

**Minutes
Colonial Village III
Board of Directors Meeting
19 December 2005**

Call to order:

Mr. Nicoll brought the meeting to order at 7:01 p.m., and called the roll of Colonial Village III's Board of Directors. Eric Nicoll, president; Melissa Bailey, treasurer; Dennis Gerrity, secretary; and Cheryl Concelman, member at large, answered present. A quorum was duly noted. Maintenance engineer Stan Kiman was also present at that time. Michael McGregor, vice 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.

Reading and Approval of Minutes:

Ms. Bailey moved that the minutes of the 21 November 2005 meeting be approved without change. Ms. Concelman seconded this motion, and it was approved unanimously, Mr. McGregor not yet present.

Open Forum for CVIII Owners:

No one was present to speak.

Correspondence from Owners:

The board briefly reviewed correspondence from a unit owner who claimed that her car had been towed from CVIII's lot without proper cause. The board decided that no action was required on its part because the owner subsequently reported that this problem had been resolved to her satisfaction.

Reports of Officers:

No reports of officers were presented.

Committee Reports:

No committee reports were presented.

Management Report:

November Financial Update: After making allowances for errors and omissions in the November financial report, Mr. Hedrick informed the board in writing that CVIII had a year-to-date operating surplus of \$33,763 as of the end of November. Details of the November financial report are available for unit owner review at the CVIII office.

Asset Management: Ms. Bailey recommended to the board that CVIII close two money market accounts and redeem a CD prior to its maturity date because the money in these three accounts could be invested at higher rates of return elsewhere. After review, Ms. Bailey moved that the board authorize CMI to close CVIII's money market account with Virginia Commerce Bank containing \$89,798.11 and to close CVIII's money market account with American Bank containing \$40,816.68 and invest the \$130,614.79 contained in these two money market accounts as follows: \$30,614.79 in an ING Direct savings account with an APY of 3.75%; \$50,000 in an E*TRADE Bank one-year CD with an APY of 4.83%; and \$50,000 in an E*TRADE Bank five-year CD with an APY of 5.15%. Mr. Nicoll seconded this motion, and it was approved

unanimously. Mr. McGregor moved that the board authorize CMI, contingent on a penalty of no more than \$500, to redeem CVIII's BB&T CD containing \$96,962.08 and to invest the \$96,962.08 contained in this CD as follows: \$6,962.08 in an ING Direct savings account with an APY of 3.75%; \$40,000 in an Intervest National Bank three-year CD with an APY of 5.00%; and \$50,000 in a Countrywide Bank four-year CD with an APY of 5.05%. Ms. Concelman seconded this motion, and it was approved unanimously.

Maintenance Review and Reports:

Engineer: Mr. Kiman said there had been no unusual maintenance problems during the last month. The board noted that there were broken slats on at least three of the benches located on the **Rhodes St. lawn**. Mr. Kiman agreed to replace these slats. The board also noted that residents and others were using the lawns as shortcuts to and from their buildings by cutting through the hollies on the **east side of the parking lot**. The board asked and Mr. Kiman agreed to replace missing stakes and sections of chain between these hollies to direct pedestrian traffic away from the lawns and onto sidewalks.

Building One: No report of maintenance problems was presented.

Building Two: The board noted that sweeps were not installed on the two basement entry doors at **1809 Queens Ln**. The board also noted that a downspout on the east side of **1809 Queens Ln**. was partially disconnected. Mr. Kiman agreed to install sweeps and realign the downspout. The board asked and Mr. Kiman agreed to reinstall stakes supporting a Kousa Dogwood located in front of **1817 Queens Ln**. and a Japanese Zelkova located between **1737 and 1801 Queens Ln**.

Building Three: No report of maintenance problems was presented.

Building Four: The board noted a large potted plant sitting in front of **1816 Queens Ln**. Mr. Kiman agreed to dispose of this plant.

Pending Business:

Security Gates: The board reviewed continued delays in the installation of security gates in the fences at the north and south entrances to CVIII. Compliance with ADA requirements for the width of these gates and the brick and concrete aprons on either side of them appeared to be the current holdup. The board decided to push CMI and Long Fence to complete this project by January 15th.

Public Safety: Lighting: The board noted that three pole lamps located along the bike path north of Buildings Two and Four had still not been repaired. Mr. Kiman told the board that these were Arlington County lamps, and Dominion Power maintained them for the county. The board asked and Mr. Kiman agreed to work with Mr. Hedrick to get Dominion Power and Arlington County to repair these lamps. Members of the board volunteered to contact Arlington County about this problem. **Crime Prevention Presentation:** The board reviewed preparations for a crime prevention presentation by a representative of the Arlington County Police Department scheduled for 30 January 2006 in Colonial Village II's meeting room located at 1701 N. Troy St. Mr. Nicoll said that he had not yet received a response from CVII's board to his request for permission to use their meeting room for this presentation. He said that as soon as he received permission to use this room he would inform CVI, CVII and Commons's boards that their residents were invited to attend this meeting.

Laundry Room Security: The board reviewed a proposal from HOF to install ventilation fans in laundry rooms so that windows in laundry rooms could be secured to prevent their use as a means to gain unauthorized access to basement areas. The board found that this proposal did not contain sufficient detail and put off further consideration of it until the board's January meeting. The board decided to ask the Arlington County Fire Marshal if a security bar system, which the board wanted to test by installing it in a single trash room window, was compliant with Arlington County Fire Code. This security bar system allowed windows to be used for secondary escape

routes in case of fire or some other calamity while at the same time frustrating efforts to use these windows to gain unauthorized access to basement areas.

Towing Service: Ms. Concelman told the board that she did not think that Advanced Towing was patrolling CVIII's parking lot for violations on a regular basis. She said that she had observed two vehicles without CVIII stickers parked on CVIII's lot for extended periods of time during a recent twenty-four hour period without being towed. After discussion, the board decided to ask Mr. Hedrick to ask Advanced to patrol CVIII's parking lot more frequently. The board decided to consider other towing services if Advanced Towing failed to keep CVIII's parking lot clear of vehicles parked in violation of rules and regulations governing the use of that lot.

Holiday Office Hours: Members of the board commented on the large numbers of Colonial Village residents who took advantage of and expressed appreciation for Saturday hours at the CMI office this holiday season to pick up UPS packages. The board complimented Ms. Concelman for suggesting that the board provide this service to residents of Colonial Village.

2006 Saturday Office Hours to Retrieve UPS Parcels: After discussion, the board decided to staff the CMI office on a trial basis between 11:00 A.M. and noon on the first Saturday of each month in the first quarter of 2006 so that residents of Colonial Village could pick up their UPS parcels. If large numbers of Colonial Village residents took advantage of these special hours, the board would consider staffing the office on additional months and Saturdays. If residents did not take advantage of these special hours, the board would cut back to Saturdays between Thanksgiving and Christmas. Mr. Nicoll agreed to schedule volunteers and contact the other Colonial Village owners associations about advertising these Saturday hours.

New Business:

Replacement Windows: The board reviewed a request from Mr. Joseph C. Clarke, resident owner of unit #255 at 1817 N. Rhodes St., to have the Hodges Company replace seven windows in his unit with seven aluminum-clad wooden Loewen windows. The board noted that Mr. Clarke's contract with Hodges clearly specified that existing windows and frames would be completely removed and the replacement windows would meet the criteria set for such windows in the Colonial Village Historic District by the Arlington County Historic Affairs and Landmark Review Board (HALRB). After discussion Mr. Gerrity moved that board approve Mr. Clarke's request to install seven Loewen replacement windows with the condition that screens for these windows meet HALRB specifications. Ms Concelman 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 then convene in executive session for the purpose of discussing delinquent assessments. Ms. Concelman seconded this motion, and it was approved unanimously at 7:45 P.M.

January Board of Directors Meeting:

The next board meeting is scheduled for 7:00 P.M. on 16 January 2006 in the conference room in the CMI office at 1903 Key Blvd.

Adjournment:

Ms. Bailey moved that this meeting be adjourned. Mr. McGregor seconded this motion, and it was approved unanimously at 7:46 P.M.