

**Minutes
Colonial Village III
Board of Directors Meeting
17 December 2003**

Call to order:

With a quorum present the meeting was called to order at 6:31 p.m. Present at that time were Stanton Stafford, president; Cheryl Connelly, treasurer; Dennis Gerrity, secretary; Charles Vanderlyn, member-at-large; unit owner Lorraine Eide; 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:

Ms. Eide chose not to speak

Reading and Approval of Minutes:

Mr. Vanderlyn moved that the minutes of the November meeting be approved without change. Ms. Connelly seconded this motion, and it was approved unanimously.

Officers of the Board and their Responsibilities:

Because Ms. Connelly and Mr. Vanderlyn were unable to attend this year's annual meeting, the rest of the board elected its officers on an acting basis until both were present at a meeting to vote their preferences. This being such a meeting, Mr. Gerrity moved the election of officers of CVIII's current board of directors on a permanent basis as follows: Stanton Stafford, president; Michael McGregor, vice president; Cheryl Connelly, treasurer; Dennis Gerrity, secretary; and Charles Vanderlyn, member-at-large. Ms. Connelly seconded this motion, and it was approved unanimously. Following the practice of past boards, individual board members agreed to oversight responsibilities for various aspects of CVIII's operation, with the authority to act for the full board on noncontroversial matters. Mr. Stafford will look after matters related to the maintenance of CVIII's physical plant. Ms. Connelly will concentrate on the treasurer's responsibilities of auditing CVIII's finances and managing its assets. Mr. Gerrity, in addition to his responsibilities as secretary, will chair the landscaping committee and produce and edit CVIII's newsletter. Mr. McGregor will monitor the efforts of CMI and Chadwick, Washington, CVIII's law firm, to collect CVIII's delinquent assessments. Mr. Vanderlyn will chair the public safety committee. To help ensure that problems are found and corrected promptly, members of the board agreed to inspect CVIII's buildings at least once a month as follows: Ms. Connelly, Building One; Mr. Gerrity, Building Two; Mr. McGregor and Mr. Stafford, Building Three; Mr. Vanderlyn, Building Four.

Reports of Officers:

Secretary: Mr. Gerrity told the board Betty Davis had been kind enough to agree to edit the minutes for him.

Management Report:

Snow Removal: The board thanked Mr. Kiman for his efforts to clear CVIII's walkways of snow during and after recent storms.

Engineer: Mr. Kiman told the board that there had been no unusual maintenance problems during the past month. The board noted that two grills were left out side **1813 N. Rhodes St.** all the time. Mr. Kiman was asked and agreed to remove them. The board also noted that the cover on a heater in the basement hallway of **1808 Queens Ln.** was broken and needed to be replaced. Mr. Kiman said that this heater was not being used. He suggested that removing this heater made more sense than repairing it. The board accepted his suggestion.

November Financial Update: Mr. Hedrick reported that, after making allowances for errors and omissions in the November financial report, CVIII had a year-to-date operating deficit of \$5,296 as of the end of November. Mr. Hedrick noted that, while budget deficits were always matters of concern, CVIII would have had a year-to-date surplus of over \$8,000 if not for snow removal expenses that were \$6,177 over budget because of storms in January and February and \$7,200 in unbudgeted expenses to cleaning up damage caused by Hurricane Isabel. Details of the November financial report are available for unit owner review at the CVIII office.

Asset Management: Mr. Hedrick informed the board CMI had purchased a \$96,962 CD paying 2.57% from BB&T that could be redeemed penalty free at any time. He said that CMI was actively looking for another CD of similar size with a two-year term. The board suggested making inquiries at Presidential Federal Savings and Loan. The board reminded Mr. Hedrick that a \$64,000 CD was coming due in early March of 2004.

Committee Reports:

Public Safety: Mr. Vanderlyn told the board of recently finding the fluorescent lighting burned out in the trash room at **1808 Queens Ln.** He expressed concern about the safety of residents in such a situation. He suggested installing a second light fixture to serve as a backup. The board discussed this matter and noted that there was some backup lighting from existing hallway fixtures and because this was such a rare occurrence decided that no action was necessary. Mr. Vanderlyn also pointed out to the board that the light outside **1801 N. Rhodes St.** was focused on shrubbery on the right side of the building rather than where it was needed, to illuminate the flight of stairs on the left leading to the building's front door. Mr. Kiman suggested that moving this light fixture from the right to the left side of the door would solve this problem. The board accepted Mr. Kiman's suggestion and asked him to get a proposal from a contractor.

Old Business:

Landscaping Update: December Clean-up: Mr. Hedrick informed the board that McFall and Berry would be on the property December 23 or 24 to remove leaves and other debris so that the grounds would look attractive for the Christmas and New Year's holidays. **2004 Landscaping Enhancements:** Mr. Gerrity queried the board and all members answered affirmatively that they were still in agreement that CVIII would concentrate on one big project in 2004, replacing the cedars and spruces on the east side of the parking lot with Nellie Stevens Hollies. If any money were left over after this project was completed, then several sample renovations of shrubbery arrangements around building entrances would be attempted. **Long-term Renovations of CVIII's Landscaping:** Mr. Gerrity presented the board with a proposal to plant beds of ground cover along bare sections of building foundations throughout CVIII. He asked the board to review the location, size and shape of these beds and the type of plant suggested in this proposal. **Annual Flowers:** Mr. Gerrity suggested that CVIII suspend planting annual flowers around the bases of the pear trees at the top the stairs from the parking lot until major renovations of CVIII's landscaping, which the board is contemplating, are completed. He noted that CVIII spends \$3,000 to \$4,000 each year on these flowers. He suggested that for the next four or five years this money would be better spent on plants and shrubs that lived for years rather than flowers that lasted at most six months.

1729 Queens Ln. Replacement Chimney: Mr. Hedrick told the board that Consolidated Waterproofing had informed him it had still not resolved permitting problems with Arlington

County, but remained hopeful that it would be able to begin replacing the chimney behind 1729 Queens Ln. in January 2004 weather permitting.

Replacement Doors Building Entrances: Mr. Hedrick told the board that Precision Door failed to honor its commitment to begin installing nine replacement building entry doors by 15 December 2003.

Storm Drainage: Mr. Hedrick told the board that he had requested additional bids on storm drainage improvements for Buildings Two and Four from ValleyCrest and Newborg Drainage and Landscaping

Pole Lamps 1816-1817 Queens Ln: Mr. Hedrick presented the board with the following proposals to replace three bollard style lamps located between 1816 and 1817 Queens Ln., which had been vandalized repeatedly, with two pole lamps: PSE, \$4,490; Kolb Electric, \$5,200. The board decided to put off a decision until it received a bid from a third contractor, Contemporary Electric Services.

New Business:

2004 Lawn Maintenance Contract: Mr. Hedrick presented the board with the following proposals to provide CVIII with lawn maintenance service in 2004: McFall and Berry Landscape Mgt., Inc., \$22,546.08; ValleyCrest Landscape Maintenance, \$28,180; Vicente Landscape Service, \$28,775; TruGreen LandCare, \$36,292. After discussion, Mr. Gerrity moved that the CVIII approve McFall and Berry's bid of \$22,546.08 to provide CVIII with lawn maintenance service in 2004. Mr. Stafford seconded this motion, and it was approved unanimously.

2004 Snow Removal Contract: Mr. Hedrick explained to the board that nearly all companies providing commercial snow removal service were lawn maintenance companies and that almost all these companies tied providing snow removal service to signing a contract for their lawn maintenance service. Since the board had approved a lawn maintenance contract with McFall and Berry, Mr. Hedrick said that he was going to recommend their proposal for snow removal service in 2004. He noted that their \$38 per hour per man charge for shoveling and \$102 per hour charge for plowing (with two hour minimums for both services) were lower than those in bids from other companies in past years. Mr. Gerrity moved that the board approve McFall and Berry's bid to provide CVIII with snow removal service in 2004. Ms. Connelly seconded this motion, and it was approved unanimously.

Common Element Circuit Breaker Maintenance: Mr. Hedrick presented the board with the following proposals to inspect, clean and retorquer circuit breaker sockets in ten house panels: PSE, \$775; Kolb Electric, \$1,210; Contemporary Electric Services, \$2,500. Mr. Gerrity moved that CVIII approve PSE's bid of \$775 to provide preventative maintenance of electrical distribution equipment in ten house panels. Mr. Stafford seconded this motion, and it was approved unanimously.

Unauthorized Commercial Sign: The board reviewed material related to a complaint that a commercial sign had been installed without permission from the board, Arlington County's Historical Affairs and Landmark Review Board (HALRB), and Arlington County's Zoning Administration. The board decided to continue discussion of this matter at its January meeting.

Executive Session:

Mr. Stafford moved that the open session of this meeting be adjourned at 7:33 p.m., and the board go into executive session. Ms. Connelly seconded this motion, and it was approved unanimously.

The next board meeting is scheduled for 6:30 p.m. on 19 January 2004 in the conference room in the CMI office at 1903 Key Blvd.

Mr. Stafford moved that this meeting be adjourned. Ms. Connelly seconded this motion, and it was approved unanimously at 7:45 p.m.