

**Minutes  
Colonial Village III  
Board of Directors Meeting  
17 May 2004**

**Call to order:**

With a quorum present the meeting was called to order at 6:30p.m. Present at that time were, Stanton Stafford, president; Michael McGregor, vice president; Cheryl Connelly, treasurer; Dennis Gerrity, secretary; unit owners Lorraine Eide and Linda Johnson; maintenance engineer Stan Kiman; and association manager George Hedrick. Unit owner George Hinkins arrived shortly 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. Eide** asked about a disc containing the minutes from the board's 19 April 2004 meeting. Mr. Gerrity said that he would leave it at her front door first thing in the morning. **Ms. Johnson** introduced herself as a new resident owner, and said that she was attending the meeting to familiarize herself with how the board and CMI managed CVIII. **Mr. Hinkins** told the board that he did not make comments attributed to him in the minutes of the board's 15 March 2004 meeting: The comments in question were: "The second item Mr. Hinkins wanted to raise with the board was another resident's complaint that sap dripping from White Pine trees on the north and south sides of the parking lot was damaging the paint finishes of motor vehicles. Mr. Hinkins said that this problem was not severe enough to warrant removing these trees." Mr. Hinkins asked that these comments be retracted, and the board agreed to do so.

**Reading and Approval of Minutes:** Mr. Stafford moved that the minutes of the 19 April 2004 meeting be approved without change. Mr. McGregor seconded this motion, and it was approved unanimously.

**Reports of Officers:**

**Secretary:** Mr. Gerrity informed the board that he had attended Chadwick, Washington's annual Community Association Legal Seminar and briefly reviewed the following topics discussed at that meeting with the board: investing association funds; the fiduciary duty of board and committee members; assessment collections, bankruptcy and non-judicial foreclosure; crime and vandalism; recent changes in statutory and case law; and the legality of actions voted on or otherwise agreed to in executive session.

**Management Report:**

**Engineer:** Mr. Kiman told the board that there had been no unusual maintenance problems during the past month. Mr. McGregor asked about erosion along the south side of the stairs leading up to Queens Ln. from the parking lot. In some places the drop-off from the steps to the ground was nearly a foot deep. He said that it could lead to personal injury if someone wasn't watching where he or she was going. He asked if this problem could be corrected. Mr. Kiman and others said that this problem was caused by storm runoff from a downspout on the front side of 1737 Queens Ln. Mr. Kiman said that he would fill in this eroded area; but this problem could not be corrected permanently until this downspout was connected to CVIII's storm drainage system. Mr. Hedrick said that Hix & Sons had inspected this area and had been asked to submit a

proposal to connect the downspout to the catch basin in front this building. Mr. McGregor also asked about a plastic drainpipe attached to a downspout on the south side of 1801 Queens Ln. that appeared to be clogged with leaves. Mr. Kiman said he would check it out.

**April Financial Update:** Mr. Hedrick provided the board with information that indicated that CVIII had a year-to-date operating surplus of \$974 as of the end of April after making allowances for errors and omissions in the landscaping, tree and lawn maintenance accounts. Details of the April financial report are available for unit owner review at the CVIII office. Mr. Hedrick advised the board that he had been holding a bill for \$2,000 from McFall & Berry for snow removal services in 2004 because his records of men and equipment employed to clean up after this year's snowstorms indicated that this bill was \$300 too high. He had invited McFall to come to CVIII to resolve this discrepancy, and interested board members were invited to attend this meeting.

**Asset Management:** After discussion, Mr. Gerrity moved that the board approve CMI's purchase of a \$97,696.48 three-year CD paying 2.7% from E\*Trade Bank for CVIII on 2 January 2004. Mr. McGregor seconded this motion, and it was approved unanimously.

**Correspondence:** **Michael Brooks**, a resident owner at 1724 Queens Ln., expressed mixed opinions in an email to the board about the proposed installation of keyed gates at the Wilson Blvd. and bike path entrances to CVIII. Mr. Brooks said that he had noticed increased non-resident foot traffic through the complex and liked the idea of gated entrances as a way of controlling it. However, he did not like the necessity of going to these gates to meet friends, deliverymen or workers who did not use the parking lot to enter CVIII, and suggested that the gates only be locked from 10:00 p. m. to 6:00 a.m., perhaps by remote control. Mr. Brooks also inquired about the possibility of installing DirecTV antennas on the roofs of CVIII's buildings. The board asked and Mr. Hedrick agreed to inform Mr. Brooks that this would require the unlikely approval of Arlington County's Historical Affairs and Landmark Review Board (HALRB). Mr. Brooks also thanked Lorraine Eide for setting up CVIII's website. **Laura J. Hagg**, a resident owner at 1801 Queens Ln., wrote a memo in which she thanked the board for providing notice of public hearings on a proposed expansion of the National Science Teachers Association's building. She said she had "conflicted feelings" about the proposed installation of gated fences. She said that concerns about vandalism and increased foot traffic on CVIII's walkways were understandable, but asked if efforts had been made to make Rosslyn Heights aware of CVIII's concerns about this unwanted pedestrian traffic and the outcome of such efforts. She reminded the board that there was no sidewalk through the parking lot and if more guests, tradesmen and deliverymen had to use the parking lot to enter CVIII, there would be increased safety issues because of how fast some people drove in and out of the parking lot. She said that she found the "Dog Compartment" memo dated 11 May 2004 confusing and asked for clarification of the sentence: "No portion of the common areas, especially the lawns are set aside for a specific activity or group of residents." She suggested that efforts by the board to promote open and inclusive discussion would be the best way to resolve issues involving dog owners.

### **Committee Reports:**

None.

### **Old Business:**

**Termites:** The board asked Mr. Hedrick and Mr. Kiman for a review of CVIII's problems with termites since the property's conversion to a condominium fifteen years ago. They told the board that there was no evidence of active infestation at the present time, but termite damage had been found in three areas since conversion: the front door and its exterior trim at 1737 Queens Ln.; the head jamb of the west entrance door to the basement of 1809 Queens Ln.; and the hinge jamb of the door to the janitor's storeroom in the basement of 1809 Queens Ln. The cost of repairing the damage done to these three areas was approximately \$2,000, or \$133 a year since conversion. The board noted that this was less than the annual cost of \$3,100 to monitor a bait system to control

termites in CVIII. The board asked how carefully CVIII's current exterminator inspected for termites. Mr. Kiman and Mr. Hedrick said that he made inspections only in response to specific complaints, and to the best of either's knowledge he had never made an exhaustive inspection of the property for termites. After discussion, the board decided that CVIII's current preventative maintenance program and thorough annual inspections were the most cost-effective ways to deal with this problem at the present time. The board asked and Mr. Hedrick agreed to get bids from three firms for a comprehensive annual inspection of CVIII for termites.

**Landscaping Update:** Mr. Hedrick presented to the board for its approval a final bill of \$20,856 from McFall and Berry to remove cedars and junipers along the east side of the parking lot and replace them with Nellie Stevens Hollies. The board noted a \$145.37 overcharge, but chose not to contest it because McFall had given CVIII 300 feet of soaker hose and did not charge for taking away three-quarters of a truck load of debris unrelated to this project. The board did express concern that CVIII did not have a written statement of McFall and Berry's one-year warranty on these holly trees. Mr. Gerrity moved that CVIII pay McFall and Berry \$20,856 for this project upon receipt of a written statement of a one-year warranty on these hollies. Mr. Stafford seconded this motion, and it was approved unanimously.

**Tree Maintenance:** Mr. Gerrity informed the board that Dick Miller, an arborist with Arlington County's Department of Parks, Recreation and Community Resources, had agreed to visit CVIII on 18 May 2004 to inspect and offer advice on how deal with trees in CVIII that were diseased, damaged or planted in questionable locations.

**Garage Doors:** Mr. Hedrick reported that five of seven garage doors had been replaced and he was working with the owners of the other two to schedule their replacement. Mr. Hedrick brought to the board's attention a letter from Debra Hollander in which she requested to be reimbursed for \$795 she spent to replace her garage door (#9) given that garage reserve funds were used to replace other damaged garage doors. After discussion, Mr. McGregor moved that Ms. Hollander be reimbursed \$795 for the cost installing a new door on her garage. Mr. Gerrity seconded this motion, and it was approved unanimously.

**Storm Drainage:** The board reviewed two proposals from Associates Plumbing of Virginia, Inc. (API) to repair a blocked storm drain serving the stairwell of the rear door to the basement of 1809 Queens Ln. Both included breaking up the concrete at the foot of these stairs, installing a new trap and laying new concrete. If this drainage problem can be fixed by snaking the existing drain line, 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 board asked and Mr. Hedrick agreed to get a bid on this project from Hix & Sons.

**Security Lighting:** The board asked about the status of bids to supply and install two pole lamps to replace the three vandalized bollard-style lamps between 1816 and 1817 Queens Ln. Mr. Kiman said Contemporary Electric was unable to find the poles and was no longer interested in bidding on this project. Mr. Hedrick said he would ask another contractor to bid on this project.

**House Electrical Panels:** The board reminded Mr. Hedrick that it had been advised that a number of house electrical panels need to be replaced because their interiors were rusting away and asked about the status of bids to supply and install replacements for them. Mr. Hedrick said that he was working on getting three bids for this project.

**Doormats:** Mr. Hedrick told the board that he learned that the delay in receiving doormats to go immediately inside building entrances doors was caused by Commercial Carpets' requirement to be paid for these mats before ordering them. He said that he had arranged to have a check cut and mailed and, hopefully, these mats would be in place in the very near future.

**Pets:** The board had a lengthy discussion about the effectiveness of its recent attempts to get dog owners to be more careful about where their pets relieved themselves and cleaning up after their pets. The board decided to pursue a more targeted approach in the future.

**New Business:**

**Fences and Gates:** Mr. Hinkins suggested that board obtain a sample of the locks to be used in the gates proposed to ensure that they were the spring-loaded latch variety rather than dead bolts. He also suggested that the board get bids for both residential and commercial grade gates and hardware. He recommended that CVIII purchase the commercial grade given the damage done to the existing Wilson Blvd. gate in recent years. Mr. Stafford said that he would provide the names of three firms from whom Mr. Hedrick could solicit proposals for this project.

**Public Safety:** Mr. Gerrity pointed out to the board that windows in laundry and trash rooms were being left open twenty-four hours a day nearly every day of the year. Unauthorized individuals could gain access to the basements at almost anytime by lifting out the screen in any of these windows with such ease that it made little or no sense to have locks on the basement entry doors. He suggested that CVIII install bars on these windows. Mr. Hedrick said that he would first check with the Arlington County Fire Department to make sure that the fire code allowed the installation of such bars and if so, he would then solicit proposals for their installation.

**Towing Service:** Mr. Hedrick informed the board that Community Towing had been sold. Its new owner was not interested in patrolling parking lots of residential communities for vehicles parked in violation of their rules and regulations. He said that the driver who used to service CVIII for Community Towing, and did so in a responsible manner, had gone to work for Advanced Towing and he was going to ask this firm to submit a proposal to police CVIII's parking lot. Mr. Hedrick reminded the board that neither CVIII nor CMI received any money from the towing service and the county government set tow truck rates in Arlington, and, therefore, quality of service would be the key consideration in awarding this contract to a new company.

**Trash Cans:** The board told Mr. Hedrick that a number of the 30 and 50-gallon plastic garbage cans used in the trash rooms appeared to be worn through at their bottoms and asked about options for replacements. Both Mr. Kiman and Mr. Hedrick recommended that that the same type of can be purchased. Better quality cans would end up in other sections of Colonial Village or in the possession of the trash company. The board accepted their recommendation and asked Mr. Hedrick to get prices for this type of can from several sources.

**Educational Material:** After discussion, Mr. McGregor moved that the board approve the purchase of \$264 plus shipping for educational material related to the management of condominiums. Ms. Connelly seconded this motion, and it was approved unanimously

**Executive Session:**

Mr. McGregor moved that the open session of this meeting be adjourned, and the board go into executive session for the purpose of discussing delinquent assessments. Ms. Connelly seconded this motion, and it was approved unanimously at 7:50 p.m. Mr. Stafford had to leave the meeting at this point, so only Mr. McGregor, Ms. Connelly, Mr. Gerrity and Mr. Hedrick were present for this executive session.

The next board meeting is scheduled for 6:30 p.m. on 16 June 2004 in the conference room in 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 7:55 p.m.