

**Minutes  
Colonial Village III  
Board of Directors Meeting  
17 February 2009**

**Call to order:**

Mr. Nicoll brought the meeting to order at 7:03 P.M., and called the roll of Colonial Village III's Board of Directors. Present at that time were Eric Nicoll, president; Cheryl Concelman, vice president; Kevin Haley, treasurer; Dennis Gerrity, secretary; and Charlie Clark, member at large. Maintenance engineer Stan Kiman was 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 19 January 2009 board meeting be approved without change. Mr. Haley seconded this motion, and it was approved unanimously.

**Open Forum for CVIII Owners:**

No unit owners other than board members were present.

**Correspondence from Owners:**

None.

**Reports of Officers:**

See pending and new business.

**Committee Reports:**

See pending and new business.

**Management Report:**

**January 2009 Financial Update:** The board reviewed the January 2009 income and expense statements provided to it by CMI and noted after correcting for errors and omissions that they showed that CVIII with an operating surplus of \$390 as of the end of January 2009.

**Maintenance:**

Mr. Kiman said that there had been no unusual maintenance problems during the past month.

**Pending Business:**

**Masonry Renovations: Building Four:** Mr. Kiman informed the board that a punch list for the second phase of masonry renovations at Building Four had been completed. **Building Two:** The board reviewed a proposal from Thomas Downey, Ltd. for design, bidding, and contract administration with respect to masonry renovations for Building Two. This contract specified fees totaling \$4,000 for the design and the bidding process and an estimate of \$1,500 per week for contract administration. After discussion, the board asked and Mr. Gerrity agreed to inform Thomas Downey that it wanted bids on this project from three firms and that it would like work to begin as soon as feasible after a contract had been signed. Mr. Gerrity moved that the board approve Thomas Downey's proposal for Building Two. Mr. Haley seconded this motion, and it was approved unanimously.

**Replacement Roof at 1813 and 1821 N. Rhodes St.:**

After discussion, the board agreed to ask the structural engineering firm, Thomas Downey, Ltd., to solicit proposals to correct ponding problems on the roof at 1813 and 1821 N. Rhodes St.

**Property Management Contract:**

Mr. Clark, Mr. Gerrity and Mr. Nicoll informed the board that representatives of the four Colonial Village communities had agreed on a final draft of a request for a proposal (RFP) for a new property management contract. They explained that this RFP specified a single contract for all four communities for basic management services with addendums that cover the special management needs for each community. CVIII's historic status, its parking lot, and the woodland along the creek will require management services not needed by some of the other Colonial Village communities. This RFP specifies a full-time property manager, a full-time administrative assistant, and, if needed, a receptionist, none of whom are permitted to work for any properties other than the four Colonial Village communities. The administrative assistant will be responsible for all paperwork and all requests for assistance from owners and residents. The property manager is expected to make scheduled inspections of the four communities and submit written reports on their state of repair based on these inspections. The property manager is expected to spend as much of his or her time as is needed to ensure that contractors, housekeepers and maintenance staff are doing their jobs correctly. The cost of the basic management service contract is to be shared pro rata by the four communities based on their number of units. The costs of services covered by the addendums are the responsibility of the concerned community. A committee composed of the four association presidents will have oversight responsibility for the basic management service contract. Mr. Clark, Mr. Gerrity and Mr. Nicoll told the board that seven property management companies have been invited to submit proposals. A new contract is expected to be signed by April 1<sup>st</sup> and to go into effect on May 1<sup>st</sup> after a thirty day transition period.

**Window Cleaning:**

The board reviewed a bid from Valcourt Building Services to clean the exterior sides of unit windows for \$8.00 per window. After discussion, Mr. Gerrity moved that the board accept a proposal from Valcourt Building Services to clean the outside surfaces of windows in CVIII for \$8.00 per window. Ms. Concelman seconded this motion, and it was approved unanimously. Building Four's windows would be done first, and those in the other buildings would be done after masonry renovations at Building Two were completed. Residents would indicate their desire to have the outside surfaces of their windows cleaned by removing screens from their windows on one or more specified days. Notices alerting residents when Valcourt Building Services would be at CVIII would be delivered to every unit in CVIII.

**Carpet Cleaning:**

After discussion, Mr. Nicoll moved that the board approve a contract with Clean Machine Carpet Cleaning to clean and apply a Teflon treatment the carpets in the common hallways of the twenty-eight buildings in CVIII for \$2,010. Mr. Haley seconded this motion, and it was approved unanimously.

**New Business:****Meter Bank Cabinets:**

Mr. Haley reminded the board that it had made a commitment to finish having all meter banks cabinets inspected for deterioration in 2009. Mr. Haley noted the \$6,000 CVIII was charged to have twelve of these cabinets inspected in 2008, and he suggested getting competitive bids on this project this year. The board accepted Mr. Haley's suggestion.

**1800 Queens Ln. — Leaking Plumbing Line in Common Hallway:**

Mr. Kiman informed the board that a sanitary plumbing line serving the kitchen sink in unit #104 at 1800 Queens Ln. had developed a leak and had to be replaced. Mr. Kiman told the board that he had a plumbing company replace the leaking line with a PVC line that was routed outside the ceiling and walls of the common hallway of this building. Mr. Kiman told the board that he could

build new bulkheads that would largely conceal the presence this PVC line. Mr. Kiman said the leaking sanitary line was routed through several concrete support beams and replacing it in its original location would require core-drilling and the use of a jack-hammer. After discussion, the board agreed to have the structural engineering firm, Thomas Downey, Ltd., conduct a preliminary inspection of this building for ways to replace this sanitary line inside the existing walls and ceiling.

**Asset Management:**

The board reviewed a proposal from Mr. Rusty Krauss of the financial advisory firm, Janney Montgomery Scott, to manage the investment of CVIII's assets in government issued and government insured securities. After discussion, the board had unresolved issues. Mr. Haley was asked and agreed to arrange a meeting with Mr. Krauss and the board.

**Executive Session:**

Mr. Nicoll moved that the open session of this meeting be adjourned, and members of the board convene in executive session for the purposes of reviewing delinquent assessments and discussing violations of CVIII's By-Laws. Ms. Concelman seconded this motion, and it was approved unanimously at 7:50 P.M.

**March 2009 Board of Directors Meeting:**

The March 2009 board meeting is scheduled to take place at 6:30 P.M. on Monday, 16 March 2009, 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 7: 59 P. M.