

**Minutes
Colonial Village III
Board of Directors Meeting
21 November 2011**

Call to order:

Mr. Haley brought the meeting to order at 6:43 P.M., and called the roll of Colonial Village III's Board of Directors. Present at that time were Kevin Haley, President; Amanda Hunt; 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 10 October 2011 Board of Directors Meeting be approved with one 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.

Correspondence from Owners:

None.

Reports of Officers:

See pending and new business.

Committees Reports:

See pending and new business.

Management Report:

November 2011 Financial Update:

Legum & Norman was unable to provide the Board with an income statement, balance sheet and related documents for the month of October 2011 because it was installing new bookkeeping software. Mr. Vaughan said these documents should be available before the end of the month.

Pending Business:

Chimneys:

Mr. Vaughan informed the Board that Mr. Steve Turner of BEC, a structural engineering firm, had amended his RFP for renovations of CVIII's chimneys to reflect the decision of the Design Review Committee (DRC) of the Arlington County Historic Affairs and Landmark Review Board (HALRB) not support CVIII's request for permission to reduce the height of the chimneys behind 1821 N. Rhodes St. and 1728 and 1809 Queens Lane. Mr. Vaughan said that he expected proposals on this project from masonry contractors would be available for the Board's consideration at its January meeting.

Roofs:

Mr. Vaughan informed the Board that Alliance Roofing was proceeding with repairs of roofs at 1728, 1805 and 1809 Queens Lane and 1801 and 1805 Rhodes St. as the weather permitted.

Building Security:

After discussion, the Board decided that cooperation by residents and contractors in keeping basement entry doors closed and locked was a way to improve building security in CVIII that should be encouraged by better communication with all concerned.

Landscaping:

Mr. Vaughan and the Board reviewed proposals from McFall and Berry (\$25,387) and Somerset Landscaping (\$31,800) for CVIII's 2012 landscaping contract. A proposal was also received from Heritage Landscaping Service, but it was not priced in a manner that allowed it to be compared with the other two proposals. After discussion, Mr. Haley moved that the Board cancel CVIII's contract with Ruppert Landscaping effective 31 December 2011 and accept McFall and Berry's \$25,387 bid to provide CVIII with lawn service in 2012. Mr. Gerrity seconded this motion, and it was approved unanimously. Mr. Vaughan agreed to give Ruppert notice on or before 1 December 2011.

New Business:

Seating of the Board:

A motion was not made to seat the Board because Ms. Hagg and Mr. Poe were not present at this meeting.

Snow Removal Contract:

Mr. Vaughan and the Board reviewed proposals from McFall and Berry and Clean Advantage for snow removal services during the 2011-2012 winter season. Mr. Vaughan noted McFall and Berry charged \$45 per hour for snow shovellers and proposal while Clean Advantage asked \$46.50 per hour for shovellers and did not include plowing CVIII's parking lot in its proposal. After discussion, Ms. Hunt moved that the Board accept McFall and Berry's snow removal proposal for the 2011-2012 winter season. Mr. Haley seconded this motion, and it was approved unanimously.

2011 Holiday Party:

After discussion, the Board approved Friday, 9 December 2011 as the date for the Colonial Village Holiday party.

Deferred Assessment Resolution:

After discussion, Mr. Gerrity moved that the CVIII Unit Owners Association elect to apply all or part of the excess assessment income to the following year's assessments and that such final amount shall be at the Board's discretion. Mr. Haley seconded this motion, and it was approved unanimously.

Policy Resolution:

After discussion, Mr. Gerrity moved that the Board approve a policy resolution authorizing property management to remove without notice private property found in common areas in violation of Article X of CVIII's Bylaws. Mr. Haley seconded this motion, and it was approved unanimously.

Littering:

Mr. Kiman informed the Board that a dog owner or walker was throwing bags of pet waste on the north end of the garage roof. The Board suggested that Mr. Kiman post a sign at this location asking for information about the identity of this person. Mr. Gerrity was asked to do the same in the winter edition of CVIII's newsletter.

Building Entry Doors:

Mr. Vaughan reviewed a \$7,820 proposal from Precision Doors to supply and install new building entry doors at 1721, 1728, 1808 and 1809 Queens Lane. After discussion, Ms. Hunt moved that the Board approve Precision Doors' proposal. Mr. Gerrity seconded this motion, and it was approved unanimously.

January 2012 Board of Directors Meeting:

The January 2012 meeting of CVIII's Board of Directors is scheduled to be held on at 7:00 P.M. on Monday, 16 January 2012, in the conference room in the Colonial Village Property Management Office at 1903 Key Blvd.

Holiday Season Gifts:

After discussion, Mr. Gerrity moved that Leo Guevara be given a Holiday Season gift. Ms. Hunt seconded this motion and it was approved unanimously. Mr. Haley moved that the four man crew assigned to CVIII by Thompson Hauling each be given a Holiday Season gift. Ms. Hunt seconded this motion and it was approved unanimously.

Towing Fee:

After discussion, Mr. Gerrity moved that the Board deny the request of a resident for relief from a towing fee. Ms. Hunt seconded this motion, and it was approved unanimously.

Early Redemption of a CD:

Mr. Haley informed the Board that a \$77,000 CD with Bank of America was inadvertently renewed for three years at the very low interest rate of .35% per annum. Mr. Haley said if CVIII was willing to pay a \$2335 penalty to redeem this CD prior to its maturity date, then this \$77,000 could earn approximately 4% invested in a Ginnie Mae security. After discussion, Mr. Gerrity moved that the Board authorize the early redemption of this Bank of America CD and the investment of the redemption proceeds in a Ginnie Mae security. Ms. Hunt seconded this motion, and it was approved unanimously.

Adjournment:

Mr. Haley moved that this meeting be adjourned. Ms. Hunt seconded this motion, and it was approved unanimously at 7:27 P. M.

Call to Order:

Mr. Haley brought the Colonial Village III Board of Directors Executive Session Meeting to order at 7:27 P.M., and called the roll of Colonial Village III's Board of Directors. Present at that time were Kevin Haley, President; Amanda Hunt; and Dennis Gerrity, Secretary. General Manager Chuck Vaughan was also present at that time. The purpose of this executive session meeting was to discuss delinquent assessments, personnel matters and covenant violations.

Adjournment:

Ms. Hunt moved that the Board of Directors Meeting be adjourned. Mr. Haley seconded this motion, and it was approved unanimously at 7:53 P. M.