

**COLONIAL VILLAGE I, a CONDOMINIUM
BOARD OF DIRECTORS MEETING MINUTES
WEDNESDAY, SEPTEMBER 24, 2008**

Attendees: Geoff Schwartzman, President
Neil Chritton, Vice President
Chuck Edwards, Treasurer
Lisa Martilotta, Secretary
Michael Cardman, Director

Others Present: Paula Covington, Interim Property Manager
Sonya Rainey, Recording Secretary
Lewis Brown, Maintenance Engineer
7 Residents

I. **Call to Order**

The meeting was called to order at 7:06 pm by Board President, Geoff Schwartzman.

II. **Resident Forum**

The **Board unanimously disapproved** a unit owner's request to install a bathroom exhaust fan to vent into the attic but approved her request for kitchen remodeling in her unit. It was noted that venting air into the attic from a unit is a violation of the Virginia building code.

The **Board unanimously approved** another unit owner's request for kitchen and bathroom remodeling after noting she had supplied more details on the work involved since her initial request in August.

The **Board unanimously approved** a unit owner's request to install new windows under the condition that the existing guidelines would be followed along with crimping the mullions.

Several residents in attendance reported their concerns about homeless individuals sleeping in hallways and inquired about getting locks for the exterior doors. Mr. Schwartzman agreed to accept further emailed suggestions to eliminate these concerns. A notice will be posted to alert residents of Colonial Village II. **The Board unanimously approved to adopt a limited power of attorney authorizing Arlington County Police to come into Colonial Village II buildings and to remove and/or arrest trespassers from the hallways.** A notice will be posted alerting homeowners of this concern and if possible, provide a description of individuals repeatedly found trespassing.

III. **Reading and Approval of Minutes**

The Board unanimously approved to accept the minutes with corrections as noted.

IV. **Reports**

Vice President – Reported on the Fios Town Hall Meeting held September 15th.

Treasurer – Reported on several expenses from the financials that needed recoding.

Landscaping – TruGreen’s contract is approaching renewal and they’ve done a mediocre job. Will probably seek another bid from previous landscaping contractor for consideration.

V. **Old Business**

2009 Proposed Budget - The proposed budget was presented to the Board with discussion. **The Board unanimously approved the proposed budget for presentation to and adoption by the owners at the Annual Meeting.**

Recirculating Lines – We have received an engineering study and spec document for replacement of hot water recirculation lines in the 2000 block of Key Blvd. Paula was instructed to bid out the job, with the proviso that she should be sure to include All Plumbing (our usual contractor for repairs) among the bidders.

Fios – The proposal from Baldino’s Locksmith was too costly and was not approved. Federal Locksmith will be used on a “call as needed” basis for gaining entry into units that did not provide management with keys. It was agreed that the maintenance engineer would be responsible for accepting the new key and ensuring that he or the on-call engineer provided the key to the owner/resident.

Management Search – The Board unanimously approved to accept the proposal for a consulting firm to conduct a new management company search for the four villages for a fee of \$1,000 each and an additional fee of \$4,000 which will be proportionally split among the four Villages based on the number of units.

Window Regulation – Mr. Edwards presented the revised Guidelines for Replacement Windows. The Board unanimously approved the adoption of the Guidelines which will be placed in the upcoming Annual Meeting package to homeowners.

Shutter Replacements – Management presented a proposal from Hahn and Hahn for shutter repair and replacement throughout the community. The Board unanimously approved the proposal and the expense will be paid from reserves.

Tuckpointing – Management is still awaiting a proposal from Thomas Downey, Ltd. to perform a study of needed tuck-pointing (brick and mortar repair) of the buildings.

VI. **New Business**

Ventilation/Mold Policy – The Board unanimously approved the Ventilation Regulation and Mold Policy.

Annual Meeting – There are 2 vacancies to be filled at the upcoming Annual Meeting and both positions on the Board will serve 3 year terms.

The next meeting will be the Annual Meeting to be held Wednesday, October 29, 2008 at 7:00 pm.

The meeting was adjourned to enter into Executive Session at 9:45 pm.

Respectfully Submitted by

Sonya Rainey, Recording Secretary
October 7, 2008

Approved by

Lisa Martilotta, Secretary

Date