

**Minutes
Colonial Village III
Board of Directors Meeting
21 March 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; Dennis Gerrity, Secretary; and Laura Hagg, Member at Large. Outgoing General Manager Peter Freedman, incoming General Manager Charles Vaughan, 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. Hunt moved that the draft minutes of the 21 February 2011 Board Meeting be approved without change. Ms. Hagg 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:

Washing Machines: The board reviewed a resident's complaint that the spin cycle for some of CVIII's washing machines was ineffective in removing water from some loads of laundry. Management agreed to monitor this issue, saying that it could not provide an explanation for this problem except perhaps for the size of loads.

Reports of Officers:

See pending and new business.

Committees Reports:

See pending and new business.

Management Report:

A New General Manager:

Mr. Freedman introduced Charles Vaughan as his replacement as General Manager for the three Colonial Village Condominiums. The Board welcomed Mr. Vaughan and thanked Mr. Freedman for the excellent job he did for CVIII.

February 2011 Financial Update:

Legum & Norman provided the Board with an income statement, balance sheet and related documents for the month of February 2011 showing CVIII with a year-to-date operating surplus of \$11,505 as of 28 February 2011.

Maintenance:

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

Pending Business:

Masonry Renovations:

Renovations: Mr. Freedman reviewed the following proposals: (i) to tuck-point the masonry of the exterior walls of Building One: Titan Restorations, \$96,772; Culbertson, \$106,274; Atlantic, \$107,400; Historic Restorations, \$115,500; (ii) to repoint Building One's window wells and retaining walls: Titan Restorations, \$3,900; Culbertson, \$13,350; Atlantic, \$7,000. Mr. Freedman recommended that the Board accept Titan's proposals with a requirement that Titan keep its onsite crew, including its foreman, intact for the duration of the project. After discussion, Ms. Hagg moved that CVIII accept Titan Restorations' proposals to tuck-point the masonry of the exterior walls of Building One for \$96,772 and to repoint Building One's window wells and retaining walls for \$3,900 with the stipulation that Titan keep its onsite crew, including its foreman, intact for the duration of the project. Mr. Gerrity seconded this motion, and it was approved unanimously. **Project Management:** After discussion, Mr. Haley moved that the Board approve the expenditure of up to \$10,000 for the services of Building Envelope Consulting, LLC as project manager for masonry renovations at Building One. Ms. Hagg seconded this motion, and it was approved unanimously.

Tree Trimming and Removals:

Mr. Freedman reviewed the following proposals for spring tree work: Ruppert, \$12,052; McFall & Berry, \$11,123; Merrifield, \$10,450 and Care of Trees, \$9,150. This work included: (i) pruning and cleaning the crowns of five elm trees in the vicinity of the Wilson Blvd. gate and single magnolias adjacent to 1724 Queens Ln. and 1805 N. Rhodes St. and removing damaged limbs from the crown of a maple adjacent to 1735 N. Rhodes St.; (ii) removing a fully grown poplar that is dying, four smaller dead and dying trees and the remains of four dead poplars (twenty-to-thirty foot high stubs); and (iii) remove vines, brambles and other designated underbrush from the east side of Colonial Village Run between CVIII's pedestrian bridge and the bike path. The stumps of tree removals are to be ground out. Mr. Freedman said that he was able to negotiate lower proposals from Merrifield (\$8,502) and Ruppert (\$8,694) by consolidating CVIII's tree work with that of CVI and CVII. After discussion, Mr. Gerrity moved that the Board accept Merrifield's \$8,502 proposal for tree work and authorize a change order if needed to ensure the removal of undergrowth on the east side of Colonial Village Run was sufficient to allow the installation of replacement trees in the fall. Ms. Hunt seconded this motion, and it was approved unanimously.

New Business:

Trespass Issue:

The Board discussed the use of CVIII's lawns as dog parks by non-residents -- in particular, the courtyards facing the bike path where some mornings as many as twenty non-residents have been observed using the courtyard behind 1816 Queens Ln. to let their dogs exercise and do their "business". Board members noted that this trespass had torn up the lawns in this area and created unsightly damage. The Board decided that a hedge or some sort of fence would be a more cost effective solution to this problem for CVIII's unit owners than repairing the damage every year in the future. Management was asked and agreed to determine the length of a hedge or fence needed to secure this area and obtain estimates of the cost using a plant such as euonymus as a hedge or constructing a wooden privacy fence similar to the one on the east side of CVIII.

Meter Banks:

Mr. Freedman reviewed the recommendations in Summit Engineers' 2009 evaluation of CVIII's twenty-eight meter stacks. Mr. Freedman told the Board all meter banks designated as high priority by Summit would be replaced if the meter banks serving 1721, 1725, 1801, 1805, and 1817 Queens Lane were replaced in 2011 and those serving 1720, 1812 and 1816 Queens Lane, 1817 N. Rhodes St and 1829 Wilson Blvd. were replaced in 2012. Mr. Freedman said that he grouped addresses in this fashion in order to minimize the number of units that would have their electric power turned off while this work was done.

The Board asked and Mr. Freedman agreed to get multiple proposals to replace the meter banks serving 1721, 1725, 1801, 1805, and 1817 Queens Lane later this spring.

Carpet Cleaning:

After discussion, Ms. Hunt moved that the Board approve a \$2,150 proposal from Clean Machine Building Service Maintenance to clean and treat with Teflon all common area carpeting in CVIII. Mr. Haley seconded this motion, and it was approved unanimously.

Insurance:

Mr. Freedman informed the Board that CVIII's insurance policy expired on 24 May 2011. He recommended increasing the deductible to \$5,000 in the new policy. After discussion, the Board asked and Mr. Freedman agreed to get multiple bids specifying a \$5,000 and \$10,000 deductibles on CVIII's insurance policy for the year beginning 25 May 2011.

Parking Lot:

Mr. Kiman said that he would restripe stall in CVIII's parking lot and put a fresh coat of yellow paint on curbs adjacent to fire lanes. Management agreed to have repairs made to the asphalt around drainage grates in front of the garage structure.

Bicycle Theft:

Mr. Freedman informed the Board that theft of bicycles from storage areas had become a problem throughout Colonial Village. He said one of the other Colonial Village Condominiums planned to install surveillance cameras in bicycle storage areas to try to stop this problem. The Board discussed installing such cameras in CVIII storage rooms, but it decided to wait and see how effective they were elsewhere in Colonial Village.

Litter:

The Board noted the presence of large numbers of cigarette butts on the ground outside several buildings.

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. Ms. Hunt seconded this motion, and it was approved unanimously at 7:43 P.M.

April 2011 Board of Directors Meeting:

The April 2011 meeting of CVIII's Board of Directors is scheduled to be held at 7:00 P.M. on Monday, 18 April 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 8:04 P. M.