

**Minutes  
Colonial Village III  
Board of Directors Meeting  
10 January 2011**

**Call to order:**

Mr. Haley brought the meeting to order at 7:19 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; Dennis Gerrity, Secretary; and Laura Hagg, Member at Large. General Manager Peter Freedman and Maintenance Engineer Stan Kiman were also present at that time. Unit owner Gregory Bain joined the meeting shortly after its beginning.

**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 15 November 2010 Board Meeting be approved without change. Ms. Hunt seconded this motion, and it was approved unanimously.

**Open Forum for CVIII Owners:**

**Expansion of a Unit's Boundaries:** A unit owner asked if he could acquire a common element area adjacent to his unit. Mr. Freedman said this would be possible only if approved by two-thirds of CVIII unit owners. **Replacement Windows:** The Board was asked for an update on its plans to try to assist unit owners to obtain a discount on replacement windows. The Board said that it would survey CVIII unit owners on their interest in replacing windows in their units. These windows would meet the Arlington County's Historic Affairs and Landmark Review Board's specifications for replacement windows in Colonial Village. The number of responses would be used to attempt to obtain proposals to supply and install replacement windows at a discount. The installation period would be either in the late spring or the late fall of 2011. The Board said the CVIII Unit Owners Association would not be a party to any contract that resulted from this process.

**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:**

**December 2010 Financial Update:**

Legum & Norman provided the Board with an income statement, balance sheet and related documents for the month of December 2010 that showed CVIII with a deficit of \$10,011 for the year ending 31 December 2010. Management said that this deficit was due to the cost of dealing with record snowfalls in 2010.

**Maintenance:**

Mr. Kiman told the Board there had been no unusual maintenance issues during the past month except for the replacement of a hot water heater that serves Building Three. Mr. Kiman was informed that a pole lamp on the bike path was not working. Mr. Kiman said Dominion Power was responsible for maintaining this lamp and he would inform them that it was out.

**Pending Business:**

**Garage Structure Pedestrian Bridge:**

Mr. Freedman said that masonry and roof work had been completed on the garage structure and the Rhodes St. pedestrian bridge. Mr. Freedman said that river rock in the stream bed still had to be rearranged to allow water to flow freely and prevent debris from collecting under the bridge.

**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 scheduled to begin as soon as the weather permits and work and should be finished three weeks after it begins.

**Signs:**

**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. They were also discussed as a way to maintain the privacy and security of residents in those courtyards. The Board decided to continue its discussion of these signs at its February 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 February meeting.

**Bicycle Registration:**

Mr. Freedman told the Board there were approximately fifteen bicycles in storage rooms that still had not been registered with the Arlington County Police Department. He said that another round of notices would be put on these bikes warning of that they would be removed and donated to a charity if they remained unregistered. Mr. Freedman said unregistered bicycles would be removed from common areas in early March.

**New Business:**

**2011 Landscaping – Preliminary Discussion:**

The Landscaping Committee proposed a number of landscaping projects for 2011. Removals included the following: a diseased and dying Yellow Poplar located adjacent to the parking lot driveway; the remaining portions of a Yellow Poplar located west of 1805 N. Rhodes that had been badly damaged by a lightning strike in 2010; a red oak located on the Rhodes Street lawn that had lost its leader to drought stress. Red oaks would be the replacements for these removals. A number of common azaleas that were receiving too much sunlight would be relocated to shadier sites. These would be replaced with Encore Azaleas, a new cultivar that was not bothered by full sunlight. Nandinas would be planted on the north wall of 1736 Queens Lane to complement those on the opposite side of the parking lot. Rose bushes would be installed on both sides of the parking lot steps. A second terrace would be constructed on the west side of 1821 Rhodes to St. to control soil erosion in that area. The Board was asked to consider renovating a portion of CVIII’s lawn. This would involve killing off the existing mixture of grass and weeds, improving the soil, and planting new grass with seed. The Board was also asked to consider using barberry or euonymus to create a hedge to stop residents of Rosslyn Heights from using the north side of

CVIII's property as a dog park. This hedge would run the length of the bike path and would have two gates.

**Accounting Firm:**

Mr. Freedman asked the Board to consider a proposal from the Goldklang Group to serve as CVIII's auditor. Mr. Freedman said CVII employed Goldklang and CVI was considering switching to Goldklang. Mr. Freedman said there would be a much better chance of catching invoicing errors if CVI, CVII and CVIII all used the same auditing firm. Mr. Freedman told the Board that he had no issues with the competency of CVIII's current auditor, Geimer, Ehrlich and Gross, but they were slow in submitting final drafts of audits of past years. The Board pointed out that the role of an auditor was to provide the CVIII Unit Owners Association with an independent opinion of the accounting and financial practices of its property management firm and, therefore, it would be best for the Board to select an auditor independent of any recommendation from its property management firm. The Board agreed to discuss this topic at future meetings.

**Hot Water Heater:**

After discussion, Mr. Haley moved that the Board approve the purchase of a hot water heater for \$5,675 from Associates Plumbing to replace a malfunctioning hot water heater serving Building Three. Ms. Hunt seconded this motion, and it was approved unanimously.

**Masonry Renovations:**

After discussion, Mr. Gerrity moved that the Board authorize Mr. Freedman to have Mr. Steven Turner, a consulting engineer, solicit proposals to renovate Building One's masonry. Mr. Turner was to be paid at rates no greater than those he was paid for similar services for masonry renovations at Building Two. Mr. Haley seconded this motion, and it was approved unanimously.

**Assessment for Violating CVIII's Bylaws:**

Mr. Gerrity moved that the Board assess a unit owner \$50 for failing to meet the items of a letter demanding compliance with CVIII's Bylaws. 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 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 8:20 P.M.

**February 2011 Board of Directors Meeting:**

The February 2011 meeting of CVIII's Board of Directors is scheduled to be held at 7:00 P.M. on Monday, 21 February 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. Ms. Hagg seconded this motion, and it was approved unanimously at 8:50 P. M.