

DRAFT

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

**505 East Braddock Road
Alexandria, VA**

June 30, 2004

I. ATTENDEES:

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

Board Members Absent: Mr. Richard Calderon, President.

Others Present: Ms. Diane Tschirhart, Property Manager and Tricia Harris, Recording
Secretary.

II. CALL TO ORDER:

Ms. Holly Hess called the owner's forum to order at 7:07 p.m.

III. OWNERS FORUM:

A resident asked if anything was being done with the website. Ms. Tschirhart reported that the website was back up but has not been updated. Another resident asked if the Board and management could be contacted through the website. Ms. Hess said they could be contacted at colcroftstation@verizon.net.

A resident complained of light pollution. She asked if lower wattage bulbs could be used or if the lights could be capped. Mr. Viggiano agreed that something should be done about the light; he had a unit that had a similar problem. Ms. Tschirhart will check into the situation.

A resident inquired as to the turnover rate in the building. Ms. Hess stated that the units on the market sell very quickly and that there is a demand for units in Colecroft. Currently a 2 bedroom 2 ½ bath unit sells for around \$300,000.00. The current ratio of renters to owners is 38:62. Mr. Viggiano inquired as to whether KPA charges for a resale. Ms. Hess stated that there was a \$50.00 charge, which she does not remember the Board authorizing. She also said that previous management companies did not charge this fee. Mr. Viggiano stated that he wanted it to be passed along to KPA and that he felt the fee was offensive. Ms. Tschirhart said she would look into the matter with KPA.

Residents, Tom and Susan Manor, complained about their hard wood floors buckling because of water getting into their unit from the plaza area. They have been having a problem since last July. They stated that the floors had been installed by the previous owner. Mr. Abramson stated that they have a proposal from Downey for leaks in the plaza. The Board is proceeding with a program to fix the problem. Mr. & Mrs. Manor stated that they were offended by the letter sent from Ms. Tschirhart. Ms. Hess stated that the letter was sent with the approval of three Board members. She stated that the unit owner is responsible for their own floors. Mr. Abramson said that given the Manor's issue it was incumbent upon the Board to get something done sooner rather than later. Ms. Tschirhart stated that engineers from Downey have not been helpful. Ms. Hess suggested that another engineering company be brought in to evaluate the problem. Mr. Abramson agreed that another company should come in and determine how the water was getting into the Manor's unit. He also wants the new company to determine what the problem is with the Plaza. Ms. Tschirhart will contact another firm to have the unit inspected.

A resident, Anna Lisa, complained about the carpet by her front door. She stated that Mr. Calderon told her that bigger thresholds would be installed. Ms. Hess said that this would not be done, due to the high cost. The resident suggested that the carpets be stretched.

IV. **APPROVAL OF MINUTES:**

Following the owner's forum the meeting was called to order by Ms. Hess at 7:49 pm. She stated that Mr. Calderon will be away until October.

MOTION: Mr. Aquino moved, Mr. Viggiano seconded, to approve the April 21, 2004 Board meeting minutes as amended. The motion passed unanimously (4-0-0).

V. **OFFICERS' REPORTS:**

Treasurer's Report: Ms. Hess stated that she was startled by the 2003 audit which showed the Association to be \$29,000.00 over budget. She stated that general maintenance costs are out of control. Also there has been a large increase in insurance costs. In 2002 it was \$22,000.00 per year and it is now \$46,000.00 per year. She stated that she gets invoices from KPA every month but the invoices do not always show up on the financial statements. She anticipated a deviation of between \$5,000.00 and -\$6,000.00, not \$29,000.00. Administrative costs are only \$1,000.00 over budget. All of the other line items are over budget. She recommends that she have a more detailed conversation with KPA and Ms. Tschirhart. Ms. Hess said that this is also going to be a problem for 2004 as the Association is already \$14,000.00 over budget. Building and maintenance is \$8,000.00 over budget. Ms. Tschirhart said that as of the end of May they are over budget by \$10,000.00. The entrance ceiling was \$4,000.00, which will come off of the total deficit.

VI. **COMMITTEE REPORTS:** None

VII. **OLD BUSINESS:**

Ms. Tschirhart stated that the lobby wallpaper was being shipped from Italy. Ms. Hess agreed to inspect the wall paper when it arrives.

Ms. Tschirhart stated that the mailboxes that were being considered did not fit. A decision was made that the issue of the mailboxes will be deferred.

Marlene found someone to maintain the website for \$175.00 per year. Mr. Viggiano will give Marlene the password to the website.

Specifications are needed to do spot repair of the membrane of the first floor garage floors.

Ms. Hess suggested that money be moved from Burke & Herbert to Morgan Stanley.

MOTION: Ms. Hess moves, Mr. Aquino seconded that the money be transferred. The motion passed unanimously (4-0-0).

VIII. **NEW BUSINESS:**

Garage Door: Mr. Abramson suggested that if the company will extend the warranty of a new door to two years instead of one, the Association should get a new door instead of getting the old one fixed.

MOTION: Mr. Abramson moves, Mr. Viggiano seconded that a new door be bought if they can have a two year warranty. The motion passed unanimously (4-0-0).

Cooling Tower: Mr. Abramson stated that cleaning out the exchanger is the main issue and that it could be a two day job. They need to get one more bid for this job. Ms. Tschirhart asked the Board to authorize her to spend \$14,000.00, which is what they are paying now.

MOTION: Mr. Aquino moves, Mr. Viggiano seconded that Ms. Tschirhart be authorized to spend \$14,000.00 on the cooling tower job. The motion passed unanimously (4-0-0).

Windows: Ms. Hess stated that window cranks cost \$200.00 - \$300.00 each and that is too much to be reimbursing owners. A resident stated that he simply cleaned his cranks which fixed the problem. Ms. Tschirhart will look into that for the next Board meeting.

Ms. Hess would like to get the billing monthly from KPA regarding certified letters. She would like to track to whom the letters are being sent.

Delinquency List: Ms. Hess reported that one person owes \$2,400.00. Ms. Tschirhart explained who this resident is and their situation. The man that owns the unit lives in California. He wanted the condominium fees to be debited from his account. The request was processed incorrectly. The owner ignored subsequent letters from KPA. KPA's Legal Counsel sent a letter to the owner at his unit address and eventually made contact with the owner. Ms. Tschirhart also contacted the owner and offered to remove late fees and attorney's fees from the amount owed on the account. The owner did not respond. A lien may have to be placed on his unit. Mr. Aquino thinks the Board and Legal Counsel should proceed as planned.

Mr. Abramson would like Board to authorize Ms. Tschirhart to solicit a bid to have the lines snaked over the commercial buildings.

IX. ADJOURNMENT:

The Board went into an Executive Session. The regular session ended at 8:52 p.m. There being no further business, the meeting was adjourned at (board will supply). (The next meeting date will also be provided to MBM.)

Respectfully submitted,

Tricia Harris, Recording Secretary

DATE APPROVED: _____

ATTESTED BY: _____
(Name)

(Title)