

**Minutes
Colonial Village III
Annual Meeting
20 October 2003**

Call to order:

With a quorum of unit owners voting by proxy and in person of 35.94%, the meeting was called to order at 7:00 p.m. Present at that time were Peyton Palmore, president; Stanton Stafford, vice-president; Dennis Gerrity, secretary; and Michael McGregor, member-at-large. Also present were unit owners Eric Donovan, Michael Eddy, Lorraine Eide, Mahmoud Ghannam, Laura Hagg, Paul Killoran, Gordon Meuse, Craig Sterkx, and Jonathan Thornton; resident Debra Schwartzberg; 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.

Reading and Approval of Minutes: Mr. Stafford moved that the minutes of the 17 October 2002 Annual Meeting be approved without change. Mr. McGregor seconded this motion, and all approved it except Eric Donovan, Michael Eddy, Lorraine Eide, Mahmoud Ghannam, Laura Hagg, Paul Killoran, Gordon Meuse, Craig Sterkx, and Jonathan Thornton who abstained because they did not attend that meeting.

Unit Owners Forum:

Paul Killoran: Mr. Killoran asked if the board had considered putting **floor mats** right inside building entry doors. These would be in addition to the black rubber already in use outside these doors, and would help keep hallway carpeting clean. The board said such mats were on order. He expressed concern about the safety residents and their property because some individuals continued to leave **basement and laundry room doors** propped open. The board that it had approved signs asking residents to think of their neighbors' safety and help keep these doors closed but Mr. Hedrick had yet to get them installed. He complained that residents were not picking up their **cigarette butts** after they finished smoking outdoors. The board said that it would ask them to do so in the next issue of the newsletter. He suggested that connecting **security lighting** to motion sensors on the east sides of Buildings One and Three could help reduce electricity bills. The board agreed to look into the matter. He asked if the board had decided whether to hire **CVIII's janitor** directly or maintain the current arrangement of using a contractor as an intermediary. The board said that it had decided to continue to use a contractor for economic reasons. He expressed concern about **expenditures on landscaping** given mention in the minutes of last month's meeting that the board planned to entertain a proposal from a landscaping architect. The board said that it would proceed carefully in this matter.

Eric Donovan: Mr. Donovan asked how many trees had to be removed because of damage from recent storms. The board said five; and they would be replaced as soon as money was available.

Mahmoud Ghannam: Mr. Ghannam asked about the status of CVIII's **reserve funds** in general and specifically those for masonry renovations. The board that it hired a consulting engineer in 2000 to provide estimates of costs of maintenance or replacement of those common elements of CVIII that required accumulating reserves. The board said that it was building up reserves based on these estimates as required by state law. The board noted that it was required by state law to have qualified consultant review these accounts every five years, and it planned to have such a review conducted in 2005. With respect to **masonry renovations**, the board said that it had been

advised by its consulting engineer, Douglas White of Thomas Downey, Ltd., that CVIII had \$750,000 of tuck pointing to do over the next twelve to fifteen years. The board said that it had been setting aside \$50,000 a year since 2001 to pay for this work. The board said that it planned to make a detailed review of masonry renovations this year.

Craig Sterkx: Mr. Sterkx asked about the approval process for **replacement windows**. Mr. Hedrick told him to submit a cut sheet with detailed specifications from his contractor to the board. He was strongly urged to bring a sample of the window to a board meeting if it was not a type of window already approved for use as a replacement window in CVIII by the board and the HALRB. After the board approved his submission, then he had to take it to the HALRB for its approval.

Reports of Officers:

President: Mr. Palmore said that 2003 was the ninth consecutive year that he had attended the annual meeting of CVIII's owners association as a member of its board of directors. Over that period, the boards on which he served had completed a number of projects that improved CVIII. These included putting new roofs on twenty-five of CVIII's twenty-eight buildings, making major improvements in CVIII's storm drainage system, and renovating hallways, all done without resort to special assessments. He was also proud of helping CVIII come to an agreement with Arlington County's Historical Affairs and Landmark Review Board on standards for replacement windows, installing a gate at the Wilson Blvd. entrance, beginning the process of replacing building entry doors, and developing a welcome brochure for new residents of CVIII.

Secretary: Mr. Gerrity told the meeting that he had served on CVIII's board with Mr. Palmore for three years and, based on that experience, he could say that Mr. Palmore deserved high praise for his commitment to CVIII. He had supplied the inspiration for many projects that made CVIII a better place in which to live. He asked those in attendance to join him in thanking Peyton for his nine years of service to CVIII.

At-Large: Mr. McGregor said that he was looking forward to assisting in the development of a master plan for improving CVIII's landscaping during the coming year. He also said that he was determined to see that there would be a halt to residents' unauthorized attempts to improve CVIII's landscaping.

Management:

Mr. Kiman and Mr. Hedrick decided not to speak in order to keep the meeting short.

Committee Reports:

None:

Election of Members of the Board of Directors:

Mr. Hedrick explained the requirements of the CVIII By-Laws with respect to the election of members of the board of directors. Mr. Hedrick said that there were three vacancies this year, two due to the normal expiration of three-year terms and the other to complete the final year of a three-year term of a board member, Christian Hamaker, who had resigned. **Inspectors of**

Election: Unit owners Craig Sterkx and Jonathan Thornton were appointed inspectors of the election of members of CVIII's board of directors. **Candidates for Election to Board of**

Directors: The names of Cheryl Connelly and Stanton Stafford, members of the current board, and Charles Vanderlyn appeared as candidates on the proxy statements distributed prior to this meeting. Mr. Hedrick asked if anyone else present was interested in standing for election to the board, and if so, to please step forward. No one did. **Election Results:** Given the required quorum, Ms. Connelly, Mr. Stafford and Mr. Vanderlyn each received more than 50% of the common interest voted by proxy and in person at this meeting, and Ms. Connelly and Mr. Stafford both received a higher vote than Mr. Vanderlyn. Therefore, Ms. Connelly and Mr.

Stafford were elected to three-year terms and Mr. Vanderlyn to a one-year term on CVIII's board of directors.

2004 Budget:

After discussion, Mr. Gerrity moved that a budget with an average increase in owners' assessments of 5.4% for the year 2004 be approved. Mr. McGregor seconded this motion, and it was approved unanimously.

Late Fees:

After discussion, Mr. Gerrity moved that late fees for delinquent assessments be raised from \$10 to \$20 effective 1 January 2004. Mr. Stafford seconded this motion and it was approved unanimously. The board noted that this was first time in CVIII's fifteen-year history that this fee had been increased.

Election of Officers:

Mr. Gerrity noted that Ms. Connelly and Mr. Vanderlyn were both absent from this meeting and moved that Stanton Stafford, Michael McGregor and Dennis Gerrity be elected on an acting basis as president, vice president and secretary respectively of the newly constituted board until a board meeting when all five members were present and able to vote on permanent officers of the board for the coming year. Mr. McGregor seconded this motion, and it was approved unanimously.

Executive Session:

None.

The date and location of CVIII's 2004 Annual Meeting will be announced in September 2004.

Mr. Gerrity moved that this meeting be adjourned. Mr. Stafford seconded this motion, and it was approved unanimously at 7:40 p.m.