

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

Call to order:

With a quorum present the meeting was called to order at 7:45 p.m. Present at that time were Stanton Stafford, president; Michael McGregor, vice president; Dennis Gerrity, secretary; unit owners Michael Eddy, Lorraine Eide and Mahmoud Ghannam; 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.

Resident Forum:

No one chose to speak.

Reading and Approval of Minutes: Mr. Stafford moved that the minutes of the 15 September 2003 meeting be approved without change. Mr. McGregor seconded this motion, and it was approved unanimously.

Reports of Officers:

None.

Committee Reports:

None.

Management Report:

Engineer: Mr. Kiman told the board that there had been no unusual maintenance problems during the past month. **Hallways:** The board asked Mr. Hedrick and Mr. Kiman to ask supervisory personnel at CVIII's janitorial firm to work with their on-site employee on doing a better job of cleaning finger prints, scuff marks and the like off of interior wall and doors. **1728 Queens Ln.:** The board asked Mr. Kiman: (i) to reattach carpeting that had come loose from a tack strip on the top step of the lower flight of stairs; (ii) to finish trimming out the new door on the west side of the basement of this building.

September Financial Update: Mr. Hedrick reported that, after making allowances for errors and omissions with respect to the cost of cleaning up damage to trees by Hurricane Isabel in the September financial report, CVIII had a year-to-date operating surplus of no more than \$3,000 as of the end of September. Details of the September financial report are available for unit owner review at the CVIII office.

Asset Management: The board reviewed the investment of CVIII's reserve funds. It asked Mr. Hedrick to have CMI look for a six month \$90,000 CD with a yield greater than 1.2%. Funds to pay for this CD would come from closing CVIII's account with a money market fund yielding .75% and withdrawing \$60,000 from another money market fund paying 1.2%.

Correspondence: The board decided to review correspondence in executive session.

Old Business:

Landscaping Update: 2004 Lawn Maintenance Contract: Mr. Hedrick told the board that he had received proposals for lawn maintenance in 2004 from McFall and Berry, Tru-Green and ValleyCrest. He was still waiting for a similar proposal from Vicente Landscaping Service. He said he would present these proposals to the board at its November meeting. **Landscape**

Architect: The board discussed and then decided to ask the landscape architect to make a walk-through of CVIII with several board members and Mr. Hedrick prior to his appearance its November meeting. The board also discussed what guidance to give this architect with respect to his presentation in November. Some argued that he be allowed to begin with a clean slate. Others argued that, given the cost of landscaping, he should be encouraged to make the best use of CVIII's existing landscaping in his proposal and changes and additions he proposed would be low maintenance. All agreed that he should be made aware that Arlington County's Historical Affairs and Landmark Review Board (HALRB) had control over the appearance of CVIII's grounds and had exercised that control when trees were removed.

Installation of Sample Unit Replacement Windows: Mr. Hedrick told the board that he had still not found a vinyl-clad wooden window to serve as a sample that met the standards that the HALRB set for replacement windows in CVIII.

1729 Queens Ln. Replacement Chimney: Mr. Hedrick told the board the Consolidated Waterproofing had informed him that it had resolved permitting problems with Arlington County would be ready to begin replacing the chimney behind 1729 Queens Ln. this coming December.

Replacement Doors for Building Entrances: Mr. Hedrick told the board that Precision Door said that the nine remaining building entry doors in its contract with CVIII would be installed within forty-five days.

2002 Audit: Mr. Hedrick presented the "representation" letter required for release of the final audit of CVIII's books for 2002 by Geimer, Ehrlich for signature by a board member. The board declined to sign this letter because it had not received a satisfactory answer for why bills for landscaping done in 2002 were being charged against the books for 2003. The board and Mr. Hedrick agreed that Mr. Ehrlich's appearance at the board's January 2004 meeting would a good time to resolve this problem.

Storm Drainage: The board asked Mr. Hedrick if he had obtained revised bids from Hix & Sons that took into account changes the board made in their original proposals for improvements to CVIII's storm drainage system servicing Buildings Two and Four. He said he had not.

New Business:

Hallway Renovations: Mr. Kiman told the board that he would begin patching holes and gouges in hallway walls and ceilings and touch-up painting when the weather turned cold. He advised the board that Duron had discontinued its Plastikote line of paint. This could cause problems matching the texture of the existing paint, and, if so, he might have to paint entire sections of walls to keep the hallways looking attractive.

All-Village Holiday Party: After discussion, Mr. Gerrity moved that the board approve a \$125 contribution by CVIII to cover the cost of the annual holiday party held by CVI, CVII, CVIII and the Commons. Mr. Stafford seconded this motion, and it was approved unanimously.

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 17 November 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 8:50 p.m.