

**Minutes  
Colonial Village III  
Board of Directors Meeting  
11 September 2006**

**Call to order:**

Mr. Nicoll brought the meeting to order at 7:04 P.M., and called the roll of Colonial Village III's Board of Directors. Eric Nicoll, president; Michael McGregor, vice president; Dennis Gerrity, secretary, answered present. A quorum was duly noted. Jim Venturino, an engineer with Verizon Communications; maintenance engineer Stan Kiman; and association manager David McPherson were also present at that time. Melissa Bailey, treasurer, arrived at 7:30 P.M.

**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. Gerrity moved that the minutes of the 22 August 2006 meeting be approved without change. Mr. McGregor seconded this motion. Mr. Gerrity, Mr. McGregor and Mr. Nicoll voted to approve it.

**Special Presentation:**

**Verizon Fiber Optic Cable:** Mr. Venturino told the board that Verizon was building a new fiber optic network called FTTP — "Fiber to the Premises". FTTP will provide a dedicated fiber-optic connection to each unit in communities like CVIII. FTTP will allow Verizon to offer CVIII's residents its FiOS package of fiber-optic services, which includes voice, video and broadband Internet services. Mr. Venturino said that Verizon would like CVIII to sign a licensing agreement that would allow Verizon to survey CVIII for ways to install fiber optic cable to each unit in each building in CVIII that would be approved by the Arlington County Historic Affairs and Landmark Review Board (HALRB) and would cost Verizon \$800 or less per unit. Mr. Venturino said that installing this dedicated fiber-optic connection to each unit would not cost CVIII any money, but Verizon wanted written permission to keep in place for a five-year period whatever equipment it installed in CVIII. Installation work would not proceed without written permission from CVIII. Individual unit owners would make the decision to subscribe to FiOS, but if they did, then they would have to agree to allow Verizon to install a 24" by 24" by 5" package of equipment on a wall somewhere in their unit. After a lengthy discussion of installation options and procedures with Mr. Venturino, the board asked and Mr. McPherson agreed to have CVIII's law firm, Chadwick, Washington, review Verizon's proposed licensing agreement and prepare an addendum to it that specified that CVIII had approval rights for all aspects of the installation of fiber optic cable and related equipment in CVIII's common areas.

**Open Forum for CVIII Owners:**

No one was present to speak.

**Correspondence from Owners:**

**Towing Fee:** Mr. McPherson and the board reviewed a letter from Ms. Rebecca J. Williams, a resident of 1801 Queens Ln., in which she informed the board that a friend had parked in the metered stall but was unable to put money in the meter because it was jammed. Ms. Williams said her friend was away from her car for ten minutes, but during that period her car was towed. Ms. Williams requested that her friend be reimbursed the \$100 towing fee. After discussion, Mr. Nicoll moved that the board deny her request that CVIII reimburse this towing fee. Mr. Gerrity seconded this motion, and it was approved unanimously.

**Reports of Officers:**

See pending and new business.

**Committee Reports:**

See pending and new business.

**Management Report:**

**August Financial Update:** After making allowances for errors and omissions in the August financial report, Mr. McPherson said CVIII had a year-to-date operating surplus of \$14,977 as of the end of August. Details of the August financial report are available for unit owner review at the CVIII office.

**Maintenance Review and Reports:**

**Engineer:** Mr. Kiman said there had been no unusual maintenance problems during the last month.

**Building One:** No report of maintenance problems was presented.

**Building Two:** The board noted that the lower hinges for the front doors of 1805 and 1809 Queens Ln. needed to be tightened. A hallway railing in the residential portion of 1809 Queens Ln. needed to be tightened.

**Building Three:** No report of maintenance problems was presented.

**Building Four:** The board noted that a storm drainage cleanout located in the courtyard in front of 1812 Queens Ln. had been broken by the lawn service. The board asked and Mr. McPherson agreed to have Somerset Landscaping replace this cleanout and charge the cost to McFall & Berry.

**Pending Business:**

**Replacement Roofs: Design and Consulting:** The board and Mr. McPherson reviewed proposals from Thomas Downey, Ltd. and Kuntz & Associates for design and consulting services for replacing roofs at 1813 and 1821 N. Rhodes St. and 1728 Queens Ln. Each firm's proposal included preparing specifications for replacing these roofs; assisting CVIII in obtaining and evaluating bids from contractors on these specifications; and providing CVIII with oversight on this project after a contractor had been chosen and work began. Thomas Downey, Ltd. quoted a fee of \$8,000 to supply these services; and Kuntz & Associates, \$18,100. The board discussed work both firms had done for CVIII in the past and their qualifications for this project. **Contractors:** Mr. McPherson and the board discussed bids of \$159,963 from Pioneer Roofing Systems and \$99,400 from Magco, Inc. to replace these roofs. The board was in general agreement that these bids were not comparable because Magco did not provide a thorough bid. A third contractor declined to submit a bid. Mr. Nicoll argued that replacing these three roofs should be viewed as the final stage in a larger project of replacing all roofs in CVIII that started in the mid-1990s. After a lengthy competitive bidding process past boards had chosen Pioneer to replace the other twenty-five roofs in CVIII. Since Pioneer had done an acceptable job on the first twenty-five roofs, Pioneer should be chosen to replace these last three roofs. Other board members supported this view. Members of the board supported awarding this contract to Pioneer because Pioneer came to the property and climbed up on the roofs to inspect them while Magco simply measured these buildings' dimensions from the ground. Members of the board also expressed support for Pioneer's proposal because it contained a longer warranty and specified using a thicker membrane. Mr. Gerrity noted the \$60,000 difference between Pioneer and Magco's bids. He also noted that Pioneer charged CVIII an average price of \$24,000 per roof in 1999 and now was charging \$53,000 a roof, more than doubling its average price for replacing a roof in seven years. Mr. Gerrity argued that these cost differences and the board's obligation to follow good business practices justified having specifications written up and putting these three roofs back out for bid. Mr. McPherson suggested that the board authorize him to meet with Pioneer and Mr. Douglas White of Thomas Downey and attempt to negotiate a reduction in Pioneer's price. If he were unsuccessful in these negotiations, then he would ask Mr. White to prepare a set of specifications, which he would then use to seek new bids to replace these roofs. The board accepted Mr. McPherson's suggestion.

**2007 Budget:** Mr. McPherson presented a second draft of his 2007 budget for CVIII to the board. After a review of Mr. McPherson's proposed 2007 operating budget, the board focused its attention on reducing a projected \$297,685 deficit in reserve accounts for the period 2016-2019. The board decided to increase assessments on CVIII owners by 4.5%. This increase would cover proposed increases in CVIII's 2007 operating budget and reduce the 2016-2019 deficit by approximately 60% to \$124,417. The board asked and Mr. McPherson agreed to distribute a draft of CVIII's 2007 budget reflecting this 4.5% increase in assessments to unit owners prior to CVIII's annual meeting on October 16<sup>th</sup>.

**Wilson Blvd. Fence:** Mr. McPherson informed the board that Benson Welding had agreed to amend its proposal to supply and install a replacement for the Wilson Blvd. fence so that the height of the replacement fence would be 72" above grade at no additional cost to CVIII. After discussion, Mr. McGregor moved that the board approve Benson Welding's proposal to supply and install a metal replacement fence for CVIII's Wilson Blvd. fence for the sum of \$4,600. Ms. Bailey seconded this motion, and it was approved unanimously.

**Security Gates and Locks: Wilson Blvd. Gate:** Mr. Gerrity told the board that he and Mr. Kiman had met with Baldino's Security Systems and learned that Baldino's had changed the type of transformer supplying electricity to the key pad and electric strike. Baldino's agreed to install this new type of transformer on the post on which the exit button for this gate would be mounted. Mr. Gerrity said Baldino's would not give a firm installation date. **North Gate:** Mr. Gerrity informed the board that a locking mechanism that worked could not be installed on the north gate because there was a one-inch gap between the gate and the strike post. This gap was the result of Long Fence either installing the fence incorrectly or supplying the wrong size gate. The board discussed getting Long Fence to remedy this defect, but decided it had little leverage outside of a lawsuit to get Long to act in a timely manner because CMI had paid Long Fence in full without verifying that Long had supplied and installed this gate and fence correctly. As an alternative that would get this project completed in the near future, Mr. McPherson agreed to ask Benson Welding if it could fabricate a change in the existing gate so that a lock could be installed an inch closer to the strike post. Ms. Bailey told the board that she felt strongly that CVIII should not be spending any additional money on this project.

**Storm Drainage:** After discussion, Mr. Nicoll signed a contract with Somerset Landscaping for storm drainage improvements on the north side of Building Four for \$15,080, which included the further specification that Somerset would supply and install cleanouts within one foot of the eight downspouts covered by their proposal. This contract had been approved by a unanimous vote at the board's 22 August 2006 meeting. The board noted that it had received complaints that the dry well Somerset had recently installed in front of 1735 N. Rhodes St. was overflowing during rainstorms. The board asked and Mr. McPherson agreed to check with Somerset on the capacity and correct construction of this dry well.

**Stepping Stones:** The board reviewed a request from a unit owner that stepping stones be installed in front of 1735 N. Rhodes St. Mr. Gerrity told the board that representatives of the Arlington County Historic Affairs and Landmark Review Board (HALRB) said these stepping stones would require a Certificate of Appropriateness (CoA) from the because it was an addition to CVIII. After discussion, the board asked and Mr. McPherson agreed to get a proposal from Somerset Landscaping to supply and install these stepping stones, and Mr. Gerrity agreed to apply for a CoA for it from the HALRB.

**New Business:**

There was no discussion of new business.

**Executive Session:**

The board did not meet in executive session.

**October Board of Directors Meeting:**

The next board meeting is scheduled to immediately follow CVIII's 2006 annual meeting, the latter scheduled to begin at 7:00 P.M. on 16 October 2006. Both meetings will be held in the conference room in the CMI office at 1903 Key Blvd.

**Adjournment:**

Mr. Nicoll moved that this meeting be adjourned. Mr. McGregor seconded this motion, and it was approved unanimously at 8:57 P.M.