

**COLONIAL VILLAGE I, a CONDOMINIUM  
BOARD OF DIRECTORS MEETING MINUTES  
WEDNESDAY, OCTOBER 29, 2008**

Attendees: Geoff Schwartzman, President  
Neil Chritton, Vice President  
Chuck Edwards, Treasurer  
Lisa Martilotta, Secretary  
Michael Cardman, Director

Others Present: Paula Covington, Interim Property Manager  
Sonya Rainey, Recording Secretary  
Newly Elected Board Member, Patricia Bradley  
Newly Elected Board Member, Andrea Ragaambi  
15 Residents

I. **Call to Order**

The meeting was called to order at 8:15 pm by Board President, Geoff Schwartzman.

II. **Resident Forum**

Residents stated their continued concerns with homeless men sleeping in their hallways. Mr. Schwartzman commended the efforts of residents who have offered to assist the Board and the community by finding solutions to resolve this issue. Board members reported various contacts with the Arlington County police regarding increased patrolling; there is also a concern that residents prop open locked doors to laundry, storage and garbage rooms, defeating security measures. In conjunction with working with Arlington County police, the Board is considering several options to remedy the issue. Management was tasked with arranging a meeting with Mr. Schwartzman and lock companies to discuss options for securing the doors.

A few residents expressed their dissatisfaction with Verizon's subcontractors for a scheduling mix up in which they did not install on the scheduled date. Another resident expressed concern about not receiving notification from Management about rescheduling their unit for Fios installation after notes were left on the doors by the contractors.

III. **Reading and Approval of Minutes**

The Board unanimously approved to accept the Minutes as written.

IV. **Officer's Reports**

Officer's reports were given during the Annual Meeting.

V. **Old Business**

**Fios Installation** - The Board tasked Management with providing the total number of homeowner's locks that had been drilled out during Fios installation.

**Security Concerns – A Motion was made, seconded and unanimously carried to authorize Management to purchase and mount security mirrors in buildings 1905 Rhodes and 1903 Key.** Mr. Schwartzman agreed to draft a resident survey on security issues and email it to all Board members for review for an upcoming mailing to all owners.

Minutes are also posted at [colonialvillagei.com](http://colonialvillagei.com)

**Tuckpointing Project** – It was the Board’s consensus not to consider an unsolicited bid received in the amount of \$2,400,000. Further discussion regarding tuckpointing was deferred to November’s meeting. Mr. Edwards expressed the need to have a process for establishing specs to maintain control of bids.

**Window and Vent Policies – A Motion was made by Mr. Edwards, seconded and unanimously carried to have management ensure that units being inspected during the resale process be checked for compliance with the window regulation and vent policy. Specifically, units are to be checked to determine if owners have installed illegal vents into the attic or crawlspaces; these must be removed.**

**Management Consultant** – The management search process is ongoing.

**Cleaning Company** – The Board decided not to pursue other cleaning companies at this time.

**Asbestos Abatement** – Mr. Edwards reported that the total amount spent on the asbestos abatement in the basement crawl spaces was \$239,125.50, comprising the following charges: planning and specs by Atrium Environmental - \$6,250; oversight by Atrium - \$20,875.50; and, removal by ACM Services - \$212,000. These amounts are considerably below the figures originally anticipated.

**Storage Room Fan** – Mr. Edwards reported that an exhaust fan was installed in the storage room at 1905 Rhodes to alleviate an odor problem. A resident filed a grievance with the county because the fan was extremely noisy. A county representative found that it was installed without a permit and cited it as a code violation. Management was instructed to immediately unplug the fan and abate the issue by November 10, 2008.

**A Motion was made, seconded and carried to accept All Plumbing’s bid of approximately \$870 to fix the drainage pipe, the source of the odors, and leave the inoperable fan in place for now.**

**A Motion was made, seconded and carried to the effect that all contractors employed by Colonial Village I and its unit owners must obtain all required County permits and inspections. This fact will be communicated to all contractors by CML.**

## VI. New Business

**Recirculation Lines** – Management presented 3 bids from companies proposing to replace the hot water recirculation lines in the building pod at 2007-2021 Key Blvd. However, the quotes ranged dramatically, from as high as \$24,000 to as little as \$6,000, raising the question of whether the various bidders were proposing the same quality of work. Mr. Edwards stated that he would investigate the possibility of employing a plumbing engineer (Didier Follain-Grisell of CFR Engineering) who would prepare a specification and perform oversight to ensure that the work is performed properly. Mr. Follain-Grisell oversaw the original engineering study that identified the problem, as well as the first recirc line project at 1903-2005 Key Blvd., which was performed in 2006.

**Handbook Additions** – Mr. Chritton proposed stronger language be incorporated into the next handbook edition to address owner’s and tenant’s responsibilities. By Board

consensus, these ideas will be formulated for an email discussion before the next meeting.

The next meeting date will be established by an email consensus.

The meeting was adjourned at 10:20 pm to enter into Executive Session.

Respectfully Submitted by

*Sonya Rainey, Recording Secretary*

November 7, 2008

Approved by

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Lisa Martilotta, Secretary

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Date