

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

**505 East Braddock Road  
Alexandria, VA**

**August 11, 2005**

**I. ATTENDEES:**

Board Members: Richard Calderon, President; Holly Hess, Vice President;  
Tom Manor, Treasurer; Joe Trevisani, Secretary.

**II. CALL TO ORDER:**

Richard Calderon called the meeting to order at 8:00 PM

**III. APPROVAL OF MINUTES**

**Motion: Tom Manor moved, Joe Trevisani seconded, to approve the Minutes of June 9, 2005 as amended. The motion passed unanimously.**

**IV. OLD BUSINESS**

1. AUDIT – Diane Tschirhart reminded the Board of the need to take action on the 2004 Goldklang-Cavanaugh Audit, specifically noting a \$10,976 deficit in the Operating Fund and endorsing a Goldklang-Cavanaugh recommendation that Colecroft Station add 10% or greater contingency element to the Operating Fund. Holly Hess, the Board Treasurer in 2004, responded that the Board had held back three months of contributions to the Capital Repair and Replacement Reserve – over \$36,000 – but that this was not reflected in the Audit. Richard Calderon noted that the Association spent \$9,754 in engineering fees and \$8,546 in security enhancement and that these bills should have been attributed to the Capital Repair and Replacement Fund. In short the Operating Fund should have ended the year \$7,324 in the black. Tom Manor agreed to prepare a Board response on the 2004 Audit for the September Board Meeting.

2. ROOF REPAIRS – Diane Tschirhart presented the Board with bids for roof caulking and other repairs. Richard Caldron noted that these bids were not comparable, but Joe Trevisani stated that he had asked American Roofing to add a number of repair items, hence the difference.

**Motion: Joe Trevisani moved, Tom Manor seconded, to contract with American Roofing in an amount not to exceed \$5,350 to repair flashing and other gaps in the asphalt and metal roofs. The motion passed unanimously.**

3. MULTIPLE PET REQUEST – Diane Tschirhart presented the Board a letter from the owner of 505 # 104 requesting permission to have two dogs in his unit. One of

these pets would not live long. The Board agreed that permission could be granted for the duration of the life of the older pet.

**Motion: Richard Calderon moved, Tom Manor seconded, to allow the 505 # 104 owner permission to have two dogs for the duration of the life of the older pet. The motion passed unanimously.**

4. PREVENTATIVE MAINTENANCE AND RESERVE STUDY – Diane Tschirhart distributed to the Board drafts of the recently commissioned Capital Repair and Replacement Study and Preventative Maintenance Schedule. Richard Calderon asked that KPA arrange a meeting with Preventative Maintenance Plus to go over these two reports. Diane Tschirhart agreed to set a meeting up for later in the month.

5. GARAGE CEILING REPAIRS – Diane Tschirhart presented a bid by Culbertson to make repairs to the garage ceiling as specified by the Association engineers, Structural Repair Group (SRG). Richard Calderon reported a request by Paul Abramson, who was unable to attend, that additional bids should be sought. Diane Tschirhart reminded the Board that the City of Alexandria was demanding these ceiling repairs. Holly Hess replied that Chadwick Washington, the Association lawyers should send the City a letter explaining that Colecroft Station is attempting to find and stop water intrusion. Fixing the garage ceiling before the water intrusion is stopped is premature. Diane Tschirhart agreed to solicit additional bids and ask Chadwick Washington to send the City a letter.

Joe Trevisani then shared with the Board his dissatisfaction with the performance of SRG and of the communication between all of the parties – SRG, KPA and the Board. Joe Trevisani recommended that the Board seek new engineers with real energy to discover how the water was getting into the buildings and how to solve the matter. The Board agreed that the Association should complete the bidding and garage repair work with SRG, but then look for another consultant. Holly Hess asked Diane Tschirhart to determine what the Association had already paid SRG and stop payment for work not completed.

#### **V. NEW BUSINESS**

1. The Board instructed Diane Tschirhart to contact ServiceMaster the following day about removing the water from Tom Manor's unit. Holly Hess recommended that Tom Manor also work out an arrangement with ServiceMaster and KPA so that any future water intrusion into his unit would be dealt with promptly.

#### **VI. ADJOURNMENT**

Richard Calderon adjourned the meeting at 10:25 PM.