

# Colonial Village I, a Condominium

August 27, 2008 – Minutes

(Next Meeting: Wednesday, September 24, 2008, 7:00 PM)

The August meeting was convened at 7:00 PM. Present were four Board members (Geoff Schwartzman, Chuck Edwards, Neil Chritton, and Michael Cardman) and condo manager David McPherson (representing Comsource Management, Inc., our condo management company). Approximately 10 residents were present.

**1. FiOS Townhall Meeting** — A representative of JMJ Communications, the licensed installer for Verizon's FiOS system, explained how the fiber optic cable will be installed in CVI units. The installation will start the week of Oct. 6 and will take approximately three weeks to completely wire the complex. The date for the second townhall meeting was switched from Sept. 7 to Sept. 15; Chuck will work with CMI staff to ensure residents are informed of the date change. Further information will be supplied to owners and residents over the coming weeks.

**2. Minutes** – The July minutes were approved with minor changes.

**3. Resident Forum** – The Board unanimously approved a unit owner's plans to remove part of a non-load-bearing wall between the kitchen and living room to create a breakfast nook. A last-minute request from another unit owner for major renovations was returned for more details and consideration at the September meeting.

**4. Officer Reports (Treasurer)** — Treasurer Chuck Edwards reported that a \$59,000 CD would mature in November. The board agreed unanimously that proceeds should be moved into a money market (at a rate and institution of CMI's choosing) because we need to maintain liquidity after spending large sums on asbestos removal. Manager David McPherson reported that reserve accounts are being fully funded and our bills are being paid on time (30 days net).

**5. Officer Reports (Management Search)** – Neil Chritton reported he had attended a meeting of representatives of the four villages (CVI, CVII, CVIII and the Commons) to form an ad-hoc joint committee to explore the possibility of bidding out the condominium management contract. The current manager for all four villages is Comsource Management, Inc. A meeting with a consultant who might assist in the process (Lincoln C. Cummings of Cummings & Associates, Inc.) is scheduled for Thursday Aug. 28. The meeting is closed because it involves contract negotiations. Neil and Chuck will attend as representatives of CVI.

**6. Manager's Report** – In addition to matters discussed elsewhere in these minutes, David reported:

- *Draft Audit and Taxes* – David presented the draft audit and tax returns for 2007. Our tax liability was \$2,420 for federal taxes and \$1,030 for state taxes. The draft audit and the tax returns will be signed by the Treasurer and returned to CMI for filing after he verifies their accuracy.
- *Insurance Renewal* – The board unanimously approved the one-year renewal (effective Sept. 16) of the current insurance package (master, umbrella liability, workman's comp, directors and officers, fidelity bond) assembled by Alliance Insurance Agency. The total cost of \$22,818 continues to represent a considerable savings over the amount paid prior to 2008, when the Board decided to bid out our insurance.

- *Asbestos Removal* – The project was completed below estimates and earlier than projected. Because of the speed with which the project was completed, costs of oversight by our contract manager is less than projected. The final cost will be reported when all bills are in.
- *Pavement Repair* – CVI is responsible for the condition of the asphalt bike path running from the corner of Key and Rhodes to a point behind 1805 Key Blvd. This requires repair. At David’s recommendation, the Board approved a bid by Paveco to repave this area, for a cost of \$5,800. This is a reserve expense.

#### **7. Old Business –**

- *Tuck-Pointing* — Our consulting engineer, Steve Turner from Thomas Downey, Ltd., has not yet finished evaluating CVIII tuck-pointing issues. Upon completion of that project, he will turn to CVI. Based on findings at CVIII, it appears that particular issues exist with window lintels and sills.
- *Water Intrusion at 1917 Rhodes Street* – Although recent sewer line repairs have eliminated most water intrusion in the boiler room at this address, there is still some seepage. David reported that the Board-authorized installation of a French drain and sump pump has eliminated the water problem. This is a reserve expense.
- *Window Regulation* – Unit owners have been installing windows and frames inconsistent with the original design of windows in the village. To clarify and enforce acceptable window designs, the Board developed a modified version of the CVIII historic preservation guidelines. Chuck will present these to our consulting engineer to obtain his opinion and make appropriate modifications for adoption at the September meeting.

#### **8. New Business –**

- *Tree Work* – The Board approved Bartlett Tree Experts’ estimate for tree work in 2009 totaling \$17,450. This includes \$9,600 for pest management and \$7,850 for pruning. The pruning consists of items already identified on a recent walk-through, particularly on the east side of Rhodes Street. More items may be identified next spring, at which time further work may be authorized.
- *Preparation of Meeting Minutes* – Because all five of the Board members have full-time jobs, it has been difficult to produce the minutes on a timely basis. The Board unanimously approved a proposal to hire someone to take the minutes of the monthly meeting. One of the other villages does this already.

#### **9. Carried Over –**

- *Cleaning Company* – The maintenance engineer is unhappy with the quality of cleaning performed by the current company, Clean Advantage. He requests a review of the cleaning contract.
- *Exterior Door Replacement* – The maintenance engineer has requested replacement of a couple of exterior doors.
- *Vent Installation* – To relieve a persistent mildew and odor problem in the storage room at 1905 Rhodes St., David obtained an estimate of \$1,250 from Contemporary Electrical Services to install an exterior venting system.
- *Painting/Repair of Shutters* — Condo management is continuing to investigate a contract to repair and replace shutters throughout the community.

#### **10. September Meeting - The next meeting will be held at 7 PM on **Wed. Sept. 24.****