

**Minutes  
Colonial Village III  
Board of Directors Meeting  
21 July 2004**

**Call to order:**

Mr. McGregor called the meeting to order at 6:35 p.m. with a quorum consisting of Michael McGregor, vice president; Cheryl Connelly, treasurer; Dennis Gerrity, secretary; Charles Vanderlyn, member-at-large. Also present at that time were maintenance engineer Stan Kiman and association manager George Hedrick. Stanton Stafford, president, 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:**

No one was present to speak.

**Reading and Approval of Minutes:** Mr. Vanderlyn moved that the minutes of the 16 June 2004 board meeting be approved without change. Ms. Connelly seconded this motion, and it was approved unanimously.

**Reports of Officers:**

Mr. Gerrity informed the board that he had attended the 30 June 2004 meeting of the Arlington County Planning Commission at which time action on the application of the **National Science Teachers Association** (NSTA) to build a six story addition to its existing office building was deferred until the 7 September 2004 Planning Commission meeting and 18 September 2004 County Board meeting. This addition would be located on the site currently occupied by the Rhodeside Grill and Il Radicchio restaurants and would have 10,500 square feet of retail space on its ground floor. The reason for deferral was that NSTA and county staff were unable to resolve issues related to the lack of sufficient community benefits to ameliorate the effects of this proposal on adjacent properties—the availability of all parking in the garage to the public after standard office hours being the most important from CVIII's perspective. Mr. Gerrity told the board that NSTA had modified the original design of the building's exterior so that it fit in better with existing buildings in the neighborhood, but the height of the addition made its mass disproportionate with respect to the existing NSTA building, Colonial Village and the nearly completed Bromptons town house complex. **Insurance:** Mr. Gerrity noted that State Farm had been CVIII's insurance company since the condominium's inception, and competitive bids had never been solicited from other insurance companies. He suggested that now would be a good time to solicit competitive bids to provide it with property, casualty and other types of insurance given current reports of the insurance industry's good health. Members of the board, admitting to a general but not detailed knowledge of CVIII's insurance coverage, asked Mr. Hedrick to arrange a review of CVIII's insurance coverage from a representative of State Farm and to obtain bids from other insurance companies.

**Management Report:**

**Engineer:** Mr. Kiman told the board that there had been no unusual maintenance problems during the past month. The board reminded Mr. Hedrick and Mr. Kiman that maintenance work on common elements took precedence over requests for in-unit service except in the case of an emergency. Mr. Stafford noted that the lock on the west entry door to the basement of **1729 Queens Ln.** was sticking open. Mr. Kiman said he would fix it. Mr. McGregor asked whether the drop-off on the south side of the **steps from the parking lot to Queens Ln.** had been filled in with soil as had been discussed at the board's May meeting. Mr. Kiman said he had filled in this area with dirt, but recent rains had washed his

efforts away, and this would continue to be the case until Hicks finished installing storm drainage pipes in this location. Noting that lawsuits were more expensive than topsoil, Mr. McGregor asked that this area be kept filled-in with dirt no matter how often it rained. The board asked about disposing of the large amount of bulk trash in the trash room located in the basement of **1808 Queens Lane's trash room**. Mr. Kiman said that the trash company charged a flat fee based on truck size for making pickups. It cost CVIII the same amount of money to remove one bulk item as it did for a truckload. He had been waiting until enough bulk trash had accumulated, that is to say, a truckload, in order to minimize the cost of removing these items. He said that he expected to have this trash removed during the week following this meeting. The board asked if the regular trash service was doing any better in completely emptying this trash room when they made pickups. Mr. Kiman said that it still appeared that they were making partial pickups, particularly on Fridays and Saturdays.

**June Financial Update:** After making allowances for errors and omissions in the June financial report, Mr. Hedrick said CVIII had a year-to-date operating surplus of \$17,764 as of the end of June. The board noted that the largest component of this surplus was the Water and Sewer account where year-to-date expenditures were \$10,033 less than year-to-date budget. Mr. Hedrick suggested that this was the result of some anomaly in CMI's accrual accounting practices or how he set up CVIII's Water and Sewer budget for 2004; or how Arlington County was submitting water and sewer bills. The board pointed out that CVIII had an account—"Internet Expense" (#51925), but bills associated with CVIII's website were being charged to "Office Supplies & Expenses (#51110). Mr. Hedrick said he would have the appropriate adjustments made. After discussion, Mr. Gerrity moved that a \$1,617.03 charge for common hallway replacement carpet be transferred from the account "Building Maintenance" (#58110) to "Carpet & Tile Reserves" (#30070). Mr. McGregor seconded this motion, and it was approved unanimously. Details of the June financial report are available for unit owner review at the CVIII office.

**Correspondence:** Mr. Hedrick brought to the board's attention a letter from **Ms. Gabrielle Fenlon** in which she said that moving vans had blocked access to her garage on two recent occasions. She asked if it would be "possible to post a sign stating that moving vans should not block garage entrances." Mr. Hedrick told the board that he had received a written complaint about loud music and noisy behavior by the residents of unit #263 at 1821 N. Rhodes St. He said that he had written to the residents of unit #263 advising them that such actions were violations of CVIII's covenants and asking them to comply with CVIII's covenants.

#### **Committee Reports:**

None.

#### **Old Business:**

**Towing Service:** Mr. Hedrick told the board that Advanced Towing and Storage had matched Metro Towing Service's offer of free tire changes, jumpstarts and lockout service and gone Metro several better by offering to paint fire lane curbs for free, to sweep the parking lot for free, and to charge reduced rates for snow plowing and sanding. He asked for a vote on a contract with Advanced. Members of the board expressed great frustration with Mr. Hedrick. He was told that he didn't need a vote. He had already been given directions—in a motion approved unanimously at the board's 16 June 2004 meeting—to sign a contract with either Advanced or Metro based on which firm gave CVIII the best deal, and to do so quickly. The board reminded him that as CVIII's business relationship with Community Towing ended, a large number of cars without CVIII stickers began parking in CVIII's lot, and continued to do so at the time of this meeting, causing considerable inconvenience for CVIII's residents. Mr. Hedrick told the board he would sign a contract with Advanced as soon as he prepared a contract with which both parties were comfortable.

**Replacement Chimney—1729 Queens:** The board suggested that some firm other than Consolidated Waterproofing be considered for the contract to replace the chimney behind 1729 Queens Ln. Nearly four years had passed since the board first considered this project, and CVIII had yet to be given a starting date. Mr. Hedrick attributed the delay to difficulties in obtaining permits from Arlington County. Mr.

Stafford said he had been unable to find the time to talk to the consulting engineer on this project, Doug White of Thomas Downey, Ltd., as of this meeting, but would try to do so before the board's next meeting. Mr. Gerrity told Mr. Hedrick that if he could obtain the control or tracking number assigned to this project by the Arlington County permitting process, and he would then talk to county officials. Mr. Hedrick said that he would provide this tracking number immediately after this meeting.

**Window Cleaning:** The board asked Mr. Hedrick when the window-cleaning contractor was going to wash the exteriors sides of unit owners' windows. Mr. Hedrick said that he had spoken to Crystal Window Cleaners this week, and expected to have firm dates soon for when they would be at CVIII.

**Building Entry Door–1801 N. Rhodes St:** The board asked Mr. Hedrick for a progress report on the request made at its 19 April 2004 meeting for an proposal from Precision Doors to replace the entry door to 1801 N. Rhodes St. Mr. Hedrick said that he had spoken with Precision recently and hoped to have this bid by the board's next meeting.

**Common Hallway Lighting Fixtures:** Mr. Gerrity reminded the board that it had been contemplating replacements for common hallway lighting fixtures. Many had broken lenses for which replacements were no longer available, and others, particularly in Buildings Two and Four, did not do an adequate job of illuminating hallways. He further reminded the board that it had authorized the installation of two lighting fixtures in the hallway at 1801 N. Rhodes to test their lighting efficiency and their aesthetic appeal. He asked the board if it wanted to use these circular fixtures—\$186 apiece—or the less expensive rectangular fixtures—\$82 apiece—that it considered at its 19 January 2004 meeting. Mr. Kiman told the meeting that Central Wholesalers had a circular fixture in its catalogue very similar to but likely less expensive than those installed in 1801 N. Rhodes St. Mr. Kiman was asked and agreed to get a price and report back to the board.

**CVIII's Web Site:** Mr. McGregor told the board that he was unable to use Google to locate CVIII's web site and asked if there was a problem with how the site was set up. Other members of the board said that [www.colonialvillageiii.com](http://www.colonialvillageiii.com) brought the site up immediately. Mr. Gerrity agreed to check with Ms. Eide.

**Garage Doors:** Mr. Hedrick brought to the board's attention a letter from Keith Davison of 1736 Queens Ln. in which Mr. Davison requested to be reimbursed for \$137.25 he spent to repair his garage door given that garage reserve funds were used to repair or replace other damaged garage doors. After discussion, Mr. Gerrity moved that Mr. Davison be reimbursed \$137.25 for the cost of repairing his garage door. Ms. Connelly seconded this motion, and it was approved unanimously.

**Security Lighting:** Mr. Hedrick informed the board that he had received four bids to replace two vandalized bollard-style lamps located along the walkway between 1816 and 1817 Queens Ln. These bids were: Contemporary Electrical Services, \$3,420 to install two 16-foot poles with 250-watt high-pressure sodium lamps in yoke mounted fixture heads; Power Systems Electric, \$4,490 to install two 14-foot poles with 175-watt, metal halide, shoebox style light fixtures; Kolb Electric, \$5,200 to install two poles of unspecified height with 175-watt, metal halide, shoebox style light fixtures; and Dynalectric, \$6,420 to install two light poles, thirteen feet above ground, each equipped with a single 150 watt high pressure sodium lamp. After discussion during which it was noted that 150-watt lamps were used in similar lighting throughout CVIII, Mr. Stafford moved that CVIII accept Contemporary Electrical Services' bid to supply and install two 16-foot poles with 150-watt high-pressure sodium lamps each equipped with a single yoke mounted shoe-box style fixture. Mr. McGregor seconded this motion, and it was approved unanimously.

**Common Exterior Main Electrical Panels:** Mr. Hedrick told the board that he had received a bid to supply and install common exterior main electrical panels from Dynalectric of \$950 per panel, and he was seeking bids from additional firms

**Fences and Gates:** Mr. Hedrick told the board that he had received two bids to supply and install a fence and gate between 1816 and 1817 Queens Ln. and replace the Wilson Blvd. gate: Dominion Fence and Deck, \$13,475; and Long Fence, \$13,320. He was still waiting for bids from Hercules and Adkins Brothers. The board asked Mr. Hedrick if he had gotten further clarification on whether the designs of this fence and two gates and the locations where CVIII wanted to install them were permitted by the Arlington County Fire Code. Mr. Hedrick said that a member of the Fire Marshall's staff said that no portion of the

fence could be closer than ten feet to the fire hydrant just to the north of 1817 N. Queens Ln. and the gates could not be locked. The board discussed alternative designs and locations of fences, gates and hedges that would eliminate or reduce unauthorized pedestrian traffic in and through CVIII. Mr. Gerrity volunteered to make CVIII's case in person to the Arlington County Fire Marshall.

**Laundry Room Security:** The board asked Mr. Hedrick if he had gotten any feedback from Arlington County's Historic Affairs and Landmark Review Board (HALRB) on installing exhaust fans in windows to reduce the buildup of heat generated by the machines in laundry rooms. Mr. Hedrick said that Michael Leventhal, coordinator for the HALRB, suggested venting this heat buildup through laundry room doors into basement corridors, which would solve CVIII's problem of open laundry room windows being used as a means of entry by unauthorized individuals without marring the exterior appearance of CVIII's buildings. Members of the board asked how this would work if there was no way to get the vented heat out of the basements corridors. Venting this heat buildup through adjacent crawlspaces was suggested as an alternative to using doors and windows. The board asked and Mr. Stafford agreed to review the feasibility of these various options for restricting access to laundry rooms without creating environmental problems such that residents found using these rooms an unpleasant experience.

**Landscaping Update: Tree Maintenance:** Mr. Hedrick told the board that an arborist for Arlington County had measured cavities at the bases of two Yellow Poplars located near the Rhodes St. pedestrian bridge. He found that these cavities were large enough according to a formula used by forestry professionals to characterize these trees as so weakened as to be threats to life, limb and property, and justified their removal. Mr. Hedrick said the HALRB wanted Jason Papacosma, a county employee, to inspect these trees before they were cut down to determine the size of the replacements that CVIII was legally obligated to plant because of its historic status. **Lawn Service:** Mr. Hedrick said that he had made an inspection tour of CVIII's grounds with Frank Jones of McFall and Berry in response to complaints from the board that the lawn service was not doing a thorough job of cleaning debris and weeds from lawns and shrubbery and ivy beds. Following this visit by Mr. Jones, a lawn service crew made a special trip to CVIII to clean up behind Buildings One and Two, and pruning of abelias and similar shrubbery was scheduled for the beginning of August. Mr. Gerrity said that McFall and Berry was doing a better job in maintaining the appearance of CVIII's grounds, but there was still much room for improvement. He told Mr. Hedrick that he would provide him with a typed version of the following list, which was not exhaustive with respect to weeds in ivy and mulch beds, of areas that needed further attention from the lawn service:

- Clean dead material out of day lilies in the bed outside the Wilson Blvd. gate.
- Remove ivy that has appeared right in the middle of a "specimen" yew at the corner of Wilson Blvd. and N. Rhodes St.
- Clean debris out of ivy bed under magnolia and along building foundation at 1724 Queens Ln.
- Clean debris off of sunken lawn in front of 1728 Queens Ln. Clean ivy out of yew in front of this address.
- Clean dead material out of day lilies in the bed to the left of the front door of 1736 Queens Ln. Clean up debris at the rear of this address.
- Several of the new hollies along the east side of the parking lot need to be restaked or replanted so that they stand in upright positions.
- Clean weeds and debris out of the ivy beds in front of 1800 Queens Ln.
- Clean weeds and debris out of the ivy beds in front of 1804 Queens Ln.
- Clean weeds and debris out of the ivy beds in front of 1808 Queens Ln.
- The cap yew planted in the triangular-shaped bed between 1804 and 1805 Queens Ln needs to be replanted so that it stands in an upright position. Clean dead material out of day lilies in this bed.
- Clean debris out of barberry bed in front of 1729 Queens Ln.
- Clean weeds out of the ivy beds in front of 1801 Queens Ln.
- Clean weeds out of the ivy beds in front of 1805 Queens Ln. Also cut back rose bush in front of this building.

- Clean weeds out of the ivy beds in front of 1809 Queens Ln.
- Clean up debris that has collected along the foundation on the front side of 1727 N. Rhodes St.
- Clean weeds out of the ivy and shrubbery beds on the Rhodes St. side of 1728 Queens Ln.
- Clean weeds out of the shrubbery bed on the north side of 1735 Rhodes St.
- Clean up debris that has accumulated along the base of the wrought iron fence that runs between the driveway and the pedestrian bridge.
- Remove a dissimilar plant that has grown in the middle of an abelia on the Rhodes St. end of the pedestrian bridge.
- Clean up debris behind 1801 N. Rhodes St.
- Remove a dissimilar plant that has grown in the middle of the Winter Jasmine in front of 1817 N. Rhodes St.

#### **New Business:**

**Zone 4 Stickers and CVIII's Parking Lot:** Mr. Vanderlyn said that he had noticed motor vehicles parked in CVIII's lot that did not have current Zone 4 parking permit stickers. He asked Mr. Hedrick what was CVIII's policy on towing such vehicles. Mr. Hedrick said CVIII's regulations governing the use of its parking lot required that motor vehicles parked there have current state tags and county stickers, and if they did not, then they would be towed. Members of the board pointed out that failing to have a current Zone 4 sticker was not a violation of the law, and towing a car for this reason seemed a little harsh. Further, Arlington County was late mailing these stickers to residents of Zone 4, and it was giving residents a thirty-day grace period before it began ticketing vehicles with expired Zone 4 stickers. After further discussion, the board decided that a current Zone 4 sticker was required, and motor vehicles without such a sticker would be towed. However, CVIII would have thirty-day grace period similar to that of Arlington County and would not tow cars without a current Zone 4 sticker until after 1 August 2004.

**Parking Garage:** In discussing parking problems in CVIII's neighborhood, members of the board argued that little or no help was or would be coming from Arlington County and the only way CVIII was going to be able to guarantee its owners and their tenants a parking place was to build an underground garage beneath the parking lot. Mr. Hedrick told the board that undertaking such a project would require the approval of a substantial majority of CVIII's owners and that there had been little support for this idea when it was first raised four years ago. In discussion, the board seemed like-minded that CVIII's parking problems were going to get worse, and the day when a majority of owners would be ready to seriously consider such a garage wasn't all that far off. To be prepared for such an event, it decided to discuss this garage at upcoming meetings.

**Bulk Purchases:** The board asked Mr. Hedrick if CMI consolidated purchases by CVI, CVII, CVIII and the Commons of items such as light bulbs in order to obtain price discounts from suppliers for bulk purchases. Mr. Hedrick said this was CMI's practice to the extent that it was possible to accurately monitor the consumption of such items by each of the associations.

#### **Executive Session:**

Mr. Stafford moved that the open session of this meeting be adjourned, and the board go into executive session for the purposes of discussing delinquent assessments and communication between the board, Mr. Hedrick, Arlington County and the other owners association in Colonial Village. Mr. McGregor seconded this motion, and it was approved unanimously at 7:37 p.m.

The next board meeting is scheduled for 6:30 p.m. on 24 August 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 7:51 p.m.