

**COLONIAL VILLAGE I, A CONDOMINIUM
BOARD OF DIRECTOR'S MEETING
WEDNESDAY, NOVEMBER 30, 2011**

Members Present: Austin Wiehe, Vice President
Neil Chritton, 2nd Vice President
Chuck Edwards, Treasurer
Janel Brattland, Secretary
Barbara Wiehe, Member At Large

Absent: Geoff Schwartzman, President

In Attendance: Chuck Vaughan, General Manager, Legum & Norman, Inc.
Sonya Rainey, Assistant Manager, Recording Secretary
Richard Capwell

I. **Call to Order**

The regular meeting was called to order at 7:05 pm by 2nd Vice President Neil Chritton.

II. **Resident's Forum**

There were no residents in attendance.

III. **Reading and Approval of Minutes**

MOTION *Mr. Edwards Motioned to approve the October Meeting Minutes with one correction. The Motion was seconded by Mr. Chritton and carried unanimously.*

IV. **Reports of Officers/Committees**

Newsletter - A draft Winter newsletter was submitted to Management for forwarding to LDC for newsletter design. The newsletter will be sent electronically to residents and posted to the Association's website when ready.

Landscape - Overgrown shrubs and trees that are hindering windows and ———doorways will be pruned in the spring.

Arlington Civic Federation - October's meeting was attended by Barbara Wiehe who reported the following items were discussed and/or voted on: winter health issues, and revisions to commercial signage ordinances for sidewalk, parking lots and umbrella signage.

V. **Management Report**

Financial

- Management did not provide a financial variance report or financial statements for the month ending October 2011 due the integration of a new accounting system which required reformatting of the financial statements, new account codes and manually entering trial balances and prior accruals.

- Any owner's accounts that may have erroneously incurred late fees due to the accounting software conversion will be waived by Management.
- The 2012 Adopted Budget was mailed out to all owners on November 29th.

VI. **Unfinished Business**

MOTION: Mr. Edwards Motioned to have an engineering consultant provide specs for the installation of steel chimney liners. The Motion was seconded by Ms. Craig. Mr. Chritton revised the Motion adding that the engineer should provide an opinion along with the specs clarifying the advantage of using steel liners vs. a pumice product-type alternative and if using either steel or pumice would better increase the structural integrity of the chimneys. The Motion was seconded by Ms. Craig and carried unanimously.

VII. **New Business**

Reserve Study

Management received the 2011 Reserve Study the day of the meeting and Management agreed to scan and forward the report to the Board for review. Capital improvement projects targeted for 2012 are roof replacements, tuckpointing, parking lot crack fill and sealing, exterior painting, and meeting room foundation repairs.

Additionally, Management was tasked with asking BEC to provide specs for the next project phase of tuck pointing for the buildings at 2007-2021 Key Boulevard and to begin solicitation of bids for the work.

VIII. **Adjournment**

MOTION *With no further business to discuss, Mr. Wiehe Motioned to adjourn the meeting at 8:14 pm to enter into Executive Session. The Motion was seconded by Mr. Chritton, and carried unanimously.*

IX. **Reconvene to Open Session**

The meeting was reconvened at 8:38 pm. The following was approved during Executive Session:

- The October Executive Meeting Minutes were unanimously approved with corrections.
- The Board unanimously agreed that Austin Wiehe would complete his term in 2012 and that his seat (which runs for a 2 year term) would become available at the next annual meeting.

The next meeting is scheduled for Wednesday, January 25, 2012.

Respectfully Submitted by:
Approved by:

Sonya Rainey, Recording Secretary

Janel Brattland, Secretary

Date

APPROVED