

MINUTES OF THE  
COLECROFT STATION CONDOMINIUM  
BOARD OF DIRECTORS MEETING

505 East Braddock Road  
Alexandria, VA

May 18, 2006

I. ATTENDEES:

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

Board Members Absent: Mr. Paul Abramson, Commercial Director and Mr. Tom Manor, Director.

Others Present: Ms. Diane Tschirhart, Property Manager; Marlene Jose, Building Manager; and Barbara Seaman, Recording Secretary.

II. OWNERS' FORUM: The owners' forum was opened at 7:14 p.m.

III. CALL TO ORDER:

Mr. Richard Calderon called the meeting to order at 7:25 p.m.

IV. APPROVAL OF MINUTES:

**MOTION:** Ms. Hess moved, Ms. Radelat seconded, to approve the Minutes of April 20, 2006 as amended. The motion passed unanimously (3-0-0).

V. PRESIDENT'S REPORT: Mr. Calderon reported that the action taken since the last meeting was adding ceiling tile at a cost of \$13,000.00.

VI. TREASURER'S REPORT: Ms. Hess reported that the Association was currently \$2,500.00 over budget because electric and water costs had increased. The budget was \$11,400.00 and the actual figure was \$18,800.00. The variance was \$7,391.00. Ms. Hess added that electricity was a problem since the price had not increased but usage would be up in the summer. She also said that most delinquencies were for thirty (30) days. Ms. Tschirhart then asked the Board for accounts receivable administration to write off small balances of \$3.00 or less.

**MOTION:** Ms. Hess moved, Ms. Radelat seconded, to write off small balances of \$3.00 or less. The motion passed unanimously (3-0-0).

Ms. Hess concluded that total liability and equity was \$625,274.00.

VII. COMMITTEE REPORTS: No reports were provided.

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**VIII. OLD BUSINESS:**

A. Garage Coating: Mr. Calderon said that of the 3 comparable bids, Culbertson quoted \$68,000.00 to coat the entire garage. He also said that Culbertson did work 11 years ago and was familiar with it.

**MOTION: Ms. Hess moved, Ms. Radelat seconded, to award the contract to Culbertson to repair the garage floor and repair exterior tower soffits. The motion passed unanimously (3-0-0).**

Mr. Calderon said that the next phase of the plaza would be to look at the bricks and the waterproofing membrane. He added that he would get a proposal for the next meeting and by the end of May he would have specifications for the external repairs of Tom's unit. He also said that the City sent out 2 new inspectors. Ms. Hess said that the priority was stopping the water from coming into apartments, and they agreed. Mr. Calderon said that after submitting plans and reports, the next step might be talking to Code Enforcement. He also said that by not living up to their promises the City was costing the Association money.

B. Garage Door: Mr. Calderon said that Cristar quoted \$3,050.00 for the spring of the overhead door and suggested a double set of doors in a second proposal. The warrantee for the spring would be for 100,000 operations. Ms. Jose said it would take a week to get the part.

**MOTION: Ms. Hess moved, Ms. Radelat seconded, to approve Cristar's proposal for the installation of the garage door spring in the amount of \$3,050.00. The motion passed unanimously (3-0-0).**

**IX. EXECUTIVE SESSION:**

**MOTION: There being no objections, the Board moved into Executive Session at 8:13 p.m. for the purpose of discussing a letter to the City and an indemnification agreement.**

The Board moved out of Executive Session at 8:50 p.m.

**MOTION: Ms. Radelat moved, Mr. Calderon seconded, to have Legal Counsel send Mr. and Mrs. Willard an indemnification draft agreement whereby they maintain the windows should the need arise. The motion passed (2-0-1) with Ms. Hess recusing herself.**

**MOTION: Mr. Calderon moved, Ms. Radelat seconded, to have Ms. Hess recuse herself in case the Willards object. Ms. Hess will vote aye with the consent of Greg Corbett, whom she represents. The motion passed unanimously (3-0-0).**

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**X. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 8:53 p.m.

Respectfully submitted,

\_\_\_\_\_  
Barbara Seaman, Secretary

DATE APPROVED: \_\_\_\_\_

ATTESTED BY: \_\_\_\_\_  
(Name) (Title)