

**Minutes  
Colonial Village III  
Board of Directors Meeting  
24 February 2004**

**Call to order:**

With a quorum present the meeting was called to order at 6:35 p.m. Present at that time were, Stanton Stafford, president; Cheryl Connelly, treasurer; Dennis Gerrity, secretary; unit owners Eric Donovan and Lorraine Eide; maintenance engineer Stan Kiman; and association manager George Hedrick. Charles Vanderlyn, member-at-large, arrived at 6:45 p.m.

**Proof of Notice of Meeting:**

All unit owners in attendance acknowledged the timely receipt of notice of this meeting.

**Resident Forum:**

**Eric Donovan**, a resident owner living at 1817 N. Rhodes St., told the board that he had experienced a leak in the ceiling of his unit because his building's **Sarnafil membrane roof covering** had developed a hole or had been pierced. He asked if the cost to CVIII of repairs to his ceiling and the roof were covered by a warranty. Mr. Hedrick said that there was a warranty but he was unsure of its terms. Mr. Donovan asked for a clarification of recent mention of the board's plans for planting **annual flowers**. The board said that it was considering suspending installation of annuals until landscaping renovations were completed. Mr. Donovan encouraged the board to make more use of perennials when flowers were planted in the future. He noted a suggestion reported in the minutes of the 19 January 2004 board meeting that brick be used as CVIII's concrete walkways needed to be replaced. He said he was opposed to **brick sidewalks** because of their installation and maintenance costs and the added difficulty of keeping them clear of ice and snow. He also noted a recent complaint about sap from **White Pine trees** planted along the north and south edges of the parking lot damaging car finishes. He urged the board not to solve this problem by cutting down these trees. He expressed support for a recent suggestion that spaces in CVIII's **parking lot** be reserved for resident owners.

**Reading and Approval of Minutes:** Mr. Stafford moved that the minutes of the 19 January 2004 meeting be approved without change. Mr. Gerrity seconded this motion, and Messrs. Stafford and Gerrity voted to approve this motion. Ms. Connelly abstained because she did not attend the January meeting. Mr. Vanderlyn was not yet present.

**Reports of Officers:** None.

**Management Report:**

**Engineer:** Mr. Kiman told the board that the snowstorm on 26 January 2004 had been the only unusual maintenance problem during the past month. The board thanked him for his efforts in keeping walks, steps and stoops clear of snow and ice. He told the board that it had been necessary to arrange a special trash pick up to remove abandoned furniture and other bulky items left in trash rooms by residents. The board noted that residents were violating the Arlington County Fire Code and CVIII's bylaws by storing boxes and other items on top of their storage cages in the basement of **1809 Queens Ln.** Mr. Kiman suggested that the best way to handle this problem would be to leave notices at the doors of concerned residents asking them to remove these items immediately and warning that if they did not do so, their belongings would be removed and disposed of without further notice. The board noted that there was a large dent in the exterior side of the entry door to **#138 at 1801 Queens Ln.** and asked Mr. Kiman to use bondo to repair it when he got around to touching up this building's common hallways. The board also

noted that the weather stripping for the entry door to **#141 at 1801 Queens Ln.** was so badly damaged as to constitute an eyesore. Mr. Kiman said he would need to arrange access to this unit in order to repair this weather stripping. The board noted that a crawl space hatch was open in the laundry room and the closer springs for the trash room door were broken at **1808 Queens Ln.**

**January Financial Update:** After making allowances for errors and omissions in the January financial report, Mr. Hedrick said CVIII had a year-to-date operating surplus of \$8,782 as of the end of January. Mr. Hedrick attributed this surplus to (i) utility bills being inexplicably \$3,740 below their historic averages for January on which he based his budget and (ii) snow removal expenses that were \$3,020 under budget which was based on January 2003's expenses. Details of the January financial report are available for unit owner review at the CVIII office.

**Committee Reports:** None.

**Old Business:**

**CVIII's Website:** Ms. Eide informed the board CVIII's website, [www.colonialvillageiii.com](http://www.colonialvillageiii.com), was up and running. In reviewing its organization with the board, she emphasized that it was still very much in a developmental state. There were pages for many aspects of CVIII's operation, the sale and rental of units, and a bulletin board, but scant content beyond CVIII's welcome brochure and minutes from board meetings during the past three years. The board discussed various aspects of [www.colonialvillageiii.com](http://www.colonialvillageiii.com) with Ms. Eide and thanked her for doing such an excellent job setting up this website for CVIII.

**Landscaping Update:** Mr. Gerrity told the board that he would be prepared to discuss options for plant and shrubbery arrangements around building entrances at the board's March 15<sup>th</sup> meeting.

**1729 Queens Ln. Replacement Chimney:** Mr. Hedrick told the board that he had been informed that Arlington County would not issue building permits for the replacement chimney behind 1729 Queens Ln. as designed. The county wanted a solid brick replacement chimney to vent exhaust gases from hot water heaters rather than the plywood chase covered with a brick veneer containing a zero-tolerance metal chimney proposed by CVIII's contractor. In addition the county said that the solid brick replacement chimney could be the same size as the plywood chase proposed by CVIII. The board asked Mr. Hedrick to get bids on a chimney that met the county's requirements.

**Replacement Doors for Building Entrances:** Mr. Hedrick told the board that Mr. Gerrity had visited Precision Doors and had been told they would do their very best to install the nine remaining doors in their contract with CVIII during the week of March 8<sup>th</sup>.

**New Business:**

**Garage Doors:** Mr. Hedrick brought to the board's attention an opinion from CVIII's law firm, Chadwick, Washington, which advised that the board had the authority to decide when repairs to garage doors should be done and that such repairs should be paid for with funds drawn from the repair and replacement reserve account set up for the garages unless damage to a given door was caused by its owner. The board asked and Mr. Hedrick agreed to survey the garage doors for damage and get bids for their repair.

**Executive Session:**

Mr. Gerrity moved that the open session of this meeting be adjourned at 6:55 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 15 March 2004 at 6:30 p.m. in the conference room at the CMI office at 1903 Key Blvd.

Mr. Gerrity moved that this meeting be adjourned. Ms. Connelly seconded this motion, and it was approved unanimously at 7:00 p.m.