

**Colonial Village III  
Board of Directors Meeting  
20 April 2009**

**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. Present at that time were Eric Nicoll, president; Kevin Haley, treasurer; and Charlie Clark, member at large. Mr. Clark served as acting-secretary in Mr. Gerrity's absence. Association manager Paula Covington and maintenance engineer Stan Kiman were also present at that time. Unit owner Mr. Larry Poe arrived after the start of the meeting.

**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 16 March 2009 board meeting be approved without change. Mr. Haley seconded this motion and it was approved unanimously.

**Open Forum for CVIII Owners:**

Unit owner, Mr. Larry Poe, inquired about any unit owner correspondence received since the last board meeting. Mr. Nicoll stated that the only such correspondence received since the last meeting concerned a proposal to replace windows. A summary of this correspondence and board response is narrated below. He also asked about the plumbing repairs in 1800 N. Queens Lane. Mr. Kiman gave him a verbal summary of the origin of the problem and the approved, in progress, remedy. A summary of this issue is also narrated below. Mr. Poe also informed the board that during an emergency response operation involving the unit across the hall from his, the paint on his unit entry door was damaged. He inquired about the process for repainting doors. Mr. Kiman agreed to repaint his door as part of the hallway repainting project. Mr. Poe also inquired about guidelines for replacing unit entry door knobs and locks. Mr. Nicoll stated that there are no formal guidelines though any such replacements should be done with a goal of uniformity, as far as color and appearance, throughout the buildings. Mr. Kiman cautioned Mr. Poe that when replacing entry door knobs and locks the pre-drilled holes in the metal doors do not necessarily fit standard hardware store issue. It is best to remove the knob/lock and take it with you to the hardware store to ensure a proper fit.

**Correspondence from Owners:**

The board reviewed a window replacement proposal from Mr. Steve Gotschi of DryHome Roofing and Siding, Inc. on behalf of Ms. Matilda Pemberton, unit owner of 1805 N. Rhodes St. #247. The board expressed concerns about the proposal's compliance with existing Colonial Village III guidelines for the replacement of windows. After discussion, the board requested and Ms. Covington agreed to contact Ms. Pemberton to request more documentation and a sample of the proposed window to ensure compliance with the guidelines.

**Reports of Officers:**

See pending and new business.

**Committee Reports:**

See pending and new business.

**Management Report:**

**March 2009 Financial Update:** The board and Ms. Covington reviewed the March 2009 income and expense statements provided by CMI. After correcting for a \$6,633 bill for a new hot water heater charged against an operating account rather than reserve account #31070 (Hot Water Heaters), these documents showed CV III with an operating surplus of \$3,422 as of the end of March 2009.

**Maintenance:**

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

**Pending Business:**

**Mortar Repair:** Mr. Kiman informed the board that the pre-construction meeting for the next phase of mortar repair on building two was held with work scheduled to commence on 27 April 2009, weather permitting. The first notice to residents had been posted and another notice will be posted prior to commencement of work. Atlantic Company prepared three mortar color samples on the south side of building two. After allowing for curing time, drying and favorable weather conditions, Mr. Steven C. Turner of Thomas Downey, LTD., in consultation with Mr. Gerrity of the Colonial Village III board will select and approve the color choice. Projected completion time for this phase is approximately 15 weeks.

**Damage Claim:** The board reviewed correspondence from State Farm Insurance Companies to Mr. Ray W. Laniham, a non-resident of CV III, concerning a claim for vehicle damage. Mr. Laniham claimed for several months that while parked in the commercial lot to the East and directly adjacent to CV III property, during a weather storm, a tree branch fell from CV III property and damaged his vehicle. He asserted that CV III is liable for said damage. In their response to Mr. Laniham, State Farm Insurance Companies stated that the damage was incurred through no negligence or fault on the part of CV III. The claim was denied. The board concluded that no further action or response is warranted at this time.

**Plumbing Repair:** The board previously approved the services of a structural engineering firm, Thomas Downey, Ltd., to examine and advise on plumbing repairs needed in the entrance foyer of 1800 Queens Lane. Their report concluded that the approach recommended by Mr. Kiman was the most practical, expedient, least disruptive and cost efficient method of affecting the repair. This approach involves replacing the pipes below the existing ceiling and outside the existing wall and then reconstructing the finish to conceal the new piping without significantly altering the original appearance of the foyer. The board requested and Mr. Kiman agreed to continue with his efforts.

**Financial Management Transition:** Mr. Haley informed the board that talks with the brokerage firm of Janney Montgomery Scott (JMS) to manage CV III funds were ongoing. Since we are also in the midst of transitioning to a new property management company along with a transition audit, it was suggested that it might be best to let those processes come to fruition before engaging JMS. The issue was tabled for the time being.

**Property Management Transition:** Mr. Nicoll informed the board that contract negotiations with our new property management company, Legum & Norman (L&N), were progressing smoothly. The negotiation committee, made up of the four Colonial Village board presidents in conjunction with L&N staff, had developed a timeline of milestones and events to guide both parties through the transition process. Tentative start date for Legum & Norman is 1 June 2009. He informed Mr. Kiman that he, along with the other CV association engineers, would be contacted by Legum & Norman to work out personnel issues.

**New Business:**

**Storm Drains:** The board reviewed correspondence from the Arlington County Department of Environmental Services in which they request certification of inspection and maintenance of the storm water management facilities located in the parking lot in front of the garages. After discussion by the board, Mr. Haley made a motion to approve Venco to do the inspection, maintenance and certification. The motion was seconded by Mr. Clark and approved unanimously.

**Hand Railing:** The board reviewed a proposal from Ivey Welding Service, Inc. to replace the hand railing in front of 1808 Queens Lane. This proposal stated that the existing railing is rusted out at the point where it

is supposed to be anchored to the concrete and that fabricating a new rail would be more cost effective than repairing the existing rail. After discussion by the board, Mr. Haley made a motion to accept the proposal. The motion was seconded by Mr. Nicoll and approved unanimously.

**Executive Session:**

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

**May 2009 Board of Directors Meeting:**

The May 2009 board meeting is scheduled to take place at 7:00 P.M. on Monday, 18 May 2009, 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 7:43 P. M.