

**Minutes
Colonial Village III
Board of Directors Meeting
19 September 2011**

Call to order:

Mr. Haley brought the meeting to order at 6:55 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. 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. Haley moved that the draft minutes of the 18 August 2011 Board Meeting be approved without change. Mr. Poe seconded this motion, and it was approved unanimously,

Open Forum for CVIII Owners:

No owners other than Board members were present at this meeting

Correspondence from Owners:

See new business.

Reports of Officers:

See pending and new business.

Committees Reports:

See pending and new business.

Management Report:

Stan Kiman's 21st Year of Service:

Mr. Vaughan and the Board congratulated Stan Kiman on the completion of his 21st year of service to CVIII as its maintenance engineer.

August 2011 Financial Update:

Legum & Norman provided the Board with an income statement, balance sheet and related documents for the month of August 2011 showing CVIII with a year-to-date operating surplus of \$22,458 as of 31 August 2011. Mr. Vaughan noted that \$12,900 of this surplus was a one-time payment from Comcast.

Pending Business:

Chimneys: Mr. Vaughan reviewed a proposal submitted by BEC, a structural engineering firm, to develop specifications and serve as bid and project manager for the renovation of three of CVIII's chimneys (1821 N. Rhodes, 1728 Queens Lane and 1809 Queens Lane) with fees of \$2,500 for design work, \$2,000 for bid management and \$167 per hour for contractor supervision. After discussion, Mr. Gerrity moved that the Board accept BEC's proposal. Mr. Haley seconded this motion, and it was approved unanimously. Mr. Gerrity agreed to submit an application for a certificate of appropriateness from Arlington County's Historic Affairs and Landmark Review Board for this project. He also agreed to represent CVIII at HALRB meetings on this project if necessary.

Roofs:

Mr. Vaughan said he expected to have a survey of the condition of CVIII's roofs from Building Envelope Consultants available for the Board's consideration at its October meeting. In discussion, the Board emphasized its desire to have minor roof repairs recommended by Alliance Roofing completed before winter set in.

Common Hallway Walls:

The Board complimented Mr. Kiman on the progress he was making in repairing minor dents and scratches in common hallway walls.

Parking Lot:

Mr. Vaughan and the Board reviewed proposals from Robinson Paving/ Foley Asphalt /Mullen's Markings (\$8,959) and Dominion Paving (\$5,210) for the following work: (i) repair damaged asphalt around drainage grates in front of the garage structure; (ii) seal cracks in the parking lot surface with hot tar and sealcoat the surface of the parking lot; and (iii) stripe parking stalls and paint fire lane curbs. After discussion, Mr. Vaughan and Mr. Kiman recommended Robinson Paving's approach to repairing damaged asphalt around drainage grates, and Mr. Gerrity moved that the Board approve the Robinson Paving/ Foley Asphalt /Mullen's Markings bid of \$8,959. Ms. Hunt seconded this motion, and it was approved unanimously.

Sidewalks and Concrete Steps:

Mr. Vaughan and Mr. Kiman informed the Board Portugal Construction had begun replacing damaged and miss-aligned portions of CVIII's sidewalks and concrete steps and correcting a drainage problem where a sidewalk crossed a culvert and they expected this project to be completed within a week, weather permitting

2012 CVIII Budget:

Mr. Vaughn presented the first draft of CVIII's 2012 budget to the Board. This draft projected expenditures of \$655,790 with a \$26,440 deficit that would be covered by a 4% increase in assessments. In discussion, the Board suggested ways this deficit could be reduced. The Board asked and Mr. Vaughan agreed to incorporate the Commerce Department's Bureau Labor Statistics' estimate of 3.6% inflation for 2011 in the amounts budgeted for repair and maintenance expenses and reserve accounts in subsequent drafts of this budget.

Landscaping:

Mr. Vaughan provided the Board with proposals for CVIII's 2012 landscaping contract from Heritage Landscaping Service, McFall and Berry and Somerset Landscaping. The Board said it would review these proposals and it would be prepared to discuss them at its October meeting.

New Business:**Storage Room Break-ins:**

Mr. Vaughan informed the Board that there had been a number of storage room break-ins throughout Colonial Village (both storage rooms at 1728 Queens Lane were among these) during the past two months. Mr. Vaughan said that the Arlington County Police were actively investigating these crimes. He said that Mr. Kiman was strengthening the locking systems for these doors and new signs were being posted asking residents to be on the lookout for suspicious activity and asking them to securing all basement entry doors, storage room entry doors, and laundry room entry doors.

Hot Water Heater:

Mr. Vaughan and Mr. Kiman informed the Board that a hot heater serving Building Three needed to be replaced and proposals from API (\$6,280) and All Plumbing (\$6,390) for a replacement had been obtained. After discussion, Mr. Haley moved that the Board accept API's proposal. Mr. Poe seconded this motion, and it was approved unanimously.

Towing Fee:

After discussion, Mr. Haley moved that the Board approve partial reimbursement of a towing fee. Ms. Hunt seconded this motion, and it was approved with Ms. Hagg, Mr. Haley, Ms. Hunt and Mr. Poe voting aye and Mr. Gerrity abstaining.

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 delinquent assessments and a request for relief from a towing fee. Ms. Hagg seconded this motion, and it was approved unanimously at 8:10 P.M.

October 2011 Board of Directors Meeting:

The October 2011 meeting of CVIII's Board of Directors is scheduled to be held on Monday, 10 October 2011, immediately following CVIII's Annual Meeting 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 8:12 P. M.