

Minutes
Colonial Village III
Board of Directors Meeting
20 September 2004

Call to order:

With a quorum present the meeting was called to order at 6:32 p.m. Present at that time were Stanton Stafford, president; Cheryl Connelly, treasurer; Dennis Gerrity, secretary; unit owner Violeta Tolosa; maintenance engineer Stan Kiman; and association manager George Hedrick. Charles Vanderlyn, member-at-large, arrived at 6:45 p.m. Michael McGregor, vice president, arrived at 7:15 p.m. Unit owners George Hinkins and Geoffrey Underwood 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. Tolosa thanked the board for the time it spent at its August meeting discussing her letter of 24 July 2004 in which she asked the board to do something about what appeared to her to be a growing number of dogs running about unleashed on CVIII's grounds, particularly so, as she had been charged at by one such dog in August and yet another just a week before this meeting. Ms. Tolosa said that she had been terrified in both instances. She asked the board what it was going to do about this problem. The board said that the natural friendliness of dogs made CVIII a more attractive place to live, but no resident should ever feel intimidated or frightened by a dog's behavior. The board said that most of CVIII's residents who owned dogs were "good citizens," but it was obvious that some dog owners were unaware of prohibitions and permissions governing pet ownership and pet comportment found in Article XI, Section 1, Paragraph (h) of CVIII's bylaws and others chose to ignore these regulations. The board said that it was going to intensify its efforts to educate CVIII's dog owners about these regulations. Violators would be dealt with on an individual basis. A first offence would receive a letter from Mr. Hedrick. Repeated offences would lead to a visit from a delegation of three or more board members. Continued lack of cooperation would result in fines or banishment. **Mr. Underwood** pointed out to the board that the absence of locked entry gates allowed dog owners who neither owned nor rented a unit in CVIII to use CVIII's property as a short cut and a place to exercise their dogs. Misbehavior by their dogs could easily be sources of the complaints the board had been receiving. He suggested that if residents felt comfortable doing so, they could ask such trespassers to leave CVIII's property. If they were uncooperative and could be identified, then they would be referred to Mr. Hedrick or the board for further action. The board accepted Mr. Underwood's suggestion.

Reading and Approval of Minutes:

Mr. Stafford moved that the minutes of the 31 August 2004 board meeting be approved without change. Ms. Connelly seconded this motion, and it was approved unanimously, Messrs. McGregor and Vanderlyn not yet present.

Reports of Officers: None.

Management Report:

Engineer: Mr. Kiman told the board that there had been no unusual maintenance problems during the past month. The board noted that the screws that fasten the doorknob and lock assembly for the west basement entrance door at **1808 Queens Ln.** had come loose. Mr. Kiman agreed to tighten them. The board also noted the lawn service continued to knock apart the wooden window well behind **1813 Queens Ln.** It asked Mr. Kiman to replace it with a metal well liner when his work schedule permitted. Mr. Kiman agreed to do so if he could find a small enough metal liner. The board asked and

Mr. Kiman agreed to fertilize and water as necessary a group of euonymus located behind **1729 Queens Ln.** that was growing poorly.

August Financial Update: After making allowances for the omission of a \$2,254.61 monthly payment for lawn service and \$2,260.50 for window cleaning from the August financial report, Mr. Hedrick said CVIII had a year-to-date operating surplus of \$26,275 as of the end of August. The largest component of this surplus was the Water and Sewer account, which was \$12,097 under budget year-to-date. Expenditures for legal services, electricity, and natural gas were also significantly under budget year-to-date. The board noted that \$18,092 paid to Hix & Sons for improvements to CVIII's storm drainage system, which should have been charged to account #31060 Water and Sewer Lines Reserves, had been charged in error to account #31070–Water Heaters Reserves. Mr. Hedrick was asked and agreed to correct this error. Details of the August financial report are available for unit owner review at the CVIII office.

Asset Management: After review, the board decided to improve the yield on CVIII's investments by consolidating two money market accounts and purchasing a CD. Ms. Connelly moved that CVIII authorize CMI to close CVIII's money market account with Virginia Commerce Bank and deposit the \$97,603.74 it contained in CVIII's money market account with Acacia Federal Savings and Loan. CMI would then purchase a CD thirty to thirty-six months in term with \$90,000 drawn from funds consolidated in the Acacia Federal money market account. Mr. Gerrity seconded this motion, and it was approved unanimously.

Committee Reports: None.

Old Business:

Security Fence and Gates: Minimizing Inconvenience: Members of the board expressed concern about the inconvenience these gates with locks would impose on residents and their guests. Mr. Stafford suggested to the board that installing a lock on the gate in the fence between 1816 and 1817 Queens Ln. but not the Wilson Blvd. gate would eliminate almost all trespassing and cause the least amount of inconvenience to CVIII's residents and their guests. Trespassing in CVIII was almost entirely the result of people living in communities lying to the north and east of CVIII such as Rosslyn Heights using CVIII's grounds as a shortcut to and from Wilson Blvd. Very few of CVIII's residents would have guests who found access to or from the intersection of Key Blvd. and N. Quinn St. the most convenient way to enter or leave CVIII. If experience proved this not to be the case, then a lock could always be installed on the Wilson Blvd. gate at some future date. After discussion, the board accepted Mr. Stafford's suggestion. To make sure that residents had ample opportunity to express their opinions on the fence and gates, the board asked and Mr. Hedrick agreed to include them on the agenda for CVIII's 2004 annual meeting. Mr. Vanderlyn suggested that a new gate be installed at the Wilson Blvd. Entrance to CVIII because the existing gate was in bad shape. He said this would only add \$2,000 to the cost of the project. He said that the gate in the proposed fence between 1816 and 1817 Queens Ln. should be key locked and the new gate he proposed for the Wilson Blvd. entrance should be key lock ready. **Permit:** Mr. Gerrity reported to the board that he had another meeting with Ken Saks, an official with the Arlington County Zoning Administration. Mr. Saks said, based on looking at a map of CVIII, that the Queens Lane courtyards, the parking lot, the drive way, and the walkway adjacent to the north side of the garage together appeared to provide residents and visitors with safe means of getting to a "public way" that satisfy Chapter Ten of the International Building Code (IBC), which governs egress from buildings in case of an emergency such as a fire. Mr. Saks said that this fence and gates could be submitted for approval by the Zoning Administration as an "Administrative Change" to the existing approved site plan for CVIII. Mr. Gerrity said that the remaining issue was the location of the fence between 1816 and 1817 Queens Ln. relative to CVIII's property line and the fire hydrant just northwest of 1817 Queens Ln. Mr. Hedrick strongly urged the board to locate this fence so that both the pole lamps the board had approved for installation along the sidewalk between 1816 and 1817 Queens Ln. would stand inside the fence. Mr. Hinkins said that he would prepare drawings and specifications suitable for an application for a permit to build this fence

and install the two gates if he was provided with certified plats showing the location of CVIII's northern property line in the vicinity of 1816 and 1817 Queens Ln. Mr. Gerrity agreed to obtain these plats for Mr. Hinkins. **HALRB Approval:** Mr. Gerrity reminded the board that CVIII would need the approval of Arlington County's Historic Affairs and Landmark Review Board (HALRB) to install this fence and gates before the Zoning Administration would approve it. He suggested and Mr. Hedrick agreed to arrange a meeting with Michael Leventhal of the HALRB to discuss this project before proceeding any further with it. **Signage:** Members of the board asked and Mr. Hedrick agreed to make sure that existing "No Trespassing – Colonial Village III Residents and Guests Only" signs were in readable condition and were posted in highly visible locations and this would also be the case after the fence and gates had been installed.

CVIII's Website: Mr. Stafford moved that CVIII reimburse Dennis Gerrity \$262.47 for his purchase of Microsoft's FrontPage 2003 software and two "help" books. Ms. Connelly seconded this motion, and it was approved unanimously. Mr. Gerrity had purchased this material so that he could take over management of CVIII's website from Loraine Eide, who no longer lives in CVIII.

Building Entry Door: Mr. Hedrick presented the board with a proposal from Precision Doors and Hardware to replace the entry door to 1801 N. Rhodes St., which Mr. Kiman said had deteriorated to such an extent that its hinges could no longer be kept screwed to its jamb. Mr. Gerrity moved that CVIII accept Precision Doors and Hardware's bid to furnish and install a #3070 9-lite fir slab wood door, three sets of hinges, a closer and a threshold at 1801 N. Rhodes St. for \$1,544.75. Ms. Connelly seconded this motion, and it was approved unanimously, Mr. McGregor not yet present.

Common Hallway Lighting Fixtures: The board asked Mr. Hinkins for a report on the comparative effectiveness of two different types of circular fluorescent light fixtures in illuminating the hallways of 1801 and 1805 N. Rhodes St. He said the fixture installed in 1805 N. Rhodes St., which was both the smaller and less expensive of the two, did a satisfactory job of illuminating this building's halls. He suggested that the board verify this for itself, and the board decided to do so immediately after this meeting.

Replacement Chimney – 1729 Queens Ln.: Mr. Hedrick told the board that a temporary flue and scaffolding needed to replace the chimney behind 1729 Queens Ln. would be installed by the end of the week. Work on the chimney would begin shortly thereafter. He would post notices on bulletin boards as soon as Consolidated gave him a firm date. Mr. Hedrick told the board that he had asked Consolidated to repair several window wells with damaged brickwork while they were at CVIII replacing the chimney.

Storm Drainage: Mr. Hedrick said that Hix & Sons had given him a commitment to finish work on the north side of 1817 N. Rhodes St., the west side of 1804 Queens Ln. and the south side of 1808 Queens Ln. by the end of September, weather permitting.

Laundry Room Security: Mr. Stafford briefly reviewed the board's plans to improve laundry room security. Stops would be installed on all windows in these rooms so that they could not be opened more than three inches. This would prevent anyone from entering laundry rooms through their windows. Exhaust fans would be installed to provide ventilation. Mr. Stafford provided the board with a set of specifications for the type of fan he recommended for installation. Mr. Stafford told the board that it would cost about \$1,000 to supply and install each exhaust fan. He said that he would advise the board on where these fans should be located in laundry rooms after further consultations with Mr. Hedrick and Mr. Kiman. He told the board that it might be possible to use the same fan to ventilate both the laundry room and the trash room in a building. The board discussed whether it would be best to leave these fans running twenty-four hours a day or activate them by a timer, light switch or thermostat. The board chose a thermostat because dissipating heat generated by laundry machines was the reason these rooms needed to be ventilated.

Landscaping Update: Trees in CVIII's Watershed Area: Mr. Gerrity told the board he had learned during a recent visit to CVIII by Jason Papacosma, Arlington County's Watershed Planner, that the ravine paralleling the Rhodes Street side of CVIII's property is a Resource Protection Area (RPA) stream buffer. Land disturbance and tree removal within RPAs are subject to provisions of Arlington County's Chesapeake Bay Preservation Ordinance. More specifically, because the bands of trees

growing on both sides of the stream running through this ravine are so narrow, any tree in this ravine that is cut down, for whatever reason, has to be replaced with the same sized tree or a sapling with the potential of matching the mature size of the tree that had been removed. This means that the two Yellow Poplars, which have large cavities in their trunks at ground level and the board wants to cut down because they are imminent threats to life, limb and property, must be replaced with trees that will be “large” when they are mature, not the ornamental trees the board discussed at its August meeting. Mr. Gerrity said that he pointed out to Mr. Papacosma that the tree canopy along the ravine was so dense, that saplings planted there probably had less than an even chance of maturing or even surviving due to inadequate sunlight. Mr. Papacosma acknowledged this was likely, but the law was the law. Mr. Gerrity recommended to the board that CVIII plant the required trees and hope for the best. **Expanding the Rhodes Street RPA:** Mr. Gerrity relayed to the board a request from Mr. Papacosma that CVIII consider voluntarily widening the Rhodes St. RPA by converting a ten-foot wide swath of lawn running the entire length of the ravine to shrubbery. According to Mr. Papacosma, this would be an act of good environmental citizenship because it would help reduce the runoff of soil and pollutants into the Potomac River and eventually the Chesapeake Bay. The board discussed the matter and decided that shrubbery would not do as good a job as CVIII’s existing lawn in controlling runoff in this area. If Mr. Papacosma made further inquiries on this matter, the board directed Mr. Gerrity to tell him its answer was “respectfully, no.” **Tree Maintenance:** Mr. Gerrity reminded the board that CVIII had a number of dying trees and trees damaged last year by Hurricane Isabel that should be removed. In anticipation that some portion of this year’s operating budget surplus might be available for this purpose, Mr. Gerrity asked and Mr. Hedrick agreed to obtain bids from three contractors to cut down and grind out the stumps of the following trees:

- A Siberian Elm located in front of 1725 Queens Ln. This tree had been damaged by Hurricane Isabel.
- A Siberian Elm located between 1737 and 1801 Queens Ln. This tree had been damaged by Hurricane Isabel.
- A Chinese Elm located in front of 1812 Queens Ln. This tree had been partially uprooted by Hurricane Isabel.
- Two Austrian Pines located behind 1828 Wilson Blvd. Both these trees are diseased and dying.
- A Hemlock located on the west side of 1808 Queens Ln. This tree is dying.
- Two Green Ashes located on the west side of 1816 Queens lane, and a third Green Ash located on the east side of this address. All three of these trees are dying.

Mr. Hinkins pointed out a large cedar adjacent to the northeast corner of 1800 Queens Ln. and a hemlock on the east side of 1808 Queens Ln that were both growing so close to these buildings that their roots might have already damaged building foundations or could easily do so in the future. Mr. Hinkins suggested that board consider removing them. Mr. Gerrity said that there was a White Cedar growing next to the northwest corner of 1727 N. Rhodes that posed a similar threat to that building’s foundation. However, all three were healthy, attractive looking trees, and he would not consider recommending taking them down until he had done some research on their root structures.

Parking: The board had a wide-ranging and spirited discussion on how to solve CVIII’s parking problems. The one common theme in this discussion was that the residents of all four associations the two rental communities that comprised Colonial Village shared the same parking problems and had to work together to solve these parking problems. To make the best use of the board’s time, Mr. Stafford suggested that those who felt strongly about a particular solution to Colonial Village’s parking problems organize their thoughts into a presentation to be given at a future board meeting.

New Business:

2005 Budget: The board reviewed Mr. Hedrick’s proposed 2005 budget for CVIII. The board asked and Mr. Hedrick agreed to make the following changes: increase account #46450 – “Interest Income” – to \$18,000; reduce account #50700 – “Legal Expense” – to \$5,000; increase account #58480 –

“Landscaping”– to \$12,500; increase account #58800 – “Tree Maintenance”– to \$12,500. The board asked and Mr. Hedrick agreed to reallocate CVIII’s contributions in 2005 to its reserve accounts as follows: reduce the annual contribution to account #80070 – “Carpet and Tile Reserves”– from \$3,306 a month or \$39,670 annually to \$250 a month or \$3,000 annually; increase the annual contribution to account #80870 – “Roof Reserves”– from \$1,929 a month or \$23,146 annually to \$3,500 a month or \$42,000 annually; increase the annual contribution to account #80260 – “Fence Reserves”– from \$110 a month or \$1,320 annually to \$1,500 a month or \$18,000 annually. The board requested and Mr. Hedrick agreed to ask Geimer and Ehrlich, CVIII’s accounting firm, if the cost of a review of CVIII’s reserve accounts planned for 2005 could be charged against these accounts on a pro-rata basis or if a separate reserve account could be set up to fund this study. The board also asked Mr. Hedrick to inquire of Geimer and Ehrlich if it would be appropriate for CVIII to set up reserve accounts to fund new projects and contingencies. **Utility Expenses:** The board noted that utility expenses were considerably under budget year-to-date for 2004, and neither it nor Mr. Hedrick were able to provide convincing explanations for why this was so. The board asked Mr. Hedrick to emphasize in the explanatory notes he prepared to accompany the approved version of the budget for 2005 distributed to CVIII’s owners in December that CVIII’s budget for utilities was based on historical averages, not expenditures in a single year.

Request for Reimbursement for Towing Charge: Mr. Hedrick brought to the board’s attention a letter from Michael S. Kleesblatt of 1891 N. 16th St., Arlington, Va. asking that he be reimbursed the \$95 fee he was charged by Advance Towing to tow his car from CVIII’s parking lot. In discussion, the board noted that Mr. Kleesblatt admitted in his letter that he was parked in CVIII’s lot in violation of CVIII’s regulations governing use of its parking lot at the time his car was towed. Mr. Stafford moved that the board deny Mr. Kleesblatt’s request to be reimbursed for this \$95 towing charge. Mr. Vanderlyn seconded this motion, and it was approved unanimously.

Request to Hold a Charitable Yard/Bake Sale on CVIII’s Commons: Mr. Hedrick brought to the board’s attention a letter from Jason Fiore, a resident of 1721 Queens, requesting that he and a “few of his friends” be permitted to hold a yard/bake sale on the lawn outside the Wilson Blvd. gate on Saturday, 25 September 2004, between the hours of 11:00 a.m. and 6:30 p.m. The proceeds from this event would go the Leukemia and Lymphoma Society. The board discussed Mr. Fiore’s request and found itself divided. Those in favor argued that the Leukemia and Lymphoma Society was a worthy charity and allowing such an event might help create a sense of community in CVIII. Those opposed argued that if the board allowed fund-raisers such as Mr. Fiore proposed, then it would also have to allow for-profit yard sales by residents. These sorts of events, along with the damage they would inevitably do to lawns, would cheapen the appearance of CVIII, and, therefore, reduce the resale value of units. After further discussion, Ms. Connelly moved that the board allow Mr. Fiore and his friends hold their yard/bake sale on 25 September 2004. They could set up for this sale any time after 11:00 a.m., and they had to remove their sale and clean up by no later than 6:00 p.m. No alcoholic beverages could be served. Mr. Stafford seconded this motion. Ms. Connelly, Mr. McGregor and Mr. Stafford voted in favor of it. Mr. Gerrity voted against it. Mr. Vanderlyn abstained. After further discussion, the board agreed that it had to develop a set of regulations governing what, where and when events could be held on CVIII’s commons, or things could easily get out of control. The board agreed to return to this topic at its November meeting.

Executive Session:

Mr. Stafford moved that the open session of this meeting be adjourned, and the board go into executive session. Ms. Connelly seconded this motion, and it was approved unanimously at 8:15 p.m.

The next board meeting will immediately follow CVIII’s annual meeting scheduled for 7:00 p.m. on 20 October 2004 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 8:19 p.m.