

**Minutes
Colonial Village III
Board of Directors Meeting
11 October 2010**

Call to order:

Mr. Haley brought the meeting to order at 7:17 P.M., and called the roll of Colonial Village III's Board of Directors. Present at that time were Kevin Haley, Acting President; Amanda Hunt, Acting Vice President; Larry Poe, Acting Treasurer; Dennis Gerrity, Acting Secretary; and Laura Hagg, Member at Large. General Manager Peter Freedman, Assistant Manager Sonya Rainey, Maintenance Engineer Stan Kiman, and Gregory Roby, Regional Vice President, Legum & Norman, were 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:

Ms. Hunt moved that the draft minutes of the 13 September 2010 Board Meeting be approved without change. Ms. Hagg seconded this motion, and it was approved unanimously.

Open Forum for CVIII Owners:

No one was present to speak.

Correspondence from Owners:

The Board received no correspondence from owners since its last meeting.

Reports of Officers:

See pending and new business.

Committees Reports:

See pending and new business.

Management Report:

September 2010 Financial Update:

Legum & Norman had not provided the Board with an income statement, balance sheet and related documents for the month of September 2010 as of 11 October 2010.

Maintenance:

Mr. Kiman told the Board there had been no unusual maintenance issues during the past month.

Pending Business:

Exterior Trim Painting:

Mr. Freedman told the Board that American Exteriors had not completed a punch list of touchup work and final payment for this project would be withheld until it was finished to management's satisfaction.

Roofs:

1821 N. Rhodes St.: Mr. Freedman told the Board Alliance Roofing had made repairs that should eliminate water ponding on the roof of 1821 N Rhodes St. **Garage Structure:** Mr. Freedman told the Board that installation of a replacement roof on the garage structure had been completed. **Gutters and Downspouts:** Mr.

Freedman informed the Board that a portion of a copper down spout located on the southeast corner of 1720 Queens Ln. had been stolen and he had approved its replacement. He said that a damaged gutter at 1817 N. Rhodes St. had been repaired. **Roof Survey:** Mr. Freedman informed the Board that Alliance Roofing had agreed to update an existing survey of the state of repair of all 28 residential building roofs in CVIII at no charge. Mr. Freedman said this would make it possible for CVIII to have all necessary roof repairs done before winter weather began.

Masonry Renovations:

Garage Structure: Mr. Freedman informed the Board that Titan Restoration had completed tuck-pointing the garage structure's brickwork. **Pedestrian Bridge:** Mr. Freedman said that Titan Restoration had completed masonry work on the Rhodes St. pedestrian bridge but foundation work, which was related to the installation of a soffit to bar access to areas under the bridge, had to be redesigned to keep this project from going over budget.

2011 Lawn Service Contract:

Mr. Freedman told the Board that CVIII's current lawn service contract would expire at the end of December. He reviewed three proposals for a new contract effective 1 January 2011. These were: Ruppert, a three-year contract at \$23,160 per year; McFall & Berry, a two-year contract at \$25,387 per year; Lancaster, a three-year contract at \$38,112 per year. All three proposals specified modest increases for the second and three years of their contracts. Mr. Freedman recommended that the Board accept Ruppert's proposal, citing in particular his expectation that they would do a better job maintaining CVIII's lawns. After discussion, Ms. Hagg moved that the Board accept Ruppert's proposal. Ms. Hunt seconded the motion, and it was approved unanimously.

New Business:

Termite Damage:

Mr. Freedman informed the Board that termite damage to a number of joists had been discovered during installation of the replacement roof on the garage structure and it had cost \$1,242 to repair this damage. Mr. Freedman asked the Board to approve a \$2,000 proposal from American Pest to eliminate the termite colony responsible for this damage. After discussion, Mr. Gerrity moved that the Board approve the expenditure of \$1,242 to repair termite damage to the garage structure and \$2,000 to eliminate the termite colony that caused this damage. Mr. Poe seconded this motion, and it was approved unanimously. Mr. Freedman assured the Board that paying for the \$3,242 in expense associated with this termite problem would be the responsibility of garage owners.

Seating of the Board:

After discussion, Mr. Gerrity moved that the Board be seated as follows for its 2010-2011 term: Kevin Haley, President; Amanda Hunt, Vice President; Larry Poe, Treasurer; Dennis Gerrity, Secretary; and Laura Hagg, Member at Large. Ms. Hunt seconded this motion, and it was approved unanimously.

Snow Removal Contract:

Mr. Freedman reviewed snow removal contract proposals from Ruppert Landscape and Clean Advantage. Mr. Freedman said that McFall & Berry and Lancaster had also submitted proposals, but both required that CVIII sign a contract for their lawn service as a precondition for a snow removal contract. In discussion, the Board noted the desirability of awarding the snow removal contract to the same company that had the CVIII lawn service contract, but Ruppert wanted \$55.00 an hour for snow shovelers with a requirement that its snow shovelers be paid \$55 an hour for travel time while Clean Advantage was asking \$46.50 an hour for snow shovelers with no charge for travel time. After further discussion, Mr. Gerrity moved that the Board authorize Mr. Freedman to make a counterproposal to Ruppert of \$50.00 an hour for snow shovelers with no payment for travel time. If Ruppert did not accept this counterproposal, then the Board would accept Clean Advantage's proposal. Mr. Poe seconded this motion, and it was approved unanimously.

FHA Certification:

Mr. Freedman informed the Board the CVIII's FHA certification would no longer be valid effective 8 December 2010 and it would cost \$1,800 to become certified again. Mr. Freedman and Mr. Roby said that FHA

certification would be important for the liquidity of CVIII units in the real estate market because Fannie Mae and Freddy Mac had tentatively announced that they would no longer buy mortgages on condos in communities that were less than 70% owner occupied. After discussion, Mr. Gerrity moved that the Board authorize the expenditure of \$1,800 to certify CVIII with FHA. Ms. Hagg seconded this motion, and it was approved unanimously.

Bicycle Registration:

Mr. Freedman asked the Board to authorize a requirement that all bicycles stored in common areas of CVIII be registered with Arlington County Police Department. He said this would help Property Management deal with abandoned and stolen bicycles and bicycle stored in unauthorized areas. Mr. Freedman said he would announce the program in about thirty days, and residents would be given ample time to comply. After discussion, Mr. Haley moved that Board require that all bicycles stores in common areas of CVIII be registered with the Arlington County Police Department. Ms. Hunt seconded this motion, and it was approved unanimously.

Basement and Storage Room Doors:

The Board requested and Mr. Freedman agreed to have signs posted on basement and storage room doors asking residents to keep them closed.

Language on Signs:

Ms. Hagg moved that the Board reconsider language it had authorized for signs reminding dog owners to leash their pets when present in common areas of CVIII. Mr. Gerrity seconded this motion for the purpose of discussion. After discussion, this motion was not approved, Messrs. Gerrity, Haley and Poe and Ms. Hunt voting no and Ms. Hagg voting yes.

Parking Privileges:

After discussion, Mr. Gerrity moved that the Board authorize Property Management to suspend the right of unit owners, or their tenants if applicable, to park in CVIII's lot if they were delinquent in paying their assessments. This suspension would go into effect when a delinquent unit owner was turned over to CVIII's law firm for collection. Mr. Haley seconded this motion, and it was approved unanimously.

Executive Session:

Mr. Haley moved that the open session of this meeting be adjourned, and Mr. Freedman, Ms. Rainey, Mr. Roby and members of the Board convene in executive session for the purposes of discussing personnel matters, delinquent assessments and property management issues. Ms. Hunt seconded this motion, and it was approved unanimously at 8:16 P.M.

Return to Open Session:

Mr. Haley moved that the Board reconvene in open session. Ms. Hunt seconded this motion, and it was approved unanimously at 9:04 P.M.

Evaluation of Property Manager:

Mr. Haley moved that the Board accept Mr. Freedman's self-assessment of his performance as CVIII's Property Manger during the past year. Ms. Hunt seconded this motion, and it was approved unanimously.

November 2010 Board of Directors Meeting:

The November 2010 meeting of CVIII's Board of Directors is scheduled to be held at 7:00 P.M. on Monday, 15 November 2010, in the conference room in the Colonial Village Property Management Office at 1903 Key Blvd.

Adjournment:

Mr. Haley moved that this meeting be adjourned. Mr. Poe seconded this motion, and it was approved unanimously at 9:06 P. M.