

**COLONIAL VILLAGE I, a CONDOMINIUM  
BOARD OF DIRECTORS MEETING MINUTES  
WEDNESDAY, JANUARY 7, 2009**

**APPROVED**

Attendees: Geoff Schwartzman, President  
Neil Chritton, Vice President  
Chuck Edwards, Treasurer  
Pat Bradley, Director

Others Present: Paula Covington, Interim Property Manager  
Sonya Rainey, Recording Secretary  
1 Resident

Absent: Andrea Raggambi

I. **Call to Order**

The meeting was called to order at 7:07 pm by Board President, Geoff Schwartzman.

II. **Resident Forum**

**Security Measures**

A resident thanked the Board and Management for installing mirrors in the hallways. The President stated that four bids are being sought for prices on securing the exterior doors.

Mr. Schwartzman stated that a letter and survey to residents and owners alerting them of the security measures being considered by the Board will be mailed out in January, with a meeting date to vote on the measure in February. The measures would be implemented in the spring.

III. **Reading and Approval of Minutes**

***Mr. Edwards made a Motion to accept the November, 2008 Minutes as written. The Motion was seconded by Mr. Schwartzman and carried unanimously.***

IV. **Officer's Reports**

**Vice President** – Mr. Chritton reported that Verizon had moved some of their cable boxes that were placed too high on the fronts and backs of the buildings, and painting the boxes a color to blend in with the building was being considered.

**Treasurer** – ***Mr. Edwards made a Motion to suspend January and February payments (\$12,452) to Capital Reserves. In the event January's payment has already been made, the contributions for February and March should be suspended. The contributions should be made to the Operating account instead.*** The Motion was seconded by Mr. Schwartzman and unanimously approved.

Due to unexpected expenditures in one month, i.e., hydro jetting lines, plumbing maintenance and employee overtime expenses, the operating account is underbudget.

V. **Management Report**

Maintenance Engineer Status - Ms. Covington reported that she had conducted a few interviews but none of the applicants were qualified. Coverage will be extended by engineers from the other Villages until a new employee is hired.

VI. **Matters for Board Action**

Recirculating Line Project – A Motion was made by Mr. Edwards to accept the 3 contracts from Didier Follain-Griselle in the amount of \$4,500 each. The Motion was seconded by Mr. Chritton and unanimously approved.

Landscaping – Management reported that the final payment to TruGreen for December has been withheld because they have not fulfilled their contractual obligations. They were supposed to pick up leaves on three dates between November and December. ***A Motion was made by Mr. Edwards, seconded by Mr. Schwartzman to suspend their last payment. The Motion was unanimously approved.***

2007 Audit - Management was tasked with calling the Association's auditing firm to find out why the 2007 audit had not been returned. Management has not received any response to a letter mailed out to them on November 17<sup>th</sup> seeking an explanation.

Resident Handbook – Revisions will be discussed at the next meeting.

VII. **New Business**

Power Cabinet Repair – Management was tasked with obtaining bids to have the power cabinet behind 1811 Key Boulevard repaired.

Move-In Fees – Management was asked if the current methods being used to collect owner's move-in fees are still effective. Mr. Schwartzman will provide a source of information to management to track unit sales and rentals.

The next scheduled meeting will be held on January 28, 2009.

The meeting was adjourned at 9:00 pm to convene into Executive Session.

Respectfully Submitted by

*Sonya Rainey, Recording Secretary*

*January 14, 2009*

Approved by

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Andrea Raggambi, Secretary

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Date