

**Minutes  
Colonial Village III  
Board of Directors Meeting  
11 June 2007**

**Call to order:**

Mr. Nicoll brought the meeting to order at 7:02 P.M., and called the roll of Colonial Village III's Board of Directors. Eric Nicoll, president; Michael McGregor, vice-president; Kevin Haley, treasurer; Dennis Gerrity, secretary; and Cheryl Concelman, member at large, answered present. CVIII unit owners Mary Ellen Ashe and Susan Palmore; 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 14 May 2007 board meeting be approved without change. Ms. Concelman seconded this motion, and it was approved unanimously.

**Open Forum for CVIII Owners:**

Mary Ellen Ashe and Susan Palmore, resident owners respectively of units #241 and #242 at 1737 N. Rhodes St, provided the board with a detailed description, replete with photographs, of the poor condition of the lawn in front of their building. They said a past resident of their building who allowed her dog to urinate in the same area every day was responsible for this damage. The board noted that inadequate attempts to deal with storm drainage and residents using this lawn as shortcuts to the parking lot and trash and laundry rooms also contributed to this problem. Ms. Ashe and Ms. Palmore asked that the lawn in front of their building be renovated. They also asked about the status of a proposal to build a flagstone walkway in front of their building that had been approved by CVIII's Board and the Arlington County Historic Affairs and Landmark Review Board (HALRB) six months ago. Mr. McPherson said that Somerset Landscaping would be installing this walkway within the next few days, and he would have them prep the soil and lay sod as needed to repair the lawn in front of this building at that time.

**Correspondence from Owners:**

**Condensate Line:** The board and Mr. McPherson reviewed a lengthy exchange of email between Mr. McPherson and Robert Vandermark, a resident owner at 1829 Wilson Blvd., concerning a tapping noise that seemed to originate in the condensate line serving the air handler for Mr. Vandermark's heat pump and a potential blockage of that condensate line. Mr. McPherson and Mr. Kiman told the board that a repair had been made that eliminated the tapping sound. Mr. McPherson told the board that Mr. Kiman and several qualified technicians had examined the condensate line serving Mr. Vandermark's heat pump and they had found no convincing evidence of a blockage in this line. Mr. McPherson told the board that he considered the question of a blockage in this condensate line closed, and he had decided not to spend any additional time on this matter. After discussion, the board endorsed this decision and thanked Mr. McPherson and Mr. Kiman for the time they had spent on this issue. **Pets:** The board reviewed email from David Schmidt, a resident owner at 1728 Queens Ln., who suggested a pet tax as a way to recoup the costs of repairing damage done to CVIII's landscaping by dogs. After discussion, the board decided not act on this suggestion because of equity and enforcement issues. The board reviewed email from Dan Barrett, a resident owner at 1737 Queens Ln., asking permission to keep two cats as pets in their unit. After discussion, the board decided not to approve this request.

**Reports of Officers:**

See pending and new business.

**Committee Reports:**

See pending and new business.

**Management Report:**

**May Financial Update:** After making allowances for errors and omissions in the May income and expense statements, Mr. McPherson said CVIII had a year-to-date operating surplus of \$5,307 as of the end of May 2007. Details of the May financial report are available for unit owner review at the CVIII management office.

**Maintenance:**

Mr. Kiman told the board there had been no unusual maintenance problems during the past month.

**Pending Business:**

**Replacement Roofs:** The board asked Mr. McPherson for an update on the installation of replacement roofs at 1813 and 1821 N. Rhodes St. and 1728 Queens Ln. Mr. McPherson told the board that Sarnafil had issued CVIII a twenty-year warranty for the membranes and flashing Pioneer Roofing had installed on these three roofs. Mr. McPherson said Pioneer still had not completed masonry work associated with replacing these roofs. This masonry work included tuck-pointing open joints between courses of bricks on these building's parapets and replacing the wrong color mortar used for wash-caps on the "dentil" courses of decorative brickwork immediately below these buildings' parapets. Mr. McPherson told the board that more than thirty days had passed since Pioneer had stopped working on this project, and, while he would continue his efforts to get Pioneer to fulfill its contractual obligations to CVIII, he considered Pioneer in default on its contract with CVIII for these roofs. The board asked and Mr. McPherson agreed to consult with CVIII's law firm, Chadwick, Washington, before declaring a breach of contract by Pioneer. The board asked and Mr. McPherson agreed to work with Arlington County Historic Preservation staff in attempting to get Pioneer to complete this project. The board and Mr. McPherson discussed having the Culbertson Company complete this masonry work.

**Masonry Renovations:** The board asked Mr. McPherson for a status report on the masonry renovations it had approved for Building Four at its May meeting. Mr. McPherson said that he had scheduled a meeting with representatives of the Culbertson Company for Wednesday, June 13th, to review final details and set a start date for this project. Mr. Gerrity was asked and agreed to represent the board at that meeting. The board asked Mr. McPherson to make sure that residents and owners units in Building Four receive advance notice of the noise and dust pollution generated by these masonry renovations. Mr. McPherson said that notices of this work be mailed to them, hung on their door knobs and posted on their common area bulletin boards at least two weeks before work began.

**Due Process Resolution:**

Mr. McPherson and the board reviewed a revised draft of a *Due Process Resolution* prepared by Mr. Daniel Streich, a lawyer with CVIII's law firm, Chadwick, Washington. This draft contained language giving the board sole authority to make decisions to hold hearings on complaints with respect to CVIII's Bylaws and CVIII's Rules and Regulations. Mr. Gerrity moved that the board adopt this *Due Process Resolution*. Mr. Haley, seconded this motion and it was approved unanimously.

**Verizon Fiber-Optic Licensing Agreement:** The board asked Mr. McPherson for a status report on a licensing agreement with Verizon it approved at its 16 April 2007 meeting. This agreement authorized Verizon to survey CVIII's various buildings for ways to install fiber-optic cable in CVIII's common areas without entering units and, subject to the approval of the HALRB and CVIII's board, then install this fiber-optic cable. Mr. McPherson told the board that Mr. Gerrity

and Mr. Kiman had met with representatives of Verizon and inspected CVIII's buildings for ways to route fiber optic cable through common areas up to but not into units. Verizon also inspected a unit for ways to route cable and places to install related equipment inside a unit. Mr. McPherson said that as soon as he received a proposal from Verizon on how it would install fiber optic cable in buildings and units he would forward it to the board.

**Security Lighting:** Mr. McPherson informed the board that Contemporary Electric had successfully installed double-floodlight fixtures with motion sensors near the top of the southeast corner of 1805 N. Rhodes St. and the top of the southwest corner of 1804 Queens Ln.

**Water Damage at 1800 Queens Ln.:** Mr. McPherson informed the board that repair of flood damage to the four first floor units in this building had been completed to the satisfaction of their owners. Mr. McPherson said that the cost of repairs to these four units totaled about \$9,500. Mr. McPherson advised the board that State Farm, CVIII's insurance company, would not honor a claim for this \$9,500 because CVIII's pro-active response to repairing water damage to these four units prevented State Farm from following its normal verification and remediation procedures. The board asked and Mr. McPherson agreed to charge all costs associated with repairing this flood damage to account #65100- "Insurance Claims Expense."

**Termites:** Mr. Gerrity and Mr. Kiman told the board that they had inspected the crawl space under 1808 N. Queens Ln. and found the ground there was completely dry and not the sort of environment termites found inviting. They found that there was no longer termite activity in the mud track on the laundry room wall in 1808 Queens Ln and there were no mud tracks on crawl space walls. They noted that there were numerous pieces of scrap lumber lying on the ground in the crawl space and none showed any indication of termite activity. Mr. Gerrity and Mr. Kiman said they had examined the exterior wooden hatches for this crawl space and found them termite free. After discussion, Mr. Nicoll moved that the board authorize Mr. McPherson to secure the services of a qualified termite inspector to make a thorough examination of CVIII's buildings for termites and provide the board with photographic evidence of any termite problems they found. Mr. Gerrity seconded this motion, and it was approved unanimously. The board asked and Mr. McPherson agreed that if termites were found in CVIII after this inspection he would obtain multiple bids to eliminate them.

**New Business:**

**Bulk Trash Expense:** Mr. Haley told the board that 40% to 50% of the cost of trash service in recent months appeared to be for special pickups to remove bulk items such as furniture and debris from renovations left by residents in CVIII's trash rooms. Mr. McPherson said the other Colonial Village communities were experiencing similar problems. After discussion, the board decided to address this problem by continuing efforts to educate CVIII's residents. The board authorized Mr. McPherson to charge residents who had been observed putting bulk items in CVIII's trash rooms for the cost of removing them.

**2008 Budget:** Mr. Nicoll asked and Mr. McPherson agreed to prepare a first draft of CVIII's budget for 2008 for the board's review at its July meeting.

**Executive Session:**

The board did not have an executive session at this meeting.

**July 2007 Board of Directors Meeting:**

The next board meeting is scheduled for 6:30 P.M. on Monday, 30 July 2007, in the conference room in the CMI office at 1903 Key Blvd.

**Adjournment:**

Mr. Nicoll moved that this meeting be adjourned. Ms. Concelman seconded this motion, and it was approved unanimously at 8:20 P.M.