

**Minutes
Colonial Village III
Board of Directors Meeting
21 February 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; Amanda Hunt, Vice President; Larry Poe, Treasurer; Dennis Gerrity, Secretary; and Laura Hagg, Member at Large. General Manager Peter Freedman, Colonial Village Property Management Office Administrator Amanda Bright, 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:

Mr. Haley moved that the draft minutes of the 10 January 2011 Board Meeting be approved without change. Ms. Hunt seconded this motion, and it was approved unanimously.

Open Forum for CVIII Owners:

No CVIII unit owners other than Board members were present at this meeting.

Correspondence from Owners:

Renovations: Mr. Freedman recommended that the Board approve written requests from three unit owners to renovate their units. After discussion, the Board accepted Mr. Freedman's recommendations, and Ms. Hunt moved that the Board approve renovations of unit #243 at 1801 N. Rhodes St., unit #268 at 1821 N. Rhodes St. and #118 at 1729 N. Queens Ln. Mr. Poe seconded this motion, and it was approved unanimously. **Recycling:** Mr. Freedman and the Board reviewed correspondence from residents of 1812 Queens Ln. asking for information on what was being done to make recycling in CVIII compliant with newly expanded Arlington County requirements for recycling in multi-family housing communities. (See New Business for discussion of this topic.) **Signage:** Mr. Freedman and the Board reviewed correspondence from residents of 1812 Queens Ln. expressing support for recently installed signs requesting dog owners to keep their pets leashed and clean up after them. The Board was also encouraged to install "No Trespassing" signs along the bike path to discourage the use of CVIII's lawns in this area as a dog park by non-residents. (See New Business for discussion of this topic.) **1829 Wilson Blvd.:** Mr. Freedman and the Board reviewed correspondence from residents who said they had not been given advance notice that the mansard roof at this address was being replaced. Mr. Freedman apologized for this oversight and said it would not be repeated.

Reports of Officers:

See pending and new business.

Committees Reports:

See pending and new business.

Management Report:

A New Office Administrator:

Mr. Freedman introduced Amanda Bright as the new administrator for the Colonial Village Property Management Office at 1903 Key Blvd. Ms. Bright replaces Denna Barlish who was offered and accepted a position as assistant manager at a property managed by CMC, an affiliate of Legum & Norman. The

Board welcomed Ms. Bright to Colonial Village. The Board asked Mr. Freedman to convey its thanks and compliments to Ms. Barlish for her work at Colonial Village.

January 2011 Financial Update:

Legum & Norman had not provided the Board with an income statement, balance sheet and related documents for the month of January 2011 as of 21 February 2011.

Maintenance:

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

Pending Business:

Stop Signs – Key Blvd. and Rhodes St.:

Mr. Freedman told the Board that installation of new stop signs and crosswalks at the intersection of Key Blvd. and Rhodes St. was still scheduled to begin as soon as weather permits and work and should be finished three weeks after it begins.

Signs:

No Trespassing: Mr. Gerrity moved that “No Trespassing” signs be installed at various locations on the borders of CVIII. Ms. Hunt seconded this motion for the purpose of discussion. After discussion Mr. Haley made the following friendly amendment to Mr. Gerrity’s motion: three “No Trespassing” signs would be installed along the bike path. These signs would be identical in design and language to the signs on the pillars adjacent CVIII’s Wilson Blvd. gate. Ms. Hunt seconded the amended motion, and it was approved with Mr. Haley, Ms. Hunt, Mr. Gerrity and Mr. Poe voting aye. Ms. Hagg voted no, saying that these signs would do little to deter trespass and they would take away from the appearance of CVIII.

Basement Doors: After discussion, the Board requested and management agreed to post signs on laundry room bulletin boards and storage room doors asking residents to keep basement entry doors 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.

Tree Trimming and Removal:

Mr. Freedman said that he expected to have proposals for tree trimming and removals from four companies available for the Board’s consideration at its March meeting. The Board and Mr. Freedman discussed reserving funds for the removal and replacement of CVIII’s Siberian Elms, all of which were in poor condition due to age and disease.

Masonry Renovations:

Mr. Freedman informed the board that proposals to renovate Building One’s masonry had been solicited from four firms and he expected to have these proposals available for the Board’s review prior to its March meeting.

New Business:

Recycling:

Mr. Freedman informed the Board that Arlington County had expanded the types of items it required multi-resident housing complexes to recycle. He said signs explaining this expanded range of materials would be posted in CVIII’s trash rooms as soon as questions about how to handle large items made of metal and wood were resolved.

Gutters:

Mr. Freedman asked the Board to consider a \$7,726 proposal from Alliance Roofing to install hinged copper screens on approximately seven hundred and fifty feet linear feet of gutters serving pitched roofs at 1720, 1721, 1736, 1737, 1800, 1801, 1816, and 1817 Queens Ln. and 1735 and 1817 N. Rhodes St. This proposal also included repairing and reattaching portions of these gutters that had pulled away from buildings and cleaning all debris from them. After discussion, Mr. Gerrity moved that the Board approve Alliance's gutter proposal. Ms. Hunt seconded this motion, and it was approved unanimously.

Accounting Firm:

Mr. Freedman asked the Board to consider the following proposals to audit CVIII's books and prepare CVIII's taxes for 2010: Geimer, Ehrlich & Gross, \$4,250; Goldklang Group, \$3,475; and Ahlberg and Company, \$2,800. Mr. Freedman recommended Goldklang because they were already employed by CVI and CVII and there would be a much better chance of catching invoicing errors if all three associations used the same auditing firm. Mr. Gerrity suggested it would be best if the Board selected an auditor independent of any recommendation from its property management firm. After discussion, Ms. Hunt moved that the Board accept the Goldklang Group's proposal. Mr. Haley seconded this motion, and it was approved with Ms. Hunt, Mr. Haley, Ms. Hagg and Mr. Poe voting aye. Mr. Gerrity voted no.

Picnic Tables:

Members of the Board noted that the two picnic tables located near the bike path were in a state of disrepair and served as a gathering place for individuals who did not live in CVIII. Mr. Gerrity moved that the Board authorize removing these two picnic tables. Mr. Haley seconded this motion, and it was approved unanimously.

2011 Capital Improvements:

Mr. Freedman recommended that CVIII's capital improvements for 2011 include (i) the second phase of its program to replace meter banks and (ii) replacement of damaged portions of concrete walks and stairs. The Board asked and Mr. Freedman agreed to obtain multiple bids on these projects.

Executive Session:

Mr. Haley 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 bylaw violations, delinquent assessments, and property management issues. Mr. Gerrity seconded this motion, and it was approved unanimously at 8:00 P.M.

March 2011 Board of Directors Meeting:

The March 2011 meeting of CVIII's Board of Directors is scheduled to be held at 7:00 P.M. on Monday, 21 March 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 8:06 P. M.