

**COLONIAL VILLAGE I, a CONDOMINIUM
BOARD OF DIRECTORS MEETING MINUTES
WEDNESDAY, SEPTEMBER 23, 2009**

Members Present: Geoff Schwartzman, President
Chuck Edwards, Treasurer
Andrea Raggambi, Secretary
Patricia Bradley, Director

Members Absent: Neil Chritton, Vice President

Others Present: Sonya Rainey, Assistant Property Manager

I. **Call to Order**

The meeting was called to order at 7:04 pm by Board President, Geoff Schwartzman.

II. **Resident Forum**

Kitchen & Bath Remodeling Request - 1813 N. Key #549 – It was the Board's consensus to approve a resident's request for bathroom and kitchen remodeling, contingent upon the resident's removal and disposal of debris associated with the repairs and that no exhausts vents installed would vent to the outside. ***A Motion was made by Mr. Edwards, seconded by Mr. Schwartzman, and carried unanimously that the resident would contact the Management company after the work was completed so that a post inspection could be made.***

A resident asked the Board to consider making accommodations for parking a motor scooter on the stoop/steps of the common elements of a building. The Board will consider this request during Executive Session as the owner has been cited for violating the bylaws by continuing to park the scooter on common elements.

Insurance Presentation

Peggy Barr of Alliance Insurance presented information to the Board on how and why files are claimed by owners, and explained that the insurance adjusters follow the maintenance guidelines from the Bylaws covering the boundaries of the unit. She suggested owners be made aware of how claims are handled and provided a handout.

A Motion was made by Mr. Edwards, seconded by Ms. Raggambi and carried unanimously to have the Agent work to establish regulations that explain the policy. Ms. Barr agreed to provide a model regulation for the Board's consideration.

III. **Reading and Approval of Minutes**

A Motion was made by Mr. Schwartzman, seconded by Ms. Raggambi, and carried unanimously to approve the August 2009 minutes as written.

IV. **Reports of Officers**

Treasurer

Mr. Edwards asked that Management provide a financial snapshot and reported that an in-house reserve study would need to be done to assess reserve items pending and forecast income.

Mr. Edwards reported that the 2010 proposed budget would be approved in November and mentioned several emergency sewer expenses incurred. He suggested that the damage to the foundation at 1917 Rhodes Street caused by leakage from Arlington County sewage mains might require a special assessment to cover up-front repair costs, even though insurance might ultimately cover part of the cost (see more below).

VI. **Unfinished Business**

- A. **Lock Installation** – Updates were provided on this project with no action items.
- B. **Crawlspace Vent Covers** – Management reported that the cast-iron vent covers were scheduled to be installed September 28th. This will prevent animal intrusion in basement areas and alleviate a longstanding eyesore in the facades of the buildings.
- C. **1917 Rhodes Wall** – A Motion was made by Mr. Edwards to affirm the email vote on September 18, 2009: A Motion was made by Mr. Schwartzman, and seconded by Mr. Edwards, and carried by a vote of 4 members that the Board authorize Mr. Schwartzman's signing of a contract for expanded scope of work related to the project at 1917 Rhodes. The expansion of scope includes:
- 1) Video taping of sewer line and excavation of dirt, where necessary, to expose the sewer line in the area of the break and also the backfilling of the dirt following repair.
 - 2) Removal/hauling, offsite storage, and return of excavated dirt.
 - 3) Authorizing Titan Restoration Co. to secure a waste water storage basin and to ensure the periodic removal of the contents.
 - 4) Initial "not-to-exceed" amount of \$15,000 without further approval of the CV1 Board of Directors.
- Neil. Chritton and did not submit an evote.*
- D. **Tuckpointing** - A Motion was made by Mr. Edwards, seconded by Mr. Schwartzman and carried unanimously to commit to reserving \$60,000 towards tuckpointing work that will commence in 2010, and an estimated \$100,000 towards tuckpointing for 2011, with an amount not to exceed \$5,000 for engineering services to Thomas Downey, Ltd. This project will be conducted in coordination with Colonial Village II to obtain economies of scale.
- E. **Storage Cage Inventory** – Management reported that although several storage cages were identified with labels belonging to more than one unit, the inventory would continue an additional month to ensure all owners received notice.

VII. **New Business**

A. Renovation Requests

A Motion was made by Mr. Edwards, seconded by Ms. Raggambi to approve a remodeling request by the owner of 2021 Key #621, and tasked Management with sending an approval letter to the owner to include a post inspection date to check for proper removal and disposal and that no exhausts vent to the outside. The Motion was carried unanimously.

A Motion was made by Mr. Edwards, seconded by Mr. Schwartzman to approve a remodeling request by the owner of 1813 Key #549, and tasked Management with sending an approval letter to the owner to include a post inspection date to check for proper removal and disposal and that no exhausts vent to the outside. The Motion was carried unanimously.

b. Window Installation Requests

A Motion was made by Mr. Edwards, seconded by Ms. Raggambi to approve a request by the owner of 1913 Rhodes #56, and tasked Management with sending an approval letter to the owner to include a post inspection date to check for proper removal and disposal and that no exhausts vent to the outside. The Motion was carried unanimously.

The next meeting is scheduled for Wednesday, October 28, 2009.

A Motion was made by Mr. Schwartzman to adjourn the meeting at 10:15 pm to enter into Executive Session. The Motion was seconded by Ms Raggambi, and carried unanimously.

Respectfully Submitted by

Sonya Rainey
Recording Secretary

October 23, 2009

Approved by

Andrea Raggambi, Secretary

Date