

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

March 16, 2010

ATTENDEES:

Board Members Present:

John Fay	President
Catherine Drucker	Vice President
Chris Burruss	Secretary

Board Members Absent:

Edmund Willis	Treasurer
Paul Abramson	Commercial Director

Also Present:

Marlene Jose	On-Site Manager
Michael Yelton	Cardinal Management Group
Chris Collins	Recording Secretary, Minute-By-Minute

I. CALL TO ORDER:

John Fay called the meeting to order at 7:02 p.m.

II. AGENDA APPROVAL:

MOTION: Mr. Burruss moved, Ms. Drucker seconded, to approve the agenda for the meeting as presented. The motion passed unanimously (3-0-0).

III. APPROVAL OF MINUTES:

MOTION: Ms. Drucker moved, Mr. Burruss seconded, to approve the minutes of the January 21, 2010 meeting of the Board of Directors. The motion passed unanimously (3-0-0).

MOTION: Mr. Burruss moved, Ms. Drucker seconded, to approve the minutes of the February 23, 2010 meeting of the Board of Directors. The motion passed unanimously (3-0-0).

IV. OFFICER REPORTS:

President's Report: John Fay reported that the ventilation issue in unit bathrooms was addressed. Twelve residents claimed to have ventilation issues. After an investigation, only one was determined to be legitimate. He stated that they know how to fix the problem.

He also reported that a walk through was done with the person doing the reserve study and the Board can expect to see a study submitted in the next few weeks.

Lastly, he reported that he received a letter from a resident who stated they are very pleased with the work that Marlene Jose and the staff have done over the last two years that he has lived here.

Treasurer's Report: No report was given as Edmund Willis was not present. John Fay stated that he had some questions about the delinquency issues, but would speak to Michael Yelton about it off-line.

Secretary's Report: No report was given.

V. COMMITTEE REPORTS:

Covenants Committee: Katherine Miller reported that she has been looking into the noise issue concerning the gym. She has not been able to determine that the noise can be attributed to gym use. Marlene Jose stated that residents living in the building have reported that the noise issue has improved. Katherine Miller suggested the possibility of limited gym hours to help reduce noise. Marlene Jose will place a notice in the gym alerting residents of temporary limited gym hours. Katherine Miller recommends that this be done on a trial basis. She also discussed the issue of a guest policy for gym use. The committee will put together its recommendations for the Board.

Maintenance Committee: Jim Boudo discussed the items that need to be looked at. He said that he will review the construction drawings for the roof. He also reported that painting needs to be done on the balcony floors, walls and ceilings.

Social Committee: Victoria Avery reported that there was a happy hour held on March 5 and 14 people attended. They will continue to hold happy hours the first Friday of each month.

VI. RESIDENT FORUM:

A resident, Bldg. 505, Unit 203, stated that he has had plumbing issues that have originated from outside of his unit that he has had to pay for. The issues are still not resolved, and result from pipes being snaked. He recommends that there be more communication when the pipes are snaked so unit owners are prepared for potential back-ups.

Katherine Miller discussed the issue of residents entering the garage without an opener. This has caused damage to the garage doors. The Covenants Committee will look into developing a policy regarding this.

Another resident discussed the new rule requiring all contractors hired by residents be licensed and bonded.

MOTION: Ms. Drucker moved, Mr. Burruss seconded, that changes to the legal rights of Association members, or any imposition of new financial burdens on them, must be adopted in accordance with the Bylaws; noting that the introduction of a gym use waiver did not follow the process set down in Bylaw 8.5 regarding changes to the use of common areas, and further noting that changing the licensing requirements for contractors, unless such changes are required by state or federal law, must be voted by the Board before being published to residents. The motion passed (2-0-1) with Dr. Fay abstaining.

VII. UNFINISHED BUSINESS:

Low Balance Write-offs:

MOTION: Ms. Drucker moved, Mr. Burruss seconded, to allow management to write off any balances under \$7.00. The motion passed unanimously (3-0-0).

Unit Owner Presentation: Joe McCoy, a unit owner and an architect, discussed with the Board various types of maintenance, particularly preventative maintenance, and made general recommendations as to how the Board should handle preventative maintenance at Colecroft Station. He also agreed to serve on the Maintenance Committee.

Building Entrance Flower Pots: This issue was postponed until the next meeting.

Breezeway Painting: This issue was postponed until the next meeting.

Late Fees:

MOTION: Mr. Burruss moved, Ms. Drucker seconded, that Management will revise Association documents regarding late fees and present to the Board for their approval. The motion passed unanimously (3-0-0).

Unit Owner Request:

MOTION: Ms. Drucker moved, Mr. Burruss seconded, to approve the request by the unit owner in Building 610, Unit 205 for an additional pet (a cat). The motion passed unanimously (3-0-0).

Charge to Reserves Account:

MOTION: Mr. Burruss moved, Ms. Drucker seconded, to approve the request from Management to pay the invoice for the replacement of 16 garage door slats on Building 610 from the reserve account in the amount of \$2,930.75. The motion passed unanimously (3-0-0).

VIII. ADJOURNMENT:

MOTION: There being no further business to discuss, Mr. Burruss moved, Ms. Drucker seconded, to adjourn the Board of Directors meeting at 8:52 p.m. The motion passed unanimously (3-0-0).