

**COLONIAL VILLAGE I, A CONDOMINIUM
BOARD OF DIRECTORS MEETING MINUTES
WEDNESDAY, MARCH 25, 2009**

APPROVED

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

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

I. **Call to Order**

The meeting was called to order at 7:08 pm by Board President, Geoff Schwartzman.

II. **Resident Forum**

Plumbing Leak – A resident inquired if her leak which emanated from under her tub and into the kitchen of the unit below, would qualify for a master insurance claim. She was informed that it would not because the leak stemmed from plumbing under her tub which only serves her unit. She would be responsible for repair in her unit and any damages that occurred to the unit owner below.

Report of Very Hot Water – Two residents reported that they sometimes have scalding hot water when turning on the hot water fixtures.

TASK – Management will have the maintenance engineer inspect 1912 Rhodes #53, and 1904 Rhodes #56 and report findings.

Exterior Door Damage – A resident who resides in one of the single efficiency units which has an entrance door only serving that unit, inquired as to whether screen doors are permitted. The door is weathered externally and internally because rain seeps into the unit around the sides of the door.

TASK – Management will have the maintenance engineer inspect the door at 1912 Rhodes #53 for wear and seepage and report findings.

Request for Remodeling (2007 Key #590) – A resident forwarded a request to Management seeking Board approval to install new appliances and have an electrical outlet relocated.

MOTION - A Motion was made by Mr. Edwards, seconded by Mr. Schwartzman and carried unanimously to approve the unit owner's request provided the proper county-required permit is obtained for moving the electrical outlet, and provided the contractor disposes of debris properly.

Request for Renovation (2011 Key #599) – A letter was received by a unit owner seeking Board approval to replace appliances and move a dishwasher.

MOTION - A Motion was made by Mr. Edwards, seconded by Mr. Schwartzman and carried unanimously to approve the unit owner's request provided the proper county-required permit is obtained, if necessary, and the contractor disposes of debris properly.

TASK – Management will send a letters to the owners detailing Board approval.

Replacement Windows – A resident inquired about the criteria for window replacement. Mr. Edwards responded that although the guidelines are posted on the website, the Board is seeking an engineer to draw up specs for more specific guidelines.

Exterior Door Locks - Mr. Schwartzman gave an update on the proposed plan for the installation of security locks on the exterior hallway doors, storage room doors, and laundry room doors. An ad hoc committee was formed to discuss and formulate recommendations for policies and procedures related to the installation and issuing of key fobs. The projected installation date is late summer or early autumn and is estimated to cost approximately \$60,000 - \$70,000 and includes lock installation, knox boxes, interior door handles, and miscellaneous lock and door repair or replacement.

III. **Reading and Approval of Minutes**

A Motion was made by Mr. Schwartzman, seconded by Ms. Raggambi and unanimously approved to accept the February minutes with no corrections.

IV. **Officer's Reports**

Vice President – Mr. Chritton reported that Arlington County's Parking Division will only repaint the lines on the streets throughout the Villages if they're completely faded.

Treasurer – Mr. Edwards asked that Management recode the snow removal invoices from the landscaping category to the snow removal category.

TASK – The Treasurer tasked Management with obtaining whether or not the last snow removal invoice had already been paid.

V. **Old Business**

2007/2008 Audit – Management stated that there were no new developments from the auditor on the outstanding audits. Mr. Schwartzman stated that as part of the management company transition, a half-year audit will be conducted.

Hot Water Recert Lines – Management reported that Didier Follain-Griselle has referred two contractors to view the work to be done and their proposals are expected to be submitted by the end of March.

Exterior Door Locks Proposal – A Motion was made by Mr. Edwards, seconded by Ms. Raggambi and carried unanimously to approve the installation of the exterior security locks. A Motion was made by Mr. Chritton, seconded by Ms. Bradley and carried unanimously to accept eVigilant Security's proposal to furnish and install exterior door locks for \$41,236.00.

1917 Rhodes - Foundation Wall Repair - A Motion was made by Mr. Schwartzman, seconded by Mr. Chritton and unanimously approved to accept CSG's proposal to provide structural engineering consulting services, including oversight of a subcontractor, for a cost estimated at \$18,000.

Resident Handbook Updates – Discussion of revisions was deferred.

VI. **New Business**

Replacement Window Specification Guidelines – **A Motion was made by Mr. Edwards, seconded by Mr. Schwartzman and unanimously carried to have CSG provide a proposal to draw up window specs at a cost not to exceed \$5,000.**

Management Contract – **Mr. Schwartzman made a Motion authorizing the Board President to negotiate the provisions of new management contract on behalf of Colonial Village I. The Motion was seconded by Mr. Edwards and unanimously carried.** The full Board of Directors will be required to approve the final contract with the new management company. Mr. Schwartzman reported that there will be a 40% increase, approximately, over the current expense for the cost of the new management fee and salaries/ benefits of staff. This increase includes a third person being added to the management staff. Once notice is given to Comsource, a 60-day transition period is expected.

Electric Panel Boxes – **A Motion was made by Mr. Chritton, seconded by Mr. Edwards and unanimously carried to have Kolb Electric replace the electrical panel box, including any damaged switches inside, at in the rear of building 1801 N. Key at a cost not to exceed \$2,500.**

TASK - Management will seek a proposal from Kolb with a per-item figure for replacing the switches.

TASK – Management will send a letter to owners of 1801 N Key Boulevard advising them that Kolb will be contracted for the replacement of the panel box and that there may be a cost assessed to them if their breaker is found to be defective.

Proposed Resolutions - The following proposed Rules & Regulations resolutions will be reviewed, discussed and voted on at the April meeting: **Window Treatments, Late Fees and Remodeling**. It was the Board's consensus not to consider resolutions for window signs and flags, specifically.

Verizon FiOS Installation – It is suspected that when Verizon subcontractors ran wiring for FiOS cables, they did not adequately secure all wiring and conduit properly through the crawlspaces and basements of several buildings.

TASK – Management will contact the subcontractors, have them to inspect and secure any wiring which may not be to code. Management was also directed to provide the Board with a date that the subcontractors will reimburse the Association for two bills incurred when the contractor hit pipes, causing water damage.

The meeting was adjourned at 9:54 pm to enter into Executive Session.

The next meeting is scheduled for Wednesday, April 22, 2009.

Respectfully Submitted by

Sonya Rainey, Recording Secretary

Approved by

Andre Raggambi, Secretary

Date