

DRAFT

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

**505 East Braddock Road
Alexandria, VA**

January 21, 2004

I. ATTENDEES:

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

Board Members Absent: Mr. Paul Abramson, Director.

Others Present: Mr. Wolf Follman, Property Manager; Mr. Molo, resident; Mr. Sahid, resident; Ms. Wiley, resident; Mr. Childers, resident; Ashley Brown, Recording Secretary.

II. CALL TO ORDER: Mr. Calderon called the meeting to order at 7:12 p.m.

III. OWNERS FORUM: Mr. Sahid asked the Board why he received no letter explaining that his condo fees had been raised. He explained that he called Mr. Follman several times and was promised a return phone call, which he never received. Mr. Calderon asked Mr. Sahid if he received the Annual Meeting packet, and Mr. Sahid answered that he had not. Mr. Follman apologized to Mr. Sahid for the oversight, and promised to send him an Annual Meeting packet, which includes the assessment schedule and the budget.

An owner remarked that the antenna on the rooftop had been replaced, and the cable reception is as it should be. He added that the new carpet has been installed on his floor, but now the garbage chute door will not close because the carpet must be trimmed back. Mr. Follman promised to see that this is done. The owner also remarked that packages are often left in the mail room for days at a time and that the office manager should monitor the mail room, because some packages have been recently reported stolen or missing. He added that the bench cushions in the mail room have been missing for weeks, and he suspects that these have also been stolen. Furthermore, the owner reported that trash has been left by the contractors performing the renovations during the week, and if they will not remove it themselves, then the cleaning company contracted by Colecroft Station should be commissioned to remove it.

Mr. Sahid asked the Board about the possibility of electronic key cards for the residents. Mr. Follman remarked that this is an effective method, but the cost would be around \$20,000.00 for the installation of the readers, new wiring and other items associated with the installation of a key card system.

Another owner asked about expanding the mail slots so that magazines, etc, could fit without crumpling. Mr. Follman stated that this update is being performed at many older properties, but it is also a costly expenditure. Mr. Calderon stated that he will take the proposed updates under advisement.

IV. APPROVAL OF MINUTES:

MOTION: Mr. Viggiano moved, Mr. Aquino seconded, to approve the minutes of the December 17, 2003 Board meeting. The motion passed unanimously (3-0-0).

After the vote, Mr. Viggiano remarked to the recording secretary that his name was misspelled in the December 17 meeting minutes. The recording secretary promised to correct this mistake.

V. COMMITTEE REPORTS:

There were no committee reports at this meeting.

VI. OFFICERS' REPORTS:

There were no officer's reports at this meeting.

VII. OLD BUSINESS:

A. 545 and 610 Entrances: Mr. Viggiano asked Mr. Follman when the ceiling entrance issues are going to be resolved. Mr. Follman reported that DPS is meeting with Diane Tshihard, the new property manager, to make recommendations and she will report back to the Board. Mr. Viggiano remarked that this issue has been prolonged for two meetings, and suggested that the DPS recommendations be forwarded to the Board via e-mail so that the issue can be resolved by the next meeting. Mr. Calderon added that he will work with Ms. Tshihard this month to develop a plan.

B. CD Rates: Mr. Viggiano asked how often the Board assesses CD rates to see if the association is getting competitive interest rates. Mr. Calderon answered that there is no schedule for performing these assessments. Mr. Molo added that there is a Web site, www.bankrate.com, which compares rates and is very informative. Mr. Viggiano made a note of this.

C. Garage Deck Coating: Mr. Viggiano asked Mr. Follman if the drain work was ever completed, if the gutters were ever cleaned, and if the dye testing was ever performed. Mr. Follman replied that the weather has not been conducive to cleaning the gutters, and the contractors will not perform dye testing in a gutter type of system. Mr. Viggiano argued that watercolor paint will not damage cars, and most engineers are not opposed to using this type of dye; he stressed that he wants this testing done. Mr. Follman replied that he will pass this request on to the new property manager.

D. Accounting Mistake: Ms. Hess arrived at 7:40 p.m., and the Board discussed an accounting mistake that was recently discovered. Money from the operating fund should not have been transferred to the reserve fund, because of the increase in insurance rates. Ms. Hess stated that Goldklang & Associates should correct this mistake, and she will contact them.

E. Lobby Renovations: Board members and owners discussed their dissatisfaction with the painters and carpet installers. Mr. Calderon expressed his dismay at the painters for not using drop cloths, adding that the painters have also failed to repair scratches or aberrations in the walls before painting over them. Ms. Hess added that she has noticed this problem as well. An owner, Ms. Wiley, expressed that the renovations have been done so poorly that she feels things look worse than before the renovations began. She stated that she would like to see a plan in motion to begin resolving these problems. Another owner added that payment should be withheld from the contractors until the problems are corrected. Mr. Calderon mentioned that the new manager will be conducting an assessment of the property and all concerns should be passed on to her. Mr. Viggiano suggested that the Board make a list and pass it on to the new manager.

VIII. **NEW BUSINESS**:

Mr. Calderon expressed the preference that any new business be put on hold until the new property manager is in attendance.

IX. **ADJOURNMENT**: **There being no further business, the meeting was adjourned at 8:10 p.m.**

Respectfully submitted,

Jerry Aquino, Secretary

DATE APPROVED: _____

ATTESTED BY: _____
(Name) (Title)