

**COLONIAL VILLAGE I, a CONDOMINIUM
BOARD OF DIRECTORS MEETING MINUTES
WEDNESDAY, MAY 27, 2009**

Members Present: Geoff Schwartzman, President
Neil Chritton, Vice President
Chuck Edwards, Treasurer
Patricia Bradley, Director

Members Absent: Andrea Raggambi, Secretary

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

I. **Call to Order**

The meeting was called to order at 7:00 pm by Board President, Geoff Schwartzman.

II. **Resident Forum**

Mr. Schwartzman asked that the Minutes reflect his acknowledgement of all residents who provided input and volunteered their time to serve on the lock committee.

III. **Reading and Approval of Minutes**

A Motion was made by Mr. Schwartzman, seconded by Mr. Chritton and carried unanimously to approve the April 2009 minutes as written, with no corrections.

IV. **Officer's Reports**

Treasurer – Mr. Edwards reported that the laundry income category showed a variance again as a result of receiving income slightly out of cycle, the plumbing category was overbudget due to an invoice of \$6,064.54 to extract, clean, and sanitize the crawlspace in 1811 Key Blvd due to a leak. He also reported that the 2005 tax returns had been prepared by our accountants, but not filed, and that a small penalty had been incurred as a result. Payment of approximately \$700 was required to cover the back taxes and a small penalty. The accountants said that the penalty would probably be remitted now that the 2005 returns had finally been filed. Mr. Edwards expressed considerable frustration that the Board had not been notified when the error first became known to Comsource in December.

V. **Manager's Report**

a. **Remodeling Request** - Management presented a homeowner's request for approval to replace a dishwasher at 1807 Key Blvd, #519. **A Motion was made by Mr. Schwartzman, seconded by Mr. Edwards and carried unanimously to approve the homeowner's request. Management was tasked with sending a letter to inform the resident of this approval.**

b. **Kolb Electric Bid** – Management was tasked with assessing whether the previous property manager obtained 2 bids from Kolb Electric for replacing the meter banks at 1912 Rhodes and 1801 Key Boulevard. If received,

Management will inform Board members so that an evote can be made to approve both bids.

- c. Verizon Reimbursement/Wiring Issues – Mr. Schwartzman reported that the subcontractors did secure faulty wiring on Rhodes Street, and he will resend invoices to seek reimbursement.
- d. Crawlspace/Basement Grate Update – **Mr. Schwartzman made a Motion to approve \$900 for the cost of the grate die; the Motion was seconded by Ms. Bradley and carried unanimously.**

Management was tasked with contacting Somerset Landscaping for removal of sand in the parking lot remaining since the last snow removal efforts.

- e. Hazardous Waste Removal – Mr. Hedrick presented a proposal for hazardous material removal (paint cans, etc) in which the cost will be share by other Village associations. **A Motion was made by Mr. Schwartzman to approve the Care Environmental Corporation proposal at a cost of \$575.00. The Motion was seconded by Mr. Chritton and carried unanimously.**
- f. Storage Bin Areas – Management was tasked with posting notices giving residents 2 weeks to clear clutter from the common areas of the storage rooms.
- g. Carpet Cleaning – **Mr. Edwards made a Motion to approve Clean Machine's proposal to clean the common area hallway carpets in the amount of \$1,750. The Motion was seconded by Mr. Chritton and carried unanimously.**

VI. Unfinished Business

- a. Hot Water Recirc Line Update – Mr. Edwards reported that JED Mechanical Contractors was scheduled to start work on the first courtyard on Thursday, June 4th with minimal water shut off interruptions to residents.
- b. 1917 Rhodes Foundation Wall Update – Mr. Edwards reported that CSG will oversee the project of relocating hot water heaters, and installing a french drain system to divert water down to the creek and away from interior walls.

VII. New Business

- a. New Management - The contract, once received, will be circulated by email for final Board approval.
- b. Locks Update – **Mr. Schwartzman made a Motion, seconded by Ms. Bradley, and carried unanimously to adopt interim procedures and a key fob application which will be mailed out to owners in June.**
- c. 2009 Mid-Year Audit – Mr. Schwartzman reported that Ahlberg and Associates, suggested as an interim auditing firm by Cummings and Associates, has declined to provide a mid-year audit, due to their demanding schedule.

- d. Tuckpointing - It was the Board's consensus to authorize Mr. Edwards to have CSG take mortar samplings from two buildings.
- e. **Ceiling Vents – A Motion was made by Mr. Schwartzman to approve a letter which will be mailed out to top floor owners after counsel's review, requiring removal of all vents that exhaust into attics, The Motion was seconded by Mr. Chritton and carried unanimously.**

The next meeting is scheduled for Wednesday, June 24, 2009.

A Motion was made by Mr. Schwartzman to adjourn the meeting at 9:13 pm to enter into Executive Session. The Motion was seconded by Mr. Chritton, and carried unanimously.

Respectfully Submitted by

Sonya Rainey, Recording Secretary

Approved by

Andre Raggambi, Secretary

Date