

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

**505 East Braddock Road
Alexandria, VA**

September 21, 2006

I. ATTENDEES:

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

Board Members Absent: Ms. Carmen Radelat, Secretary.

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

II. TOWN HALL MEETING:

The town hall meeting was called to order at 7:10 p.m.

Mr. Calderon introduced David DiQuollo from Seal Engineering. Mr. DiQuollo shared his findings from the investigation performed on Tom Manor's unit. Mr. Manor's unit has been under investigation by the Engineering firm due to extensive water intrusion damage. Mr. DiQuollo explained that the main focus during the investigation was to try and determine the sources causing the warping. He stated that in order to determine what those sources were, a variety of water tests and test cuts were performed by the engineers. Mr. DiQuollo stated that the test results affirm that there is indeed a problem with the waterproofing system and that new flashings will need to be installed along the base of the wall in Mr. Manor's unit. Mr. DiQuollo informed the Board that Culbertson will be visiting a select number of buildings and units in the community in the upcoming weeks to take test cuts to see whether some of the same conditions are evident in other buildings/units.

III. CALL TO ORDER:

Mr. Calderon called the regular portion of the Board of Director's meeting to order at 7:25 p.m.

IV. APPROVAL OF MINUTES:

MOTION: Mr. Manor moved, Ms. Hess seconded, to approve the minutes of the August 15, 2006 Board Meeting as amended. The motion passed unanimously (4-0-0).

V. OFFICERS' REPORTS

President's Report

Mr. Calderon personally thanked the Association members for complying with the Board's request to move their vehicles from the garage so that Culbertson could clean and coat the garage floor. Mr. Calderon noted that the garage floors were in dire need of cleaning and coating in order to protect the steel rods from corrosion. Mr. Calderon stated that the threat of corrosion was mostly due to the sand and salt as a result of the winter snow season.

Mr. Calderon further reported that on September 13 the Board appointed an Election Committee. The individuals appointed to the Election Committee will be in charge of counting ballots at the upcoming Annual General Meeting. He informed the Board that nominating forms are now being accepted from interested individuals.

Mr. Calderon stated that as a result of Mr. David DiQuollo and Seal Engineering's investigation of the Manor/Hayash Unit, the Board will be receiving remediation reports and plans. Mr. Calderon further stated that all correspondence between the Association and Mr. Manor and Ms. Hayash will be through their respective Legal Counsel.

Treasurer's Report

Ms. Hess reported that there is a slight cost increase with regards to the 2007 budget. Ms. Hess stated that she was fairly pleased with the budget's end result because the Board was able to keep the Association's expenses down. Ms. Hess further stated that if the Association would like the Board to make a decision and proceed with it, she invites all members to offer their input. Ms. Hess also stated that the Association has a lot of people working overtime on their behalf to help finalize the 2007 budget.

Covenants Committee

The Committee stated that the building elevators were in need of better instructions on what to do in an emergency situation. The Committee suggested having emergency instructions posted in the elevator and on the Association's website so that people are aware of proper protocol. The Committee also questioned whether the emergency phone was working correctly in the elevator. During a recent incident a homeowner was stuck in the elevator and used his cell phone to contact the authorities, as opposed to the emergency phone.

ACTION ITEM: Management will find out whether the emergency phone system located in the building elevators is functioning correctly.

VI. OLD BUSINESS

Final Review and Approval of Snow Removal Contract

MOTION: Ms. Hess moved, Mr. Abramson seconded, to approve the contract with Emory Snow Removal for removal of snow. The motion passed unanimously (4-0-0).

Approval of Metal Dormer Repairs

MOTION: Ms. Hess moved, Mr. Abramson seconded, to approve the contract with James R. Walls Contracting in the amount of \$22,000 for repair of the metal dormers, subject to obtaining an insurance certificate and warranty. The motion passed unanimously (4-0-0).

Approval of Election Committee

MOTION: Mr. Abramson moved, Ms. Hess seconded, to approve the Election Committee as submitted. The motion passed unanimously (4-0-0).

VII. NEW BUSINESS

Confirmation of Approval of Fire System Inspection

MOTION: Mr. Abramson moved, Ms. Hess seconded, to approve the contract with Livingston Fire for a new sprinkler system inspection. The motion passed unanimously (4-0-0).

Review/Approval of Dryer Vent Cleaning

MOTION: Ms. Hess moved, Mr. Abramson seconded, to approve the contract with NOVA for cleaning of the main dryer stacks in the amount of \$4,650 and for cleaning of the lateral dryer stacks in the amount of \$4,650. The motion passed unanimously (4-0-0).

Ms. Tschirhart informed the Board that Comcast is asking for an easement in order to run wiring for high speed cable and internet through the wisdom building. Comcast will need to drill into one of the Association's walls in the parking garage to run the wires to the wisdom building. Ms. Tschirhart informed the Board that she would speak with Shana, and follow up with the Board at the next meeting so that they may confirm the vote.

2007 Budget Mark-up

The Board and Management reviewed and discussed at great length the proposed budget assessments for 2007. Ms. Tschirhart informed the Board that the budget needs to be

adopted by October 18, and that it would be distributed to the homeowners within eight (8) days of adoption by the Board.

VIII. NEXT MEETING

Mr. Calderon announced that the next Board of Director's Meeting will occur on Thursday, October 19, 2006 at 7:00 p.m.

IX. ADJOURNMENT:

MOTION: Ms. Hess moved, Mr. Abramson seconded, to adjourn the Board of Directors meeting at 9:35 p.m. The motion passed unanimously (4-0-0).

Respectfully submitted,

Carmen Radelat, Secretary

DATE APPROVED: _____

ATTESTED BY: _____
(Name) (Title)