

**Minutes  
Colonial Village III  
Board of Directors Meeting  
21 July 2003**

**Call to order:**

With a quorum present the meeting was called to order at 6:31 p.m. Present at that time were Peyton Palmore, president; Stanton Stafford, vice president; Dennis Gerrity, secretary; Michael McGregor, member-at-large; unit owners Cheryl Connelly and Charles Vanderlyn; resident; 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.

**Election of a Board Member:** Mr. Gerrity moved that Cheryl Connelly be elected to fill the seat on CVIII's board made empty by the resignation of Michael Bodden and that Ms. Connelly serve as CVIII's treasurer. Mr. Stafford seconded this motion, and it was approved unanimously. Ms. Connelly's term will last until CVIII's annual meeting this coming October when unit owners will elect an owner to serve the final year of the current three-year term for this seat on the board.

**Resident Forum:**

**Charles Vanderlyn** introduced himself as a resident owner in CVIII for fourteen years, six of which he spent as a member of CVIII's board. He told the board that CMI, CVIII's property management firm, and its on-site manager, George Hedrick, were not doing a good job managing CVIII. As an example of this mismanagement, Mr. Vanderlyn cited garbage rooms so crowded with discarded furniture and other bulk garbage that it was difficult or impossible for residents to deposit their normal household trash for more than a month. Further, these blockages created fire code violations. Mr. Vanderlyn said that one indisputable reason this situation persisted for such a lengthy period was that Mr. Hedrick failed to thoroughly inspect CVIII on a regular basis. Mr. Vanderlyn also cited a storage room with water standing on its floor for several weeks and residents' possessions stacked up in the aisles of storage rooms to such a great extent that it was impossible for residents to open their storage cages. This too was a fire code violation, and also raised health and safety concerns. Mr. Vanderlyn asked the board the following questions: exactly what sort of management was CMI providing CVIII? Simply collecting condo fees, or the full range of services normally associated with the management of a condominium? Who supervised Mr. Hedrick? How many other condominiums in addition to those in Colonial Village was Mr. Hedrick managing? How much of Mr. Hedrick's workday or workweek does CVIII get? Mr. Vanderlyn said that when he was a member, his board insisted that Mr. Hedrick's predecessor, Les Kunz, serve as a full time manager of Colonial Village. Mr. Vanderlyn suggested that the board review the various things Mr. Hedrick was suppose to do in managing CVIII and then use a checklist to monitor him to ensure that the work was done. The board told Mr. Vanderlyn that it was the board's responsibility in general and its president in particular to supervise Mr. Hedrick. The board told Mr. Vanderlyn that it would include his questions in its discussion of this matter with Mr. Hedrick in executive session.

**Reading and Approval of Minutes:** Mr. Stafford moved that the minutes of the 16 June 2003 meeting be approved without change. Mr. McGregor seconded this motion, and it was approved unanimously.

**Reports of Officers:**

**President:** Mr. Palmore informed the board that he was completing the final year of his third three-year term on the board and did not plan to stand for reelection this fall.

**Committee Reports:**

**Public Safety:** Mr. Stafford relayed to the board a suggestion from George Hinkins that the “kick stands” be removed from the exterior entry doors to the basements containing laundry, storage and trash rooms. This would solve a longstanding problem of residents leaving these doors propped open, which allowed unauthorized individuals access to these areas, which in turn could lead to personal injury or theft of property. The board acknowledged that Mr. Hinkins’ suggestion would go a considerable way toward solving this problem, but would create costs for CVIII’s residents. There are justifiable reasons for propping these basement doors open. It is difficult to bring a load of laundry or trash that requires two hands to carry into the building and at the same time open the door and keep it open long enough to allow safe passage. Bicycles present the same problem. The trash company had a genuine need to prop these doors open. Mr. Kiman warned the board that if it had these stands removed from basement doors, residents would just find other ways to prop them open, some of which would end up damaging the doors. For the time being, the board decided to use the newsletter to encourage residents not to leave these doors propped open and to speak to the trash service about its employees and Dr. Gentry about his cleaning service leaving these doors propped open after they finished their work.

**Parking:** Mr. Gerrity told the board he planned to submit to the appropriate Arlington County officials petitions signed by residents of CVI, CVII, and CVIII requesting further restrictions on parking on N. Rhodes St. between Wilson Blvd. and Lee Hwy. and a cover letter to be signed by the presidents of their respective boards of directors no later than the end of the first week of August. He told the board that during the past month he had been counting cars parked on N. Rhodes St. between Wilson Blvd. and Lee Hwy. He found that around 9:00 p.m. there was an average of 45 cars without Zone 4 stickers or visitor passes. This number dropped to an average of 22 around 5:00 a.m. He told the board that he and Mr. Palmore had counted cars with Bridget Jenkins of Arlington County’s Traffic Engineering Department at 9:00 p.m. on 8 July 2003, and Ms. Jenkins would conduct another survey of cars parked on Rhodes St. on 23 July 2003, the weather and her workload permitting.

**Management Report:**

**Engineer:** Mr. Kiman told the board that there had been no unusual maintenance problems during the past month. He told the board that he had replaced the damaged window wells on the south side of 1821 N. Rhodes St., but still had some backfilling of soil to do. The board asked about water standing on the floor of one of the storage rooms in **1808 Queens Ln.** Mr. Kiman said that it appeared to be from an underground source. He could find no blockages in the downspouts and pipes servicing storm runoff. He said that he would purchase and install a dehumidifier to help dry out this storage room.

**June Financial Update:** Mr. Hedrick reported that, after making allowances for errors and omissions in the June financial report, CVIII had a year-to-date operating surplus of \$6,792 as of the end of June. The board again reminded Mr. Hedrick that \$8,040 of 2002 landscaping and tree maintenance expenses were still being charged against the 2003 budget. Mr. Hedrick said that he had spoken to the auditor about this. The board again asked him to get this request to the auditor in writing. The board asked and Mr. Hedrick agreed to move a \$647.60 charge for engineering services related to replacing the chimney behind 1729 Queens Ln. from the operating budget to the appropriate reserve account. Details of the June financial report are available for unit owner review at the CVIII office.

**Old Business:**

**Landscaping Update:** The landscaping committee informed the board that McFall and Berry had finally completed pruning shrubs and bushes in front and back of all buildings in the 1800 blocks of Queens Ln. and N. Rhodes St., but unfortunately, they did a sloppy and careless job in comparison with such work in the rest of CVIII. Mr. Gerrity told the board that the quality of McFall and Berry's lawn care work might be considered good for a highway median strip, but not so for residential lawns and shrubbery. Consequently, other companies would be asked to bid on CVIII's 2004 lawn maintenance contract. **1829 and 1831 Wilson Blvd.:** Tanya Flemons and Richard Donahue, residents of 1829 Wilson Blvd., proposed the following project to the landscaping committee: if CVIII would pay for the materials, they would supply the labor to build up low spots in the lawn adjacent to walks and steps in front of 1831 Wilson Blvd. and install sod in several locations where over-seeding had been unsuccessful in front of 1829 and 1831 Wilson Blvd. The landscaping committee accepted Ms. Flemons and Mr. Donahue's proposal. Mr. Gerrity moved that CVIII reimburse Tanya Flemons \$195.20 for two cubic yards of topsoil, sixty-six pieces of sod, and two bags of grass seed. Mr. Stafford seconded this motion, and it was approved unanimously. **1804-1805 Queens:** Susan Palmore proposed to the landscaping committee that the new bed installed this spring between 1804 and 1805 Queens Ln. be enhanced with an arrangement of liriopie and additional barberries. Ms. Palmore offered to make the trip to the nursery to purchase these plants if others would assist in installing these plants. The landscaping accepted Ms. Palmore's proposal. Mr. Gerrity moved that CVIII reimburse Susan Palmore \$150.81 for ten liriopie, four barberries, and planting materials. Mr. McGregor seconded this motion, and it was approved unanimously. The board noted that the cost of four of these plants could be deducted from McFall and Berry's bill because they replaced plants under warranty that had died. The board noted receipt of a suggestion from a resident that the catch basins installed in the lawns would do a better job of removing storm runoff if the ground around these basins was resloped and brought up to the level of all portions of these basins except their grates.

**Installation of Sample Unit Windows:** Mr. Hedrick told the board that Hodges Window appeared to be backing away from its offer to install at no-charge a sample of an Anderson vinyl-clad wooden replacement window that met HALRB standards.

**1729 Queens Ln. Replacement Chimney:** Mr. Hedrick informed the board that he was told in his last conversation with Consolidated Waterproofing that he would be given a week's notice before work on replacing the chimney behind 1729 Queens Ln. would begin. He said that he had not yet received that notice.

**Hallway Renovations: Floor Mats:** The question was posed to the board: why spend so much money to install attractive new carpet in the hallways if it was going to be littered with a collection of old carpet, beach towels, and other unsightly items? Why not require all unit owners to use the same size, color and pattern of floor mat in front of the entry doors to their units. The board acknowledged that there was a problem here and that it had the authority to do something about it since the hallways were common areas and, therefore, under its control. Concerns about being too authoritarian led the board to the conclusion that a minimum standard would be a better solution to the problem than a standard. Doormats that did not meet this minimum standard would be removed and replaced with bound pieces of the material used to carpet the hallways. The board decided to have 172 of these floor mats made so that one would be available for every unit owner. Mr. McGregor moved that if residents place a floor mat in the hallway outside the entry door to their unit it must be either (i) a commercially available floor mat, bound in a recognizable and uniform fashion or (ii) a floor mat provided by CVIII itself. This means that scraps of carpets, towels, and other odd pieces of material cannot be used as floor mats. Mr. Gerrity seconded this motion, and it was approved unanimously. Mr. Gerrity moved that CVIII purchase 172 bound floor mats made of Mohawk Structures carpet in the color of Industrial Olive from Carpet One Alexandria for \$3,817.70. Mr. McGregor seconded motion, and it was approved unanimously.

**Replacement Doors for Building Entrances:** Mr. Hedrick told the board that a representative of Precision Doors had visited CVIII the day of this meeting to take additional measurements for the nine doors yet to be installed. Mr. Hedrick warned the board that metal frames that Precision proposed using would not result in as deep a setback as the wooden frames of the doors being replaced.

**New Business:**

**Request to Install a Hand Rail:** Mr. Hedrick brought to the board's attention a letter from Maureen McElligott, a unit owner residing at 1736 Queens Ln., requesting that a hand railing be installed on the two front steps to her building because problems with arthritis affected her balance. The board discussed the matter, and Mr. Stafford moved that CVIII approve Ms. McElligott's request if she was willing to pay for the railing and its installation and Arlington County's Historic Affairs and Landmark Review Board (HALRB) approved it. Ms. Connelly seconded this motion, and it was approved unanimously. The board asked Mr. Hedrick, when communicating its decision, to explain to Ms. McElligott that it was requiring her to pay for this railing because it was for her not the common benefit. The board asked Mr. Kiman to obtain an estimate of the cost of such a railing from Ivey Welding. The board asked Mr. Stafford to obtain a drawing of this railing for the cut sheet that had to accompany CVIII's application for a Certificate of Appropriateness from the HALRB.

**Trash Rooms:** The board, Mr. Hedrick, and Mr. Kiman reviewed numerous complaints about trash rooms being so full of large items such as discarded furniture that it was difficult or impossible for residents to dispose of their normal household trash and recyclable material. All acknowledged that these complaints were substantive, not exaggerations. The same day as this meeting, a truckload of large items had to be removed from the trash room in 1729 Queens Ln. to give residents access to trash barrels. Mr. Kiman told the board that these bulky items were usually put in trash rooms on weekends toward the end of the month when residents, mostly tenants, were moving out. Because of their size, they don't fit in regular trash trucks, and special pickups have to be scheduled. The minimum cost of a special pickup is \$250. Explaining that this was a lot of money to get rid of an old mattress, he said his normal practice was to remove these items from the trash rooms and store them in crawl spaces and boiler rooms until he had accumulated enough material to justify the expense of a special pickup. Mr. Hedrick told the board that a reasonable interpretation of CVIII's covenants was that the owners association had a responsibility to cover the expense of removing normal household trash, but not couches or other large items that only fit in the trash rooms at the expense of all other use of these rooms. He told the board that when residents called the management office for information on disposing of bulky items, they were told that they had to arrange and pay for a special pickup. After further discussion, the board decided that most residents were unaware that bulk trash was not to be disposed of in the trash rooms and educating CVIII's residents would be the first line of attack on this problem. Mr. Hedrick was asked and agreed to make up and post on trash room doors signs advising residents "bulky items such as furniture, appliances were not to be disposed of in the trash rooms or any other part of CVIII. If residents wished to get rid of such items, they had to make and pay for their own arrangements." Mr. Gerrity agreed to include similar information in the August issue of CVIII's newsletter.

**Laundry Rooms:** The board was made aware of several recent instances of large amounts of laundry seemingly abandoned or forgotten in laundry rooms for weeks on end, causing inconvenience for other residents who wanted to use the machines or folding tables. The board discussed the matter and decided that single items such as a sock could be thumb tacked to a bulletin board, but there should be a policy for larger amounts of laundry. Mr. Palmore moved that laundry left in a laundry room for more than a day be bagged and stored in the laundry room for a week and then removed and stored elsewhere for the balance of thirty-one days. After thirty-one days, such items would be donated to charity. Mr. Gerrity seconded this motion, and it was

approved unanimously. Mr. Hedrick agreed to make and post signs stating this policy in the laundry rooms. Mr. Gerrity agreed to include similar information in the August issue of CVIII's newsletter.

**Car Burglar Alarms:** Mr. Palmore noted that during a recent thunderstorm several burglar alarms on vehicles parked in CVIII's lot were set off, and one stayed on for the rest of the night. He asked how this might be dealt with. Mr. Hedrick said that the police should be called. They would use the vehicle's license plate number to locate and contact its owner to have the alarm shut off.

**Bulletin Boards:** Mr. Palmore told the board that hallway bulletin boards, which were supposed to be reserved for official CVIII business, continued to be inundated with advertisements for carpet cleaning services, pizza companies, furniture for sale, and units for rent. He suggested that signs be installed on or above the bulletin boards stating that they are to be used only for official CVIII business. Mr. Gerrity said that such signs would not deter Pizza Bolis, Mary's Pet Sitting Service or anyone else. Posting these signs would only add to visual clutter. Mr. Gerrity argued that it would be better to stick to the current practice of having Mr. Kiman police these bulletin boards when he made his rounds of the buildings. Mr. Palmore pressed the issue, and Mr. Gerrity moved that there be no change in CVIII's current policy on material posted on hallway bulletin boards. Mr. Stafford seconded this motion, and it was approved unanimously with Mr. Palmore abstaining.

**Executive Session:**

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

The next board meeting is scheduled for 6:30 p.m. on 11 August 2003 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 9:25 p.m.