

**COLONIAL VILLAGE I, a CONDOMINIUM  
BOARD OF DIRECTORS MEETING MINUTES  
WEDNESDAY, AUGUST 26, 2009**

Members Present: Geoff Schwartzman, President  
Neil Chritton, Vice President  
Chuck Edwards, Treasurer  
Andrea Raggambi, Secretary

Members Absent: Patricia Bradley, Director

Others Present: Cassie Cataline, General Manager  
Sonya Rainey, Recording Secretary  
2 Residents

I. **Call to Order**

The meeting was called to order at 7:02 pm by Board President, Geoff Schwartzman.

II. **Resident Forum**

Window Replacement Request - 1903 N. Key #549 - **A Motion was made by Mr. Edwards to approve a resident's request for a window replacement, by contractors currently working on the property, in the event they could not replace a single broken window pane. The Motion was seconded by Mr. Schwartzman and carried unanimously.**

**A Motion was made by Mr. Schwartzman, seconded by Mr. Chritton, and carried unanimously to affirm the e-mail approval of 16 owners who requested window replacement approvals during the month of August.**

**Management was tasked with inspecting all new window installations approved and installed since July to ensure that they were installed properly.**

Solicitors - A resident asked that Management send out letters to solicitors that leave flyers in the hallways on resident's doors.

**Management was tasked with sending letters to solicitors asking them not to leave flyers in the hallways.**

III. **Reading and Approval of Minutes**

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

IV. **Reports of Officers**

Treasurer

Mr. Edwards asked Management if the condominium association's transfers were made to the operating accounts, and inquired on the status of liquidity.

**A Motion was made by Mr. Schwartzman, seconded by Ms. Raggambi and carried unanimously to move \$100,000 to a Money Market Account.**

Minutes are also posted at colonialvillagei.com

V. **Manager's Report**

- A. Financial Report – Management reported that the financial statements were sent to the Treasurer the day of the Board meeting. After review, they will be distributed and available by the 15<sup>th</sup> of the month.
- B. Status of Accounts – Management reported that all invoices and accounts were up to date and that investment options would be forwarded to the Treasurer.

VI. **Unfinished Business**

- A. 2010 Budget – Mr. Edwards asked that a few amounts be provided from Management and Mr. Schwartzman so that the proposed budget could be finalized.
- B. Lock Installation – Several administrative procedures were discussed in order to facilitate lock installations and issuance of the key fobs for late September. Management reported that a laptop and PDA had been secured for loading the software and that training needed to be scheduled.
- C. 1917 Rhodes Wall – Mr. Edwards reported that the work will commence September 8<sup>th</sup> and suggested having a mason replace a few bricks along the wall at the end of the project.
- D. Tuckpointing – Management reported that an educational meeting will be set up with Steve Turner to address any questions and concerns about the project.
- E. Unit Inspection Program – It was the Board's consensus to defer the community-wide inspection program until next spring.
- F. Electrical Meter Replacements – Management reported that letters were sent out to all owners informing them of the replacement process and costs involved.

VII. **New Business**

- A. 2010 Contracts  
**A Motion was made by Mr. Edwards, seconded by Mr. Chritton and carried unanimously to accept Clean Advantage's contract to provide janitorial service for 2010 in the amount of \$34,668 with no increase from 2008.**  
  
**A Motion was made by Mr. Chritton, seconded by Mr. Edwards and carried unanimously to accept Bartlett Tree's contract for pest management and shrub/tree fertilizing in the amount of \$14,000.**
- B. Exterior Door Painting  
**A Motion was made by Mr. Schwartzman, tasked Management with soliciting bids for the painting of the white trim around the doors (pediments and pilasters) and all other doors in need of repair or painting**

**by the September meeting. The Motion was seconded by Ms. Raggambi and carried unanimously.**

The next meeting is scheduled for Wednesday, September 23, 2009.

A Motion was made by Mr. Schwartzman to adjourn the meeting at 9:06 pm to enter into Executive Session. The Motion was seconded by Ms Raggambi, and carried unanimously.

Respectfully Submitted by

*Sonya Rainey*  
*Recording Secretary*

*September 4, 2009*

Approved by

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Andrea Raggambi, Secretary

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Date