

**COLONIAL VILLAGE I, a CONDOMINIUM
BOARD OF DIRECTORS MEETING MINUTES
WEDNESDAY, JUNE 24, 2009**

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

Members Absent: Patricia Bradley, Director

Others Present: George Hedrick, Interim Property Manager
Sonya Rainey, Recording Secretary
1 Resident

I. **Call to Order**

The meeting was called to order at 7:01 pm by Board President, Geoff Schwartzman.

II. **Reading and Approval of Minutes**

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

III. **Resident Forum**

- A resident inquired about the status of updated window specs. During the month of July, a homeowner has agreed to hold a meeting where several window contractors will be invited to speak to residents and provide information on window replacement and possible group rates.
- A resident stated that if any special assessments are planned for upcoming tuckpointing projects, he would prefer a one time special assessment versus spreading out the assessment over a period of time.

IV. **Manager's Reports**

- A. **Remodeling Request** (2007 Key #585) - A request for remodeling a bathroom was submitted to Management for approval. It was the Board's consensus to approve the request by email. **A Motion was made by Mr. Edwards, seconded by Ms. Raggambi, and carried unanimously to affirm the vote.**
- B. **Vent Removal Letters** – Management confirmed that letters were mailed and/or hand delivered to all top floor unit owners. Owners who have exhaust vents venting into the attic must remove them or face sanctions for violation of building codes when unit inspections begin in September.
- C. **Electrical Bid – 1904 and 1906 Rhodes Street** – **A Motion was made by Mr. Edwards, seconded by Mr. Schwartzman and carried unanimously to accept the proposal from Power Systems in the amount of \$2,898.00 each for replacement of two deteriorated electrical meter banks. Letters to owners need to be sent apprising them in advance of the shared costs for replacing the meter bank.**

- D. Directional Property Signs – Mr. Hedrick reported that a new directional sign was installed at the corner of Rhodes and Key.

V. **Unfinished Business**

- A. Management Contract – Mr. Schwartzman reported that the contract with Legum & Norman was signed and new management commences July 1, 2009.

- B. Door Locks & Installation Timeline – **A Motion was made by Mr. Edwards, seconded by Mr. Chritton, and approved unanimously to approve the proposal from Precision Doors in the amount of \$11,736.90 for replacing 7 exterior doors.**

A Motion was made by Mr. Chritton, seconded by Mr. Schwartzman, and carried unanimously to approve ordering knox boxes at a price not to exceed \$1,600.

- C. Mid-Year Audit – Mr. Schwartzman stated that he would follow up with other Village Board Presidents to inquire if they were choosing a mid-year auditor.

- D. Window Replacement Resolution – **A Motion was made by Mr. Edwards, seconded by Ms. Raggambi, and carried unanimously to approve Regulatory Resolution No. 2009-4, rules and regulation for window replacements, pending corrections, to be made effective July 1, 2009.** He volunteered to prepare the cover page and forward to Management for a mailing to all unit owners.

- E. Hot Water Recirculation Line Project – Mr. Edwards reported that contractors discovered hot and cold water pipes were routed together underground, and the hot water recirculation line could not be separated for replacement – they should all be replaced at the same time. A Motion was made by Mr. Edwards, seconded by Mr. Schwartzman, and carried unanimously to approve an additional \$8,000 emergency change order.

- F. 1917 Rhodes Wall Project – Mr. Hedrick reported that one plumbing proposal was received for moving 3 hot water heaters; he sent specs to other companies and expects to receive comparison proposals.

A Motion was made by Mr. Edwards to approve the wall repair proposal from Titan in the amount of \$66,447, contingent on approval of CSG Engineering and Mr. Edwards at a final project meeting. The Motion was seconded by Ms. Raggambi and carried unanimously.

Mr. Edwards made a Motion to provide approval by email of necessary plumbing work. The Motion was seconded by Mr. Chritton, and carried unanimously.

VII. **New Business**

Management was given authorization by the Board and tasked with destroying all keys left over from Fios installations. Management was instructed to post a notice allowing 2 weeks for key retrieval before they would be destroyed.

The next meeting is scheduled for Wednesday, July 29, 2009.

A Motion was made by Mr. Schwartzman to adjourn the meeting at 9:19 pm to enter into Executive Session. The Motion was seconded by Mr. Chritton, and carried unanimously.

Respectfully Submitted by

Sonya Rainey
Recording Secretary

June 30, 2009

Approved by

Andrea Raggambi, Secretary

Date