

Colonial Village I, A Condominium
Monthly Meeting
November 28, 2007 - Minutes
Next Meeting: January 2, 2007

The November CVI Board meeting was convened at approximately 7:00 PM. Present were five board members (Geoff Schwartzman, President; Neil Chritton, Vice President; Chuck Edwards, Treasurer; Lisa Martilotta, (new) Secretary; and Michael Cardman, Director-At-Large); David McPherson, Condo Manager; and one resident. Also in attendance was Mark Veckman, an engineer that the Board is reviewing for management of the asbestos project.

1) **Annual Meeting Close-Out** –

- a) New Board member -- Lisa Martilotta was voted in and appointed Secretary. The Board then officially closed the Annual meeting.
- b) Board Packet Delivery -- the Board approved distribution of the Board's monthly management packet to the Board on the Friday before each Board meeting.

2) **Minutes** – The October minutes were approved, and will be posted for review on the CVI website (www.colonialvillage1.com) as well as in the residential building hallways.

3) **Officer's Report** –

A. Vice President – Arlington County will change the parking signs that currently read "Zone 4 8am-5pm M-F" to "Zone 4 8am-Midnight M-F" by December 18 at which time the new zone rules will be immediately enforceable. The new hours apply only to Rhodes Street; Key Blvd Zone 4-only parking remains restricted only between 8am and 5pm M-F. (Note: Rhodes St. residents will receive written notice from the County; you may have already.)

B. Treasurer – (1) Budget: Good news reported that we have caught up on CVI's budget deficit! Mr. McPherson reported that additional resources will even further create a budget cushion. (2) Landscaping: Our current lawn contractor, T&J, is not living up to CVI Board's expectations; therefore, the Board will review an unsolicited offer from TrueGreen, another landscape provider. TrueGreen's rates are comparable to T&J's. Mr. McPherson asked the Board to come up with landscape options for the Board to consider at January's meeting.

4) **Asbestos Issue** – Mr. McPherson solicited a proposal from an environmental engineer corporation, Brook, on CVI's asbestos problem and solution. Brook offered two options (Board received a hard copy of the report – available upon request). The most pressing issue facing the Board is how to oversee the contractor's work. To this end, Mr. McPherson invited Mike Veckman, an environmental engineer with years of experience in asbestos management and abatement. Mr. Veckman gave the Board an overview of asbestos in general, and then advised he would be a good manager to oversee the asbestos project (CVI Board must still select a contractor (such as Brook)). The Board moved to review his qualifications and vote via email to approve Mr. Veckman as the asbestos manager to implement the project as early as March/April 2008.

- 5) **Storage Bins Update** – Board agreed to continue removing vagabond items from storage rooms. Board will also set out to accurately label all bins to be able to better control ownership and responsibility of bins (Board noted “bin squatting” as an issue). VP Chritton and Lewis Brown (Maintenance Engineer) will continue to lead this effort.
- 6) **Hallway Painting Update** – Board approved a \$20,000 project to hire Renaissance as the contractor to repaint the walls in CVI hallways (not the ceilings, unit doors, or trim). These funds will be drawn from the CVI replacement reserves. Painted expected to be finished before the holiday traffic beginning before/around December 25.
- 7) **Laundry Services** – New laundry equipment is expected to be installed around January 2008.
- 8) **Old Business**
 - a) Tuck Pointing Project – The Board decided to wait until 2008 on the tuck-pointing project, which was initially envisioned to begin before this winter based on the advice of Mr. McPherson who is still working on securing sound proposals.
 - b) Verizon Communications – The Board decided this issue will be revisited at January’s meeting.
 - c) Resident Handbook – The Board agreed on changes to the 2008 draft circulated by Chuck Edwards, but will finish work on final changes via email. The main thrust of these discussions was to make the distribution of the handbook enforceable by enactment (unanimous) of a regulation requiring *new* owners and *new* tenants to certify they have received a copy of the Handbook. (Existing owners and tenants do not need to file a certification.) In addition, no CVI parking permits will be issued for new owners or new tenants without this certification. This will help ensure that tenants and owners become familiar with CVI regulations and responsibilities. The regulation and a copy of the required certification will be posted and mailed to all unit owners. A copy of the 2008 Handbook will be distributed to all tenants and owners by the New Year.
 - d) Hauling – DEC cleaning proposal and the Thompson hauling contract were discussed. The Board had both these contracts at a previous meeting.
- 9) **New Business**
 - a) **Christmas Party** – The Board discussed funding for the December 12 Christmas party, admitting that last year’s allocation for food and drink went over what was necessary and that this year’s expenditures will be more in line with attendance.
- 10) **Adjournment** – The general meeting adjourned, and moved into Executive Session.

Next Meeting – The January **CVI Board Meeting** will be held on **January 2, 2008 at 7:00 pm** in the CVI Meeting Room at 2021 Key Blvd.