

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

Call to order:

Mr. Haley brought the meeting to order at 7:47 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; Larry Poe, Treasurer; Dennis Gerrity, Secretary; and Laura Hagg, member at large. Unit Owner Mahmoud Ghannam, Maintenance Engineer Stan Kiman, Assistant Manager Sonya Rainey, and General Manager Chuck Vaughan were also present at that time. Mr. Poe had to leave the meeting for personal reasons at approximately 8:25 P.M.

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. Haley moved that the draft minutes of the 19 September 2011 Board of Directors Meeting be approved without change. Mr. Poe seconded this motion, and it was approved unanimously.

Open Forum for CVIII Owners:

Mr. Ghannam complimented the Board on its service to CVIII.

Correspondence from Owners:

None.

Reports of Officers:

See pending and new business.

Committees Reports:

See pending and new business.

Management Report:

September 2011 Financial Update:

Legum & Norman was unable provided the Board with an income statement, balance sheet and related documents for the month of September 2011. Mr. Vaughan said these documents should be available around the 15th of October.

Pending Business:

Chimneys:

Mr. Gerrity informed the Board that the Design Review Committee (DRC) of the Arlington County Historic Affairs and Landmark Review Board (HALRB) decided at its 5 October 2011 meeting that it would 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 unless they were provided with credible evidence that there was a design flaw that would lead to the collapse of these chimneys if they were left at their current height. The Board said it would like an explanation of any renovations currently needed for the chimney located behind 1809 Queens Ln. given that it was renovated in 2009 under the supervision of Steve Turner. Mr. Vaughan said that he would ask Mr. Turner amend his RFP for work on these chimneys to reflect the DRC's decision. Mr. Vaughan said that he would also ask Mr. Turner for an explanation of repairs needed for the 1809 Queens Ln. chimney.

2012 CVIII Budget:

Mr. Vaughn presented a second draft of CVIII's 2012 budget to the Board. This draft projected expenditures of \$645,525 with a \$16,125 deficit that would be covered by a 2.57% increase in assessments. After discussion, Mr. Haley moved that

the Board approve Mr. Vaughan's second draft of CVIII's 2012 budget without change. Ms. Hunt seconded this motion, and it was approved unanimously.

Roofs:

After discussion, Mr. Gerrity moved that the Board approve a December 2010 proposal from Alliance Roofing for repairs to CVIII's roofs. Mr. Haley seconded this motion, and it was approved with Mr. Gerrity, Ms. Hagg, Mr. Haley, and Ms. Hunt voting aye, Mr. Poe not present.

Parking Lot:

Mr. Vaughan told the Board that the Robinson Paving/ Foley Asphalt /Mullen's Markings group had completed repairing the asphalt around storm drainage grates in front of the garage structure but sealing cracks in the parking lot surface with hot tar and sealcoating would be postponed until Thursday or Friday of this week because of forecasted rainstorms.

Sidewalks and Concrete Steps:

Mr. Vaughan informed the Board that graffiti had been etched in several sections of newly repaired sidewalk before the concrete had hardened. After discussion, the Board authorized Mr. Vaughan to use his best judgment in working with Portugal Construction to remove this graffiti in an economical way.

Landscaping:

Mr. Vaughan told the Board that proposals from Heritage Landscaping Service, McFall and Berry and Somerset Landscaping for CVIII's 2012 landscaping contract needed to be clarified so that the Board could make "apples-to-apples" comparisons at its November meeting. Mr. Gerrity agreed to work with Mr. Vaughan on these clarifications. Mr. Vaughan said he was still in the process of obtaining proposals for seven 3" caliper Black Gum Trees.

New Business:

November 2011 Board of Directors Meeting:

The November 2011 meeting of CVIII's Board of Directors is scheduled to be held on at 7:00 P.M. on Monday, 21 November 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 8:37 P. M.

Return to Open Session:

Mr. Haley reconvened the Board in open session at 8:46 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. Assistant Manager Sonya Rainey and General Manager Chuck Vaughan were also present at that time.

Executive Session Motions:

Reading and Approval of Executive Session Meeting Minutes:

Mr. Haley moved that the draft minutes of the 19 September 2011 Board of Directors Executive Session Meeting be approved without change. Ms. Hunt seconded this motion, and it was approved unanimously.

Demand Letter:

Mr. Gerrity moved that the Board authorize a letter to a unit owner demanding that he comply with CVIII's Bylaws and stop unauthorized pruning of a tree. Mr. Haley seconded this motion and it was approved unanimously.

Adjournment:

Mr. Haley moved that the Board of Directors Meeting be adjourned. Mr. Gerrity seconded this motion, and it was approved unanimously at 8:50 P. M.