

**Minutes
Colonial Village III
Board of Directors Meeting
16 October 2006**

Call to order:

Mr. Nicoll brought the meeting to order at 7:46 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. Unit owners Melissa Bailey, Mahmoud Ghannam and Larry Poe; maintenance engineer Stan Kiman; and association manager David McPherson were also present at that time.

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 11 September 2006 board meeting be approved without change. Mr. Gerrity seconded this motion, and it was approved unanimously.

Open Forum for CVIII Owners:

No issues were raised by the owners who attended this meeting.

Correspondence from Owners:

None.

Reports of Officers:

See pending and new business.

Committee Reports:

Public Safety Committee: Mr. Nicoll informed the board that a ground floor unit in Building Two had recently been burglarized and the Arlington County Police had reported a number of Peeping Tom complaints in the Rosslyn and Courthouse neighborhoods. He thanked Mr. McPherson for posting a recent notice that advised residents of CVIII living in ground floor units to make sure that their windows were closed and secured. This notice also asked all residents of CVIII to contact the Arlington County Police if they noticed suspicious activity.

Management Report:

September Financial Update: After making allowances in the September financial report for (i) \$2,400 for window cleaning that should have been charged against the 2005 budget; (ii) \$10,568 for common hallway painting that should have been charged against a reserve account not an operating account; (iii) \$12,091 for fences that should have been charged against a reserve account not an operating account (iv) \$4,210 in storm drainage improvements that should have been charged against a reserve account not an operating account; and (v) \$2,194.20 to replace six park benches that should have been charged against a reserve account not an operating account: Mr. McPherson said CVIII had a year-to-date operating surplus of \$22,946.90 as of the end of September. Details of the September financial report are available for unit owner review at the CVIII office. The board also reminded Mr. McPherson that \$17,472 of landscaping enhancements, incorrectly charged to account #53700 – "Lawn Maintenance," should have been charged to account #58480 – "Landscaping."

Maintenance Review and Reports:

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

Pending Business:

Replacement Roofs: The board and Mr. McPherson reviewed detailed specifications for replacement roofs at 1813 and 1821 N. Rhodes St. and 1728 Queens Ln. prepared by Mr. Douglas White of Thomas Downey, Ltd. The board discussed at length obtaining bids from more than one contractor on this project, but decided to stick with its September 11th decision to have Mr. McPherson and Mr. Douglas White of Thomas Downey meet with Pioneer Roofing and attempt to negotiate a reduction in its bid of \$159,000 on this project. The board asked and Mr. McPherson agreed to use Mr. White's specifications as the basis for these negotiations. Mr. McPherson said he would try to schedule this meeting with Pioneer within a week's time of this board meeting.

Wilson Blvd. Fence, Security Gates and Locks: Mr. McPherson provided the board with updates on the installation of the new Wilson Blvd. fence and modifications of the Wilson Blvd. and North gates by Benson Welding and the installation of key pads and electronic locks on both gates by Baldino's Electronic Security and Walsh Electric. Mr. McPherson said that he did not have firm commitments to completion dates from any of these firms, but his goal was to have these projects completed by 31 October 2006.

Storm Drainage: Mr. McPherson provided the board with an update on the installation of storm drainage improvements on the north side of Building Four by Somerset Landscaping. Mr. McPherson said that Somerset was waiting for a three-day period when no rain was forecast before beginning work. Mr. McPherson said that he expected to have work completed on this project within ten days. The board reminded Mr. McPherson that the dry well Somerset had recently installed in front of 1735 N. Rhodes St. was overflowing during heavy rainstorms. Mr. McPherson said that Somerset had agreed to increase the capacity of this dry well.

New Business:

Lawn Service and Snow Removal Contracts: **Lawn Service:** The board and Mr. McPherson reviewed a proposed contract with McFall and Berry to provide CVIII with lawn service in 2007 and 2008 for a fee of \$24,163.80 per year with a 2% increase in 2008. This contract contains a provision allowing McFall and Berry to increase its monthly bill by 1% if the price of gasoline goes to \$3.50 and up to \$4.00 per gallon and an additional 1% if the price of gasoline rises to \$4.00 and up to \$4.50 per gallon. **Snow Removal:** The board and Mr. McPherson reviewed a proposed contract with McFall and Berry to provide CVIII with snow removal service from 1 October 2006 through 30 April 2007. This contract for snow removal contains the following fees: \$115 an hour for plowing using a four-wheel drive pickup; \$115 an hour plus material for a sand/icemelt truck; \$45 an hour per man for shoveling; \$50 an hour for snow throwers; \$20.50 per fifty-pound bag of icemelt. All hourly charges are subject to a two-hour minimum. The board asked and Mr. McPherson agreed to prepare an addendum to this proposed contract containing the following restrictions on the number of men McFall and Berry send to CVIII to shovel snow: for snowfalls three inches or less CVIII will not require any men to shovel snow; for snow falls between three and six inches CVIII will normally require two men to shovel snow and three men in unusual circumstances; for snow falls above six inches CVIII will normally require three men to shovel snow and four men in unusual circumstances. The addendum to the contract will also contain language committing McFall and Berry to providing work tickets showing the number and hours of men and types of equipment employed in clearing CVIII's stoops, steps, walks and parking lot of snow and ice. Mr. Nicoll moved that the board accept (i) McFall and Berry's proposed contract to provide lawn service for 2007 and 2008 and (ii) McFall and Berry's proposed contract to provide snow removal service for the period beginning 1 October 2006 through 30 April 2007 with the addendum detailed above. Mr. McGregor seconded this motion, and it was approved unanimously.

Verizon Fiber-Optic Licensing Agreement: Mr. McPherson and the board reviewed a memorandum from Mr. Daniel Streich of CVIII's law firm, Chadwick, Washington, on Verizon Communication's proposed licensing agreement to install fiber optic cable in CVIII. Mr. Streich advised the board that Verizon was asking the board to sign an agreement that would allow Verizon to bring fiber optic cable into each individual unit. Mr. Streich said that the board did not have the authority to grant Verizon access to units because the condominium's unit owners association and the board, as its administrative body, have no ownership interest in units. Each unit owner owns in fee simple their unit. After discussion, the board asked and Mr. McPherson agreed to ask Verizon's engineering staff if they could determine how close to individual units fiber optic cable could be installed in CVIII's common areas without actually entering units without a signed licensing agreement. If they could not, Mr. McPherson would then contract Verizon's legal department and ask them to revise this licensing agreement so that it would only authorize Verizon to install fiber optic cable CVIII's common areas without actually entering units. If Verizon's legal staff produced a revised licensing agreement, Mr. McPherson would submit it to Chadwick, Washington for review.

Executive Session:

Mr. Nicoll moved that the open session of this meeting be adjourned, and the board and Mr. McPherson convene in executive session for the purpose of discussing contracting procedures. Mr. Gerrity seconded this motion, and it was approved unanimously at 8:37 P.M.

November Board of Directors Meeting:

The next board meeting is scheduled for 7:00 P.M. on Wednesday, 15 November 2006, 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 8:44 P.M.