

**Minutes
Colonial Village III
Board of Directors Meeting
11 August 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; Cheryl Connelly, treasurer; Dennis Gerrity, secretary; unit owner George Hinkins; and association manager George Hedrick. Michael McGregor, member-at-large, arrived shortly 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.

Resident Forum:

George Hinkins had three topics on which he wished to speak to the board. The first was the threat to residents and their property posed by unauthorized individuals gaining access to basements and the laundry, storage and trash rooms because their entry doors were being left propped open and doors that would not close securely because of swelling caused by high humidity levels. He suggested that board have the stoppers, which residents were using to prop these doors open, removed. The board said that it shared Mr. Hinkins' concern for residents' safety, but these stoppers served substantive needs. Residents used them to hold these doors open when they had loads of laundry or trash that require both hands to carry. If these stoppers were removed, then residents would simply find other devices to serve as props, some of which would damage the doors. As an example of this, the board pointed out that for years residents had used a log to prop open the rear door to the basement of 1808 Queens Ln. The board told Mr. Hinkins that it felt that educating residents was a reasonable compromise for the time being. The board also told Mr. Hinkins that the five new doors it had approved for the basements had metal frames; and this should reduce the problem of doors sticking open due to high humidity. Second was the question: why had trash rooms become so badly clogged with discarded furniture and other bulky items this summer? Mr. Hedrick attributed this problem to an unusually large number of bulk items being discarded by residents moving out of their units this summer and inadequate supervision on his part. An effort to minimize the cost of disposing of these items by waiting until a full truckload had accumulated also contributed to this problem. Mr. Hedrick said that from now on he would inspect the trash shortly after the first of each month, which was when these items usually appeared. He would make sure that residents had free and easy access to the trash rooms, even if this meant making what might be seen as wasteful expenditures on removal service. The third item Mr. Hinkins brought to the board was his concern that not all move-in fees were being collected. Mr. Hedrick said that he had procedures in effect that brought most move-ins to the attention of CMI, but there were a few that slipped through. Mr. Hedrick said that he was looking for ways to improve his "capture" rate to 100% and agreed to include with his notice to unit owners of this year's annual meeting a letter reminding them that this \$100 fee was due every time someone moved into their unit. The board asked Mr. Hinkins to contact Mr. Hedrick if he was aware or strongly suspected that specific residents had moved in without paying this fee.

Reading and Approval of Minutes: Mr. McGregor moved that the minutes of the 21 July 2003 meeting be approved without change. Ms. Connelly seconded this motion, and it was approved unanimously.

Reports of Officers:

None.

Committee Reports:

Parking: Mr. Gerrity told the board that Colonial Village's petition requesting that parking on N. Rhodes St. between Wilson Blvd. and Lee Hwy. to vehicles with Zone 4 parking stickers or visitors passes twenty-four hours a day, seven days a week had been submitted to the Traffic Engineering Division of the Arlington County Department of Public Works on 1 August 2003. Mr. Gerrity warned the board that Arlington County did not have a clearly defined policy for imposing parking restrictions requested by residential neighborhoods. Having signatures on a petition representing 50% or better of the households living on a given block did not guarantee the petition's desired outcome. County staff explained their decisions on such petitions by saying they were trying to balance the interests of all those that might be affected by the change in parking restrictions. How "interests" are defined and how they are "balanced" are not explained in a substantive fashion. Mr. Gerrity also warned the board that even if Colonial Village got exactly what it petitioned for, residents would not be assured a place to park, but, rather, only a better chance of finding a place to park on Rhodes St., because there were more than 400 hundred eligible cars likely to park on this section of Rhodes St. and only 227 parking places on this section of N. Rhodes St.

Building Committee: Mr. Stafford told the board that he was working on obtaining the drawings for the cut sheet that had to accompany Maureen McElligott's request for permission to install a railing on the front steps to her building (1736 Queens Ln.) from Arlington County's Historical Affairs and Landmark Review Board (HALRB).

Management Report:

Maintenance: Mr. Kiman was on vacation the day of this meeting. Mr. Hedrick told the board that there had been no unusual maintenance problems during the past month except for dealing with the accumulation of sofas, chests of drawers and other bulk items discarded in the trash rooms. These items along with residents' possessions abandoned in the storage rooms were trucked away on 6 August 2003. Mr. Hedrick said that Mr. Kiman continued to work on patching cracks in sidewalks, concrete risers and stoops. Mr. Hedrick told the board that he developed an extensive list of items for Mr. Kiman to work on during a three-hour inspection tour of CVIII's exterior on 22 July 2003. Mr. Hedrick said that he would continue to make such inspection tours of CVIII's common areas on a twice-monthly basis.

July Financial Update: Mr. Hedrick reported that, after making allowances for errors and omissions in the July financial report, CVIII had a year-to-date operating surplus of \$7,631 as of the end of July. Details of the July financial report are available for unit owner review at the CVIII office. **2004 Budget:** Mr. Hedrick told the board that he would have a draft version of CVIII's budget for 2004 ready for the board to review in executive session at its September meeting. The board asked and Mr. Hedrick agreed to take particular care in estimating the costs of natural gas, water and sewer, and insurance for 2004. **2002 Audit:** Mr. Hedrick told the board that he had written to CVIII's auditor, Geimer, Ehrlich & Associates, P.A., asking that its draft audit of CVIII's books for 2002 with several changes requested by the board be made available at the earliest date.

Old Business:

Landscaping Update: Mr. Hedrick advised the board that he had scheduled applications of fertilizer and a post-emergent weed killer for Monday, 18 August 2003. Notices alerting residents of this would be posted on hallway bulletin boards. Mr. McGregor asked about the quality of sod recently installed in the vicinity of the Wilson Blvd. gate and 1720 Queens Ln. Mr. Gerrity said that Home Depot had palmed off sod several days past prime on Mr. Kiman. If it could not be nursed into growing nicely, it could and would be replaced at no charge. After discussion, the board decided to solicit proposals from landscaping architects to help organize a long-term plan for landscaping repairs and improvements.

Installation of Sample Unit Replacement Windows: Mr. Hedrick told the board that he could not get Hodges Window to honor its commitment to install a sample of a vinyl-clad wooden replacement window at no charge to CVIII. To solve this problem, he asked and Mid-South Distributors agreed to install such a window that met HALRB and CVIII standards in the storage room in 1821 N. Rhodes St.

1729 Queens Ln. Replacement Chimney: Mr. Hedrick told the board that Consolidated Waterproofing was still negotiating permits with Arlington County. Once this was done, they would give Mr. Hedrick seven days notice before beginning work replacing the chimney behind 1729 Queens Ln.

Hallway Renovations: Mr. Hedrick informed the board that he and representatives of Carpet One of Alexandria had inspected the latter's installation of new carpet in all of CVIII's buildings. A "punch list" of problems was written up. When they are corrected, Mr. Hedrick would authorize the release of the final payment on the carpeting contract to Carpet One. After the board selected a dark gray from color samples, Mr. Stafford moved that CVIII accept a proposal from Commercial Carpets of America to supply doors mats in the style Aqua Block 29 to be placed immediately inside building entry doors for \$2,545.62. Ms. Connelly seconded this motion, and it was approved unanimously.

Replacement Doors for Building Entrances: The board again expressed its concern to Mr. Hedrick that the design of replacement building entry doors and their frames was such that they could not be set back deeply enough to meet the approval of the HALRB. The board said that it did not want to spend \$14,000 on doors that could not be installed correctly. Mr. Hedrick said that it was his understanding that their set back was sufficient for the HALRB's approval. The board asked him to double check and report back.

CVIII and the Web: The board asked Mr. Hedrick for a progress report on CMI's efforts to develop a Web page or site for CVIII. Mr. Hedrick said that CMI no longer had an employee with the necessary skills. Mr. Stafford said that he had acquaintances that were capable of such work and would solicit their assistance.

New Business:

2003 Annual Meeting: After discussion, the board decided to hold CVIII's 2003 annual meeting at 7:00 p.m. on 20 October 2003 in the conference room in the CMI office at 1903 Key Blvd. Mr. Hedrick told the board that he would soon distribute notices of this meeting and a call for candidates for the three seats on the board that will be up for election this fall.

Replacement Cell Phone for Mr. Kiman: Mr. Hedrick asked the board to approve the expenditure of approximately \$100 for a new cell phone for Mr. Kiman. After discussion, Mr. McGregor moved that CVIII spend approximately \$100 to purchase a new cell phone for Mr. Kiman. Mr. Palmore seconded this motion, and it was approved unanimously.

Storm Drainage: Mr. Hedrick told the Board that he had requested a proposal from Hix and Sons to improve CVIII's storm drainage system to correct soil erosion problems on the north sides of 1816 Queens Ln. and 1821 N. Rhodes St. and the west side of 1813 Queens Ln., ponding on the lawn between 1816 and 1817 Queens Ln. sides, and water leaking into a storage room in 1808 Queens Ln. from the south side of that building.

Executive Session:

Ms. Connelly 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 15 September 2003 in the conference room in the CMI office at 1903 Key Blvd.

Mr. Gerrity moved that this meeting be adjourned. Ms. Connelly seconded this motion, and it was approved unanimously at 8:24 p.m.