

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

**505 East Braddock Road  
Alexandria, VA**

**August 15, 2006**

**ATTENDEES:**

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

Board Members Absent: Mr. Paul Abramson, Commercial Director.

Others Present: Ms. Diane Tschirhart, Community Manager and Ms. Amy Michael, Recording Secretary, Minute-By-Minute.

**OWNERS' FORUM:**

The owners' forum was called to order at 7:08 p.m.

**CALL TO ORDER:**

Mr. Calderon called the meeting to order at 7:12 p.m.

**APPROVAL OF MINUTES:**

**MOTION: Ms. Hess moved, Ms. Radelat seconded, to approve the minutes of the July 26, 2006 Board Meeting as amended. The motion passed unanimously (4-0-0).**

**PRESIDENT'S REPORT**

A.) Mr. Calderon reported that he received 17 responses to the June 2006 Pet Questionnaire. He said that this equaled out to about 11% of the community. He explained that 65% of the respondents were not in favor of changing the current limitation and that if the single pet restriction was lifted, 82% felt that an additional fee should be charged. Mr. Calderon informed the Board that the Bylaws and Resolutions concerning pets have been in place for over fifteen years. He stated that the next step would be addressing the situation of Association members who currently own and house more than one pet on the property. Mr. Calderon affirmed that if mitigating circumstances regarding the pet do not exist, the Board will need to take action.

**TREASURER'S REPORT**

B.) Ms. Hess reported that the Association is back to running a \$5,000.00 deficit for the month. Ms. Hess informed the Board that administrative expenses were over budget by \$1,036.00 and maintenance expenses were over budget by \$3,924.00. Ms. Hess informed the Board that all costs associated with capital projects come out of the reserve account.

**OLD BUSINESS**

**Water Infiltration Issues**

C.) Mr. Calderon introduced Mr. David DiQuollo from Seal Engineering. Mr. DiQuollo reviewed and discussed with the Board the proposals received in response to the recent water intrusion affecting 545 East Braddock Road, Apartment 105. Mr. Calderon posted drawings prepared by Seal Engineering for the Board Members to review. Mr. DiQuollo stated that as of August 2, 2006, Seal Engineering had received five bids from area contractors with prices ranging from \$25,000.00 to \$49,000.00. Mr. DiQuollo informed the Board that Culbertson had the lowest base bid and lowest unit prices. Mr. DiQuollo recommended awarding Culbertson the contract. Mr. Calderon pointed out that all five contractors specialize in water proofing and all are compatible to each other. Ms. Radelat inquired as to whether there are areas of risk involved and if the contractors will deviate from what they were initially hired to do. Mr. DiQuollo stated that he did not anticipate any problems and that the contractors should not deviate from what was initially proposed. He explained that the scope of work will be specified in the contract. Mr. Calderon inquired as whether a building permit would be required from the City to conduct this work. Mr. DiQuollo explained that the permit issue is a gray area, but that he suspects a permit will be needed because of the work being done at and around the utility closet. Mr. Calderon informed Mr. DiQuollo that he will need to work with Culbertson regarding the permit. The Board continued to discuss the water intrusion problem and the schematics of the building with Mr. DiQuollo.

**MOTION: Ms. Hess moved, Ms. Radelat seconded, to award the Water Infiltration Proposal to Culbertson. The motion passed unanimously (4-0-0).**

**MOTION: Mr. Manor moved, Ms. Radelat seconded, to approve five year warrantees in the amount of \$25,485 for the renewed expansion joints in the garage at a cost of \$850 by Culbertson. The motions passed unanimously (4-0-0).**

**MOTION: Ms. Hess moved, Ms. Radelat seconded, to accept the amended Culbertson proposal of May/June 2006 for the amount of \$47,000.00, to include both soffit repairs and recoating and cleaning of the garage floor. The motion passed unanimously (4-0-0).**

D.) Ms. Tschirhart informed the Board that upon doing some research she has received two proposals with regard to the gutter bid on property maintenance. She informed the Board that the downspout is not working properly and that water is splashing rather than

being pushed through the gutter system. Mr. Calderon informed the Board that Northeastern is proposing using a residential gutter rather than the commercial grade gutters that currently adorn the roof. The Board reviewed and discussed the Northeastern gutter proposal.

**MOTION: Ms. Hess moved, Ms. Radelat seconded, to approve the proposal submitted by Northeastern for replacement and downspout repair of the following areas:**

- 1. Community Building**
- 2. South side of the Pavilion Plaza**
- 3. North side of the roof on the community garage entrance**
- 4. Wisdom Building**

**The motion passed unanimously (4-0-0).**

**NEW BUSINESS**

E.) The Board reviewed and discussed the new snow removal policy submitted by Emery Snow Removal. Ms. Tschirhart informed the Board that Emery's prices have increased this year. The Board decided to table the issue until September's Board Meeting.

F.) Ms. Tschirhart informed the Board that several owners have been requesting broadband service through Comcast. She affirmed that in order to go forward with this service the Board will need to sign a contract with Comcast because the walls belong to the Association. Mr. Calderon directed Ms. Tschirhart to have the Association's Legal Counsel review the contract and advise the Board on how to move forward. Ms. Radelat pointed out that the Association will need to indemnify itself. The Board continued to review and discuss the impending Comcast Contract.

**EXECUTIVE SESSION:**

**MOTION: There being no objections, the Board moved into Executive Session at 8:37 p.m. to discuss a request from an owner for a waiver of a late fee and the Manor-Hayash letter.**

**MOTION: There being no objections, the Board moved out of Executive Session at 8:54p.m.**

**NEW BUSINESS:**

**MOTION:** Ms. Hess moved, Mr. Manor seconded, to waive the \$30.00 late charge for 545 East Braddock Road, Unit 2. The motion passed (3-0-1), with Ms. Radelat abstaining.

**MOTION:** Ms. Hess moved, Ms. Radelat seconded, to have Legal Counsel prepare a written response to the Manor-Hayash letter. The motion passed (3-0-1), with Mr. Manor abstaining.

**ADJOURNMENT:**

**MOTION:** Ms. Hess moved, Mr. Manor seconded, to adjourn the Board of Directors meeting at 9:10p.m. The motion passed unanimously (4-0-0).

Respectfully submitted,

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Carmen Radelat, Secretary

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

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