

FINAL

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

**505 East Braddock Road
Alexandria, VA**

July 26, 2006

I. ATTENDEES:

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

Others Present: Ms. Diane Tschirhart, Community Manager; Ms. Marlene Jose, Building Manager; and Ms. Jennifir Birtwhistle, Recording Secretary, Minute-By-Minute.

II. OWNERS' FORUM:

The owners' forum was called to order at 7:11 p.m.

III. CALL TO ORDER:

Mr. Richard Calderon called the meeting to order at 7:22 p.m.

IV. APPROVAL OF MINUTES:

MOTION: Mr. Abramson moved, Ms. Radelat seconded, to approve the minutes of May 18, 2006 as amended. The motion passed unanimously (5-0-0).

MOTION: Ms. Hess moved, Mr. Manor seconded, to approve the minutes of June 22, 2006 as amended. The motion passed unanimously (5-0-0).

V. OLD BUSINESS:

A. Leak in Roof of Unit 545: Mr. Calderon indicated that there is a leak close to the roof level located near the window dormer. The Board received several proposals to inspect the roof area and provide drawings on how to rectify the situation.

MOTION: Ms. Hess moved, Ms. Radelat seconded, to approve the proposal from Seal Engineering dated January 16, 2006 in the amount of \$8,500.00 to review the existing roof situation and prepare drawings for the Board. The motion passed unanimously (5-0-0).

B. Plaza Level Drawings: Mr. Calderon showed the Board members drawings prepared by Seal Engineering regarding the Plaza Level water intrusion. He explained there are several problem areas that need to be fixed to stop the leaking including: where the deck meets the tower, around the utility closet, and above the planters. Mr. Calderon indicated that the current proposal which addresses leaks to units 103, 104 & 105 includes installing a stainless steel channel however he would like to see if a copper channel could be installed instead so it would fade into the community's color palate. Additional bids should be received by August 2, 2006. Board members also suggested bringing in David DiQuollo to review each bid. Ms. Tschirhart will ask Mr. DiQuollo to attend the next Board meeting.

Mr. Abramson asked if a building permit is needed from the City to conduct this work. Ms. Tschirhart will check and see.

C. 505 Garage Door Replacement: Mr. Calderon shared pictures with the Board of the new garage door that is being installed. A suggestion was made to place reflective tape on the outside of the door to make the door more visible at night. Mr. Manor asked if the Community could have the garage door at 545 serviced as well since more traffic has been diverted to it since 505 has been broken. Ms. Jose will include such servicing in the bill to the gentleman who damaged the 505 door.

D. Water in Parking Spot #1: Mr. Calderon indicated that there is water pooling in both of these parking spots due to a rusting downspout. Ms. Tschirhart and Ms. Jose will look into having this replaced.

MOTION: Mr. Manor moved, Ms. Hess seconded, to approve the Culbertson proposal in the amount of \$4,785.00 for additional repairs in the garage. The motion passed unanimously (5-0-0).

E. Expansion Joint Proposal: The Board reviewed a proposal from Culbertson to work on the expansion joint. Mr. Abrahamson indicated that warranty language needs to be included in the proposal before the Board can sign off on it and that such language should include more than one year on labor and materials. Also, the proposal itself needs to be cleaned up as several sections were copied from another document and do not pertain to this proposal.

MOTION: Ms. Hess moved, Mr. Abrahamson seconded, to accept the July 7, 2006 proposal from Culbertson for work on the expansion joint in the amount of

\$8,550.00 with the addition of a 5-year warranty on labor and materials. The motion passed unanimously (5-0-0).

F. Sealing Garage: Ms. Tschirhart indicated that the original Culbertson proposal to reseal the garage also requires a primer which will add an additional \$7,000.00 to the company's original proposal. This addition may be Culbertson's way of recouping the cost of the soffits (\$6,000.00) which were included in their original proposal at no cost. Ms. Tschirhart and Ms. Jose will need to negotiate the new proposal amount.

G. Brass Handles: Ms. Jose stated that the community has 12 brass handles in the entryways that are polished everyday by the cleaning lady. Instead of being polished everyday, Ms. Jose asked the Board if they could be sealed instead. She received a proposal of \$58.00/hour to seal the handles and door plates. Mr. Calderon asked Ms. Jose to find out how long the sealing process would take and how long the seal will last.

H. Overdue Payments: Ms. Tschirhart was asked by the Board to check with accounting to see who is repeatedly overdue in paying their community dues.

VI. EXECUTIVE SESSION:

MOTION: There being no objections, the Board moved into Executive Session at 8:46 p.m. for the purpose of discussing an indemnification agreement relating to the alienation of limited common property by a unit owner and a letter from a resident in the community.

The Board moved out of Executive Session at 9:40 p.m.

VII. NEW BUSINESS:

MOTION: Ms. Hess moved, Ms. Radelat seconded, to extend the offer of an indemnification notice to unit owners who alienated common property for two weeks and failing to seek agreement to restore the windows in the unit. The motion passed unanimously (5-0-0).

MOTION: Ms. Hess moved, Ms. Radelat seconded, to have Legal Counsel prepare a written response to Mr. Manor's letter dated June 22, 2006. The motion passed (3-0-1-1), with Mr. Manor abstaining. Mr. Abrahamson had left the meeting by the time of the vote.

VIII. ADJOURNMENT:

There being no further business, the meeting was adjourned at 9:45 p.m.

Respectfully submitted,

Carmen Radelat, Secretary

DATE APPROVED: _____

ATTESTED BY: _____
(Name) (Title)