressing concern that moving materials for this project into her unit might damage newly painted walls and new carpeting, she asked when hallway renovations were planned. **Mr. Hedrick** said the months of February and March. The board asked and **Mr. Hedrick** agreed to try to schedule her building to be the last to be painted and have carpet installed. With respect to hallway renovations, **Ms. Flemons** said that she felt that the board's procedure for involving unit owners in the process of deciding what paint and carpet colors should be used in renovating CVIII's common hallways was inadequate. She said that the board should take a more pro-active approach. Rather than announcing in CVIII's newsletter and minutes that samples of paint and carpet color combinations were available for inspection at the management office at 1903 Key Blvd., the board or association management should have taken paint and carpet color samples to unit owners and solicited their opinions face-to-face. **Mr. Donahue** said that the new paint color of his building's common hallway should complement the color of the interior of the unit in which he lived. **Mr. Donahue** said that unit owners of a given building should have the right to decide the paint and carpet colors used in the common hallway of their building and the board should have provided a wider selection of paint and carpet colors from which to choose. **Ms. Davis** said that any of the board's proposed paint and carpet color combinations would satisfy her.

Reading and Approval of Minutes: **Mr. Stafford** moved that the minutes of the 16 December 2002 meeting be approved without change. **Mr. McGregor** seconded this motion, and it was approved unanimously.

Reports of Officers:

At-Large: **Mr. McGregor** said that CVIII's delinquent assessment situation was improving and he would discuss details in executive session.

Committee Reports:

Physical Plant: **Mr. Stafford** told the board he is still looking for independent ratings of the durability and energy efficiency of 100-gallon hot water heaters similar to those used in CVIII.

Management Report:

Engineer: **Mr. Kiman** was not present at this meeting because it was held on a federal holiday, a day he would not normally be working. The board noted that the laundry room door at **1729**

Queens Ln. would not close securely and the exterior basement entry door at **1809 Queens Ln.** facing the courtyard also would not close securely. The board asked Mr. Hedrick to request that Mr. Kiman consider and report back on the use of “river rock” to control erosion resulting from runoff from a downspout adjacent to the front door of **1737 Queens Ln.** The board asked Mr. Hedrick to contact Arlington County about trash accumulating on the east side of the privacy fence that CVIII uses to shield Building One from the shopping center at **1711-37 Wilson Blvd.** Mr. Hedrick told the board that he would take photographs of this accumulation of trash and send them to Arlington County. The board asked and Mr. Hedrick said that he would report back on the removal of piles of debris left over from grinding out the stumps of trees removed from in front of **1805 Queens Ln.** and the rear of **1817 Queens Ln.** Mr. Hedrick was also asked to see about the reinstallation of a section of privacy fence behind **1817 Queens Ln.**, which had been removed to give the tree service access to this area.

December Financial Update: After making allowances for errors and omissions in the December financial report, Mr. Hedrick reported CVIII had a year-to-date operating surplus of \$17,993 as of the end of December. The board noted that when CVIII received final bills from the landscaping and snow removal services for work done in 2002, this surplus would be more on the order of \$8,000. Details of the December financial report are available for unit owner review at the CVIII office.

Asset Management: The board asked and Mr. Hedrick agreed to ask Lynn Wood of CMI to look for a three-year CD in which \$50,000, currently in a money market fund, could be invested.

Old Business:

Replacement Windows: Mr. Hedrick informed the board that CVIII could not get a sample of a Trimline replacement window installed at no charge. The board discussed the matter and decided it wanted a sample of the Trimline window installed for unit owners’ inspection because the window was a good value. Mr. Gerrity moved that CVIII pay Fairlington Window and Door \$1,100 to install a Trimline aluminum-clad series DR700 window in the storage room at 1821 Queens Ln. Mr. McGregor seconded this motion, and it was approved unanimously. Mr. Hedrick told the board he felt that he had commitments for the installation at no cost to CVIII of an Anderson vinyl-clad replacement window, an Anderson Renewal composite replacement window, and a Pella metal-clad replacement window.

1729 Queens Ln. Replacement Chimney: Mr. Hedrick informed the board that the Design Review Committee (DRC) of Arlington County’s Historical Affairs and Landmark Review Board (HALRB) approved the second revision of CVIII’s proposal to demolish and replace the chimney behind 1729 Queens Ln. Mr. Hedrick said that he would meet with the contractors involved to determine when work on this project would begin.

Laundry Room Renovations: The board told Mr. Hedrick it understood that separate eight inch vent pipes had to be installed to service the large driers in 1729 and 1812 Queens Ln. so that these machines operate efficiently. The board asked and Mr. Hedrick agreed to pursue the matter with Hoff. The board asked for a progress report on the installation of new bulletin boards in the laundry rooms. Mr. Hedrick said they were in hand and would be installed shortly.

Landscaping Update: The board reviewed a bill of \$6,316 from T&J Lawn Service for removing several trees and landscaping enhancements. \$595 was deducted for work that was not done, and \$296 was deducted for plants that were installed in CVII. Mr. Gerrity told the board that CVIII would end up about \$1,500 over budget for 2002 for landscaping enhancements and tree maintenance.

Snow Removal: After the board reviewed a bill for \$1,420 from McFall & Berry for snow removal services on 5 and 10 December 2002, Mr. McGregor moved that CVIII pay this \$1,420 to McFall & Berry. Mr. Stafford seconded this motion, and it was approved unanimously.

Building Entry Door Replacement: Mr. Hedrick told the board that he was unable to make progress on getting bids for building entry doors. He hoped to have bids available for the board's February meeting.

Unit Main Circuit Breakers: Mr. Hedrick stated he had requested proposals from Natelco, Power Systems Electric and Kolb to supply replacements for the metal boxes that house electric meters and main circuit breakers.

Proposed Welcome Brochure: Ms. Davis gave Mr. Hedrick what she described as the first of many drafts of an informational brochure about living in CVIII for new residents. Mr. Hedrick said that he would review this material and get back to Ms. Davis.

New Business:

Hallway Renovations: Paint Colors and Carpet Selection: After discussion, Mr. Gerrity moved that (1) the portions of walls in common hallways below chair rails would be painted with Duron 8275A Coach House; (2) that chair rails and the exterior sides of unit entry doors and the interior sides of building entry doors and their frames would be painted Duron 8684M Oak Flats; (3) the portions of walls in common hallways above chair rails would be painted with Duron CW022W Soft Gold; (4) ceilings would be painted Duron Ceiling White. The paint used for walls would have an eggshell finish, doors and trim a semi-gloss finish, and ceilings a flat finish. There would be no color change for basement hallways and trash rooms. Further, Mohawk Structures carpet in the color of Industrial Olive would be installed as replacement carpet in the common hallways of CVIII's buildings; and Mohawk molding Roppe P193 Black-Brown would be installed as cove base. Mr. McGregor seconded this motion, and it was approved unanimously.

Painting Contractor for Upstairs Hallways: After discussion, Mr. Stafford moved that CVIII award the contract to paint its upstairs hallways to Renaissance Painting, Inc. for \$45,800. Mr. Gerrity seconded this motion, and it was approved unanimously.

Painting Contractor for Basement Hallways and Trash Rooms: After discussion, Mr. Stafford moved that CVIII award the contract to paint its basement hallways and trash rooms to Renaissance Painting, Inc. for \$4,500. Mr. McGregor seconded this motion, and it was approved unanimously.

Carpeting Contractor: After discussion, Mr. McGregor moved that CVIII award the contract to install new carpeting in upstairs hallways to Carpet One Alexandria for \$31,927. Mr. Gerrity seconded this motion, and it was approved unanimously. The board asked and Mr. Hedrick agreed to prepare contracts with Renaissance and Carpet One with detailed specifications of the materials they were to supply and the work they were to perform.

Janitorial Contract: After discussion, Mr. Gerrity moved that CVIII agree to a 2.5% increase in the monthly fee paid to Clean Advantage Corporation for janitorial services. Mr. McGregor seconded this motion, and it was approved unanimously. The board noted that Clean Advantage's overhead appeared to exceed the salary that it paid CVIII's janitor. Mr. Hedrick was asked and agreed to prepare an estimate of how much might be saved by hiring Mr. Guevara as an employee of CVIII and eliminating Clean Advantage as a middleman.

Executive Session:

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

The next board meeting is scheduled for 6:30 p.m. on 19 February 2003 in the conference room in the CMI office at 1903 Key Blvd.

Mr. Gerrity moved that this meeting be adjourned. Mr. McGregor seconded, and it was approved unanimously at 8:30 p.m.