

**Minutes
Colonial Village III
Board of Directors Meeting
18 August 2011**

Call to order:

Mr. Haley 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 Kevin Haley, President; Larry Poe, Treasurer; Dennis Gerrity, Secretary; and Laura Hagg, member at large. Unit owner Peyton Palmore, Maintenance Engineer Stan Kiman and General Manager Chuck Vaughan 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:

Mr. Gerrity moved that the draft minutes of the 18 July 2011 Board Meeting be approved without change. Ms. Hagg seconded this motion, and it was approved with Ms. Hagg and Mr. Gerrity voting aye and Messrs. Haley and Poe abstaining because they did not attend the July meeting,

Open Forum for CVIII Owners:

Mr. Palmore complimented the Board on its management of CVIII.

Correspondence from Owners:

The Board received no correspondence from unit owners during the past month.

Reports of Officers:

See pending and new business.

Committees Reports:

See pending and new business.

Management Report:

July 2011 Financial Update:

Legum & Norman provided the Board with an income statement, balance sheet and related documents for the month of July 2011 showing CVIII with a year-to-date operating surplus of \$26,681 as of 31 July 2011.

2010 Draft Audit:

Mr. Vaughan provided the Board with the draft version of the audit of CVIII's books for 2010 prepared by CVIII's auditor, Goldklang Group.

Pending Business:

Masonry Renovations:

Tuck-pointing: Mr. Vaughan and Mr. Kiman informed the Board that Titan Restorations had completed masonry renovations at Building One. The Board noted that a window well on the south side of 1737 Queens Lane was only partially repaired and damaged shrubbery on the east side of building One that needed to be pruned. **Chimneys:** Mr. Vaughan informed the Board that BEC, a structural engineering firm, had surveyed

CVIII's chimneys and found that three (1821 N. Rhodes, 1728 Queens Lane and 1809 Queens Lane) were structurally unsound and should be dismantled and then rebuilt to the height required by the Arlington County Building Code. The fourth chimney, located behind 1729 Queens Lane, needed comparatively minor repairs. After discussion, the Board decided to rebuild these chimneys this fall because the chimney behind 1821 N. Rhodes St. was very unstable and the cost savings from doing all four chimneys at the same time. Mr. Vaughan agreed to solicit proposals for this work so that the Board could choose a contractor at its September meeting. The Board reminded Mr. Vaughan that he needed to obtain a certificate of appropriateness from Arlington County's Historic Affairs and Landmark Review Board for this project.

Landscaping:

The Board and Mr. Vaughan discussed the performance of Ruppert Landscaping. There was agreement that CVIII's 2012 Lawn Service contract should be put out for bid. The Board noted that two azaleas had died and four Skip Laurel and two dogwoods were losing their leaves, all due to insufficient watering. The Board asked Mr. Kiman to be on the lookout for drought-stressed plants and trees and to water them. The Board asked Mr. Vaughan for an update on its request for multiple proposals to supply and install five Black Gum trees (with an option for a sixth) along the east side of the woods adjacent to Building Four. Mr. Vaughan said he was still in the process of getting these proposals.

Meter Banks:

Mr. Vaughan said that Kolb Electric would replace the meter banks serving 1721, 1725, 1801, 1805, and 1817 Queens Lane on August 25th with August 30th as a rain day. He said notices to affected residents would be distributed in a timely fashion.

Roofs:

Mr. Vaughan said he expected to have a survey of the condition of CVIII's roofs from Building Envelope Consultants available for the Board's consideration at its September meeting.

Replacement Windows:

Mr. Vaughan told the Board that he was requesting proposals from four window installation companies to supply and install replacement windows that met HALRB guidelines for Colonial Village. These proposals would be based on the purchase of quantities ranging from 100 to 250. Mr. Vaughan said when he received these proposals he would ask a committee of twelve volunteers to select one of these installers as a preferred vendor.

Common Hallway Walls:

The Board asked Mr. Kiman to begin repairing minor dents and scratches in common hallway walls on a regular basis. The Board suggested that he do four or five buildings a month so that the entire property could be done twice a year.

Parking Lot:

Mr. Vaughan and the Board reviewed the following proposals: Robinson Paving, \$4,809 to repair damaged asphalt around drainage grates in front of the garage structure; Foley Asphalt, \$3,500 to seal cracks in the parking lot surface with hot tar and to sealcoat the surface of the parking lot and Mullen's Markings, \$650 to stripe parking stalls and paint fire lane curbs. The Board asked and Mr. Vaughan agreed to get additional proposal for these projects for consideration at its September meeting.

Sidewalks and Concrete Steps:

Mr. Vaughan and the Board reviewed the following proposals to replacing damaged and miss-aligned portions of CVIII's sidewalks and concrete steps and to correct a drainage problem where a sidewalk crossed a culvert: Portugal Construction, \$7,198; Phoenix, \$13,548; City Concrete, \$20,000. After discussion, Mr. Gerrity moved that the Board approve Portugal Construction's \$7,198 proposal. Ms. Hagg seconded this proposal, and it was approved unanimously.

New Business:

Suggestion Boxes:

Mr. Vaughan told the Board that the suggestion boxes in CVIII's laundry rooms were not being used, and he recommended that they be removed. After discussion, Mr. Haley moved that the suggestion boxes in CVIII's laundry rooms be removed. Ms. Hagg seconded this motion, and it was approved unanimously.

Wooden Privacy Fence:

The Board noted that portions of the wooden privacy fence behind 1725 Queens Lane were damaged and asked Mr. Kiman to repair them.

2012 CVIII Budget:

The Board asked and Mr. Vaughn agreed to have a draft version of CVIII's 2012 budget ready for discussion at its September meeting.

Associa Web Services:

Mr. Vaughan and the Board reviewed web-based services offered by Legum & Norman's parent company, Associa. Some these were free to unit owners and residents, most notably a concierge service of which Mr. Gerrity said he would include mention in the forthcoming edition of CVIII's newsletter. There were charges for others. The Board decided to continue discussion of these services at future meetings.

Gabled-Roof Vents:

Ms. Hagg said she had seen birds flying in and out of vents in gabled roofs and asked if screens should be installed to prevent this. Mr. Kiman said there were birds nesting in these attics and there should be screens behind these vents to keep them out. He would check to make sure later in the fall when the nests were more likely to be empty.

2011 Annual Meeting:

After discussion, the Board decided to schedule CVIII's 2011 Annual meeting for 7:00 P.M. on Monday, 10 October 2011, in the conference room in the Colonial Village Property Management Office at 1903 Key Blvd.

Executive Session:

Mr. Haley moved that the open session of this meeting be adjourned, and Mr. Vaughan and members of the Board convene in executive session for the purposes of discussing delinquent assessments, and property management issues. Mr. Poe seconded this motion, and it was approved unanimously at 7:50 P.M.

September 2011 Board of Directors Meeting:

The September 2011 meeting of CVIII's Board of Directors is scheduled to be held at 7:00 P.M. on Monday, 15 September 2011, 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. Gerrity seconded this motion, and it was approved unanimously at 7:58 P. M.