

**MINUTES OF THE  
COLECROFT STATION ASSOCIATION  
BOARD OF DIRECTORS MEETING  
505 East Braddock Road  
Alexandria, VA**

**February 23, 2010**

**ATTENDEES:**

**Board Members Present:**

John Fay, PhD	President
Catherine Drucker	Vice President
Edmund Willis, PhD	Treasurer
Paul Abramson	Commercial Director (arrived at 7:34 p.m.)

**Absent:**

Chris Burruss	Secretary
Michael Yelton	Cardinal Management Group

**Also Present:**

Marlene Jose	On-Site Manager
Heather McMillen	Recording Secretary, Minute-By-Minute

**I. CALL TO ORDER:**

John Fay called the meeting to order at 6:59 p.m.

**II. AGENDA APPROVAL:**

The Board reviewed the agenda and made the following changes:

- Move New Business ahead of Information Items
- Add Unfinished Business
- Add Revised Budget Proposal to Decision Items
- Add Clarify the Conveyance of Commercial Units
- Add Presentation to Board on Preventative Maintenance to the top of Discussion Items
- Add Clarification of Maintenance vs. Reserves to Discussion Items

**MOTION: Edmund Willis moved, Catherine Drucker seconded, to amend the agenda with the above items and accept it for this meeting. The motion passed unanimously (3-0-0).**

**III. APPROVAL OF MINUTES:**

**MOTION: Edmund Willis moved, Catherine Drucker seconded, to approve the minutes of the January 12, 2010 Special Meeting of the Board of Directors as amended. The motion passed unanimously (3-0-0).**

*[Paul Abramson joined the meeting at 7:34 p.m.]*

**MOTION: Paul Abramson moved, Edmund Willis seconded, to postpone the approval of the minutes of the January 21, 2010 Board of Directors meeting until the issue of item number four is resolved. The motion passed unanimously (4-0-0).**

**IV. OFFICER REPORTS:**

President's Report: John Fay congratulated Marlene Jose and the crew for the hard work they did getting the snow off the property. John Fay reviewed the rules for homeowners speaking in the meeting. He would like all residents to be recognized by the chair and have a limit of three minutes to speak. Only the person recognized should speak, one at a time.

Treasurer's Report: Edmund Willis stated that as of the end of January everything seems to be in order. He reviewed line item concerns with Marlene Jose. He asked to see every bill that needs to be paid that does not go straight to Cardinal.

**V. COMMITTEE REPORTS:**

Social Committee: Victoria Avery reported that the Social Committee had two events in February. The happy hour had 36 people and the superbowl party had great food and a projected football game. There were about 45-50 people. Marlene Jose purchased table cloths and buffet plates for the Meeting Room.

A resident asked if there will be input from the community about the lobby redecorating. John Fay said that he thought that there will be input from owners but that nothing has been decided yet.

**VI. RESIDENT FORUM:**

Katherine Miller of 505 #603 discussed the status of the Metro changes and Braddock Road redevelopment. Paul Abramson stated that he has not heard anything about changes and a lot of things have been put on hold. The planning department is usually really helpful answering questions about a certain development area.

Jim Fazzio of 545 #307 presented his ideas about upgrades to the gym. John Fay discussed a problem with the noise from the gym being heard through the building. Jim Boudo from 610 #506 suggested a limit to the hours of gym access. Victoria Avery suggested a sign in sheet so management can directly address the people using the gym. Corrie Robb from 505 #407 suggested a form that goes along with the key purchase and a bit of training about how to correctly use the room.

Edmund Willis stated that there are no funds for the gym redo at this time. The Board will continue to review this issue and look into methods for funding. The residents expressed the importance of the gym to owners and renters.

John Fay referred the gym rules discussion to the covenants committee.

## **VII. DECISION ITEMS:**

Budget: Edmund Willis discussed the problem of using reserves for operating expenses. He suggested a need to raise \$23,000 to supplement the current budget. He stated that the commercial units are below the rate that the residential owners pay and an increase would help to create an operating reserve fund as recommended by our auditors, Goldklang, Cavanaugh, & Associates. An increase to residential owners would be required as well. Edmund Willis also stated that it is important to bulk up the reserves to cover the shortfall.

The Board discussed Edmund Willis's proposal and Paul Abramson stated that the commercial tenants' fees have historically been lower because they do not use many of the items that the Association fees cover. Catherine Drucker discussed the voting rights of the professional tenants that are based on square footage.

The Board would like the budget revision to be on the agenda for the next meeting under Unfinished Business.

Preventative Maintenance: Edmund Willis recommended an expert in preventative maintenance that he would like to come speak to the Board about how to maintain property to save money in the long run.

**MOTION: Edmund Willis moved, Catherine Drucker seconded, to invite Joe McCoy to discuss preventive maintenance with the Board. The motion passed unanimously (4-0-0).**

Reserve Study Proposal: The Board reviewed a proposal from PM+.

**MOTION: Edmund Willis moved, Paul Abramson seconded, to accept the proposal for the reserve study at a cost of \$3,100 from PM+ pending clarification on the cost. The motion passed unanimously (4-0-0).**

## **VIII. DISCUSSION ITEMS:**

Metal Roofing: The Board discussed the roof. Jim Boudo, a resident, offered his expertise on this issue. The Board would like Jim Boudo and Joe McCoy to get together and do some research on the life span of the roofs and the history.

**MOTION: Edmund Willis moved, Paul Abramson seconded, to create a Maintenance Committee to report to the Board regarding maintenance. The motion passed unanimously (4-0-0).**

**Jim Boudo agreed to membership on the Maintenance Committee.**

Bylaw Article 3.1: Catherine Drucker discussed the issue that all members of the Board should have unlimited access to the Association's Legal Counsel and the management company. She is concerned that the bylaws cannot be changed and interpreted by contracts and she suggests that article 3.1 simply not be changed. All the Board members should be able to contact service providers for information to learn about issues for informed decision making. The Board discussed the issue of Board liaisons at length.

**MOTION: Catherine Drucker moved, Edmund Willis seconded, that the Board affirms that the language of bylaw 3.1 remains unchanged and unmodified by any language in contracts with Legal Counsel and other service providers that appears to define the scope of the so-called Board Liaison, and in so doing to limit the rights of other Board members to have contact with such service providers. The Board has not ratified any such changes. The motion passed unanimously (4-0-0).**

Gazebo Area: A resident discussed the problem with people loitering and smoking in the courtyard. Management is aware of the problem.

Weekend Delivery: There is currently no one here to accept deliveries on Saturdays. The Board will take up the issue over email.

Commercial Units: Paul Abramson suggested that the Association's Legal Counsel review the conveyance documents to assure that everything has been done correctly.

**MOTION: Edmund Willis moved, Catherine Drucker seconded, to have Legal Counsel review the amendment to the condominium documents to determine whether or not the commercial units have been conveyed properly to the Association and that legal documents exist to support that. The motion passed unanimously (4-0-0).**

Balcony Painting: Edmund Willis asked about balcony painting time schedules. The Board discussed the plans for balcony cleaning first and painting if necessary.

The Board would like an estimate for the painting including labor and paint. This issue is also referred to the new Maintenance Committee for review.

**IX. NEW BUSINESS:**

Edmund Willis discussed the delinquency report that appears to be people who are missing the fee increase but should not be on the delinquency report. Marlene Jose will check with Michael Yelton on this.

Catherine Drucker asked for Board approval for a second pet as her dog is aging.

**MOTION: Paul Abramson moved, Edmund Willis seconded, to approve Catherine Drucker's request for a second pet. The motion passed (3-1-0) with Catherine Drucker abstaining.**

John Fay asked that for any tenant there be a lease on file and that the number of tenants living in a unit agrees with the lease and is consistent with the bylaws.

Lobby Decorating Committee: Rachael Sexton reported that the five committee members met and discussed hosting a town hall meeting to gather input from the community. That idea was not received well. The compromise was that information will be received from owners and residents through the office. The committee is researching decorators and designers and find out what a concept would cost. The committee is also taking pictures of pleasant and not so pleasant lobbies.

Marlene Jose discussed the old satellite dishes and antennas that are in need of a lot of costly repairs. The Board would like to determine if it is cost effective to continue making repairs.

**X. ADJOURNMENT:**

There being no further business to discuss, the meeting was adjourned at 10:02 p.m.