

**Colonial Village III
Board of Directors Meeting
21 December 2009**

Call to order:

Mr. Nicoll brought the meeting to order at 6:51 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; Dennis Gerrity, Secretary; Charlie Clark, Member at Large; and Association General Manager Peter Freedman. Unit owner Tanya Flemons and Richard Donahue arrived shortly after the beginning 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 November 2009 board meeting be approved without change. Mr. Haley seconded this motion, and it was approved unanimously.

Open Forum for CVIII Owners:

A unit owner conveyed concerns about their cleaning person being questioned in the laundry room and other issues.

Correspondence from Owners:

Mr. Freedman told the board that he and Mr. Kiman had reviewed and approved plans submitted by Karen Woo to renovate the kitchen in her unit, # 205 at 1804 Queens Ln. Mr. Freedman said that Arlington County permits were required for Ms. Woo's renovation and he could and would monitor the inspection process via the county's website. After discussion, the board denied Kate Reichert's request to be reimbursed for a towing charge. Mr. Freedman told the board that a property management firm had requested a payment of \$450 to cover loss of kitchen privileges while plumbing repairs were made to a unit in 1808 Queens Ln. Mr. Freedman recommended that the board not approve this request, and the board accepted Mr. Freedman's recommendation.

Reports of Officers:

See pending and new business.

Committees Reports:

See pending and new business.

Management Report:

November 2009 Financial Update: Legum & Norman provided the board with an income statement, balance sheet and related documents that showed CVIII with a \$25,043 operating deficit as of the end of November 2009. The board noted that this deficit was the result of costs associated with the change of management firms.

Maintenance:

Mr. Kiman was unable to attend this meeting.

Pending Business:

Roofs: Ponding Issues at 1813 and 1821 N. Rhodes St: Mr. Freedman told the board that Magco had begun making repairs to eliminate water ponding on the roofs of 1813 and 1821 N. Rhodes St. and he expected this project to be finished in early January, weather permitting. **Survey of CVIII's Roofs:** Mr. Freedman told the board that Magco, Inc. had completed its inspection of all roofs in CVIII and a written report with photographs would be available to the board at its January meeting.

Policy Resolution: Mr. Freeman and the board reviewed a draft resolution clarifying responsibility for maintaining and replacing meter stacks and main unit circuit breakers. Mr. Nicoll then moved that the board approve this draft resolution. Mr. Haley seconded this motion, and it was approved unanimously.

Meter Stacks: Mr. Freedman and the board reviewed Summit Engineering's survey of all twenty-eight meter stacks that housed electrical distribution systems serving residential and common areas of CVIII. Summit's written report described the state of repair of each meter stack. It noted two code violations and made recommendations for upgrades; and it prioritized repair and replacement of these meter stacks. After a lengthy discussion the board asked and Mr. Freedman agreed to obtain competitive proposals for labor and materials to repair, replace and upgrade CVIII meter stacks in the most economical fashion consistent with Summit Engineering's recommendations.

Reserve Study: Mr. Freedman and the board reviewed a reserve study prepared by Reserve Advisors that assessed the condition of common element components and provided estimates of replacement costs and the necessary funding. The board decided that it should thoroughly familiarize itself with this study before further discussion of it.

Laundry Machines: Mr. Freedman and the board reviewed the most recent bids on CVIII's laundry machine contract from MacGray and Scheffres. Mr. Freedman was asked for his recommendation, and he advised accepting MacGray's proposal. After discussion, Mr. Haley moved that the board approve MacGray's proposal to supply CVIII laundry machines with the stipulations that it not include "jumbo" machines and it clearly state that CVIII would receive all additional revenues resulting from increases in charges per load. Mr. Gerrity seconded this motion, and it was approved unanimously.

Comcast Cable Services Agreement: Mr. Freedman asked the board for guidance with respect to a proposed "Services Agreement" Comcast Cable had submitted to CVIII. This agreement would replace an existing agreement with Arlington Cable, the company that originally wired CVIII for cable. Arlington Cable had subsequently been purchased by Comcast. The board told Mr. Freedman that Comcast's proposed contract was a low priority because it considered the existing Arlington Cable contract sufficient to cover CVIII's business relationship with Comcast. The board told Mr. Freedman that it would not agree to any sort of exclusive marketing arrangement with Comcast and it would not sign any contract with Comcast until Comcast reattached its equipment boxes that had fallen off of CVIII's walls.

New Business:

No new business was discussed at this meeting.

Executive Session:

Mr. Nicoll moved that the open session of this meeting be adjourned, and Mr. Freedman and members of the board convene in executive session for the purposes of discussing personnel issues, delinquent assessments and property management. Mr. Clark seconded this motion, and it was approved unanimously at 7:40 P.M.

January 2010 Board of Directors Meeting:

The January 2010 board meeting is scheduled to take place at 7:00 P. M. on Wednesday, 20 January 2010, in the conference room in the Colonial Village Management Office at 1903 Key Blvd.

Adjournment:

Mr. Nicoll moved that this meeting be adjourned. Mr. Clark seconded this motion, and it was approved unanimously at 8:09 P. M.