

Minutes
Colonial Village III
Board of Directors Meeting
31 August 2004

Call to order:

With a quorum present the meeting was called to order at 7:02 p.m. Present at that time were, Stanton Stafford, president; Cheryl Connelly, treasurer; Dennis Gerrity, secretary; Charles Vanderlyn, member-at-large; unit owner George Hinkins; 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: No one was present to speak.

Reading and Approval of Minutes: Mr. Stafford moved that the minutes of the 21 July 2004 board meeting be approved without change. Ms. Connelly seconded this motion, and it was approved unanimously.

Reports of Officers:

Mr. Gerrity noted that CMI had been CVIII's property management firm since the condominium's inception sixteen years ago. No other firm had been asked to submit a bid to manage CVIII during that period. As a matter of principle, without passing judgment on the quality of CMI's service to CVIII, the board should be requesting proposals from other firms to manage CVIII. The board could have no idea of what were the prevailing costs per unit for the services CMI provided CVIII or what other services were available unless it tested the market on a regular basis. As for how good a job CMI was doing, Mr. Gerrity said that it should be obvious to all that Mr. Hedrick needed help. **Rhodes St. Parking Petition:** Mr. Gerrity told the board that he had met with Sarah Stott, Parking Manager with the Transportation Division of the Arlington County Public Works Department. Ms. Stott said her division had completed the Arlington County Integrated Parking Plan and would present this plan to the public and the Arlington County Board within the next four to six weeks. Once the county board has approved a version this plan, there might be a decision on Colonial Village's petition to restrict parking on N. Rhodes St. Ms. Stott offered to meet with CVIII's board to explain and answer questions about this plan or do the same with a larger group that would include all the communities in Colonial Village, the Astoria, Chelsea Landing and residents of other buildings that lie within the boundaries of the Colonial Village Civic Association.

Management Report:

Engineer: Mr. Kiman told the board that there had been no unusual maintenance problems during the past six weeks. The board complimented Mr. Kiman on the quality of the replacement lock he recently installed in the west entrance door to the basement of **1729 Queens Ln.** It pointed out that a section of the privacy fence behind **1729 Queens Ln.** had been knocked loose from one of its posts. Mr. Kiman said that it was already on his list of things to do. The board noted a substantial depression in the lawn to the east of **1720 Queens Ln.** and asked Mr. Kiman to fill it in the next time soil was left over from a project in CVIII. The board also noted that erosion had created a considerable fall-off along the east side of the steps from the Queens Ln. walk to **1813 Queens Ln.** The board asked and Mr. Kiman agreed to fill in and lay sod on this area. The board asked about a wooden window well behind this building that had been knocked apart. Mr. Kiman said the lawn service had run over it with a mower and it was on his list of things to repair. The board asked and Mr. Kiman agreed to inspect the entrance door to **1801 Queens Ln.** for loose hinges. **Barbeque Grills:** The board noted the presence of barbeque grills outside the rear door to 1729 Queens Ln. and in front of 1816 Queens Ln., and asked Mr. Kiman to remove them. Mr. Kiman was asked if he could confirm what appeared to members of the board to be residents using propane

fueled grills. Mr. Kiman said he could not, but it was possible. The board asked and Mr. Hedrick agreed to distribute a notice reminding residents that keeping propane tanks in basement storage rooms was a violation of the Arlington County Fire Code.

July Financial Update: After making allowances for errors and omissions in the July financial report, Mr. Hedrick said CVIII had a year-to-date operating surplus of \$20,317 as of the end of July. The largest component of this surplus was the Water and Sewer account, which was \$10,479 under budget year-to-date. Lower than expected natural gas and electric consumption and higher than expected interest income also contributed to this surplus. The board reminded Mr. Hedrick that Geimer and Ehrlich, CVIII's accounting firm, had defined account #13090 –“Allowance for Doubtful Accounts”– on CVIII's accrual balance sheet as monies owed the condominium by units owners ninety days past due dates. The 26 July 2004 “Delinquent and Prepaid Resident Report” showed the sum of monies ninety days past due as \$4,151.44 while the balance sheet for the same date showed \$6,341 in allowances for doubtful accounts. Mr. Hedrick was asked and agreed to resolve this discrepancy. Mr. Hedrick was asked and agreed to obtain an explanation from CMI's accounting department or Geimer Ehrlich of the source of \$11,746 shown on CVIII's balance sheet in account #28001– “Deferred Income”– for more than a year. Details of the July financial report are available for unit owner review at the CVIII office.

Committee Reports: None.

Old Business:

Fences and Gates: Mr. Gerrity said that he had discussed the security fence and gates the board wanted to install at the north and south entrances to Queens Ln. with representatives of the Arlington County Fire Department, Zoning Administration and Building Code Enforcement. He learned that CVIII could install this fence and gates more or less as initially planned with one major qualification: it had to be compliant with Chapter Ten of the International Building Code (IBC), which governs egress. This meant that people had to be able to get to a “safe” distance from CVIII's buildings without the use of a key in case of an emergency such as a fire. Mr. Hinkins, an architect by profession, said that the center of the courtyard in front of Buildings Two and Four was probably a “safe” distance. Mr. Hinkins promised to provide the board with a copy of Chapter Ten of the IBC so that this difficulty could be resolved.

CVIII's Web Site: Mr. Gerrity told the board that he had recently discussed taking over management of CVIII's website with Lorraine Eide and had begun to familiarize himself with Microsoft's FrontPage, the software Ms. Eide used to assemble and publish CVIII's website. He told the board he would have to buy a copy of FrontPage to manage the site.

Common Hallway Light Fixtures: Mr. Kiman informed the board that he had purchased two circular fluorescent light fixtures for \$46 apiece. He said that they should generate as much illumination as similar shaped fixtures costing \$182 that he recently installed in the hall at 1801 N. Rhodes St. He suggested installing the \$46 fixtures at 1805 N. Rhodes St. so unit owners and the board could compare the two types of circular fixtures for lighting efficiency and aesthetics. The board accepted Mr. Kiman's suggestion.

Trash Cans: Mr. Kiman presented the board with a written quote of \$45.88 apiece for 55-gallon rubber/plastic trashcans from Central Wholesalers, Inc. These are needed to replace trashcans in CVIII's trash rooms whose bottoms have worn through. After discussion, Mr. Gerrity moved that CVIII purchase twenty #22554 Huskee gray 55-gallon trashcans from Central Wholesalers, Inc. for \$45.88 apiece. Mr. Stafford seconded this motion, and it was approved unanimously. Mr. Kiman assured the board the he would stencil “CVIII” repeatedly on these trashcans to ensure they didn't end up somewhere else in Colonial Village.

Common Element Electrical Panels: Mr. Hedrick presented the board with three bids to supply and install nine common element electrical panels to replace existing units whose interiors were rusting out: Power Systems Electric (PSE), \$5,200; Dynalectric, \$8,550; and Contemporary Electrical Services, \$13,200. After discussion, Mr. Stafford moved that CVIII accept PSE bid to supply and install nine 125 amp, 120/240 volt, NEMA 3R rated electrical panels and new circuit breakers for \$5,200. Ms. Connelly

seconded this motion, and it was approved unanimously. The board asked and Mr. Hedrick agreed to have this \$5,200 charged against reserve account #30240 – “Equipment Replacement Reserves.”

Window Cleaning: Mr. Hedrick told the board Crystal Window Cleaners had cleaned 411 windows in CVIII on the 30th and 31st of August. Mr. Kiman verified the number of windows cleaned by counting windows without screens. Mr. Hedrick advised the board that certain exposures to the sun caused leaching from aluminum screens onto window glass that was difficult to clean, and mention of this problem should be included in announcements of this service when this it is provided in the future.

Doormats: The board asked Mr. Hedrick for an update on the status of CVIII’s order from Commercial Carpets for twenty-eight doormats to go immediately inside building entrances doors. Mr. Hedrick said that he had forgotten about this order, but he would check with the vendor before the board’s September meeting.

Replacement Chimney-1729 Queens Ln.: Mr. Hedrick informed the board that Consolidated Waterproofing had finally obtained permits from Arlington County to demolish and replace the chimney behind 1729 Queens Ln. Mr. Hedrick said he had not yet received a starting date from Consolidated, and he warned the board that this project might not get under way until the Spring of 2005. The board asked and Mr. Hedrick agreed to have Consolidated repair badly broken-up mortar in the uppermost courses of some of CVIII’s brick window wells.

Storm Drainage: The board asked for a progress report on the storm drainage work Hix & Sons was doing for CVIII. Mr. Hedrick said that Hix had completed work on the west side of Building Two and the east side of Building Four and in front of 1737 Queens Ln. and then pulled its crew out of CVIII to work on another project without completing work behind 1817 N. Rhodes St. and 1804 and 1808 Queens Ln. Mr. Hedrick told the board that Hicks promised to finish all work in CVIII by the end of September. **1809**

Queens Ln.: The board asked and Mr. Hedrick agreed to get at least one additional bid to repair or replace a storm drain serving the exterior stairwell on the east side of the basement of this building.

Tree Maintenance: Mr. Hedrick reminded the board that CVIII received bids from four companies to remove two Yellow Poplars located in the woods along Rhodes St. These trees were considered threats to life, limb and property because cavities in the bases of their trunks appeared to make them more liable to being knocked down by high winds than other trees. These bids were: Bartlett Tree Experts, \$9,800 to cut these two trees (and three others) down to stumps approximately thirty feet high and haul away all debris were; Strictly Stumps, \$6,800 to cut these two trees down to stumps approximately twenty to thirty feet high (at their first large forks) with no commitment to haul away debris; Davey Tree Expert Co., \$5,940 to cut these trees down to stumps approximately twenty feet high (at their first large forks) and haul away all debris were. RTEC Treecare, \$10,400 to cut these trees down to grade level and haul away all debris; Davey Tree Expert Co., \$6,535 to cut these trees down to rear grade level and haul away all debris. After discussion, Mr. Gerrity moved that CVIII accept Davey Tree Expert Co.’s bid of \$6,535 to cut these trees down to rear grade level and haul away all debris. Mr. Stafford seconded this motion, and it was approved unanimously. **Replacement Trees:** After discussion, Mr. Gerrity asked Mr. Hedrick to notify Jason Papacosma of Arlington County that CVIII would plant a Saucer Magnolia in front of 1725 Queens Ln. and a single stem Crape Myrtle in front of 1729 Queens Ln. as replacements for these two Yellow Poplars.

New Business:

Request for Relief from a Late Fee: Mr. Hedrick brought to the board’s attention a written request from Geoffrey and Alyson Underwood, resident owners at 1732 Queens Ln., for relief from a \$20 late fee charged because CMI did not receive their payment of the July installment of their unit’s annual assessment until after 15 July 2004. The board noted CVIII considers a monthly installment of a unit’s annual assessment paid the day it is received by CMI, not the day it is given to the post office or any other means of delivery or transmission. It was the responsibility of the unit owner to find a dependable way to get their payment to CMI by the 15th of the relevant month. Mr. Vanderlyn moved that the board deny Mr. and Mrs. Underwood’s request for relief from a \$20 late fee. Ms. Connelly seconded this motion. Ms. Connelly, Mr. Gerrity and Mr. Vanderlyn voted to approve this motion. Mr. Stafford abstained.

Exterior Painting: Mr. Kiman told the board that the white paint on gables, exterior door trim, lintels and sills was peeling and flaking in many places and needed to be prepped, primed and top-coated. The board asked Mr. Hedrick to find out if the warranty from Renaissance Painting Co., the last contractor to paint CVIII's exterior, was still in effect with regard to the problems pointed out by Mr. Kiman. If not, then bids should be solicited to have this work done this fall or the spring of 2005.

Roofs: Mr. Kiman advised the board that 1728 Queens Ln. and 1813 and 1821 N. Rhodes St. were the last three buildings in CVIII with layered felt, tar and pea gravel roofing. He expressed concern that these roofs were increasingly prone to leaks because they were fifteen years old. He suggested that the board consider replacing them. Members said that the expected service life of this type of roofing should be the guide for replacement, unless these began to develop leaks at a significantly greater rate than the Sarnafil membranes that covered the roofs of the other twenty-five buildings in CVIII. The board asked Mr. Hedrick and Mr. Stafford to verify its impression that the service life of felt and tar layered roofing was twenty years. Mr. Kiman was asked to make an extra effort to keep the roofs of these three buildings free of debris that might interfere with drainage or cause punctures.

HALRB Violation: Mr. Hedrick informed the board that the tenant residing in unit #178 at 1728 Queens Ln. had installed a window air-conditioner in violation of Arlington County Historic Affairs and Landmark Review Board (HALRB) guidelines. He provided the board with copies of a letter he wrote to the owner of this unit asking for immediate compliance.

2004 Annual Meeting: After discussion, the board agreed to schedule CVIII's 2004 annual meeting for 20 October 2004 at 7:00 p.m. in the conference room in the CMI office at 1903 Key Blvd. Mr. Hedrick told the board that the terms for two seats on the board would expire as of this year's annual meeting. Letters soliciting candidates to fill these two seats for three-year terms would be mailed to CVIII's owners within a few days of this meeting. Mr. Gerrity and Mr. Vanderlyn both informed the board that they planned to stand for reelection.

2005 Budget: Mr. Hedrick said he would present a draft of CVIII's 2005 operating and reserve budgets at the 20 September 2004 board meeting. The board asked that account #30240 –“Equipment Replacement Reserves”– be renamed to read “Electrical Equipment Replacement Reserves.” Mr. Hedrick agreed to do so if CMI's accounting software was flexible enough for such a change.

Maintenance Engineer's Annual Salary Review:

Mr. Hedrick recommended that Stan Kiman, CVIII's maintenance engineer, be given a three percent salary increase. After discussion by the board, Mr. Gerrity moved that Mr. Kiman be given a three percent increase in his hourly wage for the period 15 September 2004 through 15 September 2005. Ms. Connelly seconded this motion, and it was approved unanimously.

Pet Comportment: Mr. Hedrick brought to the board's attention a letter from Violeta Tolosa, a resident owner at 1817 Queens, in which she told of being charged at by a large dog, which was not on a leash as it should have been, in the vicinity of 1801 Queens. Ms. Tolosa told of frequently observing as many as six dogs running loose simultaneously in this area. Ms. Tolosa said the dog situation in CVIII continued to worsen and asked that something be done about it. The board discussed this letter and a verbal complaint from another resident owner about being charged by two dogs in the care of a resident of CVIII. As an interim measure until it found a way to get dog owners to obey the rules, the board asked and Mr. Hedrick agreed to post a notice that unleashed dogs in common areas of CVIII were a violation of CVIII's bylaws and Arlington County Ordinances.

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 conducting Mr. Kiman's annual salary review. Ms. Connelly seconded this motion, and it was approved unanimously at 8:23 p.m.

The next board meeting is scheduled for 6:30 p.m. on 20 September 2004 in the conference room in the CMI office at 1903 Key Blvd. Mr. Gerrity moved that this meeting be adjourned. Mr. Vanderlyn seconded this motion, and it was approved unanimously at 8:34 p.m.