

**COLONIAL VILLAGE I, a CONDOMINIUM
BOARD OF DIRECTORS MEETING MINUTES
WEDNESDAY, APRIL 22, 2009**

Approved

Attendees: Geoff Schwartzman, President
Neil Chritton, Vice President
Chuck Edwards, Treasurer
Andrea Raggambi, Secretary
Patricia Bradley, Director

Others Present: Paula Covington, Interim Property Manager
Sonya Rainey, Recording Secretary
3 Residents

I. **Call to Order**

The meeting was called to order at 7:00 pm by Board President, Geoff Schwartzman.

II. **Resident Forum**

Homeowner Requests for Approval – The following unit owners submitted requests in writing prior to the meeting. **A Motion was made by Mr. Schwartzman, seconded by Ms. Raggambi, and carried unanimously, to approve:**

Anna Coleman	1913 Key #571	Hardwood Floors
Melanie Devoe	2011 Key #599	Appliance & Cabinet Remodeling
Kate Finnerty	2015 Key #608	Bathroom Remodeling

Another Motion was made by Mr. Schwartzman, seconded by Mr. Edwards, and carried unanimously to approve a window replacement request for Gary Thompson (1807 Key #520), with the following proviso: that his request for a variance to install translucent glass in the bathroom window was disapproved. Mr. Edwards provided a photograph of a conforming window to ensure that the contractor matched the dimensions and cross section of the mullions.

Homeowner Request for Tree Replacement – a resident expressed concern about a 30-foot high tree planted in front of her building several years ago seems inappropriate for the small space in which it was planted. Mr. Edwards responded that he shares her concerns and is investigating replacement.

TASK – Management will send out letters of approval or disapproval to all homeowners informing them of the Board’s action.

III. **Reading and Approval of Minutes**

A Motion was made by Mr. Schwartzman, seconded by Ms. Raggambi and carried unanimously to approve the March 2009 minutes as written.

IV. **Officer’s Reports**

President – Mr. Schwartzman expressed the Board’s dissatisfaction with Somerset’s snow removal services and their costs, and will meet with the company’s rep to

emphasize staying within budget for the continuation of the 2009-2010 snow and landscape season.

Mr. Schwartzman also reported that he is compiling a Book of condominium association resolutions which will be made available on the CVI website.

Treasurer – Mr. Edwards reported:

- Email was recently forwarded to Management regarding an invoice erroneously coded to CVI in the amount of \$194.62 that should have been coded to CVII.
- For the record, the minutes should reflect that the variance in laundry income — which is listed as \$0 for March 2009 — is due to the fact that payments sometimes come in from the contractor, Coinmach, slightly out of cycle.

V. **Manager's Report**

- a. Management reported that the maintenance engineer adjusted the temperature settings in both buildings 1904 and 1912 Rhodes Street, and no more hot water flashing complaints have been received.
- b. Management reported that the unit owner of 1904 Rhodes #56 fixed the plumbing problems emanating from the unit, and repaired the damage which occurred below to 1912 Rhodes #53.
- c. Management reported that a proposal has yet to be received from Kolb Electric for the replacement of the electrical panel behind 1801 Key Blvd.
- d. Management reported that contact has not yet been made with Verizon subcontractors, TKC, to seek reimbursement and resolve wiring issues. Mr. Schwartzman reported that he had sent pictures of improper wiring to a Verizon corporate representative and would report a status at the next meeting.

Patricia Bradley entered the meeting at 7:23 pm.

VI. **Unfinished Business**

- a. **Unit Remodeling and Renovation – A Motion was made by Mr. Schwartzman, seconded by Mr. Edwards, and unanimously approved to adopt Regulatory Resolution 2009-1 which will become effective June 1, 2009.** This establishes more detailed criteria for Unit Owners seeking approval of unit renovations or appliance installation.
- b. **Late Fee Increase - A Motion was made by Mr. Edwards, seconded by Mr. Chritton, and unanimously approved to adopt Administrative Resolution 2009-1 which will become effective June 1, 2009.** This resolution raises late fee from \$10 per month to \$35 per month.
- c. **Window Treatments - A Motion was made by Mr. Schwartzman, seconded by Ms. Raggambi, and unanimously approved to adopt Regulatory Resolution 2009-2 which will become effective July 1, 2009.** This establishes acceptable window treatments.

- d. **Move-In Fee — Mr. Schwartzman made a Motion, seconded by Mr. Chritton and carried unanimously to adopt the Move in Fee Addendum Resolution which will be effective June 1, 2009.** This simply clarifies that delinquent move-in fees will be added to unit owners' accounts.

TASK - Management will ensure that after promulgation, this addendum, along with other resolutions, will be added to the Resale package.

- e. Hot Water Bids – A Motion was made by Mr. Edwards, seconded by Mr. Schwartzman and carried unanimously to accept JED Mechanical Contractor's proposal in the amount of \$66,000 to replace the hot water recirculation piping in all buildings as identified. A 50% deposit is due upon signing, and the balance will be due upon completion.
- f. 1917 Rhodes Foundation Wall Update – Mr. Schwartzman reported that he and Mr. Edwards will meet with an All Plumbing representative on Friday, May 1st to discuss their role in previous plumbing repairs made in the building. CSG Engineering continues its design work to solve problems with the building's foundation.
- g. Replacement Window Specs Update – Mr. Edwards reported that Mike Chadwell of CSG performed a site inspection in order to provide 3 sets of CAD drawings which will later be used to create window specs.

VII. New Business

- a. Basement/Crawlspace Vent Grates – Mr. Edwards reported that numerous grates are missing or broken and has found a company that will cast new ones.

TASK – Management will provide a count of all the noncompliant grates throughout the Villages to Mr. Edwards, who will solicit the bid.

A Motion was made by Mr. Edwards, seconded by Ms. Raggambi and unanimously approved to move forward with having the grates made at a cost not to exceed \$3,000.

- b. Management Contract – A resolution was passed out by Mr. Schwartzman to Board members for review and signatures, followed by **a Motion by Mr. Edwards, seconded by Ms. Raggambi and unanimously carried to approve Legum & Norman as the new management company.** Mr. Schwartzman reported that all owners received a letter advising them of the Board's selection. Legum & Norman is scheduled to officially begin on July 1, 2009. All Owners should pay their condo fees to Comsource for the month of June.
- c. Locks Update – **Mr. Schwartzman made a Motion, seconded by Ms. Raggambi and carried unanimously that the Board shall create, and recognize an ad-hoc committee tasked with the formulation, and recommendation of exterior security lock policies and procedures. Final recommendations must be approved by, and may be amended by, the Board of Directors.**

Mr. Schwartzman reported that the committee will propose policies during their May meeting, and anticipates that work can begin in July. Eight doors (nonstandard in size) were added to the proposal increasing the price to \$46,375.

A Motion was made by Mr. Schwartzman, seconded by Mr. Edwards and unanimously carried to approve Evigilant's proposal to service and install door locks systems in the amount of \$23,688. This amount represents a 50% deposit; the final amount due upon completion is \$22,687.38.

The next lock meetings will take place May 6th and May 20th both at 7:00 pm.

- d. 2007/2008 Audits – **A Motion was made by Mr. Edwards, seconded by Mr. Chritton and carried unanimously to accept the audits with the condition that the reserve study date be corrected to reflect a date of 2005.** [It was later determined that the reserve study has the correct date of January 2006.]
- e. 2009 Audit – **A Motion was made by Mr. Schwartzman, seconded by Mr. Chritton and carried unanimously to use the Ahlberg & Co., as recommended by Cummings & Associates, to provide interim auditing after the transition not to exceed \$3,500.**
- f. Move-In Fee – The language will be amended in the Resident Handbook to accurately reflect the requirement that the move-in fee is due “30 days after move-in”. Mr. Edwards volunteered to pass on the electronic document to Mr. Schwartzman for forwarding to the web administrator.
- g. Façade Report - A report received from Thomas Downey, Ltd detailed visual findings of the exterior walls, etc. which may need repair. Mr. Edwards will converse with Colonial Village III's Board secretary regarding similar specs they received from this company.

The next meeting is scheduled for Wednesday, May 27, 2009.

A Motion was made by Mr. Schwartzman to adjourn the meeting at 9:04 pm to enter into Executive Session. The Motion was seconded by Mr. Chritton, and carried unanimously.

Respectfully Submitted by

Sonya Rainey, Recording Secretary

Approved by

Andre Raggambi, Secretary

Date