

FINAL

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

**505 East Braddock Road
Alexandria, VA**

April 14, 2005

I. ATTENDEES:

Board Members Present: Mr. Calderon, President; Ms. Holly Hess, Vice President; Mr. Tom Manor, Treasurer and Mr. Abramson, Director.

Absentees: Mr. Joe Trevisani.

Others Present: Ms. Tschirhart, Property Manager and Lee Ann Rindfleisch, Recording Secretary.

II. CALL TO ORDER:

Mr. Calderon called the meeting to order at 7:51 p.m.

III. APPROVAL OF MINUTES:

Minutes of the March 3, 2005 meeting were not available at this meeting. The minutes will be approved at the next Board meeting.

IV. OFFICERS' REPORTS:

President's Report - Mr. Travesani and Mr. Calderon concluded that the flat portion of the roof looks to be in deplorable condition. Mr. Calderon asked the engineer to quickly look into the matter. The focus of the engineers during the last 2 years has been on the plaza and the roof has been ignored. Water penetration from the roof could be the predominant reason for water leakage into the garage. Mr. Travesani has been exploring the inner side of the roof and discovered the wallboard between the units is delaminating. Mr. Abramson feels the engineer needs to pay special attention to the drain, penetrations, and flashings. He also suggested the engineer inspect all 3 of the roofs and look for repairing options before replacing anything.

V. **COMMITTEE REPORTS:**

Covenants Committee - The chair of the Covenants Committee explained the need for sanctions to be in place for owners who consistently violate the Association rules. The chair asked the Board what repercussions occur to the owners who do not comply. Ms. Tschirhart explained the due process for owners who violate the rules and she noted there is a schedule of fees included in due process that the Association can apply toward the owners who are in violation. The due process falls under the Virginia Condominium Act. Mr. Abraham suggested posting a notice to all unit owners in the mailroom asking for consideration regarding the noise level coming from the units. He also suggested that if specific incidents occur, a letter needs to be written to the Board explaining the violation and the Board will act accordingly.

VI. **OLD BUSINESS:**

Ms. Tschirhart referred to the reserve study from March 3, 2005. Ms. Tschirhart asked Board to affirm approval from Casualty Insurance Co.

MOTION: Ms. Hess moved, Mr. Manor seconded, to approve contract with Discover Property and Casualty Insurance Co. under the conditions they outlined to the Board at a cost of \$42,727.00. The motion passed unanimously (4-0-0).

Ms. Tschirhart referred to a maintenance schedule she passed around for the Board to review. Mr. Calderon suggests the management company identify and document the persons responsible who need to perform the jobs on the schedule. He would also like to see a card with the name of the piece of equipment along with a specific schedule of maintenance.

Ms. Tschirhart reported that Multi Lock charges \$3,700.00 for changing the locks. Mr. Calderon asked Ms. Tschirhart to get bids from other companies and include the installation of peepholes in the doors.

Ms. Tschirhart passed around a proposal from Structural Repair Group regarding the water problem in the complex.

MOTION: Mr. Abramson moved, Ms. Hess seconded, to accept this proposal for the Phase 1 pre-design investigation. The motion passed unanimously (4-0-0).

Ms. Hess asked Ms. Tschirhart to have the management office post a reminder to all residents to take precautions regarding security issues, such as making sure all doors close before leaving sight of the area and not allowing unknown people into the building.

VII. **NEW BUSINESS:**

A unit owner from building # 505, unit # 704 requested permission to install hardwood floors in her unit.

MOTION: Mr. Manor moved, Mr. Abramson seconded, to approve hardwood floors in the entry hall, living room, and dining room of building # 505, unit # 704. The motion passed unanimously (4-0-0).

VIII. **ADJOURNMENT:**

There being no further business, the meeting was adjourned at 9:04 p.m.

Respectfully submitted,

Joe Trevisani, Secretary

DATE APPROVED: _____

ATTESTED BY: _____
(Name) (Title)