

**Minutes
Colonial Village III
Board of Directors Meeting
30 July 2007**

Call to order:

Mr. Nicoll brought the meeting to order at 6:40 P.M., and called the roll of Colonial Village III's Board of Directors. Eric Nicoll, president; vice-president; Kevin Haley, treasurer; and Dennis Gerrity, secretary, answered present. CVIII unit owners Mahmoud Ghannam, Donna Lee, Larry Poe and Karen Woo were present. 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 June 2007 board meeting be approved without change. Mr. Haley seconded this motion, and it was approved unanimously.

Open Forum for CVIII Owners:

Customer Service: Ms. Woo asked members the board if they had an opportunity to review her June 28th letter of complaint about repeated incidents of poor customer service she had experienced on the part of CMI staff when conducting business at the Key Blvd. management office. The board told Ms. Woo they had read her letter. Mr. McPherson told Ms. Woo and the board that he had addressed this issue and he was sure there would be no further problems of this nature. **Advertising Flyers:** Residents told the board they were concerned that advertising flyers left at their units' doors were tip-offs to potential burglars that no one was at home. Mr. Kiman said that "No Soliciting" decals were on the lower right hand corner glass pane of every CVIII building entry door. Mr. McPherson asked residents to bring these flyers to him, and he would contact the firms responsible and threaten them with legal proceedings for trespass (and follow through on his threats) if they continued to distribute their flyers door-to-door in CVIII. **Email Distribution of Board Meeting Minutes:** Mr. Ghannam told the board that he found it more convenient to have board meeting agendas and minutes and CVIII's newsletter emailed to him than going to CVIII's website for these documents. Mr. Ghannam asked and Mr. Gerrity agreed to resume email distribution of this information.

Correspondence from Owners:

The board reviewed correspondence dealing with a complaint about loud and vulgar behavior on the part of a resident of 1736 Queens Ln. and his guests during the early morning hours of June 21st.

Reports of Officers:

See pending and new business.

Committee Reports:

See pending and new business.

Management Report:

June Financial Update: After making allowances for errors and omissions in the June income and expense statements, Mr. McPherson said CVIII had a year-to-date operating surplus of \$11,106 as of the end of June 2007. Details of the June 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 the new roofs had been installed, but some masonry work associated with replacing these roofs had been not completed because Pioneer Roofing claimed that its contract with CVIII did not cover this work. Mr. McPherson told the board that Pioneer was asking for an additional \$4,200 to complete this masonry work. A review of this contract by the board found that Pioneer's claim appeared to be correct. After further discussion, Mr. Gerrity moved that the board approve a change-order to have Pioneer tuck-point open joints between courses of bricks on these building's parapets for the sum of \$4,200. Mr. Nicoll seconded this motion, and it was approved unanimously. The board asked and Mr. McPherson agreed to negotiate a reduction in this \$4,200 because Culbertson was replacing the wash caps for corbelling at 1813 and 1821 Rhodes that were covered by Pioneer's contract with CVIII.

Masonry Renovations: The board asked Mr. McPherson for a status report on masonry renovations in progress at Building Four. Mr. McPherson said that he expected the contractor, the Culbertson Company of Virginia, to finish grinding out old mortar by Friday, August 3rd. Mr. McPherson said that problems with the type of tool used to point up the new mortar and the depth new mortar should be recessed from the brick face had been resolved, but he had put a hold on pointing up new mortar until Culbertson had gotten the color of the replacement mortar to match existing mortar. In discussion, members of the board noted that finding the right color for the replacement mortar was difficult because the existing mortar on a given section of wall from coping to ground level was often three or four different colors, running from yellow to gray. The board encouraged Mr. McPherson to work with Culbertson to get the color of the new mortar right because CVIII would have to live with the appearance of these masonry renovations for the next seventy years. The board agreed to get Arlington Historic Preservation staff involved the new if Mr. McPherson and Culbertson reached an impasse on the mortar color issue. Mr. McPherson said that new mortar already pointed up on the walls of 1808 and 1816 Queens Ln and 1817 Rhodes Street had to be replaced because (i) it was the wrong color; (ii) it had been struck with the wrong tool; and (iii) it was not recessed from the brick face. Mr. McPherson said that he would meet as soon as possible with representatives of Culbertson to work out how this would be done.

Verizon Fiber-Optic Licensing Agreement: Mr. McPherson told the board that a structural engineer employed by Verizon had inspected CVIII buildings and determined that chases (passageways) existed within closet walls in CVIII units that would allow Verizon technicians to route fiber optic cable from crawl spaces to first and second floor units without having to drill holes in concrete floors. Mr. McPherson said it was his understanding that Verizon would need permission from first floor unit owners to use the chases in their closet walls to extend this cable to second floor units. Mr. McPherson asked the board to approve an agreement authorizing Verizon to proceed with the installation of install fiber optic and related equipment in common areas of CVIII using these chases. In reviewing this agreement, the board noted that it contained no language explicitly referring to chases within walls. The board asked and Mr. McPherson agreed to have such language included in a second draft of this agreement. The board asked and Mr. McPherson agreed to remind Verizon that the approval of the Arlington County Historical Affairs and Landmark Review Board (HALRB) is required for the installation of any equipment on the exteriors of CVIII's buildings. HALRB permission is also required for any equipment installed on or in CVIII's grounds. HALRB approval in all cases would require detailed information about the appearance, size, and location of such equipment.

Bulk Trash: Mr. McPherson told the board that there seemed to be no let up in the quantity of bulk items such as furniture, tires, TVs, computer equipment, and debris from renovations residents left in CVIII's trash rooms. Mr. McPherson said that most these items appeared in CVIII's trash rooms toward the end of the month when tenants cleaned house as they moved out of CVIII. He said the other Colonial Village communities had the same problem. Mr. McPherson told the board that he had begun billing residents who had been observed putting bulk items in CVIII's trash rooms for the cost of removing them, but CVIII continued to have to pay for frequent special pickups for these items by Thompson Hauling because there was no space in the trash rooms or elsewhere in basements to store these items without violating that Arlington County Fire Code. Mr. McPherson and the board discussed experimenting with a "spring cleaning" weekend with a dumpster in the parking lot as a way of reducing this problem. The board asked Mr. McPherson to continue his efforts to get the message across to residents that it was their responsibility to dispose of their bulk trash, not CVIII's

Owners Association, stressing that such items frequently blocked other residents' access to the trash rooms and created fire code violations.

New Business:

Abandoned Bicycles: Mr. Haley asked what might be done about a large number of seemingly abandoned bicycles in CVIII's two bicycle storage rooms and the regular storage rooms. Mr. Kiman said that CVIII's past practice had been to hang a supply of durable tags just inside storage rooms doors and distribute a flyer to residents and owners saying: "Thirty days hence, any bicycle found without a tag with its owner's name and unit number on it would be given away to charity." Mr. McPherson said that he would follow past practice in dealing with this problem during the next several months.

Storage Room Fire Code Violations: Mr. Haley told the board that there were large numbers of items left in storage room aisles and on top of storage cages in violation of the Arlington County Fire Code. Mr. McPherson said that he would distribute a notice warning residents to remove these items immediately or they would be thrown out in the trash.

Landscaping: The board reviewed but took no action on proposals from McFall and Berry to remove and replace ten dead or dying Green Ash trees located along the north side of Building Four. The board also discussed but took no action on proposals to remove and replace the White Pine trees on the north and south sides of CVIII's parking lot. The Landscaping Committee explained to the board that these pine trees were installed to screen units adjacent to the parking lot from the sight and sounds of motor vehicles. Unfortunately, as these pine trees mature, they will no longer serve the purpose for which they were planted because their crowns will thin out and they will lose their lower branches. The Landscaping Committee told the board that it would be much cheaper to remove and replace these pine trees now while they are only 25 to 30 feet tall than when they mature, and are over 100 feet tall. The board agreed to continue discussion of these tree projects at its August meeting and decide how it would proceed at its September meeting.

2008 Budget: Mr. McPherson reviewed a first draft of CVIII's budget for 2008. After discussion, the board asked and Mr. McPherson agreed to prepare a second draft of the 2008 budget that was based on realistic estimates of current and future repair and replacement costs for CVIII's common and limited-common elements.

1716 Wilson Boulevard: Mr. Gerrity gave the board a report on a Site Plan Review Committee (SPRC) meeting that considered requests for rezoning and a General Land Use Plan (GLUP) amendment to build "1716 Wilson Boulevard" — a 114,000 sf office building proposed for a site bound by the 1700 blocks of Wilson and Clarendon Blvds. Three wooden structures and an auto repair shop currently occupy this site. The Wilson Blvd. side of this proposed building is five stories (eighty-one feet) high and the Clarendon Blvd. three stories (53 feet) tall. Its garage contains 248 parking spaces. Mr. Gerrity said that much this first SPRC meeting dealt with how well this proposal for 1716 Wilson met design guidelines for this site in the *Rosslyn to Courthouse Urban Design Study*. The architects for this project were asked to redesign the building's exterior so that it appeared better connected to its neighbors. The architects were also asked to relocate the entrance to the building's garage from Clarendon Blvd. to a new block of N. Quinn St. that will be located between 1800 Wilson and 1716 Wilson Mr. Gerrity said that public access to 1716 Wilson's parking garage and other transportation issues were scheduled for discussion at future SPRC meetings.

Executive Session:

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

August 2007 Board of Directors Meeting:

The next board meeting is scheduled for 6:30 P.M. on Monday, 20 August 2007, in the conference room in the CMI office at 1903 Key Blvd.

Adjournment:

Mr. Nicoll moved that this meeting be adjourned. Mr. Haley seconded this motion, and it was approved unanimously at 8:10 P.M.