

MINUTES OF THE
COLECROFT STATION CONDOMINIUM
BOARD OF DIRECTORS MEETING

505 East Braddock Road
Alexandria, VA

April 20, 2006

I. **ATTENDEES:**

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

Others Present: Ms. Diane Tschirhart, Property Manager, and Lee Ann Turner, Recording Secretary.

II. **OWNERS' FORUM:** The owners' forum was called to order at 7:00 p.m.

III. **CALL TO ORDER:**

Mr. Richard Calderon called the meeting to order at 7:30 p.m.

The Board reviewed the requests of two unit owners who sought permission to remodel their units.

MOTION: Mr. Abramson moved, Mr. Manor seconded, to approve the request for hardwood floor installation in unit 505 # 301. The motion passed unanimously (5-0-0).

MOTION: Mr. Manor moved, Ms. Hess seconded, to approve in concept the renovation request for the remodeling of the kitchen in 545 # 303. The motion passed unanimously (5-0-0).

IV. **APPROVAL OF MINUTES:**

MOTION: Mr. Manor moved, Ms. Hess seconded, to approve the minutes from March 16, 2006, as amended. The motion passed unanimously (5-0-0).

V. **PRESIDENT'S REPORT:**

Mr. Manor asked about the terrorism rider, which was added to the Association's insurance policy at a cost of \$170.00 per year.

VI. TREASURER'S REPORT:

Ms. Hess announced that the Association was \$1,200.00 over on a budget of \$600,000.00. Expenses are around \$600,000.00. Ms. Hess and Ms. Tschirhart discussed in detail a particular line item, regarding the accrual of the budget each month.

VII. COMMITTEE REPORTS:

Covenants Committee: The Covenants Committee report on pet ordinance revisions was given during the owners' forum.

VIII. OLD BUSINESS:

Ms. Tschirhart reported that the last changes have been made to the 2004 audit from Goldklang, Cavanaugh and Associates. She added that a formal approval must be made for the 2004 audit.

MOTION: Ms. Hess moved, Mr. Abramson seconded, to approve the audit for 2004. The motion passed unanimously (5-0-0).

Ms. Tschirhart reported that there must be a vote on the R&B proposal for \$924.00, which includes two visits to open and close the air conditioning at the beginning and end of the season.

MOTION: Ms. Hess moved, Mr. Abramson seconded, to approve the proposal from R& B in the amount of \$924.00. The motion passed unanimously (5-0-0).

Mr. Calderon reported that there are three proposals from Culbertson Co., Ev-Air-Tight Shoemaker, Inc. and C.A. Lindman for the cleaning of both the upstairs and downstairs of the garage. The cleaning would consist of pressure washing the entire garage and resurfacing the upstairs, excluding the parking spaces. Mr. Abramson suggested that the company that is chosen should provide a specification sheet of the material they are going to use. He added that the Board should attempt to negotiate with the new company due to the fact that the Association would also like to hire them for cleaning the surface of the plaza. Ms. Radelat suggested asking Ev-Air-Tight for a more specific breakdown of the work they are going to perform. Mr. Calderon suggested and the Board agreed to table the approval of a proposal until next month.

The Board reviewed the engineering report from Seal Engineering, Inc. Mr. Calderon explained to the Board they need to ask Seal Engineering, Inc. to proceed with the development of the specifications required to rebuild Mr. Manor's floor.

IX. NEW BUSINESS:

None.

X. EXECUTIVE SESSION:

MOTION: Ms. Hess moved, Mr. Manor seconded, to move into Executive Session for the purpose of discussing the window replacement. The motion passed unanimously (5-0-0).

The Board moved into executive session at 9:30 p.m.

The Board moved out of executive session at 9:50 p.m.

XI. ADJOURNMENT:

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

Respectfully submitted,

Lee Ann Turner, Secretary

DATE APPROVED: _____

ATTESTED BY: _____

(Name)

(Title)