

**Minutes  
Colonial Village III  
Board of Directors Meeting  
19 February 2003**

**Call to order:**

With a quorum present the meeting was called to order at 6:30 p.m. Present at that time were Peyton Palmore, president; Stanton Stafford, vice president; Dennis Gerrity, secretary; Michael McGregor, member-at-large; unit owner Michael Bodden; maintenance engineer Stan Kiman; and association manager George Hedrick. R.J. Donahue, a resident, arrived forty-five minutes after the start of the meeting

**Proof of Notice of Meeting:**

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

**Reading and Approval of Minutes:**

Mr. Palmore moved that the minutes of the 20 January 2003 meeting be approved as amended. Mr. Bodden seconded this motion, and it was approved unanimously.

**Resident Forum:**

Mr. Donahue requested that the board amend his comments as reported in the draft of the board's 20 January 2003 meeting. The board said that this had already been done. He asked that his building's hallway renovations not begin until four weeks from the date of this meeting. He did not want to damage freshly painted walls of new carpet because he would not be finished moving materials related to renovations of his unit in and out of his building until that time. The board said it could not promise this.

**Election of an Interim Board Member:**

Mr. Gerrity moved that Michael Bodden be elected to fill the seat on the board made vacant by the resignation of Christian Hamaker and assume the responsibilities of treasurer. Mr. Stafford seconded this motion, and it was approved unanimously. Mr. Bodden will serve until this year's annual meeting in October when unit owners will elect an owner to fill the final year of the term to which Mr. Hamaker was elected.

**Reports of Officers:**

None.

**Committee Reports:**

None.

**Management Report:**

**Engineer:** Mr. Kiman reported that, in addition to his day-to-day responsibilities, his major concerns during the past month were clearing snow and assisting CVI with a serious water line break in the boiler room at 1917 N. Rhodes St.

**Snow Removal:** The board noted that CVIII's walks and steps were cleared more quickly and thoroughly than CVI, CVII and the Commons every time it snowed this past month. This was due largely to Mr. Kiman, and the board thanked him for his efforts. The board also spoke well of the efforts of CVIII's snow removal contractor, McFall and Berry. **Presidents' Day Weekend:** The

board conducted a postmortem of efforts to cope with the storm that occurred on February 16 and 17. This storm produced so much snow that both Mr. Hedrick and Mr. Kiman were snowed in at their homes for two days. CVIII was left without their services, most important of which were coordinating and supervising the efforts of the snow removal service. If either had been able to make it into work, the board felt that a better job could have been done. Consequently, in case of a credible forecast of a similar storm, the board decided to offer to pay for their lodging at a local hotel so that they would be available for work. Mr. Hedrick and Mr. Kiman thanked the board for the offer, but expressed serious reservations about being away from their families in such circumstances. The board and Mr. Hedrick came to an agreement on improving communication between association management and the board during weather events. Mr. Kiman told the board that the snow blower he was currently using cleared only half the width of CVIII's sidewalk each pass. A machine that cleared the full width of sidewalks in one pass would allow would allow him to remove snow twice as fast. The board asked him to look into the purchase of such a machine and report back. **Wilson Blvd. Sidewalk:** The board asked and Mr. Hedrick agreed to make CVII's board and the management of Colonial Village Apartments aware of complaints that even as late as of the start of this meeting no efforts had been made to clear their respective Wilson Blvd. sidewalks of snow and ice.

**January Financial Update:** Mr. Hedrick reported that, after making allowances for errors and omissions in the January financial report, CVIII had a year-to-date operating deficit of \$2,174 as of the end of January. Details of the January financial report are available for unit owner review at the CVIII office.

**Correspondence:** The board reviewed correspondence dealing with a complaint about a noisy resident of 1801 Queens Ln. The board was informed that Mr. Hedrick's warning letter to the owner of this unit and his noisy tenant had not produced the desired results. After discussion, the board asked and Mr. Hedrick agreed to write a letter warning that parking privileges associated with this unit would be revoked if the tenant did not quiet down.

### **Old Business:**

**Status of Hallway Renovations: Painting:** Mr. Hedrick informed the board that the painting contractor had finished working in Buildings One and Two except for scattered unit entry doors and had begun prep work in Building Four. The board told Mr. Hedrick that it could still see raw, unpainted wood when it looked up into the skylights in Buildings One and Two. It asked and Mr. Hedrick agreed to have the contractor paint these areas. **Carpeting:** After discussion, Mr. Gerrity moved that CVIII accept Carpet One's bid of \$2,925.39 to supply area rugs to protect high traffic portions of the hallways and Carpet One's bid of \$3,100 to repair and replace damaged portions of the tiled flooring in the basements of three buildings. Mr. Bodden seconded this motion, and it was approved unanimously. **Hallway Lighting:** Mr. Kiman told the board that he had experimented with different types of fluorescent tubes and had been unable to increase the amount of light generated by the fixtures currently installed in the upstairs common hallways. He told the board that there was a second problem with these lighting fixtures. They were no longer being manufactured, and he could not find shades to replace those damaged by residents moving their possessions in and out of units. The board suggested that he inquire of a firm such as Reed Plastics about having replacement shades made of a more translucent plastic. If this turned out to be a dead end, the board suggested looking for new fixtures that generated more light and replace existing light fixtures building by building as he needed to scavenge replacement shades.

**Sample Replacement Windows:** Mr. Hedrick told the board that a sample of Anderson's Renewal replacement window had been installed in the bicycle storage room in the basement of 1821 N. Rhodes St. He said that he expected to have a sample of Trim Line's replacement window installed by the middle of March.

**1729 Queens Ln. Chimney Replacement:** Mr. Hedrick told the board that he was still trying to coordinate with contractors on the installation of a flue that could be used on a temporary basis

while the chimney behind 1729 Queens Ln was being demolished and rebuilt and then inserted in the new chimney on a permanent basis. He said that he expected to have a date for the start of work on this chimney by the board's March meeting

**Unit Main Circuit Breakers:** Mr. Hedrick informed the board that he was still waiting for bids to replace the metal boxes that house the meters and main circuit breakers from Kolb, Natelco, and Power Systems Electric.

**Landscaping Update:** Mr. Gerrity said that the landscaping committee would present its proposals for spring and summer landscaping and tree maintenance projects at the board's March meeting. The board pointed out to Mr. Hedrick that Bartlett still had not removed mounds of wood chips left over from grinding out two tree stumps. After discussion, the board accepted Mr. Kiman's suggestion to have McFall and Berry use this material as mulch.

**Proposed Welcome Package:** The board reviewed the second draft of a proposed "Welcome" brochure for new residents of CVIII. The board asked that language be added making it clear to residents that Arlington County's fire code forbade the storage of their possessions in any common hallway or the aisles of the storage rooms. Items found in these areas would be removed and disposed of without warning. The board asked that a list of state and local government phone numbers useful to residents be included. The board also requested the inclusion of a section briefly explaining state and local government regulations dealing with the registration of motor vehicles. Mr. Hedrick agreed to ask Ms. Williams to prepare a version of this brochure in a double column format.

**New Business:**

**Building Entry Door Replacement and Renovation:** Mr. Hedrick presented the board with a proposal from American Exteriors, Inc. to remove and replace ten wooden building entry doors for \$9,000. He said that he was still waiting for bids on these ten doors from Precision Doors and House of Doors.

**Executive Session:**

Mr. Bodden 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 17 March 2003 in the conference room in the CMI office at 1903 Key Blvd.

Mr. Stafford moved that this meeting be adjourned. Mr. Bodden seconded this motion, and it was approved unanimously at 8:05 p.m.