

**COLONIAL VILLAGE I, a CONDOMINIUM
BOARD OF DIRECTORS MEETING MINUTES
WEDNESDAY, NOVEMBER 25, 2008**

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

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

I. **Call to Order**

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

II. **Resident Forum**

Squirrels in the Attic

A resident expressed concerns about squirrels in the attic above his unit. Management responded that there had been several reports of squirrel activity throughout the community and that the Board will review proposals from Adcock's Trapping Service to remedy the situation.

Security Measures

A resident asked the status of the Board's meeting with lock companies in consideration of securing the entrance doors. Mr. Schwartzman responded that he along with Management had met with lock contractors and received a bid of \$35,000 to lock all laundry, storage and entrance doors. The system considered would allow doors to be individually programmed to be locked during certain hours.

Mr. Edwards mentioned that in recent, prior email discussions, former Board member, Mike Cardman, suggested Management post notices in the storage and trash rooms about the urgency of not propping doors open. He also reported that he received an email message from the CVII Board President urging CVI residents to utilize the power of attorney that's currently in place to make sure the system is working. The message urged that residents should continue to call the police instead of asking trespassers to leave.

By consensus, the Board suggested that Management should notify owners that the Board is considering security measures. It was also suggested that a survey card be created to be sent out to residents for comments on security doors.

Mr. Schwartzman made a Motion to purchase four convex mirrors to be installed inside of a few buildings which have blind spots in the hallways being utilized by homeless persons. The Motion was seconded by Mr. Edwards and carried unanimously.

III. **Reading and Approval of Minutes**

The Board unanimously approved to accept the October 2008 Minutes as written, with the exception to add the amount of All Plumbing's bid to fix the drainage pipe under Old Business.

IV. **Designation of Newly Elected Members**

A Motion was made by Mr. Edwards, seconded by Mr. Schwartzman to designate Andrea Raggambi as Board Secretary and Patricia Bradley as Director. The Motion was carried unanimously.

V. **Officer's Reports**

Treasurer – Mr. Edwards reported that he found no questionable expenses; however, he tasked Management with finding out if any invoices were being held by accounts payable for payment because the operating account seemed low.

Management Report

2007 Audit - Management will follow up on why the 2007 audit had not been signed off on by the Association's auditing firm. A letter was mailed out to them on November 17th seeking an explanation.

Renovation Request - **A Motion was made by Mr. Schwartzman to approve a resident's request for kitchen renovations, pending a standard letter instructing them that a permit is required and that a separate circuit may be needed for the range/microwave, be sent by Management. The Motion was seconded and unanimously approved.**

Fios – Management updated the Board on the last phase of Fios installations which included the efficiency and single units between 1902 – 1914 Rhodes Street.

VI. **Old Business**

Recirculation Lines – Mr. Edwards made a Motion to accept the proposal of Didier Follain-Grisell for engineering and oversight on the remaining four building pods in the amount of \$4,500 each, totaling \$18,000. The Motion was seconded by Mr. Schwartzman and carried unanimously.

Landscaping – TruGreen's current contract expires in January, 2009. Management was instructed to send a termination notice. **Mr. Edwards made a Motion to accept Somerset Landscaping's bid in the amount of \$38,610 to provide landscape services in 2009. The Motion was seconded by Mr. Schwartzman and carried unanimously. A Motion was made by Mr. Schwartzman and seconded by Mr. Edwards to withhold the next payment to TruGreen because they had not performed according to their agreement.**

Mr. Edwards also agreed to request a snow removal bid from Somerset Landscaping.

Odor Issues/Storage Room Fan – Management reported that the sewer trap was repaired which eliminated the odor problem. Minor drywall repairs need to be performed and the inoperable fan will remain in place.

Tuckpointing – Mr. Edwards reported that a structural engineer is still being sought.

Resident Handbook – Mr. Chritton reported no new updates since the Board submitted updates by email prior to the meeting.

VI. **New Business**

None.

There will be no Board Meeting held in December. The next scheduled meetings will be held on January 7th and 28th.

The meeting was adjourned at 8:49 pm to enter into Executive Session.

Respectfully Submitted by

Sonya Rainey, Recording Secretary

December 8, 2008

Approved by

Andrea Raggambi, Secretary

Date