

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

**505 East Braddock Road
Alexandria, VA**

September 4, 2008

ATTENDEES:

Board Members Present:

Mr. Richard Calderon, President
Dr. John Fay, Secretary
Mr. Paul Abramson, Commercial Director
Ms. Catherine Drucker, Director

OTHERS PRESENT:

Ms. Diane Tschirhart, KPA Community Manager
Ms. Marlene Jose, KPA Site Manager
Ms. Barbara Seaman, 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 the Board Treasurer, Mr. Burruss, was absent due to an emergency.

II. APPROVAL OF MINUTES:

MOTION: Dr. Fay moved, Mr. Calderon seconded, to approve the Minutes of the June 16, 2008 Board Meeting. The motion passed (2-1-1) with Ms. Drucker opposing and Mr. Abramson abstaining as he had been absent from the Meeting.

III. PRESIDENT'S REPORT:

Mr. Calderon reported that Fairfax Antenna has completed installation of the new satellite dishes on the roofs of the three residential towers and has connected the dishes to the common element cable closets on each floor. Mr. Calderon noted that Dr. Fay, who served as Board point-of-contact for the satellite reception upgrade project, would report at greater length on this topic during the Committee Reports portion of the Meeting.

Potomac Home Improvement has repainted the walls, ceilings, bookcases and trim in the three Main Lobbies and has sanded, stained and refinished the wood doors at the Main- and Plaza-level entrances to the residential Towers. Potomac Home Improvement is currently engaged in building new and improved suspended ceilings for the six elevators.

The Colecroft Station Staff has repainted all of the exterior light fixtures and railings, gates and fences at Ground- and Plaza-levels, and all of the metal doors, guard-rails and parking-space lines in the upper and lower garages. The Staff's next exterior painting projects will include the patio and balcony HVAC closet doors and balcony railings. Residents have been alerted that these exterior painting projects are about to commence and will continue into the fall. During the winter months, the Staff will repaint the upstairs elevator lobbies, doors and trim.

Staff has replaced the old globes on the exterior bracket-lamps with clean new globes. Larger-sized replacement globes for the tall exterior candy-cane lampposts are on order.

Reliable Rails has replaced the heavy iron safety bars suspended over the inside of the two garage entrances in the 505 and 545 turning circle with modern light-weight aluminum rails suspended on chains. All garage safety bars have been newly painted.

Springfield Nursery has completed Phase I of replanting the landscaping beds around 545 and 610. Phase I work around 505 will commence as soon as EV-Air-Tight has completed re-flashing the base of that building. Phase II of the landscaping restoration, which will involve the planting of some new trees and groundcover around the buildings, will commence with the cooler weather. The Association Groundskeeper did a fine job of preparing the beds to receive the new plantings by thoroughly working soil amendments into the earth, as recommended by Springfield Nursery.

Bartlett Tree Experts has prescribed a year-round prophylactic treatment plan for the trees on the property to counter and get ahead of a region-wide epidemic of anthracnose.

Walls Roofing recently performed preventive maintenance on the roofs and reported that they all appear to be in good shape. Leaks into the elevator lobby ceilings at the penthouse level were being caused by air conditioning-induced condensation on pipes above the ceilings. Walls Roofing has wrapped insulation around the pipes to prevent any further condensation damage to the penthouse lobby ceilings.

EV-Air-Tight Shoemaker is making excellent progress on the re-flashing project at the base of 505. The completed repairs to 545 and 610 continue to prove effective.

Seal Engineering recently performed flood tests to study localized water infiltration at a point high up on the west-facing wall of 505. Seal has been asked to get a repair plan out to bid as quickly as possible. Mr. Calderon recommended that Seal be asked by the Board to develop a proposal for a preventive maintenance survey of the concrete decks of the balconies.

The Association Office has been made a gift of copies of sample incorporation papers for a social club that may be picked up and used as a model by Colecroft Station residents interested in incorporating a social club that could sponsor parties, exercise classes and other community social events and activities.

IV. TREASURER'S REPORT:

No report from the Treasurer who was absent. Mr. Calderon noted that Goldklang had submitted the 2007 Audit and that the Board would be voting this evening to authorize the Treasurer to finalize it.

V. COMMITTEE REPORTS:

Satellite Reception Upgrade: Dr. Fay reported that he had solicited three bids from companies approved by DirecTV for the satellite reception upgrade contract. Fairfax Antenna had submitted the lowest bid for the same quality of work. New and existing DirecTV subscribers wishing to take advantage of the upgrade need to contract with Fairfax Antenna for any necessary re-wiring in their units and hook-up to the upgraded system in the cable closet on their floor. Subscribers will continue to purchase their preferred programming packages from DirecTV.

Due Process: Dr. Fay reported that he had asked the Covenants Committee to review existing due process documents at Colecroft Station and to draft for Board review a due process flow chart for rules violations.

VI. OLD BUSINESS:

MOTION: Mr. Abramson moved, Dr. Fay seconded, to ratify the decision to approve the contract with Reliable Rails in the amount of \$2,600. The motion passed unanimously (4-0-0).

MOTION: Mr. Abramson moved, Dr. Fay seconded, to ratify the decision to approve the wood floor upgrade in 545 #307, under the usual conditions. The motion passed unanimously (4-0-0).

MOTION: Mr. Abramson moved, Dr. Fay seconded, to ratify the decision to approve remodel of the kitchen pass-through in 610 #105. The motion passed unanimously (4-0-0).

MOTION: Mr. Abramson moved, Dr. Fay seconded, to ratify the decision to award to Potomac Home Improvement the contract for re-painting the three Main Lobbies and refinishing the wood doors at the three Main Entrances and three Plaza Entrances at a cost of \$4,500. The motion passed unanimously (4-0-0).

MOTION: Mr. Abramson moved, Dr. Fay seconded, to ratify the decision to award to Potomac Home Improvement the contract for manufacturing replacement drop ceilings for six elevators at a cost of \$2,850. The motion passed unanimously (4-0-0).

MOTION: Mr. Abramson moved, Dr. Fay seconded, to ratify the decision to approve the 610 phase of the ongoing landscaping restoration by Springfield Nursery at a cost of \$14,313. The motion passed unanimously (4-0-0).

MOTION: Mr. Abramson moved, Dr. Fay seconded, to ratify the decision to award the emergency generator preventive maintenance contract to Cummins at a cost of \$840 (or \$40 more than last year). The motion passed unanimously (4-0-0).

VII. NEW BUSINESS:

MOTION: Mr. Calderon moved, Mr. Abramson seconded, to appoint Dr. Fay as Chair of the 2008 Elections Committee as it the Secretary's assigned task to verify signatures. The motion passed unanimously (4-0-0).

MOTION: Dr. Fay moved, Ms. Drucker seconded, to authorize the Treasurer, Mr. Burruss, to finalize the Audit. The motion passed unanimously (4-0-0).

MOTION: Mr. Abramson moved, Dr. Fay seconded, to request that Seal Engineering prepare a survey proposal for the balconies and participate in a Board workshop reviewing and establishing water intrusion-related priorities. The motion passed unanimously (4-0-0).

MOTION: Mr. Abramson moved, Dr. Fay seconded, to approve the Emory snow removal contract calling for Emory to plow when the snow reaches a depth of two inches for a minimum of two hours for \$120, sand for \$95, and sand and salt for \$145 a ton. The motion passed unanimously (4-0-0).

MOTION: Mr. Calderon moved, Mr. Abramson seconded, to approve the 505 phase of the landscaping restoration contract awarded to Springfield Nursery at a cost of \$4,333. The motion passed unanimously (4-0-0).

MOTION: Mr. Abramson moved, Dr. Fay seconded, to approve awarding to Goldklang the contract to prepare the 2008 Audit at a cost of \$3,300 and the 2008 tax return at a cost of \$300. The motion passed unanimously (4-0-0).

VIII. MANAGEMENT BRIEFING:

MOTION: Mr. Abramson moved, Ms. Drucker seconded, to award a unit owner up to \$400 to repair damage caused by water. The motion passed unanimously (4-0-0).

MOTION: Dr. Fay moved, Mr. Calderon seconded, to authorize Ms. Tschirhart to re-key the Exercise Room, to amend the indemnification form prepared by Association Counsel for users of the Exercise Room to include a visitor's clause, and to ensure that the signed forms go into the unit files kept in the Association Office. The motion passed unanimously (4-0-0).

After discussion, the Covenant's Committee was asked to review procedures for amending policy resolutions and to provide guidance to the Board on this subject.

IX. ADJOURNMENT:

There being no further business, Mr. Calderon adjourned the Board Meeting at 9:01 p.m.

Respectfully submitted,

John Fay, Secretary

DATE APPROVED: _____

ATTESTED BY: _____
(Name)

(Title)