

**Minutes  
Colonial Village III  
Board of Directors Meeting  
20 August 2007**

**Call to order:**

Mr. Nicoll brought the meeting to order at 6:42 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. Association manager David McPherson arrived at 7:03 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. Nicoll moved that the minutes of the 11 July 2007 board meeting be approved without change. Mr. Gerrity seconded this motion, and it was approved with Mr. Nicoll, Mr. Haley and Mr. Gerrity voting aye and Mr. McGregor and Ms. Concelman abstaining because they were unable to attend this meeting.

**Open Forum for CVIII Owners:**

No one was present to speak.

**Correspondence from Owners:**

The board reviewed an email from a resident of 1732 Queens Ln. asking that a damaged light fixture be repaired or replaced.

**Reports of Officers:**

See pending and new business.

**Committee Reports:**

See pending and new business.

**Management Report:**

**July Financial Update:** After making allowances for errors and omissions in the July income and expense statements, Mr. McPherson said CVIII had a year-to-date operating surplus of at least \$13,276 as of the end of July 2007. Details of the July financial report are available for unit owner review at the CVIII management office.

**Maintenance:**

Mr. Kiman did not attend this meeting.

**Pending Business:**

**Replacement Roofs:** The board discussed the status of replacement roofs for 1813 and 1821 N. Rhodes St. and 1728 Queens Ln. The board noted that it had approved a \$4,200 change order for tuck-pointing at its July 30<sup>th</sup> meeting, but this masonry work had not been done. The board also noted that sections of the new copper caps installed by Pioneer Roofing on parapet copings had not been properly fastened together and also had not been properly fastened to parapets.

**Masonry Renovations:** The board reviewed the status of masonry renovations in progress at Building Four and came to the conclusion that the contractor, the Culbertson Company of Virginia, would be finished tuck-pointing the north and west walls of Building Four specified in its contract

with CVIII within two weeks. The board noted that mortar Culbertson had installed on the west wall of 1816 Queens Ln. and the north wall of 1812 Queens Ln. would have 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. After discussion, members found themselves in agreement that Thomas Downey, Ltd. the firm hired as project manager for these masonry renovations, and CMI, CVIII's property management firm, should reimburse CVIII for the \$10,000 Culbertson requested to redo these two sections of wall because Thomas Downey and CMI failed to adequately supervise Culbertson when it originally did these walls. Mr. McGregor moved: (i) that the board approve a change order authorizing Culbertson grind out and tuck-point for a second time the west wall of 1816 Queens Ln. and the north wall of 1812 Queens Ln. for \$10,000; (2) that Mr. McPherson seek reimbursement of this \$10,000 from Thomas Downey, Ltd. because the latter failed to adequately supervise Culbertson; and (3) if Thomas Downey failed to reimburse CVIII for this \$10,000 then Mr. McPherson should seek reimbursement of this \$10,000 from CMI because CMI failed to adequately supervise Thomas Downey. Mr. Gerrity seconded this motion, and it was approved unanimously

**Verizon Fiber-Optic Licensing Agreement:** After a lengthy discussion, Mr. Nicoll moved that the board approve the "Verizon Final Design Checklist" for the installation of fiber optic cable and related equipment in common areas of CVIII subject to the following restrictions: (i) no molding or conduit shall be installed on the walls and ceilings of common hallways and building exterior walls; (ii) no equipment shall be installed on the exterior walls of CVIII's buildings or the surface of CVIII's grounds without the prior approval of the Arlington County Historical Affairs and Landmark Review Board (HALRB); (iii) individual unit owners are the only parties who have the right to give Verizon permission to install fiber optic cable, conduit and related equipment in their units. Mr. Haley seconded this motion, and it was approved unanimously. The board asked and Mr. McPherson agreed to remind Verizon that the HALRB approval is required for the installation of any equipment on the exteriors of CVIII's buildings and on the surface of CVIII's grounds, and that HALRB approval in all cases would require detailed information about the appearance, size, and location of such equipment. The board asked and Mr. McPherson agreed to find out from Verizon how and when it would approach individual unit owners for permission to install fiber optic cable and related equipment in their units and when it expected to begin and complete installation fiber optic cable and related equipment in CVIII. The board told Mr. McPherson that it would like to see this project completed by 31 December 2007.

**2008 Budget:** The board reviewed the second draft of CVIII's budget for 2008 prepared by Mr. McPherson, which required a 3% increase in assessments to balance projected income and expenses for 2008. The board expressed concern that CMI was not collecting all move-in fees owed to CVIII. Mr. McPherson told the board that CMI was taking a more aggressive approach to collecting these fees. Mr. McPherson advised the board that commercial self-service laundries in Arlington were charging at least \$1.00 per load to wash and dry clothes. He suggested that CVIII increase the 75-cent fee per load it was currently charging to \$1.00. The board chose not to act on this proposition. Mr. McPherson suggested that the board consider employing a professional investment manager to maximize the returns on its investments. Members of the board questioned the need for this given that CVIII was restricted by its By-laws and the Virginia Condominium Act to investing in short term government securities and bank accounts and certificates insured by the FDIC. Members of the board also questioned whether Mr. McPherson's suggestion amounted to asking CVIII to pay someone for work it was already paying CMI to do. The board asked and Mr. Haley agreed to investigate this matter in greater detail. After further discussion, the board gave an informal approval to the second draft of Mr. McPherson's 2008 budget for CVIII. The board noted that a formal vote on this budget would be taken at CVIII's 2007 annual meeting on 22 October 2007.

**Landscaping:** After discussion, Mr. Haley moved that the board approve proposals by McFall & Berry for the following: (i) remove nine dead or dying Green Ash trees on the north side of

Building Four and one Flowering Dogwood in decline adjacent to 1829 Wilson Blvd., grind all stumps, and replace these trees with ten Kousa Dogwoods, four Star Magnolias and one White Natchez Crape Myrtle for a total of \$9,289; (ii) install three pallets of sod along the north side of Building Four to control soil erosion for \$1,575; (iii) remove dead limbs from an oak tree in front of 1732 Queens Ln. and a maple in front of 1735 Rhodes St. and reduce the crown of a pear tree in front of 1728 Queens Ln. for a total of \$1,240. Mr. Nicoll seconded this motion, and it was approved unanimously. 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 to be done respectively in the spring of 2008 and the spring of 2009.

**1716 Wilson Boulevard:** Mr. Gerrity provided the board with a report on the second Site Plan Review Committee (SPRC) meeting on "1716 Wilson Boulevard" — a 114,000 sf office building proposed for a site bound by the 1700 blocks of Wilson and Clarendon Blvds, which will have a garage containing 248 parking spaces. Mr. Gerrity said that the design of the building had been modified so that the entrance to the building's garage had been relocated from Clarendon Blvd. to a new block of N. Quinn St. between 1800 Wilson and 1716 Wilson, but other changes requested by the SPRC were still in the process of being made. He told the board that the developer had agreed to meet with representatives of Colonial Village prior to a third SPRC meeting on 1716 Wilson scheduled for mid-September to address Colonial Village's concerns about the impact of this building on neighborhood parking after 6:00 P.M.

**New Business:**

**Storm Drainage:** Mr. Haley informed the board that a new downspout, which had been installed on the north side of 1817 Rhodes when the roof at this address had been replaced earlier this year, was allowing rainwater it drained from this building's roof to pond against the side of 1821 Rhodes St. Mr. Haley suggested that connecting this downspout to existing storm drainage pipes serving the north side of Building Four would eliminate this problem. The board asked and Mr. McPherson agreed to request proposals to remedy this problem.

**Maintenance Engineer's Annual Salary Review:**

After discussion by the board, Mr. Nicoll moved that CVIII give Mr. Kiman a five percent increase in his hourly wage for the period 15 September 2007 through 14 September 2008. Mr. Gerrity seconded this motion, and it was approved unanimously.

**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 personnel matters and delinquent assessments. Ms. Concelman seconded this motion, and it was approved unanimously at 7:58 P.M. Mr. Nicoll moved that this executive session be adjourned, and the board and Mr. McPherson reconvene in open session. Ms. Concelman seconded this motion, and it was approved unanimously at 8:05 P.M.

**September 2007 Board of Directors Meeting:**

The next board meeting is scheduled for 7:00 P.M. on Monday, 17 September 2007, in the conference room in the CMI office at 1903 Key Blvd.

**CVIII's 2007 Annual Meeting:**

CVIII's 2007 annual meeting is scheduled for 7:00 P.M. on Monday, 22 October 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 8:14 P.M.