

**COLONIAL VILLAGE I, a CONDOMINIUM
BOARD OF DIRECTORS MEETING MINUTES
WEDNESDAY, JULY 29, 2009**

Members Present: Geoff Schwartzman, President
Chuck Edwards, Treasurer
Andrea Raggambi, Secretary
Patricia Bradley, Director

Members Absent: Neil Chritton, Vice President

Others Present: Cassie Cataline, General Manager
Sonya Rainey, Recording Secretary
1 Resident

I. **Call to Order**

The meeting was called to order at 7:05 pm by Board President, Geoff Schwartzman.

II. **Reading and Approval of Minutes**

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

III. **Manager's Reports**

- A. **Office Remodeling** - Management reported that new carpeting had been installed along with office furniture and paint throughout.
- B. **Transition** - Management reported that a contract abstract — that is, a list of all current contracts with vendors — will be provided to Board members by the next meeting and that previous lags in the management system are being reviewed.
- C. **Financial** – Management reported that paid invoice copies had been retrieved from Comsource, and asked the Board for direction regarding liquid assets that had been cashed out by Comsource and transferred to Legum and Norman as part of the transition to new management. For the moment, liquid assets will be maintained in money market accounts until pending capital reserve bills are paid off and we have a better idea of how much liquidity we have.

IV. **Unfinished Business**

- A. **Door Locks & Installation Timeline** – Mr. Schwartzman reported that the lock installation has been rescheduled for September with key-fob distribution commencing in late August or early September. Management will need to schedule a meeting with Evigilant to address issues which prevented installation in July including software compatibility and the pre-programming of locks.
- B. Remodeling Regulation – **A Motion was made by Mr. Edwards, seconded by Ms. Raggambi, and carried unanimously to adopt an amendment to Regulatory Resolution No. 2009-1, amended July 29, 2009 entitled “Unit Remodeling, Alterations and Improvements; Installation and Replacement of Appliances.”**

- C. Hot Water Recirculation Line Project – Mr. Edwards reported that this project has been completed.
- D. 1917 Rhodes Wall Project – Mr. Edwards reported that a proposal with Titan was executed and CSG will continue to provide oversight.
- E. Tuckpointing – Deferred consideration of proposal received.
- F. Electrical Meter Replacement – Management was tasked with moving forward with the proposal signed at the last Board meeting for Power Systems to replace a meter bank serving owners of 1900 – 1924 Rhodes Street. The letter should inform them what their share of costs would be and provide 45 days in which to make the payment.

V. **New Business**

- A. New Entrance Doors – Management was tasked with purchasing door sweeps for the newly installed doors.
- B. 2010 Budget – Manager Cassie Cataline and Treasurer Chuck Edwards presented a draft of the proposed 2010 budget. Based on feedback from the Board, they will attempt to find savings sufficient to hold the 2010 assessment increase to 10 percent. The updated draft will be considered further at the August meeting.

A Motion was made by Mr. Schwartzman to adjourn the meeting at 9:18 pm to enter into Executive Session. The Motion was seconded by Mr. Edwards, and carried unanimously.

The next meeting is scheduled for Wednesday, August 26, 2009.

Respectfully Submitted by

Sonya Rainey
Recording Secretary

August 3, 2009, 2009

Approved by

Andrea Raggambi, Secretary

Date