

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

**505 East Braddock Road
Alexandria, VA**

June 16, 2008

ATTENDEES:

Board Members Present:

Mr. Richard Calderon, President
Mr. Chris Burruss, Treasurer
Dr. John Fay, Secretary
Ms. Catherine Drucker, Director

OTHERS PRESENT:

Ms. Diane Tschirhart, KPA Community Manager
Ms. Marlene Jose, KPA Site Manager
Ms. Christine Collins, Recording Secretary, Minute-by-Minute

I. CALL TO ORDER:

Mr. Calderon called the meeting to order at 7:04 p.m. Mr. Calderon noted that Mr. Abramson, Commercial Director, was absent due to an emergency.

II. APPROVAL OF MINUTES:

MOTION: Dr. Fay moved, Mr. Calderon seconded, to approve the Minutes of the March 27, 2008 Board Meeting. The motion passed (3-0-1) with Mr. Burruss abstaining due to having been absent at the meeting.

III. PRESIDENT'S REPORT:

Mr. Calderon reported that Dr. Fay had completed his research on the satellite reception upgrade and would be reporting on this matter later in the meeting. The Board would be ratifying at this meeting its decision to contract with Fairfax Antenna to do the upgrade work.

Mr. Calderon reported that the blinds in the Meeting Room had been replaced because the old blinds had deteriorated beyond the point where repairs would be cost effective. The Board would be ratifying at this meeting its decision to contract with Next Day Blinds to replace the Meeting Room blinds.

Mr. Calderon reported that repairs and replacements had also been made to some of the metal doors in the garage. The Board would be ratifying at this meeting its decision to contract with Precision Doors to perform these repairs and replacements.

Mr. Calderon reported that several unit owners had requested Board approval for upgrades to their units. The Board would be ratifying at this meeting its decisions to approve these upgrades.

Mr. Calderon reported that during the condensate line cleaning process recently performed by staff, it had been discovered that only about fifty percent of unit owners maintain their HVAC equipment in a clean and sanitary working condition as required by the Bylaws. Mr. Calderon stated that he would be asking the Covenants Committee to look into the advisability of drafting a Resolution requiring that unit owners present to the Site Office proof of yearly preventive maintenance of their HVAC systems.

Mr. Calderon reported that the lighting system of the Plaza has been altered in response to unit owner requests for softer lighting in that area. The Plaza will continue to be as well lit as it needs to be for security reasons, but the light will be softer due to the change from sodium vapor bulbs to a new type of fluorescent bulbs. The change to fluorescent bulbs should also help to reduce the Association's electricity costs for Plaza lighting.

Mr. Calderon reported that the Association has signed the Satellite Office lease with the Alexandria Police Department. Police officers will be using the Association Office after hours as a base for writing reports, taking breaks, etc, and will walk the property. The Police will not be using the Association Office as a holding-pen for suspects. The visible Police presence about the property is expected to enhance overall security at Colecroft Station.

Mr. Calderon reported that he had been working with the Site Manager, Ms. Marlene Jose, on proposals from Springfield Nurseries, Merrifield Garden Center and Campbell & Ferrara for restoration of damaged landscaping around the three residential Towers. The Board would be choosing this evening among the proposals for Phase I of the project, the area around the 545 Tower. Meanwhile, Ms. Jose has ordered soil amendments so that the groundskeeper can begin preparing the soil around the buildings to ready it for the new plantings.

Mr. Calderon reported that, at his own expense, he had tasked a lawyer to look into the feasibility of interested unit owners incorporating a Social Club that Colecroft Station residents could join, if they wished. The Social Club would be a legal entity separate and apart from the Association. It would have its own bylaws, officers, financing, bank account and insurance, which would be different from those belonging to the Association. It would be required to abide by Association rules at Colecroft Station, including paying rent and signing an indemnification agreement whenever it wished to use the Meeting Room, as required by Resolution #11. By serving as the sponsor of record for yoga classes and other social events organized by residents, the Social Club would assume

liability for these activities rather than individual residents or the Association.

Mr. Calderon reported that he had decided to explore the Social Club angle after Association Counsel advised that the Association should not waive the Meeting Room rental fee and indemnification agreement required by Resolution #11 as requested by unit owners interested in organizing yoga classes in the Meeting Room. Per Association Counsel, waiving the Resolution #11 requirements would place the Association legally in the position of *de facto* “sponsor” of the yoga classes, thereby unacceptably increasing the Association’s exposure to liability.

In a similar vein, the Association Insurance Carrier had advised that the Association’s insurance policy is a general policy covering incidental injuries that may occur as people move through the common elements, with medical costs for injuries due to athletic activities being expressly excluded. When asked about the feasibility of the Association purchasing insurance coverage for athletic activities, the Insurance Carrier responded that it declined to sell coverage of this type to the Association.

IV. TREASURER’S REPORT:

Mr. Burruss reported that the Operating Budget ended the period since the last Board Meeting with a surplus. Although interest income was less than had been projected, Operating Budget expenses were lower, as well. As for the Reserve Fund, the insurance company will be making some important reimbursements to it.

V. COMMITTEE REPORTS:

Dr. Fay reported on the satellite reception upgrade proposal from Fairfax Antenna. Once work has been completed this summer, Direct TV subscribers will have the capability of subscribing to programming packages that receive signals from five satellites.

Dr. Fay reported that he intends to ask the Covenants Committee to draft a due process flow chart for rules violations. Once the draft flow chart has been reviewed the Board, it will be the subject of a hearing where unit owners’ comments will be solicited.

Dr. Fay reported that Ms. Jose has contacted the mechanical engineering firm, Noyes, to schedule an evaluation of the building ventilation systems.

VI. OLD BUSINESS:

MOTION: Mr. Burruss moved, Ms. Drucker seconded, to ratify the decision to award the satellite reception upgrade contract to Fairfax Antennna in the amount of \$2,330.55. The motion passed unanimously (4-0-0).

MOTION: Dr. Fay moved, Mr. Calderon seconded, to ratify the decision to award the contract for the replacement of the Meeting Room blinds to Next Day Blinds in the amount of \$1,439.00. The motion passed unanimously (4-0-0).

MOTION: Mr. Burruss moved, Dr. Fay seconded, to ratify the decision to award the contract to Precision Doors to replace metal doors and trim in the garage at a cost of \$3,070.53. The motion passed unanimously (4-0-0).

MOTION: Dr. Fay moved, Ms. Drucker seconded, to ratify the decision to approve the installation of Pergo flooring, under the usual conditions, by the owners of 505 #308. The motion passed unanimously (4-0-0).

MOTION: Dr. Fay moved, Mr. Calderon seconded, to ratify the decision to approve the installation of new kitchen tile by the owners of 610 #302. The motion passed unanimously (4-0-0).

MOTION: Mr. Burruss moved, Dr. Fay seconded, to ratify the decision to approve proposed upgrades to 505 #202, 545 #702 and 545 #608. The motion passed unanimously (4-0-0).

VII. NEW BUSINESS:

An addendum (B14) to the Management Agreement was discussed. The Site manager's hours have increased to 25 hours per week. There has also been a pay increase for her. Management fees have been increased by \$583.00 per month.

MOTION: Dr. Fay moved, Mr. Calderon seconded, to approve the increase in management fees to KPA by \$583.00 per month, effective April 1, 2008. The motion passed unanimously (4-0-0).

The need to enforce preventive maintenance of HVAC systems in units was discussed.

MOTION: Mr. Calderon moved, Mr. Burruss seconded, to request that the Covenants Committee examine the need for and, if necessary, generate a draft Resolution to require yearly professional preventive maintenance of HVAC systems by unit owners. The motion passed unanimously (4-0-0).

MOTION: Ms. Drucker moved, Mr. Calderon seconded, to request that KPA explore the feasibility of reputable area HVAC contractors granting discounts to Colecroft Station unit owners. The motion passed unanimously (4-0-0).

The landscaping restoration project was discussed. The Board compared proposals received from Merrifield Garden Center, Campbell & Ferrara and Springfield Nursery and decided to award the contract to Springfield Nursery, with an initial budget of \$18,000+/- for Phase 1, the area around the 545 Tower.

MOTION: Mr. Calderon moved, Dr. Fay seconded, to award the landscaping restoration project to Springfield Nursery, with an initial budget of \$18,000+/- for Phase I, the area around the 545 Tower. The motion passed unanimously (4-0-0).

VIII. MANAGEMENT BRIEFING:

Ms. Tschirhart described the current staffing pattern at Colecroft Station. The Site Manager supervises a maintenance man, whose duties include heavy-duty cleaning and power-washing in the garage and utility rooms, as well as dry-wall repairs and painting and minor electrical and plumbing repairs in the common element spaces inside the residential Towers; a groundskeeper, whose duties include watering, weeding and soil amendment, managing disposal of trash and recycling, removing leaves, litter, snow and ice from walkways, salting walkways in winter, cleaning exterior light fixtures, replacing light bulbs, padding elevators, assisting the maintenance man and backstopping the housekeeper; and a housekeeper, whose duties include sweeping, mopping, vacuuming, dusting, washing, scouring and polishing the common element spaces inside the residential Towers.

IX. ADJOURNMENT:

There being no further business to discuss, Mr. Calderon adjourned the Board Meeting at 8:26 p.m.

Respectfully submitted,

John Fay, Secretary

DATE APPROVED: September 4, 2008