

**Minutes
Colonial Village III
Board of Directors Meeting
19 November 2007**

Call to order:

Mr. Nicoll brought the meeting to order at 7:00 P.M., and called the roll of Colonial Village III's Board of Directors. Eric Nicoll, president; Michael McGregor, vice president; Dennis Gerrity, secretary; and Cheryl Concelman, member at large, answered present. Unit owner June O'Connell; Tommy Ingalls, a Verizon engineer; association manager David McPherson, and maintenance engineer Stan Kiman were also present at that time. Neil Chritton, vice president of CVI's Board of Directors, joined the meeting at 8:20 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 22 October 2007 board meeting be approved without change. Mr. Haley seconded this motion, and it was approved unanimously with Mr. Haley abstaining because he was not present at that meeting.

Open Forum for CVIII Owners:

Ms. O'Connell informed the board that the Arlington County Board was considering changes in Section 36 of the Arlington County Zoning Ordinance that would allow owners of property located anywhere in the county to transfer unused by-right development rights (density) to the owners of property located within the Rosslyn-Ballston corridor, Crystal City and Pentagon City. Property owners who purchased these development rights could use them in some circumstances to construct larger buildings than currently permitted by the county's General Land Use Plan and other guidelines for development such as the Rosslyn to Courthouse Urban Design Study. Ms. O'Connell noted that redevelopment of the Hollywood Video site was limited to fifty-five in height by the Rosslyn to Courthouse Urban Design Study, but this height limitation might be gotten around through the purchase of unused density from else where in the county. The board thanked Ms. O'Connell for this information and said that it would keep a closer eye on proposed redevelopment in CVIII's neighborhood.

Correspondence from Owners:

The board did not review correspondence from owners at this meeting.

Reports of Officers:

See pending and new business.

Committee Reports:

See pending and new business.

Management Report:

October Financial Update: After making allowances for errors and omissions in the October income and expense statements, Mr. McPherson said CVIII had a year-to-date operating surplus in excess of \$12,000 as of the end of October 2007. Details of the October financial report are available for unit owner review at the CVIII management office.

Maintenance:

Mr. Kiman said 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 status of replacement roofs for 1813 and 1821 N. Rhodes St. and 1728 Queens Ln. Mr. McPherson said that Pioneer Roofing still had not completed masonry work associated with replacing these roofs. The board asked and Mr. McPherson agreed to

continue to withhold final payment to Pioneer for this project until all work was completed to CVIII's satisfaction.

Masonry Renovations: Mr. McPherson told the board that the Culbertson Company of Virginia had completed masonry renovations at Building Four as specified in its contract with CVIII.

Verizon Fiber-Optic Cable: Mr. McPherson introduced Mr. Ingalls to the board as the Verizon engineer in charge of the installation of fiber optic cable and related equipment in CVIII. Mr. Ingalls told the board that, given Verizon's budget for CVIII, he had determined that the only feasible way that fiber optic connections could be installed in individual units was through bedroom closets. He outlined the installation procedure for first and second floor units as follows: if the owner of a first floor unit agreed to the installation of a fiber optic connection in their unit, then fiber optic cable would be routed from their building's crawl space through a hole drilled in the floor of a bedroom closet of their unit. A 24"x24"x1" piece of plywood would be attached to the closet wall with slack cable rolled up and placed in a 4"x4"x1" box that would also be attached to the wall. Seven-millimeter conduit would be used to protect the fiber optic cable between the crawlspace and the slack box. If the owner of a second floor unit agreed to the installation of a fiber optic connection in their unit, the installation procedure would be the same as in a first floor unit except that the fiber optic cable would have to be routed through the closet of the first floor unit directly below them. The owner of the first floor unit would have to agree to allow Verizon to run fiber optic cable through their closet to the unit above them. If not, then the second floor unit could not get a fiber optic connection. Mr. Ingalls told the board that Verizon understood that it needed permission from each CVIII unit owner to install fiber optic lines in their unit. Mr. Ingalls emphasized repeatedly that the installation of a fiber optic connection in a unit did not require a commitment from that unit's owner or residents to subscribe to any of Verizon's FiOS services. If a unit owner wanted to subscribe to one or more of the FiOS services (cable, high-speed internet and phone), then, after CVIII had been certified as FiOS-ready, they could make arrangements with Verizon to have a technician install an optical network terminal and battery pack on the piece of plywood and connect this equipment to an electrical outlet and existing cable and phone jacks. Mr. Ingalls said that if a unit owner wanted additional cable and phone jacks, this technician could install them for a fee. Mr. Ingalls said that he would inform Mr. McPherson and the board when Verizon would begin installing fiber optic connections in Colonial Village and he would need to know at that time which CVIII unit owners wanted a fiber optic connection installed in their units. Mr. Nicoll agreed to write a letter to CVIII unit owners explaining Verizon's fiber optic system and what services would be available through it. Mr. Nicoll said he would explain how Verizon wanted to install connections to this system in CVIII units and that each unit owner had to make the decision to allow Verizon to install a fiber optic connection in their unit. A post card addressed to CVIII's management office would be included in the letter so that unit owners could notify Verizon that they wanted a fiber optic connection installed in their unit.

2006 Audit Statement: Mr. McPherson asked members the board if they had reviewed the 2006 audit of CVIII's finances prepared by CVIII's accounting firm, Geimer, Ehrlich & Gross, P.A., and if so, were they prepared to authorize Mr. Nicoll to sign the "representation" letter that would allow Geimer, Ehrlich to release a final draft of this audit. All members of the board answered yes to both questions, and Mr. McPherson said that he would provide Mr. Nicoll sign this letter.

Consulting Engineer: Mr. Nicoll reminded Mr. McPherson that CVIII needed to hire a new consulting engineering firm to assist the board on a number of issues and the board would like to evaluate candidates for this service and then hire a firm during the first quarter of 2008. Mr. McPherson said that he would try to obtain proposals for the board's consideration at its January 2008 meeting from as many of the following firms as possible: ETC, FEA, Miller and Dodson and Kuntz and Assoc.

2007 Landscaping Review:

The board reviewed projects undertaken in 2007 to improve CVIII's landscaping. Members of the board expressed satisfaction with what had been done, citing in particular, efforts to renovate CVIII's lawns in September and October. Mr. Gerrity said that CVIII had two outstanding issues with McFall and Berry. Several poorly shaped Kousa Dogwoods had been planted adjacent to 1816 and 1817 Queens Ln., and he was negotiating with McFall & Berry to replace them. The second was the mistaken application of an herbicide that killed all vegetation, grass and weeds, at various locations in the Queens Ln. courtyards and in front of 1829 Wilson Blvd. Mr. Gerrity said that McFall and Berry had promised to work on this problem until CVIII had decent looking lawns in these areas.

New Business:**Trash Service:**

Mr. McPherson informed the board that CVIII's contract with Thompson, Hauling, LLC for trash removal had expired, and Thompson had submitted a new contract for the next twelve months. This contract specified a monthly charge of \$12 per unit for regular trash service five days a week and recycling service one day a week. It also specified a \$250 charge for a bulk pickup that would include all four of CVIII's trash rooms. Mr. McPherson told the board that CVIII normally need two bulk pickups per month. After discussion, Mr. Gerrity moved that board approve a twelve-month contract with Thompson Hauling for trash service as specified above and in Thompson's 8 November 2007 letter to Mr. McPherson. Ms. Concelman seconded this motion, and it was approved unanimously.

Renovations by Unit Owners:

Mr. McPherson told the board that a substantial number of owners seemed to be unaware that they were required by CVIII's Bylaws to notify him and the board in advance when they were making improvements to their units and, in particular, remodeling their kitchens and bathrooms. Mr. McPherson said that, because he unaware of these improvements, he could not determine if they involved electrical and plumbing work that required permits from Arlington County. Mr. McPherson said that he was receiving requests from owners and their contractors for water shutoffs on such short notice that he had to deny because they could not be advertised so other residents of the affected building had sufficient advance notice. After discussion, the board suggested that education was the key to solving these problems.

Holiday Bonuses: After discussion, Mr. Nicoll moved that CVIII give the following holiday bonuses: David McPherson, \$1,000; Stan Kiman, \$1000; Leon Guevara, \$750; and Davonia Gibson, \$500. Mr. Gerrity seconded this motion, and it was approved unanimously.

Colonial Village 2007 Holiday Party:

After discussion, Mr. Nicoll moved that CVIII contribute \$250 to help defray the expense of the Colonial Village Holiday Party to be held on 12 December 2007. Mr. Haley seconded this motion, and it was approved unanimously.

Zone 4 Residential Permit Parking:

Mr. Chritton informed the board that CVI residents living on N. Rhodes Street had submitted a petition to Arlington County asking that motor vehicles without Zone 4 Residential Permit Parking Stickers be prohibited from parking in the 1900 block of N. Rhodes St. between the hours of 8:00 A.M. and 5:00 P.M. on Saturdays and Sundays and 5:00 P.M. and midnight seven days a week. Mr. Chritton said that Arlington County employees had surveyed this block and found that were enough cars without Zone 4 stickers parked there to justify requiring motor vehicles to have Zone 4 stickers Monday through Friday from 8:00 until midnight Monday through Friday but not on Saturdays and Sundays. The board told Mr. Chritton that CVIII would circulate a petition to expand current restrictions on motor vehicles without Zone 4 stickers parking in the 1800 block of N. Rhodes St. to include the hours of 8:00 A.M. and 5:00 P.M. on Saturdays and Sundays and 5:00 P.M. and midnight seven days a weeks as soon as signs were posted and enforcement had taken effect on the 1900 block of Rhodes St.

Executive Session:

Mr. Haley moved that the open session of this meeting be adjourned and the members of the board convene in executive session for the purpose of discussing delinquent assessments and holiday bonuses. Ms Concelman seconded this motion, and it was approved unanimously at 8:26 P.M.

December 2007 Board of Directors Meeting:

The board decided not to meet in December 2007.

January 2008 Board of Directors Meeting:

The next board meeting is scheduled to take place at 7:00 P.M. on Monday, 14 January 2008, in the conference room in the CMI office at 1903 Key Blvd.

Adjournment:

Mr. Haley moved that this meeting be adjourned. Ms. Concelman seconded this motion, and it was approved unanimously at 8:47 P.M.