

**Minutes
Colonial Village III
Board of Directors Meeting
16 May 2011**

Call to order:

Mr. Haley brought the meeting to order at 6:53P.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; Laura Hagg, Member at Large. Maintenance Engineer Stan Kiman and General Manager Chuck Vaughan were also present at that time. Andrew Woods arrived shortly after the start of the meeting.

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 April 2011 Board Meeting be approved without change. Ms. Hunt seconded this motion, and it was approved unanimously.

Open Forum for CVIII Owners:

The Board was asked if all recycled trash was being comingled in CVIII's trash rooms. The Board confirmed that it was. A resident suggested that installing a fence or hedge along the bike to stop non-residents from using this area as a dog park would create the impression that this area was a dog park and encourage its use as a dog park. Dog noise was briefly discussed. The Board mentioned that anyone disturbed by sustained barking can call the Arlington County Police as well as the Animal Welfare League.

Correspondence from Owners:

The Board reviewed a complaint from a unit owner that residents were inviting friends who owned dogs to use CVIII's grounds as a dog park. After discussion, the Board decided that it could not prohibit residents from having guests who brought their dogs with them so long as these dogs were leashed. If these dogs were allowed off leash in common areas of CVIII, then they could be banned from the property.

Reports of Officers:

See pending and new business.

Committees Reports:

See pending and new business.

Management Report:

April 2011 Financial Update:

Legum & Norman provided the Board with an income statement, balance sheet and related documents for the month of April 2011 showing CVIII with a year-to-date operating surplus of \$34,446 as of 30 April 2011. The Board and Mr. Vaughan noted that \$12,900 of this surplus was a one-time payment from Comcast.

Pending Business:

Masonry Renovations:

Tuck-pointing: Mr. Vaughan informed the Board that Titan Restorations was about halfway through tuck-pointing the exterior walls of Building One. The Board requested 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 and the Board reviewed a survey of the condition of CVIII's four chimneys prepared by Gessert Engineering. This survey recommended that three of these chimneys (1821 N. Rhodes, 1728 Queens Lane and 1809 Queens Lane) be torn down and rebuilt with terra cotta or stainless steel liners and that the fourth (1729 Queens Lane) have a crown cap and flashing replaced. The Board questioned rebuilding the 1809 Queens Lane chimney, noting that it had undergone major renovations in 2009 under the supervision of a structural engineer. The Board suggested and Mr. Vaughan agreed to discuss these chimneys with the Arlington County Inspection Service Division.

Landscaping:

Tree Pruning and Removals: Management informed the Board that Merrifield Gardens was scheduled to remove large accumulations of vines and brambles from the east of CVIII's stream as soon as weather permits. After discussion, Mr. Vaughan was asked and agreed to confirm that Merrifield's contract included grinding out the stumps of trees it had removed from this area earlier this spring. If it did not, Mr. Vaughan agreed to get a proposal for this work from Merrifield. **Annuals:** Ms. Hagg suggested more annuals be planted in the vicinity of the parking lot steps but no flowers be planted on sloped areas. She also suggested that metal fences be installed around these flowers to protect them from foot traffic and pets.

Meter Banks:

Mr. Vaughan said multiple bids were being sought to replace the meter banks serving 1721, 1725, 1801, 1805, and 1817 Queens Lane. Two bids had been received, and he was waiting for a third.

Roofs:

After discussion, Mr. Haley moved that the Board authorize payment of \$3,600 to Building Envelope Consultants to perform an independent survey of the condition of CVIII's roofs. Ms. Hagg seconded this motion, and it was approved unanimously.

Restriping N. Rhodes Street Parking Places:

The Board noted that a significant portion of N. Rhodes St. had recently been repaved and parking spaces in this area would have to be restriped. Mr. Vaughan was asked and agreed to provide as much advance notice as possible of this restriping and to include alternate locations for parking in this notice.

New Business:

Proactive Pest Management: Mr. Vaughan and the Board reviewed correspondence from CVIII's law firm that delineated maintenance responsibilities with respect to insect infestations. The Board and Management discussed best practices for dealing with insect infestations in common areas. The Board asked and Mr. Vaughan agreed to continue his research on non-toxic methods to control insects. The Board asked and Mr. Vaughan agreed to send a second letter to residents of 1733 Queens notifying them that a unit in their building had recently been treated for bed bugs.

Insurance:

Mr. Vaughan and the Board reviewed proposals from three insurance agencies obtained for CVIII by Legum & Norman's corporate office. These proposals were for insurance covering general liability, property, directors and officers, crime and fidelity, machinery, and automobile. These proposals included umbrella coverage and \$10,000 deductibles for property damage and crime and fidelity. The proposals of these agencies were: Danaher/Skewes \$25,417; Nationwide, \$22,843 and Cascade Insurance Group, \$23,430. Legum & Norman's corporate office recommended Cascade based on its past experience with this agency. After discussion, Mr. Gerrity moved that the Board accept Cascade's proposal. Mr. Haley seconded this motion, and it was approved unanimously. The Board noted the Cascade's proposal provided some coverage that was not applicable to CVIII. The Board asked and Mr. Vaughan agreed to attempt to negotiate a reduction in Cascade's premium by eliminating any superfluous coverage (e.g. elevators, boiler room machinery).

Vandalism:

The Board discussed two recent incidents of vandalism in CVIII. The first was a large piece of safety glass that had been shattered and left for others to clean up on the ramp to the west door of the basement located in 1728 Queens Lane. The second was an azalea bush that had been pulled out the ground and dragged, along with a lot of dirt, through the first floor hall of 1721 Queens Lane. The Board asked and Mr. Vaughan agreed to distribute notices door-to-door in 1721 Queens Lane asking for information about the azalea incident. The Board asked and Mr. Vaughan agreed to distribute notices door-to door at 1727 and 1735 Rhodes St. and 1829 Wilson Blvd. asking for information about the broken glass incident.

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. Poe seconded this motion, and it was approved unanimously at 7:50 P.M.

June 2011 Board of Directors Meeting:

The June 2011 meeting of CVIII's Board of Directors is scheduled to be held at 7:00 P.M. on Tuesday, 14 June 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. Poe seconded this motion, and it was approved unanimously at 8:20 P. M.