

**Minutes  
Colonial Village III  
Board of Directors Meeting  
15 September 2003**

**Call to order:**

With a quorum present the meeting was called to order at 6:30 p.m. Present at that time were Stanton Stafford, vice president; Cheryl Connelly, treasurer; Dennis Gerrity, secretary; unit owners Christine and Jonathan Thornton; maintenance engineer Stan Kiman; and association manager George Hedrick. Michael McGregor, member-at-large, arrived 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:**

Ms. Thornton told the board that she asked the Traffic Engineering Division of Arlington County's Public Works Department if a decision had been made on Colonial Village's petition to tighten parking restrictions on N. Rhodes St. between Wilson Blvd. and Lee Hwy. She was told that a decision on Colonial Village's petition had been put off until Arlington County finished developing a countywide set of regulations to replace the series of ad hoc decisions that had been made on a neighborhood-by-neighborhood basis in the past.

**Reading and Approval of Minutes:**

Mr. Stafford moved that the minutes of the 11 August 2003 meeting be approved without change. Ms. Connelly seconded this motion, and it was approved unanimously.

**Reports of Officers:**

None.

**Committee Reports:**

**Building Committee:** Mr. Stafford presented the board with a drawing and specifications prepared by George Hinkins for a hand railing Maureen McElligott wanted to have installed at her expense on the concrete steps and stoop leading to the front door of 1736 Queens Ln. They complied with ADA requirements as much as possible without requiring these steps and stoop be rebuilt. The board asked Mr. Kiman to have Ivey Welding price provision and installation of this railing according to the specifications provided by Mr. Stafford. Ms. McElligott and CVIII could then proceed with obtaining approval of this project from Arlington County's Historic Affairs and Landmark Review Board (HALRB.)

**Public Safety:** The board asked Mr. Hedrick for descriptions of the individuals who had committed an armed robbery in the 1900 block of N. Rhodes St. on 6 September 2003 and a stalking incident on Queens Ln. 8 September 2003. Mr. Hedrick told the board that he had made no effort to get this information because the Arlington County Police Department had been uncooperative when he had asked for descriptions of criminals in similar incidents in the past.

**Management Report:**

**Maintenance:** **Engineer:** Mr. Kiman told the board that there had been no unusual maintenance problems during the past month. **Hallways:** The board discussed the noticeable damage done to recently painted hallway walls and ceilings by residents moving in and out over the summer. The board decided that October and June were the best months for repairs and touch-up painting and asked Mr. Hedrick to arrange with Mr. Kiman to have such work done during those months.

**Broken Windows:** The board informed Mr. Hedrick of broken windows in units at 1735 and 1821 N. Rhodes St. Mr. Hedrick said that he would write the owners of these units and ask them to repair these windows and warn them that if they did not comply with his request they could be fined by CVIII's board. **"For Sale" Signs:** The board informed Mr. Hedrick that there were "For Sale" signs in the windows of units at 1728 and 1804 Queens Ln., and the presence of these signs constituted violations of Article XI, Section 1, Paragraph (i) of CVIII's bylaws, which states that "...no signs of any character shall be erected, posted or displayed upon, in, from or about any Units or Common Elements without the prior written approval of the Board of Directors...". Mr. Hedrick told the board that the real estate firms involved had been contacted and the signs had been removed. The board asked about the posting of "For Sale" signs by real estate firms in common areas in CVIII. The board said that it realized that such signs were helpful in selling units in CVIII, but, citing one recent open-house that had seven signs with balloons planted in the lawns, said that it did not want CVIII looking like a circus. Mr. Hedrick said that he could not find written authorization of this or any other installation of "For Sale" by real estate firms or owners in common areas by any past board of directors. He said that past boards had most likely chosen to ignore such violations of CVIII's bylaws. The board said that it would return to this matter at a future meeting.

**August Financial Update:** Mr. Hedrick reported that, after making allowances for errors and omissions with respect to CVIII's tax liabilities for 2003 and the auditor's bill in the August financial report, CVIII had a year-to-date operating surplus of \$9,117 as of the end of August. Details of the August financial report are available for unit owner review at the CVIII office.

**2002 Audit:** Mr. Hedrick presented the board with a draft audit of CVIII's books for the year 2002 prepared by the accounting firm Geimer, Ehrlich & Associates, P.A. The board raised several questions that Mr. Hedrick felt could be best answered by a representative of Geimer, Ehrlich, and he suggested inviting Mr. Ehrlich to attend the board's January 2004 meeting. The board accepted Mr. Hedrick's suggestion.

**Correspondence:** Mr. Hedrick brought the board's attention to a letter from **Violeta Tolosa**, the owner of a unit at 1817 Queens Ln., in which she said that she had slipped on the new surface installed on the basement hallway floor at 1809 Queens Ln. Mr. Hedrick told the board that he had made the company that installed this flooring aware of this problem and that he had told Mr. Kiman to make sure to keep the non-skid rug in this basement hallway drawn up to the entrance doorway. The board reviewed a letter from **Andrew and Isabel Chatterton**, the owners of unit #124 at 1733 Queens Ln., in which they requested permission to remodel their kitchen. After discussion, Mr. McGregor moved that the board approve the Chatterton's request to remodel their kitchen with the proviso that they provide CVIII with a copy of any permit required for this project by Arlington County. Ms. Connelly seconded this motion, and it was approved unanimously.

**Old Business:**

**Landscaping Update:** **Fall Annuals:** After discussion, Mr. Gerrity moved that CVIII accept McFall and Berry's proposal to supply and install \$1,500 worth of pansies around the bases of the seven pear trees at the top of the stairs from the parking lot. Installation of these flowers was to occur on or after 6 October 2003. Mr. Stafford seconded this motion, and it was approved unanimously. **2004 Lawn Maintenance Contract:** Mr. Hedrick told the board that he requested proposals for lawn maintenance service in 2004 from ValleyCrest, Vincente, Tru-Green

and McFall & Berry. **Landscape Architect:** The board agreed to invite a landscape architect to its November meeting to present a proposal to develop a master plan for CVIII landscaping.

**Parking Lot:** The board discussed what it felt was CVIII's most noticeable landscaping problem: replacing missing and dying trees on the east side of the parking lot. These trees were installed when CVIII was converted to a condominium. They were meant to serve two purposes: (i) as a screen to block the view of the parking lot and (ii) as a barrier to direct foot traffic away from the lawn and on to the sidewalks. Two types were planted here: Eastern Red Cedars north of the stairs and unidentified cultivars similar to the Skyrocket Juniper to the south. One cedar and three of the cultivars are missing. All of the cultivars are diseased and dying. The board accepted the reasons these trees were originally planted in this location, but thought the choice of trees was wrong. The board felt that good landscaping design for this area would be to have the same type, size and shape of trees on both sides of the stairs. The board considered a number of solutions to this problem and came to the conclusion that the best would be to take down all of the trees and replace them with Nellie R. Stevens Hollies, which were sturdy trees, pyramidal in shape, fifteen to twenty feet high, and ten to fifteen feet wide at the base when fully grown. CVIII had groups of Nellie R. Stevens planted at both ends of the ivy beds outside the Wilson Blvd. gate. The cost of these hollies would be between \$20,000 and \$24,000 depending on the height of the replacement trees. Replacing only the dead and dying cultivars with immature Eastern Red Cedars or Leyland Cypresses would cost \$10,000 to \$12,000 depending on the size of the replacement trees. Vincente Landscaping was asked to supply an estimate of the cost of another alternative, which would be to transplant arborvitae being used to screen heat pumps and meter stacks at various locations in CVIII. The board considered replacing all the trees with a hedge of photinia or privet, but rejected this idea because of maintenance costs. The board discussed how to pay for this project, and decided to return to this item at its next meeting.

**Installation of Sample Unit Replacement Windows:** Mr. Hedrick told the board that he continued to work with Mid-South Distributors to get a sample of a vinyl-clad wooden replacement window that met HALRB and CVIII standards installed 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 the problems detailed in CVIII's "punch list" had been fixed, and final payment had been released to Carpet One of Alexandria.

**Replacement Doors for Building Entrances:** The board asked Mr. Hedrick for a status report on the installation of replacement building entry doors at various locations in CVIII. Mr. Hedrick said that he would contact Precision Doors to get them on this project ASAP.

#### **New Business:**

**Exterior Renovations:** Mr. Hedrick presented the board with a proposal from Renaissance Painting to replace and paint milled trim on two dormers at 1813 Queens Ln. and replace, caulk and paint nine plinth blocks at various building entrances for a sum of \$1,400. After discussion, Mr. Gerrity moved that CVIII accept Renaissance Painting's proposal to replace and paint milled trim on two dormers at 1813 Queens Ln. and replace, caulk and paint nine plinth blocks at various building entrances for a sum of \$1,400. Mr. McGregor seconded this motion, and it was approved unanimously.

**Storm Drainage:** The Board reviewed proposals from Hix & Sons: (i) to provide and install PVC drain pipes to collect storm runoff and condensate from downspouts at 1817 and 1821 N. Rhodes St. and 1808, 1809, 1813, 1816 and 1817 Queens Ln. and carry this runoff to the creek adjacent to Rhodes St. or existing drainage pipes and catch basins; (ii) provide and install 12" catch basins to collect storm runoff that was ponding on the east side of 1816 Queens Ln. and the west side of

1817 Queens Ln. and a 6" catch basin in a heat pump well to collect storm runoff that was ponding on the west side of 1804 Queens Ln. and carry this runoff with PVC pipe to existing drainage pipes or catch basins; (iii) provide and install two new window wells made of pressure treated lumber at 1809 and 1813 Queens Ln.; (iv) provide and install high clay content soil and do additional landscaping to direct rainfall away from the foundations of 1804, 1808, 1809 and 1813 Queens Ln.. The board asked Mr. Hedrick to have Hix & Sons confirm in writing that cleanouts would be install by the downspouts at 1817 and 1821 N. Rhodes St., that additional cleanouts would be installed at fifty foot intervals in longer runs of PVC pipe and that turns in pipes be made in 45° not 90° increments. The board also reviewed a proposal by ValleyCrest Landscaping Maintenance to do some of the work bid by Hix & Sons. The board asked Mr. Hedrick to have ValleyCrest resubmit their bid so that it was fully comparable in scope and materials to the proposal made by Hix.

**Executive Session:**

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

The next board meeting is scheduled to follow the annual meeting of CVIII's owners association on 20 October 2003 in the conference room in the CMI office at 1903 Key Blvd.

Mr. Gerrity moved that this meeting be adjourned. Mr. Stafford seconded this motion, and it was approved unanimously at 8:35 p.m.