

**Minutes
Colonial Village III
Board of Directors Meeting
15 November 2010**

Call to order:

Ms. Hunt 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 Amanda Hunt, Vice President; Dennis Gerrity, Secretary; and Laura Hagg, Member at Large. General Manager Peter Freedman and Maintenance Engineer Stan Kiman 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. Hagg moved that the draft minutes of the 11 October 2010 Board Meeting be approved without change. Ms. Hunt 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:

October 2010 Financial Update:

Legum & Norman provided the Board with an income statement, balance sheet and related documents for the month of October 2010 that showed CVIII with a year-to-date operating surplus of \$1,851 as of 31 October 2010.

Maintenance:

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

Pending Business:

Garage Structure:

Mr. Freedman informed the Board that Titan Restoration had completed tuck-pointing the garage structure's brickwork, but a number of bricks were damaged when the new garage roof was installed. He said bricks from a project elsewhere in Colonial Village would be used to replace the damaged ones.

Pedestrian Bridge:

Mr. Freedman said that masonry work had been completed on the Rhodes St. pedestrian bridge. Mr. Freedman said this project would completely finished as soon as scuppers on the bridge had to be painted black and river rock in the stream bed had to be rearranged to allow water to flow freely and prevent debris from collecting under the bridge.

Comcast Agreement:

Mr. Freedman reviewed a proposed contract from Comcast that would replace CVIII's existing contract with Arlington Cable, the company that wired CVIII for cable TV when CVIII was converted to condominiums. Arlington Cable was subsequently purchased by Comcast. Comcast's proposed contract offered CVIII \$12,900 in return for the right to easement access to the property to provide its services to CVIII units and market these services in resale packages. Mr. Freedman said that he inserted language in this proposed contract that required Comcast to use the same pathways occupied by existing Comcast wiring if Comcast installed any new wiring. Comcast would also have to get approval from CVIII for any new equipment it installed above ground on the exteriors of CVIII's buildings or on CVIII's grounds. After discussion, Mr. Gerrity moved that the Board accept Comcast contract proposal as amended by Mr. Freedman and further amended with language clearly stating that this contract would not give Comcast exclusive rights to install and market cable, internet, voice and related or similar services in CVIII. Ms. Hunt seconded this motion, and it was approved unanimously.

Window Cleaning:

Mr. Freedman recommended that cleaning the exterior sides of windows be postponed until late in the spring of 2011 when masonry renovations at Building One tentatively scheduled to begin in March would be completed. The Board accepted Mr. Freedman's recommendation.

Fire Sprinkler Systems:

Mr. Freedman told the Board that the contract it had approved with Simplex Grinnell to retrofit CVIII's seventeen fire sprinkler systems with pressure gauges and then inspect these systems had been renegotiated to save CVIII \$705. Mr. Freedman said Simplex Grinnell had submitted a proposal for a five-year contract effective 2011 to inspect these systems annually for \$75 a system. Mr. Freedman recommended that the Board lock in this inspection fee. After discussion, Mr. Gerrity moved that the Board authorize Mr. Freedman to sign Simplex Grinnell's proposed five-year contract to inspect CVIII's fire sprinkler systems if Simplex Grinnell completed its existing contract with CVIII to Mr. Freedman's satisfaction and if this proposal was amended to allow for termination with 30 days' notice without cause. Ms. Hunt seconded this motion, and it was approved unanimously.

Exterior Painting:

After discussion, Mr. Gerrity moved that the Board authorize Mr. Freedman to continue to withhold final payment to American Exteriors until it completed, to Mr. Freedman's satisfaction, carpentry renovations included in its contract to paint CVIII's exterior trim. Further, if American Exteriors did not complete this carpentry work by 31 December 2010, Mr. Freedman was authorized to have Renaissance Painting finish this project and pay Renaissance out of American Exteriors' final payment. Ms. Hagg seconded this motion, and it was approved unanimously.

Snow Removal Contract:

Mr. Freedman informed the Board that Ruppert Landscape did not accept CVIII's counterproposal of a \$50.00 an hour fee for snow shovelers with no payment for travel time and he had signed Clean Advantage's proposal 46.50 an hour fee for snow shovelers with no charge for travel time. Mr. Freedman said that he did sign a contract with Ruppert for snow plow service to clear CVIII's parking lot.

Stop Signs – Key Blvd. and Rhodes St.:

Mr. Freedman told the Board that final details of the design for the new stop signs and crosswalks at the intersection of Key Blvd. and Rhodes St. had been worked out, and work on this project is scheduled to begin in January and should be finished in three weeks,

Restriping Parking Spaces:

Mr. Freedman informed the Board that Arlington County had made a third visit to paint parking spaces boundary stripes on streets within Colonial Village. Seventy-nine still had to be painted, and if the county would not to make another trip to Colonial Village to finish them, he would have Colonial Village maintenance staff paint them.

Signs:

Leashing Dogs: The Board and Mr. Freedman discussed the location of signs reminding dog owners to leash their pets when present in common areas of CVIII. The Board decided to continue its discussion of these signs at its January meeting. **No Trespassing:** The Board and Mr. Freedman discussed installing “No Trespassing” signs in CVIII courtyards facing Rhodes St. and the bike path to deter nonresidents from using these areas as dog parks. The Board decided to continue its discussion of these signs at its January meeting. **Basement Doors:** The Board and Mr. Freedman discussed posting signs on basement entry doors asking residents to keep them closed and locked so these doors would serve the purpose for which they were installed – to enhance the security of residents and their possessions by denying unauthorized individuals access to these areas. The Board decided to continue its discussion of these signs at its January meeting.

New Business:

Parkland and Property Management Office Expense:

Mr. Freedman reminded the Board that CVI, CVII and CVIII had an agreement to share expenses for the maintenance and operation of the parkland area and the property management office. He reviewed these expenses with the Board, and he said that he would prepare detailed budgets for them for the Board’s January meeting.

Mansard Roofs:

Mr. Freedman reviewed a \$3,964 proposal from Alliance Roofing to replace the shingles on the mansard roof at 1828 Wilson Blvd. Mr. Freedman told the Board that the Arlington County Historic Affairs and Landmark Review Board had approved the replacement shingles. This contract included using shingles that were removed from 1829 Wilson’s Roof to replace damaged and missing shingles on mansard roofs elsewhere in CVIII. After discussion, Ms. Hunt moved that the Board accept Alliance Roofing’s \$3,964 proposal to replace shingles on the Mansard roof at 1829 Wilson Blvd. Ms. Hagg seconded this motion, and it was approved unanimously.

Holiday Party:

After discussion, Ms. Hunt moved that the Board authorize \$250 to cover CVIII’s share of the costs associated with the 2010 All colonial Village Holiday Party to be held between 6:30 P.M. and 8:30 P.M. on December 10th in the community room at 1701 N. Troy St. Ms. Hagg seconded this motion, and it was approved unanimously.

Executive Session:

Ms. Hunt 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 matters, delinquent assessments and property management issues. Ms. Hagg seconded this motion, and it was approved unanimously at 7:56 P.M.

Return to Open Session:

Ms. Hunt moved that the Board reconvene in open session. Mr. Gerrity seconded this motion, and it was approved unanimously at 8:27 P.M.

Holiday Bonuses:

Mr. Gerrity moved that the Board approve holiday bonuses for Ms. Rainey and Ms. Barlish and Messrs. Freedman, Kiman and Guevara. Ms. Hunt seconded this motion, and it was approved unanimously.

January 2011 Board of Directors Meeting:

The Board decided not to hold a meeting in December. The January 2011 meeting of CVIII’s Board of Directors is scheduled to be held at 7:10 P.M. on Monday, 10 January 2011, in the conference room in the Colonial Village Property Management Office at 1903 Key Blvd.

Adjournment:

Ms. Hunt moved that this meeting be adjourned. Ms. Hagg seconded this motion, and it was approved unanimously at 8:28 P. M.