

**MINUTES OF THE  
COLECROFT STATION CONDOMINIUM  
ANNUAL GENERAL MEETING**

**505 East Braddock Road  
Alexandria, VA**

**November 15, 2007**

**ATTENDEES:**

**Board Members Present:**

Mr. Richard Calderon, President  
Mr. Chris Burruss, Treasurer  
Ms. Holly Hess, Secretary  
Mr. Paul Abramson, Commercial Director  
Ms. Catherine Drucker, Director

**Others Present:**

Ms. Marlene Jose, Site Manager  
Ms. Diane Tschirhart, Property Manager, KPA  
Ms. Molly Peacock, Legal Counsel to Colecroft Station, Chadwick Washington  
Ms. Leslie Churn, Recording Secretary, Minute-By-Minute

**I. CALL TO ORDER:**

Mr. Calderon called the Annual General Meeting (AGM) to order at 7:10 p.m.

**II. PROOF OF QUORUM AND NOTICE OF MEETING:**

Ms. Tschirhart announced that a quorum was present and provided proof of notice of the AGM.

**III. READING OF MINUTES OF THE 2006 SPECIAL MEETING  
AND 2006 AGM:**

The Membership reviewed the Minutes of the 2006 Special Meeting and the Minutes of the 2006 AGM.

**IV. APPROVAL OF THE MINUTES OF THE 2006 SPECIAL MEETING  
AND 2006 AGM :**

**MOTION: Mr. Abramson moved, Ms. Tyler seconded, to approve the Minutes of the November 16, 2006 Special Meeting. The motion passed unanimously by acclamation of the Membership present.**

**MOTION: Ms. Hess moved, Ms. Avery seconded, to approve the Minutes of the 2006 AGM. The motion passed unanimously by acclamation of the Membership present.**

**V. PRESIDENT'S ANNUAL REPORT:**

Mr. Calderon reviewed major repairs made during the year. He noted that the Association is still involved in litigation at this time. Mr. Calderon provided an analysis of comparative condominium dues in Alexandria that revealed that Colecroft Station's dues are about 1/3 lower than those of comparable Associations in Old Town. He then reviewed the changes in the Operating Budget and Reserve Funds between 2006 and 2008 which showed that the Operating Budget had grown by \$8,800.00 between 2006 and 2008 or 1% per year, while the Reserve Fund Budget had grown by \$26,500.00 or 7.5% per year. Mr. Calderon explained that the Colecroft Station Board, with the assistance of the Site Manager, has maintained very tight fiscal control over the Operating Budget, which has permitted significant increases to the Capital Repair and Replacement Reserve Fund without large increases in monthly Condominium Fees.

**VI. TREASURER'S ANNUAL REPORT:**

Mr. Burruss reviewed the approved 2008 Budget. Savings in the Operating Budget will permit lowering monthly Condominium Fees by about one and a half percent while raising contributions to the Capital Repair and Replacement Reserve Fund by \$12,000.

**VII. COVENANTS COMMITTEE REPORT:**

Ms. Hess stated that there are currently three members of the Covenants Committee, Ms. Chung Jang, Ms. Rachel Sexton and herself. Ms. Hess explained the duties of the Covenants Committee and reported that the Committee had conducted a thorough review on the question of bicycle storage on balconies – reaching the conclusion that such storage was not allowed.

**VIII. APPOINTMENT OF ELECTION INSPECTORS:**

Ms Sallie Tyler, Ms. Barbara O'Connell and Ms. Judie Boddie were appointed to be the Inspectors of the Election.

**IX. CANDIDATE PRESENTATIONS:**

Mr. Calderon noted that there were two candidates for a single Board vacancy. Mr. Calderon asked the two candidates, Dr. John Fay PhD and Mr. Mehul Vora to speak about their qualifications and why they wished to be considered for the Board.

Dr. John Fay stated that he is a Marine who recently retired from the Office of Naval Research as an Associate Director. He has served on the Navy Credit Union Board. He has much experience and expertise in contract and project management and favors multiple bidding for high-quality, cost-effective contracting. He considers that Colecroft Station is a fine property and his unit a good investment. He looks forward to working on the Board.

Mr. Mehul Vora stated that there should be more input by Members in Association operations. He had attended various social events during the past year at which he had the pleasure of meeting talented Members with legal, accounting, insurance and other

professional skills. If elected to the Board, he would invite Members to involve themselves directly in Association tasks and projects.

**X. ELECTION VOTING RESULTS:**

Following the election and a briefing by the Election Committee, Mr. Calderon reported that 47.8% of the Association's corporate share in the Common Elements had voted to fill the Board vacancy. Dr. John Fay, had received 69.4% and was thereby elected. Mr. Mehul Vora, had received 30.6 % and was the runner-up.

**XI. UNFINISHED BUSINESS:**

Mr. Calderon explained that in this part of the Annual General Meeting, the Membership is invited to share concerns and make recommendations to the Board. He cautioned, though, that Member recommendations codified in motions, while seriously considered by the Board, are not binding on it. The Association is a corporation established to look after the Common Elements with an elected executive Board and not a direct democracy.

A Member asked whether insurance premiums might go up since the insurance company is picking up the litigation costs. Ms. Tschirhart stated that it is unlikely that the premium would be affected.

A Member expressed her concern that the Association was not communicating with the Membership effectively. Ms. Hess asked whether the Member was reviewing the Colecroft Station Web-site, which was established during the Presidency of Ed Willis and maintained by the Site Office. Mr. Abramson said he would review the Web-site, Newsletters and Notices issued by the Management Company and report his findings at the next Board Meeting.

A Member asked the Board what the Association was going to do about water-damage to hardwood floor upgrades. Ms. Peacock stated that the Association restores units damaged by water to original condition – as in the case of the recent sprinkler-head malfunction in a penthouse unit within the 545 Tower – but that the Association is not responsible for restoring upgraded finishes such as hardwood floors.

A Member stated that the existing over-the-air antennas are not getting a good signal. Mr. Calderon stated that the Board is presently looking into TV antenna upgrades to prepare for digital signals in 2009.

A Member asked about who is paying for the repairs to the commercial steps. Mr. Calderon stated the Board considers this to be a “common-common” repair and explained the difference between residential-common, common-common and commercial-common sub-funds within the Capital Repair and Replacement Reserve Fund.

A Member asked if lighting on the Plaza could be shielded or light levels reduced. Mr. Calderon responded that Management had researched altering the candy-cane light fixtures and had discovered that changing to a shielded model would cost more than \$22,000. Management was now researching a way to lower the light-output of the existing fixtures.

A Member requested that the Association relocate the Colecroft Station Condominium sign in front of the Site Office or otherwise trim the adjacent bushes to make it more visible. Mr. Calderon reported that the Management was considering that matter.

A Member stated that the ventilation in his bathroom is inadequate, resulting in steam triggering the smoke alarm situated outside his bathroom. Mr. Calderon responded that Management would look into the matter, while noted that the Board has no objections a to unit owner installing an exhaust fan.

A Member asked about who contributes and edits the Newsletter. Mr. Calderon stated that the Board President is the General Editor of the Newsletter and that Board Members contribute articles.

**XII. NEW BUSINESS:**

One Member asked about compensation beyond unit repairs following a recent sprinkler-head malfunction. Ms. Tschirhart advised that this question did not involve the Association Membership as a whole. She and Association Counsel were available to speak with the Member following the AGM.

**XIII. ADJOURNMENT:**

**MOTION: There being no further business, Mr. Calderon moved and Ms. Hess seconded to adjourn the AGM at 10:17 p.m. The motion passed unanimously by acclamation of the Members present.**

Respectfully submitted,

\_\_\_\_\_  
Holly Hess, Secretary

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

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

\_\_\_\_\_  
(Title)