

FINAL

**MINUTES OF THE
COLECROFT STATION CONDOMINIUM
BOARD OF DIRECTORS MEETING**

**505 East Braddock Road
Alexandria, VA**

March 16, 2006

I. ATTENDEES:

Board Members Present: Mr. Richard Calderon, President; Ms. Holly Hess, Treasurer (interim); Ms. Carmen Radelat, Secretary; and Mr. Tom Manor, Director

Board Members Absent: Mr. Paul Abramson, Commercial Director

Others Present: Ms. Diane Tschirhart, Property Manager; Marlene Jose, On-Site Manager and Leslie Churn, Recording Secretary, Minute-By-Minute

II. CALL TO ORDER:

Mr. Calderon called the owner's forum to order at 7:00 p.m.

III. APPROVAL OF MINUTES:

MOTION: Ms. Hess moved, Mr. Manor seconded, to approve the minutes from February 16, 2006 as amended. The motion passed unanimously (4-0-0).

IV. PRESIDENT'S REPORT:

Mr. Calderon discussed the status of Mr. Manor's unit in reference to the water damage. The Board discussed the possible repair work that will need to be done. Mr. Calderon reported that research is still being done to determine the source of the water.

V. TREASURER'S REPORT:

Ms. Hess reported that the finances are in-line with the budget.

VI. COMMITTEE REPORTS:

There were no committee reports provided.

VII. OLD BUSINESS:

Culbertson Proposal - Ms. Tschirhart discussed the proposal from Culbertson regarding the demolition investigative work.

MOTION: Ms. Hess moved, Ms. Radelat seconded, to approve the Culbertson proposal for demolition investigative work at a total cost of \$3,985.00. The motion passed unanimously (4-0-0).

Air Compressor - Ms. Tschirhart stated that she wanted to re-affirm the decision made via email to repair the air compressor.

MOTION: Mr. Manor moved, Ms. Hess seconded, to repair the air compressor at a cost of \$2,800.00. The motion passed unanimously (4-0-0).

Key Replacement - Ms. Tschirhart reported that keys were stolen from one of the contractors vans. Culbertson has paid the Association \$2,128.20 to replace the keys that were stolen. Mr. Calderon stated that the Association will use the \$2,128.20 that Culbertson has paid and apply it to the cost of upgrading the keys. Mr. Manor announced that their will be a fee of \$15.00 for residents who misplace their keys. Ms. Tschirhart added that there have not been any security problems relating to this issue.

MOTION: Ms. Hess moved, Mr. Manor seconded, to replace and upgrade the keys at a total cost of \$5,216.00. The motion passed unanimously (4-0-0).

VIII. NEW BUSINESS:

Mr. Calderon asked Ms. Tschirhart to get bids for re-painting the garage floor.

Ms. Tschirhart asked the Board if she could look into getting an industrial type vacuum for the garage. Mr. Calderon approved her request.

Ms. Tschirhart discussed the insurance renewal proposal.

MOTION: Mr. Manor moved, Ms. Radelat seconded, to approve the Insurance Renewal contract at a total cost of \$41,807.92. The motion passed unanimously (4-0-0).

The Board discussed renewing the contract with R & B for \$924.00 per year. Mr. Manor suggested the Board table this issue until more bids may be obtained.

The Board reviewed the proposal from Cummins Power Systems, Inc. for preventive maintenance.

MOTION: Ms. Hess moved, Mr. Manor seconded, to approve the contract for preventive maintenance from Cummins Power Systems, Inc., at a total cost of \$766.00. The motion passed unanimously (4-0-0).

IX. EXECUTIVE SESSION:

The Board moved into Executive Session at 9:00 p.m.

The Board moved out of Executive Session at 9:30 p.m.

MOTION: Ms. Hess moved, Mr. Manor seconded, to purchase Terrorism Insurance Coverage at a total cost of \$170.00 per year. The motion passed unanimously (4-0-0).

MOTION: Ms. Hess moved, Ms. Radelat seconded, to approve the employment agreement between Orlis Cueva and Colecroft Station as amended. The motion passed unanimously (4-0-0).

X. ADJOURNMENT:

There being no further business, the meeting was adjourned at 9:42 p.m.

Respectfully submitted,

Leslie J. Churn, Recording Secretary

DATE APPROVED: _____

ATTESTED BY: _____

(Name)

(Title)