

**DRAFT**

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

**505 East Braddock Road  
Alexandria, VA**

**December 8, 2004**

**I. ATTENDEES:**

Board Members Present: Ms. Holly Hess, Vice President; Mr. Joe Trevisani, Secretary; and Mr. Tom Manor, Treasurer.

Mr. Calderon, President, arrived at 7:35 p.m.

Board Members Absent: Mr. Paul Abramson, Director.

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

**II. CALL TO ORDER:**

Ms. Hess called the meeting to order at 7:10 p.m.

**III. OWNERS FORUM:**

A unit owner discussed the problem with a unit which is under renovation. There has been loud distracting noise coming from a unit above theirs since September. There has been no notice given to the residents below as to the timeline of the project. The unit owner stated an intervention needs to occur on behalf of the Association so that all parties involved can work together and be aware of the timeframe of the project. In order to protect the Association, the unit owner also requested that the Association investigate whether or not building permits were obtained for renovation of this particular unit. Ms. Tschirhart will research to see if the Association by-laws are in conflict with the Alexandria city codes. The Association will also seek a timeline from the contractor.

A unit owner brought to the Board's attention that several of the vertical blinds in the workout room are broken and uneven.

Mr. Manor stated that in building #545, the lock cylinder seems old and may need to be replaced due to keys often getting stuck.

A unit owner asked the Board to provide a monthly status report containing major ongoing projects at Colecroft Station. This report can be reviewed and discussed at each meeting, which will keep Board members and owners abreast of the status of projects. Unit owners in building #545, unit #605 and building #505, unit # 305, stated the upcoming plans for renovation of their units. Drawings and sketches were presented to the Board for their approval. Both units' projects will be discussed later during the meeting and a decision will be made at that time.

**IV. APPROVAL OF MINUTES:**

**MOTION: Ms. Hess moved, Mr. Manor seconded, to approve the October 14, 2004 Board meeting minutes. The motion passed unanimously (4-0-0).**

**V. OFFICERS' REPORTS:**

Mr. Calderon created a slate of officers for the Board to vote on during the meeting.

**President: Mr. Richard Calderon  
Vice President: Ms. Holly Hess  
Treasurer: Mr. Tom Manor  
Secretary: Mr. Joe Trevisani**

**MOTION: Ms. Hess moved, Mr. Manor seconded, to accept the proposed slate as created by Mr. Calderon. The motion passed unanimously (4-0-0).**

Mr. Calderon asked two owners to speak to the Board and describe the renovations that they wish to take place in their unit. The proposed renovations to building #545, unit #605 are kitchen remodeling and a bathroom vanity replacement. The proposed renovations to building #505, unit #305 are bathroom remodeling, and the installation of lighting, a mirror and a vanity.

**MOTION: Ms. Hess moved, Mr. Trevisani seconded, to approve the requests of building #545, unit #605 and building #505, unit #305 with specifications that coincides with the by-laws. The motion passed unanimously (4-0-0).**

**MOTION: Ms. Hess moved, Mr. Trevisani seconded, to approve the request of building # 505, unit #305 to also include a timeline from the contractor and a sketch of the plumbing behind the kitchen wall. The motion passed unanimously (4-0-0).**

Mr. Calderon went over the status of items that were brought to the Board's attention and discussed at last month's meeting. Regarding the website, an owner commented that he went to the website and it had not been updated. Another item to be discussed is the status of shading of exterior lighting on the premises. Ms. Tschirhart will instruct Marlene to contact Alexander Lighting to provide a shade for the exterior lighting which currently disturbs many owners in the evening.

**VI. PROPERTY MANAGER'S REPORT:**

Ms. Tschirhart went over the status of the budget for the Association. She referred to the financial statement on page 6 in the KPA book. She also noted there are two owners who are more than thirty (30) days delinquent.

Ms. Tschirhart will call a contractor to schedule a meeting with Mr. Calderon, Mr. Manor and Mr. Trevisani and any other interested owner to discuss the investigative repair work on the water leaks for building #545, unit #105.

Ms. Tschirhart requested action from the Board to make a decision regarding the Association audit from Goldklang, Cavanaugh, and Associates.

**MOTION: Ms. Hess moved, Mr. Trevisani seconded, to allow Goldklang, Cavanaugh, and Associates to determine a filing method for filing the tax returns for the Colecroft Station Association. The motion passed unanimously (4-0-0).**

At 8:50 p.m., Mr. Calderon adjourned the meeting to begin an Executive Session.

At 9:13 p.m., Mr. Calderon adjourned the Executive Session and reconvened the regular session.

There are three items to be voted on from the Executive Session:

1. The release of 2 unit owners from the \$30.00 late fees.
2. KPA Christmas bonuses
3. Instruct Chadwick to continue to pursue a refund in exchange for the refund of fabric.

**MOTION: Ms. Hess moved, Mr. Manor seconded, to approve all three items. The motion passed unanimously (4-0-0).**

Mr. Calderon formally appointed the following positions of Colecroft Station Homeowners Association: Mr. Manor as Treasurer and Mr. Trevisani as Secretary.

Mr. Calderon created a slate for the Covenants Committee positions: Catharine Drucker, Chair; Jim Miller, member; and Rachael \_\_\_\_\_.

**MOTION: Ms. Hess moved, Mr. Manor seconded, to approve all owners to the positions listed on the slate. The motion passed unanimously (4-0-0).**

**VII. OLD BUSINESS:** None

**VIII. NEW BUSINESS:** None.

IX. **ADJOURNMENT:**

There being no further business, the meeting was adjourned at 9:30 p.m.

Respectfully submitted,

\_\_\_\_\_  
Joe Trevisani, Secretary

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

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