

**Minutes  
Colonial Village III  
Annual Meeting  
17 October 2005**

**Call to order:**

With a quorum of unit owners voting by proxy and in person of 29.417%, the meeting was called to order at 7:07 P.M. Present at that time were Eric Nicoll, president; Michael McGregor, vice-president; Dennis Gerrity, secretary and Cheryl Concelman, member at large. Also present were unit owners James Downey, Mahmoud Ghannam, Joseph Van Meter and association manager George Hedrick.

**Proof of Notice of Meeting:**

All unit owners in attendance acknowledged the timely receipt of notice of this meeting.

**Reading and Approval of Minutes:**

Mr. Nicoll moved that the minutes of the 20 October 2004 Annual Meeting be approved without change. Mr. McGregor seconded this motion, and all approved it except Cheryl Concelman, James Downey and Joseph Van Meter, who abstained because they did not attend that meeting.

**Unit Owners Forum:**

**Public Safety:** Mr. Downey told the meeting that his unit had been burglarized on 28 September 2005. He said that the Arlington County Police Department had identified a suspect in this burglary through finger print analysis, and this individual was the same person who had been arrested in connection with a sexual assault that occurred in a CVII unit on 1 October 2005. Mr. Downey said that he was very disturbed by this event because a member of his family was asleep in his unit while it was being burglarized. Mr. Downey urged that a public safety audit be made of CVIII. He asked the board to consider hiring a security firm to patrol CVIII's common areas. Mr. Nicoll told Mr. Downey that CVIII had already asked the Arlington County Police to visit CVIII and suggest steps that could be taken to improve the safety of residents and their property. He said this visit was scheduled for 8:00 A.M. on Friday, 21 October 2005. Mr. Nicoll said that the board was in the process of reviewing several proposals to improve laundry room security. Mr. Nicoll said that a three-hour self-defense class was scheduled for Tuesday, 15 November 2005, in the meeting room at 1701 N. Troy St. Other members of the board asked those in attendance to take a proactive approach toward public safety in CVIII by keeping basement and laundry room doors closed securely and reporting suspicious behavior to the property manager and the police. Mr. Nicoll reminded those at this meeting that the Arlington County Police do not automatically inform Mr. Hedrick or anyone else associated with CVIII when crimes are committed in CVIII or elsewhere in Colonial Village. He urged those in attendance to share any information they learn about crimes that occur in CVIII with Mr. Hedrick and the board. He said that Mr. Hedrick was very conscientious about posting notices of crimes on bulletin boards. **Trash Room at 1808**

**Queens Ln.:** Mr. Van Meter told the meeting that he was appalled by conditions in the trash room located in the basement of 1808 Queens Ln. He said that this trash room was full of bulky items such as unwanted furniture, a bathroom sink, half-filled cans of paint and construction material. The board said that CVIII had to schedule special pickups for bulk items. It explained that CVIII was charged \$250 per special pickup, no matter if one item or a full truckload was taken away. Therefore, CVIII's practice is to wait until a full-truck load of bulk items accumulates in order to control the cost of these special pickups. Mr. Van Meter noted the

presence of mold in this trash room. He suggested improving this room's ventilation as a way of eliminating this problem. He asked the board to repair holes in this trash room's walls. Mr. Van Meter also noted that several concrete exterior window sills were damaged. The board said that it had approved a contract with Portugal Construction at its September meeting to repair these sills.

**CVIII's 2006 Budget and Reserve Accounts:** Mr. Ghannam complimented the board on its proposed budget for 2006. He urged the board not to shy away from making tough decisions on funding CVIII's reserve accounts. He told the board that it should be guided by its fiduciary responsibility for the long term welfare of Colonial Village III rather than owners' concerns about the magnitude of yearly increases in assessments. Mr. Ghannam reminded the board that serious buyers checked the adequacy of a condominium's reserve accounts; and insufficient reserve accounts would reduce the resale value of CVIII's units. Mr. Ghannam asked about the study of CVIII's reserve accounts that the board had commissioned earlier this year. The board said that it had not accepted a final draft of this study because of concerns about its treatment of the effects of inflation on reserve expenditures in future years. Mr. Ghannam urged the board, if its concerns about inflation were not satisfied, to have CVIII's reserve accounts reviewed more frequently than every five years as required by the Virginia Condominium Act. As an additional check on the adequacy of these accounts, Mr. Ghannam also encouraged the board to occasionally hire a different firm to review them.

**Reports of Officers:**

None.

**Management Report:**

None.

**Committee Reports:**

None.

**Election of Members of the Board of Directors:**

Mr. Nicoll explained the requirements of the CVIII By-Laws with respect to the election of members of the board of directors. Mr. Nicoll said that there were three vacancies this year, one due to the normal expiration of a three-year term and two to complete the final years of three-year terms of members who had resigned from the board. **Inspectors of Election:** Unit owners Mahmoud Ghannam and Joseph Van Meter were appointed inspectors of the election of members of CVIII's board of directors. **Candidates for Election to Board of Directors:** The names of Melissa Bailey, Cheryl Concelman and Michael McGregor — all members of the current board — appeared as candidates on the proxy statements distributed prior to this meeting. Mr. Nicoll asked if anyone else present was interested in standing for election to the board, and if so, to please step forward. No one did. **Election Results:** Given the required quorum, Ms. Bailey, Ms. Concelman and Mr. McGregor each received more than 50% of the common interest voted by proxy and in person at this meeting. Mr. McGregor received a higher vote than Ms. Bailey and Ms Concelman. Therefore, Mr. McGregor was elected to the three-year term on CVIII's board of directors, and Ms. Bailey and Ms Concelman were elected to fill the one-year terms on CVIII's board of directors.

**Election of Officers:**

Mr. Nicoll moved the election of officers of CVIII's current board of directors for the next twelve months as follows: Eric Nicoll, president; Michael McGregor, vice president; Melissa Bailey, treasurer; Dennis Gerrity, secretary; and Cheryl Concelman, member-at-large. Mr. Gerrity seconded this motion, and it was approved unanimously.

**2006 Budget:**

Mr. Hedrick presented the board with a third draft of CVIII's operating and reserve budget for 2006. He noted that revisions proposed by the board would result in a budget with an average increase in owners' assessments of 4.25% for the year 2006. Mr. McGregor moved that the board approve this budget. Ms. Concelman seconded this motion, and it was approved unanimously. The board decided to continue to review, with particular emphasis on the effects of inflation, estimates of future reserve expenses made in a study of CVIII's reserve accounts made by Mr. Douglas White with the consulting engineering firm, Thomas Downey, Ltd.

**Executive Session:**

None.

**2006 Annual Meeting:**

The date and location of CVIII's 2006 Annual Meeting will be announced in September 2006.

**Adjournment:**

Mr. Nicoll moved that this meeting be adjourned. Ms Concelman seconded this motion, and it was approved unanimously at 7:54 P.M.