

DRAFT

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

**505 East Braddock Road
Alexandria, VA**

June 24, 2003

I. **ATTENDEES:**

Board Members Present: Mr. Greg Viggiano, Vice President; Mr. Jerry Aquino, Secretary; Ms. Holly Hess, Treasurer; and Mr. Paul Abramson, Director.

Others Present: Mr. Wolf Follman, Community Manager; Ms. Ashley Brown, Recording Secretary.

Board Member Absent: Mr. Richard Calderon, President.

II. **CALL TO ORDER:** Mr. Calderon called the meeting to order at 7:28 p.m.

III. **OWNERS' FORUM:** Two owners (one lives above the other) came to discuss a leak that originated in one condo and leaked to the one below it. The owner in the lower unit reported that if he had not been home at the time the leak occurred and moved his furniture out of the way, the water would have damaged some of his belongings. The upper unit owner stated that two years ago this same sort of leak occurred and was repaired; she expressed fear that the repair may need to be reassessed. The other owner added that the source of the leak must be found and fixed. Mr. Aquino recommended that Mr. Follman locate the warranty on the last repair and have the company that performed the repair re-visit the issue. Mr. Follman promised to do so.

Another member is still waiting to resolve an issue with the Association's insurance company regarding water damage to his car from a leak in the garage. He brought in the estimate and said he had not heard from the insurance company on his claim's status. Mr. Follman promised to contact the insurance company and check on the status of the claim.

IV. **APPROVAL OF MINUTES:**

MOTION: Mr. Aquino moved, Mr. Viggiano seconded, that the May 21 Board meeting minutes be approved as written. The motion passed unanimously (4-0-0).

V. **OFFICERS' REPORTS:**

A. President's Report: Nothing to report.

B. Vice President's Report: Nothing to report.

C. Treasurer's Report: Ms. Hess asked Mr. Follman about two owners who are still in arrears. Mr. Follman replied that these cases are being attended to by the attorney; they are in collections. Mr. Follman added that he is awaiting a status report from the attorney, and Ms. Hess would like to know when this was sent.

Ms. Hess reported that there is a \$2,000 variance in the red, which is typical. She added that there is approximately \$375,000 in the Replacement Reserve fund.

D. Secretary's Report: Nothing to report.

VI. **COMMITTEE REPORTS:**

A. Social Committee: A member reported that the social event projected for the end of July has been moved back to August. Another member reported that the book club is still thriving and that the club was recently able to visit and interview an author. Ms. Hess asked about the notices for meetings (she had not seen one recently) and hoped that they continue to post the notices in the elevators.

B. Lobby Renovation Committee: Ms. Hess showed the group a design board made by the interior decorator, which displayed carpet and fabric samples (both for walls and upholstery), paint samples, and some small design blueprints. Ms. Hess explained that Mr. Calderon has the estimates and could not be here to discuss some of the financial details. Ms. Hess did explain that the carpet supplier requires a 5 percent purchase overage at \$38 per square foot of carpet. Ms. Hess added that 2,000 square feet of carpet would be needed. Mr. Abramson suggested that other companies may offer something comparable for less, but Ms. Hess added that the grade of the carpet may be of lower quality. Ms. Hess also discussed the fabric for the walls and the necessity of fireproofing the fabric. Ms. Hess presented the idea of ordering extra fabric for drapes in the party room, to reduce the costs by ordering more yardage, and also to make the room more attractive and therefore more functional. Ms. Hess explained that she had obtained two fabric bids already and could get more. Ms. Hess also explained that the area opposite the seating area is now occupied by a consul; the intent would be to imitate the look of the consul in Building 610. She also presented the idea of built-in bookshelves in the alcoves near the elevators in the lobbies. She expressed that she would like to have the decisions made by the next Annual Meeting. Mr. Follman recommended that Mr. Calderon send

the Board members the financial information via e-mail and that an e-mail vote be taken and ratified at the next Board meeting.

MOTION: Ms. Hess moved, Mr. Aquino seconded, to accept the design displayed on the design board and move forward with obtaining estimates on fabrics, carpet, and furniture (4-0-0).

VII. **MANAGEMENT REPORT:**

A. Unit Owner Request: Mr. Follman referred to Exhibit B, a request from the owner of unit 505-#804 requesting Board approval to install hardwood flooring in the living/dining room areas. The Board was in agreement, because the bylaws state that hardwood floors are acceptable as long as 80% of the floor is covered with rugs. An owner raised the question of when the policy changed (stating that wall-to-wall carpeting used to be required) and added that the bylaws have to be voted upon by the entire Association before they are changed. Mr. Follman will research this possible discrepancy.

B. Draft 2002 Audit: This agenda item was tabled until the next meeting, so that the audit could be reviewed by the Board.

C. Waste Line Renovation: Mr. Follman reported that Vito Plumbing completed the waste line renovation in the garage under #505, with no problems to report. Mr. Follman reported, however, that the renovation cannot be completed in the rear hallways of #505, #545, or #610 without removing a considerable amount of wall and ceiling in the units adjacent to these rear entrance hallways. Mr. Follman instructed Vito to replace the steel pipe in the hallways with PVC, add the proper pitch, and jet out the waste line risers until further research was performed. Mr. Follman recommended that the situation be monitored, but that these actions should be sufficient.

D. Fitness Center: Mr. Follman reported that two Landice L-7 treadmills were delivered by Fitness Resource, at a total cost of \$5,776.91. He reported that the 15-pound dumbbells were delivered as well.

E. HVAC: Mr. Follman reported that the HVAC system was not working properly in the fitness room because the thermostat is located inside the HVAC closet. In order for the HVAC system to operate properly, the thermostat has to be located at the furthest point from the HVAC closet and from any ceiling diffuser. Mr. Follman reported that the thermostat will be moved.

F. Contract Services:

1) General: Mr. Follman reported the following:

a). Simpson Unlimited will repair a broken step on the steps leading from E. Braddock to the Plaza.

b). Simpson has completed their work in the garage; although, there is still some deck leakage in this area.

- c). Simpson has repaired the window caulking at 610-#601, free of charge.
- d). Management is meeting with a steel fabrication/welding company on June 18 for the corner protector in the garage.
- e). Virginia Sprinkler Company is scheduled to perform the repairs to the system, as noted in their 2002 inspection. Management will not entertain further inspection proposals from Virginia Sprinkler until previous deficiencies are remedied. Management is soliciting sprinkler system inspection bids from other firms and will submit them to the Board via e-mail when they arrive.

2). Grounds: Mr. Follman reported that Springfield Nursery has provided satisfactory grounds maintenance this period. He added that he had previously instructed the contractor to trim the ground cover that was growing over the Plaza planter bed walls, leaving the “water fall” effect by the entrance steps. Mr. Follman reported that Mr. Calderon had noticed this pruning and stopped the contractor from doing so, as this was not the correct pruning style. Mr. Follman was not aware of the style preferred by the Association and added that the plants were not damaged as a result of the pruning.

3). Exterior Lighting: Mr. Follman reported that Professional Electric Company will install the new photo cell lighting at a cost of \$425.

G. Owner/Investor Ratio: Mr. Aquino asked Mr. Follman if Management could use two preceding months, as well as the current month, for the comparisons from now on; Mr. Follman agreed.

VIII. **OLD BUSINESS:**

A. 610 Garage Door Slats/Painting: Mr. Viggiano recommended that the garage doors be sprayed, rather than brush painted. Mr. Follman will research this possibility with the painting contractor. Mr. Follman reported that the garage door problem was determined to be related to the location of the antennae for the door.

B. Webmaster Service: The Board discussed the necessity of the Webmaster contract and determined that it was necessary for the site to be updated and maintained, but that the site should be developed in order to make it more useful. Mr. Follman suggested that the Board develop a scope of work, e-mail it to Ms. Longacre for approval, then approve it within the next couple of weeks, via e-mail. The Board agreed. Ms. Longacre wanted to inform the Board that she is listed as the point of contact for the site and has the site password. Since no contract has yet been signed, Ms. Longacre wanted approval to continue as point of contact and holder of the password.

MOTION: Mr. Aquino moved, Ms. Hess seconded, that Ms. Longacre shall continue as point of contact for the Web site and holder of the password. The motion passed unanimously (4-0-0).

Mr. Viggiano asked Ms. Longacre if she could e-mail him the password and contact information for the Web site; she promised to do so.

IX. NEW BUSINESS:

A. Sign Rehabilitation: Mr. Aquino proposed that the Association signs be assessed and updated. Mr. Follman will ask the interior decorator for some suggestions or designer referrals.

B. Management Vacation / August Meeting: Since Mr. Follman will be on vacation in August, the Board agreed to skip the August meeting and meet in early September.

X. EXECUTIVE SESSION: There being no further business, the Board closed the Open Session and convened an Executive Session at 8:50 p.m.

Respectfully submitted,

Jerry Aquino, Secretary

DATE APPROVED: _____

ATTESTED BY: _____
(Name) (Title)