

**Minutes
Colonial Village III
Board of Directors Meeting
19 April 2004**

Call to order:

With a quorum present the meeting was called to order at 6:33 p.m. Present at that time were, Stanton Stafford, president; Michael McGregor, vice president; Dennis Gerrity, secretary; unit owners Eric Donovan, Lorraine Eide and George Hinkins; 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:

Mr. Donovan had several matters about which he wished to speak to the board. The first was to encourage the board to find **independent sources of advice on matters related to CVIII's trees**. He told the board: "If you ask a tree removal firm: 'Should this tree be cut down?' Nine times out of ten they will say yes, regardless of whether the tree actually needed to be cut down." The board told Mr. Donovan that his point was well taken and that it would consult with Arlington County's arborist on managing CVIII's trees. Mr. Donovan then asked the board for information about a notice he received from Arlington County advertising hearings on renewing the use permit for the **Exxon Station at Wilson Blvd. and N. Rhodes St.** The board said that to the best of its knowledge these hearings were no more than Arlington County's annual review of Exxon's right to operate a gas station at this location. Mr. Donovan also asked for more information about the **doormats** that were being placed outside unit entry doors. The board explained that they were made of the same Mohawk carpeting recently installed in common hallways and were intended to maintain and improve the appearance of common hallways. Prior to replacing hallway carpeting last spring, the areas in front of entry doors had become some of the most soiled portions of hallway carpeting. Units that had no doormat at all had already gotten a new one. Units that have unbound carpet scraps or any type of doormat that is dirty or worn out would shortly get one of these new mats. The board told Mr. Donovan that if he had a doormat, and it was clean, bound and in good repair, it would not be replaced unless he asked. The board told Mr. Donovan that they were available at no charge from the management office at 1903 Key Blvd.

Reading and Approval of Minutes:

Mr. Stafford moved that minutes of the 15 March 2004 board meeting be approved without change. Mr. McGregor seconded this motion, and it was approved unanimously.

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 asked about a rust-damaged wrought iron railing in front of **1813 N. Rhodes St.** Mr. Kiman said that Ivey Welding was scheduled to repair it later this week. The board also asked about a stairwell just outside the rear basement door of **1809 Queens Ln.** that flooded whenever it rained because its drain was blocked. Mr. Kiman said that he had made several unsuccessful attempts to open this drain with a snake. He suggested having a plumber run a new drainpipe from this well to the sump in this building's boiler room. The board asked him to report back on the feasibility and cost of installing such a drainpipe.

March Financial Update: Mr. Hedrick informed the board that CVIII had a year-to-date operating surplus of \$15,104 as of the end of March. The board noted that it had authorized spending \$18,969 to replace trees along the east side of the parking lot at its March 15th meeting and, given that CVIII's books are kept on an accrual basis, a deficit of \$3,865 as of the end of March was a more accurate description of CVIII's operating budget year-to-date. Details of the March financial report are available for unit owner review at the CVIII office.

Committee Reports:

None.

Old Business:

Landscaping Update: Renovations: Mr. Gerrity presented the board with recommendations for the size, shape, color, type and location of plants that could be used to renovate the landscaping of building fronts. **East Side of the Parking Lot:** Mr. Hedrick informed the board that McFall and Berry had removed the cedars and junipers along the east side of the parking lot and replaced them with twenty-two Nellie Stevens Hollies. Mr. Gerrity noted that the board had approved the installation of only twenty-one of these hollies. Because the extra tree was planted as a result of what appeared to be a good-faith communication error between Mr. Hedrick and McFall and Berry, Mr. Gerrity moved that CVIII approve the payment of \$720 to McFall and Berry for an additional Nellie Stevens Holly. Mr. McGregor seconded this motion, and it was approved unanimously. **Spring Clean-up:** Mr. Gerrity informed the board that McFall and Berry had cleaned and edged Buildings One and Three's ivy and shrubbery beds but not those of Buildings Two and Four; and no fresh mulch had been laid anywhere in CVIII. Mr. Hedrick was asked to have this work done as done as possible. **Wilson Blvd. Gate:** Mr. Gerrity informed the board that McFall and Berry had not yet replaced two dead Hicks Yews, which the board authorized at its 15 March 2004 meeting. Mr. Hedrick was asked to have this work done as soon as possible. **1813 N. Rhodes St.:** Mr. Gerrity informed the board that McFall and Berry had not yet replaced a number of storm-damaged arborvitae located on the east side of 1813 N. Rhodes St. with six non-variegated euonymus, which the board authorized at its 15 March 2004 meeting. Mr. Hedrick was asked to have this work done as soon as possible. **Rhodes St. Woods:** Mr. Hedrick brought to the board's attention proposals of \$9,800 from Bartlett Tree Experts and \$6,800 from Strictly Stumps to cut down two large poplars in the woods along Rhodes St. Both trees were recently found to have large cavities at their bases, which made them susceptible to being knocked down by high winds. Mr. Hedrick said that he was still waiting for a bid from a third firm, The Care of Trees, on this project. The board noted for the second time that the bids from Bartlett and Strictly Stumps were not comparable. The former specified the cost of removing debris in its bid while the latter did not. The board asked Mr. Hedrick for the second time to have Strictly Stumps clarify their bid in writing with respect to the cost of removing debris. **Bike Path:** Mr. Hinkins told the board that there was a large tree west of 1821 N. Rhodes St. and adjacent to the bike path that he felt could be blown over by high winds because of the shape and location of its crown. The board noted that because of this tree's proximity to power lines, its maintenance was the responsibility of Dominion Power's contractor, Asplundh, to whom Mr. Hedrick agreed to refer this problem.

Window Cleaning: Mr. Hedrick brought to the board's attention a bid from Cliffhanger Services to clean the exterior sides of unit windows for \$15.00 per window and a bid from Crystal Window Cleaning Company for the same service of \$5.50 per window. Mr. Gerrity moved that the Board accept a proposal from Crystal Window Cleaning Company to clean the outside surfaces of windows in CVIII for \$5.50 per window. Mr. McGregor seconded this motion, and it was approved unanimously. Mr. Hedrick said written notices of when Crystal Cleaning would be at CVIII would be delivered to every unit in CVIII. Residents would indicate their desire to have the outside surfaces of their windows cleaned by removing screens.

Carpet Cleaning: Mr. Hedrick brought to the board's attention a bid of \$1,130 from Clean Machine to clean common hallway carpets and treat them with Teflon. Because Clean Machine's bids to clean CVIII common area carpeting in past years had been substantially lower than its competitors, the board decided not to ask Mr. Hedrick to get additional bids on this project, and Mr. Stafford moved that CVIII accept Clean Machine's bid of \$1,130 to clean and treat with Teflon carpeting in CVIII's twenty-eight common hallways. Mr. Gerrity seconded this motion, and it was approved unanimously.

Common Element Carpeting: Mr. Hedrick informed the board that he had received bids of \$1,158 from Dave's Carpets and \$1,630 from Kemper Carpet to supply CVIII with sixty square yards of Mohawk Structures 874 carpeting in the color of Industrial Olive. Carpet One Alexandria bid \$4,175.82 to supply eighty yards of the same Mohawk carpeting. This carpeting is intended to replace portions of the common element carpeting installed in 2003 that suffered irreparable damage prior to the end of its expected fifteen-year service life. Mr. Hedrick told the board that he was not sure that Dave's Carpets would stand by its bid given its age. After discussion by the board, Mr. Gerrity moved that CVIII accept Dave's Carpets' bid to supply CVIII with sixty yards of Mohawk Structures 874 carpeting in the color of Industrial Olive for \$1,158 if that price were still available and no more than \$1,630 if it were not. Mr. McGregor seconded this motion, and it was approved unanimously.

Garage Doors: Mr. Hedrick brought to the board's attention the following three bids to replace seven damaged garage doors: ASAP Garage Door, \$3,640; Overhead Door of Washington, D.C., \$5,208; and Academy Control and Door, \$?????. After discussion by the board, Mr. Gerrity moved that CVIII accept ASAP Garage Door's bid of \$3,640 to replace seven garage doors. Mr. Vanderlyn seconded this motion, and it was approved unanimously.

Storm Water Drainage: Mr. Hedrick told the board that Hix & Sons had been informed that it had been awarded the contract for storm drainage improvements for Buildings Two and Four. Mr. Hedrick told the board that Hix had advised him that it would do this work in the fall. The board asked Mr. Hedrick to request an additional bid from Hix to connect the downspout on the right front side of 1737 Queens Ln. to the storm drain in front of this address.

Storm Water Retention and Settlement Tank: Mr. Hedrick informed the board that Arlington County required that the storm water retention and settlement tank buried in the parking lot in front of the garages be cleaned and certified as operating properly on an annual basis. Vernco Plumbing had cleaned and certified this tank in March for \$900. Mr. Hedrick advised the board to include the cost of cleaning and certifying this tank in CVIII's annual budget effective 2005.

Replacement Doors for Building Entrances: Mr. Hedrick told the board that Precision Doors has completed its contract to install ten replacement doors at various locations in CVIII. Mr. Kiman said that he hoped to finish priming their exterior sides by the 24th of this month. The board asked and Mr. Hedrick agreed to ask Precision to submit a proposal to replace the entrance door to 1801 N. Rhodes St.

1729 Queens Ln. Replacement Chimney: Mr. Hedrick said that a proposal from Consolidated Waterproofing to construct a solid brick replacement for the chimney behind 1729 Queens Ln. had been submitted to Arlington County, but he could not say if the county had issued the permits necessary for this project to proceed. He said that he had asked Consolidated to price this proposal and submit it for the board's consideration.

New Business:

Termites: Mr. Hedrick informed the board that termite damage had been discovered in two doorframes in the basement of 1809 Queens Ln. Callaghan's Pest Control, the contractor CVIII uses for pest control services, inspected Building Two and found no evidence of an active infestation or live termites. Callaghan submitted an unsolicited proposal of \$22,794 to install the Sentricon Colony Elimination System around all buildings in CVIII. There would be a \$3,100 annual fee to monitor this "bait" system. The board discussed this matter and asked Mr. Hedrick to provide it with information about alternative methods of dealing with this problem.

A Weight Limit for Pets: Mr. Hedrick told the board that CVI recently had a problem with the owner of a large dog that behaved in an aggressive manner. Its bylaws, as do those of CVII and CVIII, permit the keeping of a single small domesticated animal, such as a dog, cat or caged bird, in a unit; and CVI resolved its problem with the aggressive dog by defining “small” as an animal weighing no more than thirty-five pounds. Mr. Hedrick told the board that CVI had asked him to pass along a request to CVII and CVIII that, for the sake of uniform regulations throughout Colonial Village, they also define a small pet as an animal weighing no more than thirty-five pounds. The board discussed the matter and decided that CVIII had no problems at the present time with pets that justified imposing a weight limitation for them.

Cleaning up after Pets: Mr. Hedrick reviewed with the board two longstanding problems caused by dogs: (i) noticeable portions of the lawns and shrubs were being damaged by dogs urinating on them; (ii) owners were not cleaning up after their dogs had defecated on the commons. After discussion, the board asked Mr. Hedrick to write a letter to residents that made clear that CVIII welcomed dogs because their friendliness made CVIII a more attractive place to live, but their owners had a responsibility to make sure that they did nothing to damage or foul commons areas. The board asked Mr. Hedrick to emphasize in this letter that the common areas of CVIII, particularly its lawns, were available for the enjoyment of all CVIII’s residents. No portion of the commons, especially the lawns, was set aside for a specific activity or group of residents. No resident was entitled to do anything in or to common areas that might diminish the use or enjoyment of common areas by other residents.

Fence and Gates: Mr. Hinkins presented the board with a set of sketches for a six-foot high ornamental metal fence to be installed parallel with and just outside the barberry hedge between 1816 and 1817 Queens Ln. This fence would be constructed of G-90 galvanized steel with posts set on six-foot centers in concrete footings. It would have a single four-foot wide gate at the sidewalk leading to the bike path. This gate would be equipped with a closer and a heavy-duty lockset that would accept keys to CVIII’s laundry rooms. This gate would also have a silencer to eliminate clanging noises caused by closing it. Mr. Hinkins also presented the board sketches for a three-foot six-inch wide by six-foot high single gate to replace the existing double gate at the Wilson Blvd. entrance to CVIII. This gate would have the same hardware and silencer as the other proposed gate. Mr. Hinkins recommended that the proposed fence and gates and the existing Wilson Blvd. fence be painted black. Mr. Hinkins agreed to supply the board with the names of three contractors he felt were competent to bid on this project. After discussing various aspects of this proposal with him, the board thanked Mr. Hinkins for his time and effort.

Hot Water Heater: Mr. Kiman told the board that a hot water heater serving Building Four had developed a serious leak that could not be repaired and he had it replaced immediately in order to maintain hot water service in this building. After discussion by the board, Mr. Vanderlyn moved that CVIII approve the payment of \$4,602 made on 18 March 2004 to Associates Plumbing, Inc. for the replacement of a hot water heater located in the basement of 1821 N. Rhodes St. Mr. Stafford seconded this motion, and it was approved unanimously.

Executive Session:

Mr. Gerrity moved that the open session of this meeting be adjourned, and the board go into executive session for the purpose of discussing (i) delinquent assessments, (ii) a request for reimbursement of a towing fee and (iii) garage door repairs. Mr. Stafford seconded this motion, and it was approved unanimously at 7:55 p.m.

The next board meeting is scheduled for 6:30 p.m. on 17 May 2004 in the conference room in the CMI office at 1903 Key Blvd.

Mr. McGregor moved that this meeting be adjourned. Mr. Gerrity seconded this motion, and it was approved unanimously at 8:05 p.m.