

**Minutes
Colonial Village III
Board of Directors Meeting
20 October 2004**

Call to order:

With a quorum present the meeting was called to order at 8:10 p.m. Present at that time were, Stanton Stafford, president; Michael McGregor, vice president; Cheryl Connelly, treasurer; Dennis Gerrity, secretary; Eric Nicoll, member at large; unit owner 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:

Mr. Ghannam complimented the board on its management of CVIII's affairs. He urged the board to make sure that it had CVIII's repair and replacement reserve accounts analyzed by a consulting engineer on a regular basis and that these accounts were funded in accord with this consultant's recommendations. The board said that it was funding these accounts at levels recommended in 2000 by Thomas Downey, Ltd., a consulting engineering firm, and it planned to have this firm review these accounts again in 2005.

Reading and Approval of Minutes: Mr. Stafford moved that the minutes of the 20 September 2004 board meeting be approved without change. Ms. Connelly seconded this motion, and Mr. Stafford, Mr. McGregor, Ms. Connelly and Mr. Gerrity approved it. Mr. Nicoll abstained because he did not attend that meeting.

Reports of Officers:

Treasurer: Ms. Connelly informed the board that she was going to resign from the board effective the end of December because she was getting married and moving away from the Washington area. The board congratulated Ms. Connelly on her prospective marriage and thanked her for her contributions to CVIII as a member of its board of directors. Ms. Connelly said that she would call Melissa Bailey and ask if she would be interested in taking her place on the board.

Management Report:

Engineer: Mr. Kiman told the board that there had been no unusual maintenance problems during the past month. Mr. McGregor noted that several splash pans for down spouts had been knocked askew. He asked Mr. Kiman to put them back in the right positions. Mr. Kiman said this had already been done. Mr. McGregor said that he had seen people not using the sidewalks and cutting between the recently planted Nellie Stevens Hollies and 1801 and 1736 Queens Ln. This was creating paths on the lawns. He asked if the plastic ropes strung between the hollies could be extended to the buildings. Mr. Kiman said this had already been done. Mr. McGregor suggested that plants be installed to fill these two gaps. Mr. Hedrick said he would have prices for two smaller Nellie Stevens Hollies for the board's consideration at its November meeting.

September Financial Update: After making allowances for errors and omissions in the September financial report, Mr. Hedrick said CVIII had a year-to-date operating surplus of \$27,051 as of the end of September. The largest component of this surplus was the Water and Sewer account, which was \$11,648 under budget as of the end of September. Expenditures for insurance, legal services, natural gas and electricity were also significantly under budget as of the

end of September. Mr. Hedrick acknowledged that CMI had charged a \$2,254.61 bill for lawn service and \$18,092 of storm sewer improvements to wrong accounts. He promised the board that corrections would appear in the October financial report. Details of the September financial report are available for unit owner review at the CVIII office.

Committee Reports:

None.

Old Business:

Storm Drainage: The board reviewed two proposals to repair a blocked storm drain serving the stairwell for the rear door to the basement of 1809 Queens Ln. The first was from Associates Plumbing of Virginia, Inc. (API) who would break up the concrete at the foot of these stairs, install a new trap, and lay new concrete. API would then try to fix this drainage problem by snaking the existing drain line. If this was successful, API would charge \$1,478. If not, then API proposed rerouting the drain line to the adjacent boiler room sump, and the total cost of the project would be \$3,369. The second was from Hix & Sons who would break up the concrete at the foot of these stairs, install a new trap, lay new concrete, and then run a 4" PVC drain line from the trap through two walls into the sump in the adjoining boiler room for \$2,998. After discussion, Mr. Gerrity moved that CVIII accept Hix & Sons' bid \$2,998 to repair a blocked storm drain serving the stairwell of the rear door to the basement of 1809 Queens Ln. Mr. Stafford seconded this motion, and it was approved unanimously.

Security Fence and Gates: Mr. Gerrity told the board that Michael Leventhal, Arlington County's coordinator with the Historic Affairs and Landmark Review Board (HALRB), had inspected the locations where CVIII wanted to install a security fence and gates. Mr. Leventhal recommended that the fence between 1816 and 1817 Queens Ln. be installed inside the barberry hedge and that it dogleg around the fire hydrant. He further recommended that the height of the proposed fence be reduced from six feet to five feet and that CVIII's existing metal fences, which are currently painted white, be painted black. In anticipation of receiving a speedy approval of the fences and gates by the HALRB, Mr. Stafford moved that CVIII authorize the payment of \$500 to Arlington County's Zoning Administration for the permit to install the security fence and gates. Mr. Nicoll seconded this motion, and it was approved unanimously.

Replacement Chimney–1729 Queens Ln.: The board asked Mr. Hedrick for a completion date for replacing the chimney behind 1729 Queens. Mr. Hedrick said that the concrete footing on which the old chimney was built had cracked and had to be replaced. The concrete for the new footing had been poured on the 14th or 15th and would take a week or so to cure. Once it had cured, building the new chimney should take no more than a week according to Mr. Hedrick.

Common Element Electrical Panels: Mr. Hedrick told the board that Power Systems Electric (PSE) would begin installing replacement common element electrical panels in about two weeks. Electrical service will be interrupted only for common hallway lights. Electrical service to units, laundry rooms and hot waters heaters will not be affected.

Building Entry Door–1801 N. Rhodes St.: Mr. Hedrick told the board that Precision Doors called earlier in the day to set a date to install a replacement for the entry door to 1801 N. Rhodes St. Mr. Hedrick said that he was unable to return this call.

New Business:

Election of Officers:

Mr. Gerrity moved the election of officers of CVIII's current board of directors for the next twelve months as follows: Stanton Stafford, president; Michael McGregor, vice president; Cheryl Connelly, treasurer; Dennis Gerrity, secretary; and Eric Nicoll, member-at-large. Ms. Connelly seconded this motion, and it was approved unanimously.

Lawn Service Contract for 2005:

The board reviewed the performance of McFall and Berry, the firm providing lawn service for CVIII in 2004. Lawn maintenance—fertilization, aeration, weed suppression, and overseeding; cleaning up debris; weeding the mulch and shrubbery beds; applying mulch; giving advance notice of pesticide and herbicide applications; and operating lawn mowers so they do not create ruts in the lawns were singled out as areas where the board wanted significant improvements in 2005. The board informally agreed to award the 2005 lawn service contract to McFall and Berry, but it asked Mr. Hedrick to invite Frank Jones of McFall and Berry to appear before the board at its 15 November 2004 meeting at 7:00 p.m. to make sure he understood that the board was serious about wanting improvements in his firm's performance in 2005 before actually voting on this contract.

Executive Session:

Mr. Stafford moved that the open session of this meeting be adjourned, and the board go into executive session for the purpose of discussing delinquent assessments. Mr. Gerrity seconded this motion, and it was approved unanimously at 8:50 p.m.

The next board meeting is scheduled for 6:30 p.m. on 15 November 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 8:55 p.m.