

**Minutes  
Colonial Village III  
Board of Directors Meeting  
14 June 2011**

**Call to order:**

Mr. Haley brought the meeting to order at 6:02 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; and Dennis Gerrity, Secretary. 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 16 May 2011 Board Meeting be approved without change. Mr. Haley 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:**

The Board reviewed correspondence from unit owners dealing with renovating their units and the transfer of limited common elements.

**Reports of Officers:**

See pending and new business.

**Committees Reports:**

See pending and new business.

**Management Report:**

**May 2011 Financial Update:**

Legum & Norman provided the Board with an income statement, balance sheet and related documents for the month of May 2011 showing CVIII with a year-to-date operating surplus of \$21,980 as of 31 May 2011.

**Pending Business:**

**Masonry Renovations:**

**Tuck-pointing:** Mr. Vaughan informed the Board that Titan Restorations had given an estimated completion date of June 27<sup>th</sup> for tuck-pointing the exterior walls of Building One. The Board asked Mr. Vaughan to negotiate with Titan Restoration on a contract to renovate Building Three's masonry at a discounted price when it finished work at Building Two. **Chimneys:** Mr. Vaughan said he expected to have estimates of the cost of repairing CVIII's four chimneys from Gessert Engineering and Building Envelope Consultants for the Board's consideration at its July meeting.

**Landscaping:**

The Board reviewed a long list of complaints about CVIII's lawn service, Ruppert Landscaping. These included repeated failures to mow lawns, weed shrubbery and other mulch beds, and collect and remove leaves and other debris in a timely fashion. In addition, lawn mowing equipment had been operated in a

negligent manner resulting in the scaring and rutting of turf, and pruning was done in a haphazard manner with inadequate and poorly maintained equipment. The Board attributed these deficiencies to poorly trained, inadequately supervised, and understaffed work crews. Mr. Vaughan said he was working with Ruppert to correct these problems.

**Meter Banks:**

Mr. Vaughan said that he had received a \$41,700 proposal from Kolb Electric to replace the meter banks serving 1721, 1725, 1801, 1805, and 1817 Queens Lane. Kolb offered a 15% discount (\$6,255) if its proposal was accepted by June 28<sup>th</sup>. Mr. Vaughan said that he had requested but not yet received proposals from Mona Electric and Contemporary Electric. After discussion, Ms. Hunt moved that the Board authorize Mr. Vaughan to accept the lowest proposal to replace these five meter banks he received effective 28 June 2011. Mr. Haley seconded this motion, and it was approved unanimously.

**Roofs:**

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

**Restriping N. Rhodes Street Parking Places:**

Mr. Vaughan told the Board that the number of parking stalls on Rhodes Street between Key Blvd. and Lee Hwy. had been reduced by twenty-one spaces when they were restriped to the wrong width by Arlington County. Mr. Vaughan said Arlington County would correct this mistake.

**New Business:**

**Liability for Deductible on Damage Insurance Claims:**

Mr. Vaughan and the Board reviewed CVIII Regulatory Resolution No. 2010-2, which stated when the CVIII Unit Owners Association would pay the deductible on casualty losses. Mr. Haley moved that the Board approve Regulatory Resolution No. 2010-2. Ms. Hunt seconded this motion, and it was approved unanimously.

**Property Management Contract:**

The Board noted that CVIII was about to enter the third and final year of its contract with Legum & Norman. The Board reviewed ways this contract could be improved. The Board asked and Mr. Haley agreed to discuss RFPs on this contract with the CVI and CVII Board Presidents.

**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 bylaw violations, delinquent assessments, and property management issues. Mr. Gerrity seconded this motion, and it was approved unanimously at 6:30 P.M.

**July 2011 Board of Directors Meeting:**

The July 2011 meeting of CVIII's Board of Directors is scheduled to be held at 7:00 P.M. on Monday, 18 July 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. Hunt seconded this motion, and it was approved unanimously at 6:44 P. M.