

**COLONIAL VILLAGE I, a CONDOMINIUM
BOARD OF DIRECTORS MEETING MINUTES
WEDNESDAY, FEBRUARY 25, 2009**

APPROVED

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

Others Present: Paula Covington, Interim Property Manager
Sonya Rainey, Recording Secretary
11 Residents

Absent: Pat Bradley, Director

I. **Call to Order**

The meeting was called to order at 7:04 pm by Board President, Geoff Schwartzman.

II. **Resident Forum**

Security Measures

Mr. Schwartzman stated that a 3rd locking system proposal was received in the amount of \$55,000, in line with other proposals received to-date. The President agreed to also provide timeframes and preliminary costs for the March meeting, when the Board considers all proposals.

TASK – Mr. Schwartzman agreed to contact CVII's Board President and obtain details about their last security/door locking efforts.

A resident asked the Board to consider the following concerns:

- Irresponsible residents who continually prop open doors
- How owners and residents will be tracked for issuance of keys/fobs
- Hidden expenses in maintaining doors and vandalism as a result of lost keys/fobs
- How management's resources would be impacted

Trash/Entrance Doors

A resident stated that the trash room doors at 1801 Key and 1902 Rhodes are always unlocked and the door at 1807 Key needed the trim replaced that encloses the window.

Street Parking

A resident requested that the Board ask Arlington County to consider re-stripping the parking spaces. ***Mr. Chritton agreed to contact the County and inquire.***

Electrical Panel Boxes

A resident recently had an electrical contractor replace her main breaker and wanted to relay to the Board that the panel boxes are disrepair. They are rusting and the breakers are arcing.

TASK – Management was tasked with inspecting the breaker boxes that the owners share located behind the buildings. Those unit owners of boxes in disrepair will be notified about replacing the boxes.

II. **Reading and Approval of Minutes**

Mr. Schwartzman made a Motion to accept the January 28, 2009 Minutes as written. The Motion was seconded by Ms. Raggambi and carried unanimously.

IV. **Officer's Reports**

Vice President – Mr. Chritton deferred revisions to the Resident Handbook until March.

Treasurer – Mr. Edwards requested that stronger direction was needed from the CFO at Comsource. He had several questions about the financial statements. ***TASK - Management was tasked with asking the CFO or the owner of Comsource to provide monthly data on the average daily balance of our operating account to ensure that money is available for prompt payments to our vendors.*** It was agreed that Mr. Schwartzman and Ms. Covington would meet with Greg Edwards to get a more definitive accounting method and clarification on interpreting the financial statements.

V. **Management Report**

Maintenance Engineer Status - Ms. Covington reported that the hiring of Mr. Kim was contingent upon finding a replacement for him at The Commons. She had recently interviewed someone who, if hired, would begin in March.

VI. **Matters for Board Action**

Recirculating Line Project – Drawings were prepared and received from Didier Follain-Griselle. Mr. Didier has agreed to suggest potential bidders and will provide oversight. ***Mr. Edwards made a Motion to accept the drawings and move forward with the project. The Motion was seconded by Mr. Chritton and carried unanimously.***

Electrical Panel Boxes – ***Mr. Edwards made a Motion for Management to solicit bids to get the boxes inspected. The Motion was seconded by Mr. Raggambi and carried unanimously.***

VII. **Old Business**

Power Cabinet Repair – Management will have Mr. Kim make the repair, after he is employed at CVI.

Boiler Room Wall – Management received one proposal from CSG to repair the wall at 1917 Rhodes Street and is awaiting other proposals.

VIII. **New Business**

Sign & Flag Display

TASK - Management was tasked with checking the language in the Virginia Condo Act regarding flag and sign display so that owners can be warned about displaying them in windows.

Management Selection Update – After more than 20+ years of same management company, CVI has been working with CVII, CVIII, and the Commons to compete the management company contract for the Villages. The plan is to maintain the current arrangement of one management company for all four entities. Requests for Proposals have been sent to seven

prospective management companies, including Comsource, with a deadline for proposals of March 6th. A final decision by principals of each of the four member groups, and subsequent board approval, is expected by March 31, 2009.

The next scheduled meeting will be held on March 25, 2009.

The meeting was adjourned at 10:00 pm to convene into Executive Session.

Respectfully Submitted by

Sonya Rainey, Recording Secretary

March 6, 2009

Approved by

Andrea Raggambi, Secretary

Date