

DRAFT

MINUTES
COLECROFT STATION CONDOMINIUM

505 East Braddock Road
Alexandria, VA

April 16, 2003

I. ATTENDEES:

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

Board Member Absent: Mr. Paul Abramson, Director.

Others Present: Mr. Wolf Follman, Community Manager; Connie Libricz, Recording Secretary.

II. CALL TO ORDER: Mr. Calderon called the meeting to order at 7:06 p.m.

III. OWNERS' FORUM: An owner commented that information on the Association's Web site is out of date and should be updated.

IV. APPROVAL OF MINUTES: Approval of the March 19, 2003 minutes was deferred until next month.

V. OFFICERS' REPORTS:

A. President's Report: Mr. Calderon reported that Legal Counsel is in the process of writing a letter to Dominion Virginia Power regarding an assault on a Management staff member. A new meter reader was also requested as a result of the incident.

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

C. Treasurer's Report: Ms. Hess reviewed the March financial statement, pointing out that the electric bill was very high with individual unit cost being exceeded by \$3,000. Income, from residential fees, was \$44,234. The parking space issue is in the process of being resolved - letters were sent indicating that if payment is not received, the

spaces would be taken over by the Association. Discussion of the parking spaces continued and it was suggested that the spaces be made into a loading zone for residents of Building 610.

MOTION: Mr. Aquino moved, Ms. Hess seconded, to terminate the leasing of the two parking spaces in the next three months and convert them into a loading/unloading zone, with a 30-minute limit, for Colecroft residents. The motion passed unanimously (4-0-0).

The delinquency list was discussed, particularly that all issues should be resolved at this point. Mr. Follman will conduct a complete audit of the list. Ms. Hess also requested that Management provide copies of all invoices to her, beginning with March 2003.

D. Secretary's Report: Nothing to report.

VI. COMMITTEE REPORTS:

A. Lobby: Work with the decorator continues, and a waffle carpet was recommended (as was displayed). Mr. Viggiano requested that decorating plans be presented at the next Board meeting.

VII. OLD BUSINESS:

A. Common Plumbing Problems: Mr. Follman expressed the difficulties in trying to get plumbers to review the property and provide a proposal for the waste line renovation. Vito Plumbing is the only vendor to submit a proposal, the three other vendors declined.

MOTION: Mr. Calderon moved, Mr. Aquino seconded, to approve the contract with Vito Plumbing for the waste line renovation of the hallways and garage in the amounts of \$4,880 and \$4,350, respectively. The motion passed unanimously (4-0-0).

Mr. Calderon requested the Property Manager's report coincide with the meeting agenda.

B. Fitness Room Equipment: Mr. Follman reviewed the Fitness Resources proposal for the purchase of hex dumbbells and a steel rack.

MOTION: Mr. Calderon moved, Ms. Hess seconded, to approve the purchase of the Hex Rubber Durabells, up to 35 pounds, and a steel rack. The motion passed unanimously (4-0-0).

C. Exterior Window Cleaning: The proposal indicates the windows need to be cleaned from the inside.

D. Web Site Service: The renewal contract was received. Mr. Viggiano will provide the contract to a third party for review and to ensure price reasonability.

E. Compactor Maintenance: The proposal from Trashmaster is for \$600 per year, per unit, for the three buildings.

MOTION: Ms. Hess moved, Ms. Viggiano seconded, to approve the yearly maintenance contract with Trashmaster for \$1,800. The motion passed unanimously (4-0-0).

F. Satellite Dish Service: Mr. Follman reported the final payment was made. To Mr. Viggiano's suggestion of an alternate vendor for maintenance, Mr. Follman suggested continuing with the current vendor for the year and changing next year, if desired. He also suggested that Management take on the responsibility of future satellite issues.

G. Insurance: One claim for Workmen's Compensation is currently open.

H. Plumbing: The waste line cleanout was completed; two unit fans will be checked further by both Management and R&B.

I. Security: The need to install cameras in the garage to enhance security was discussed. Mr. Follman pointed out that the cost of recording and monitoring the cameras, if installed, would be very expensive - potentially \$60,000 to \$70,000. Mr. Aquino interjected that no incidents have occurred to justify the need for cameras. Discussion continued on PC based cameras that do not require the use of tapes.

J. Grounds: Springfield Nurseries will bag the mowed grass from now on and a walkthrough is scheduled for the week of April 22, 2003.

K. Elevators: Corrective action on prior inspection deficiencies has been completed by Otis Elevator.

L. Harassment: Mr. Viggiano commented on a harassment incident involving two residents. He indicated more information is needed and requested the accusing resident submit a letter to the Board outlining the specifics.

M. Washing Machine Hoses: An installer is needed.

VIII. **NEW BUSINESS:**

A. HVAC Preventive Maintenance: Mr. Follman confirmed this has been completed.

B. Common Exterior Lighting: Mr. Follman said that a lighting specialist would evaluate the day and night lighting and give recommendations on fixtures that save energy.

C. Steam Cleaning/Pressure Cleaning Garage: Mr. Follman confirmed this would be done in-house.

D. Bike Storage: Identification has been requested from bike owners. Notification will be sent that unclaimed bikes would be confiscated after 30 days.

E. Water Leakage: Work is anticipated to begin on the water leakage in unit 601 of Building 610.

F. Garage Damage: Mr. Viggiano suggested a metal reinforcement be put up at the corners to minimize damage. Mr. Follman will review the areas and secure bids, as needed. Ms. Hess also suggested the garage doors be painted or panels installed. Mr. Follman confirmed proposals were requested but not yet received; he will follow up as needed.

IX. **EXECUTIVE SESSION:** There being no further business, the Board convened an Executive Session at 8:35 p.m. and reconvened the Open Session at 8:40 p.m.

