

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

**505 East Braddock Road
Alexandria, VA**

September 16, 2005

I. ATTENDEES:

Board Members: Richard Calderon, President; Holly Hess, Vice President;
Paul Abramson, Director.

II. CALL TO ORDER:

Richard Calderon called the meeting to order at 7:30 AM

III. MOTION RECONSIDERATION

Richard Calderon reported that Director Tom Manor had notified the Directors by e-mail that he would be unable to attend the meeting. Since Tom Manor had called for reconsideration of an 8 September 2005 – to remove Joe Trevisani of all offices on the Board – at the following Board Meeting, Richard Calderon fulfilled a promise and asked first Holly Hess and then Paul Abramson to propose a motion of reconsideration. Neither of these was prepared to make the motion, and therefore the reconsideration of the 8 September 2005 motion failed for lack of a sponsor.

III. ELECTION COMMITTEE AND AUTUMN TIMELINE

Richard Calderon, as Election Committee Chair, announced that Jay Aperson, Analise Schmidt and Rachel Sexton had agreed to join the Elections Committee for 2005. Diane Tschirhart will be preparing a computer spreadsheet of all unit owners and the Election Committee will oversee both the mail-out of ballots and the Election Tallies at the Annual General Meeting (AGM). Richard Calderon then outlined the Autumn Timeline to prepare for the AGM:

13 September 2005 – establish Election Committee – candidate call a week later.

13 October 2005 – last postdate for nominations to the Election Committee.

18 October 2005 – last date for 2006 Budget approval.

18 – 27 October 2005 – notice window to Association Members about the AGM.

17 November 2005 – day of Annual General Meeting.

III. RESIGNATION OF TOM MANOR AS TREASURER – APPOINTMENT OF HOLLY HESS AS TREASURER

Richard Calderon announced the resignation of Tom Manor as Treasurer, per e-mail of Tom Manor on 14 September 2005. The timing could not be more awkward as the Board was just entering the most important period of the term, being the development of the 2006 Budget, for which project the Treasurer is point-person. Richard Calderon asked Holly Hess to take on the role of Treasurer.

Holly Hess asked that Tom Manor turn over to her the December through August copies of Colecroft Station invoices – which number about 90 per month, 700-800 to date – along with flagged invoices that needed her immediate attention. (Richard Calderon transmitted the request to Tom Manor immediately after the meeting and Tom delivered the invoices on 27 September 2005.) Holly Hess also requested that Tom Manor provide the Board with his assessment of monthly expenses relative to the 2005 Budget – i.e. was Colecroft Station 3/4 of the way through budgeted expenses at the end of the 3rd quarter. Richard Calderon reported that Tom had reported a lack of understanding and knowledge about the Treasurer's role with regards to Budget oversight and his inability to provide that answer in the same 14 September 2005 e-mail. The Board, with Holly Hess's assistance as a knowledgeable former Treasurer, would have to make the best effort possible in the circumstances.

IV. PLACEMENT OF ENGINEERING COSTS WITHIN THE 2004 AND 2005 BUDGET

Holly Hess raised a budgetary issue concerning Engineering Consultant bills. A recent discussion with Ben Ginnetti – the Capital Replacement and Reserve Study Consultant – had identified that engineering services to investigate deterioration of and repairs to major building components, could and should be classed as legitimate capital expenses payable through the Capital Reserve Fund. This has not been the case in the 2004 Audit, in which these expenses were deemed an operating expense. The Association should bring the Association Auditors, Goldklang-Cavanaugh into the picture. Holly Hess proposed a motion, seconded by Paul Abramson to shift these expenses from the 2004 Operating to the 2004 Capital Reserve Fund and explain to the auditors why. The motion passed unanimously. Since Holly Hess will be attempting to catch up on 9 months of Treasurer work, Diane Tschirhart will be asked to explain the Board's thinking to Goldklang-Cavanaugh.

V. EXECUTIVE SESSION

Holly Hess asked for an executive session to discuss contractual performance and relationships. The Board entered Executive Session.

Following the Executive Session, Richard Calderon reported a Board decision to maintain the existing relationship with Structural Repair Group, in the interest of not

losing momentum on plaza and garage repairs. Paul Abramson will visit company principals and express Colecroft Station's dissatisfaction with a tardy and lackadaisical performance by their designated project engineer.

VI. SCHEDULE BUDGET WORK SESSIONS

Holly Hess reported complaints relayed to her about the Board's proposed morning budgetary meetings – which had been set to accommodate her very busy schedule at the Prince William School Board. The Board decided to cancel the following Tuesday and Wednesday morning Board Meetings and hold budgetary work-sessions in the evening. This will place an additional burden on Holly Hess and Richard Calderon thanked her for her efforts to accommodate Association Members.

VII. ADJOURNMENT

Richard Calderon adjourned the meeting at 8:30 AM.