

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

**505 East Braddock Road
Alexandria, VA**

June 9, 2005

I. ATTENDEES:

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

Others Present: Ms. Diane Tschirhart, Property Manager and Malti A. Hahn, Recording Secretary.

II. CALL TO ORDER:

Mr. Richard Calderon called the owner's forum to order at 7:12 p.m.

III. APPROVAL OF MINUTES:

MOTION: Ms. Hess moved, Mr. Manor seconded, to approve the minutes of March 3, 2005 and April 14, 2005. The motion passed unanimously (5-0-0).

IV. COMMITTEE REPORTS:

Grounds Maintenance:

It was reported that the last time the lawn was mowed the grass cuttings remained on the lawn, which was an eye sore.

V. NEW BUSINESS:

Resident Request:

Mr. Bob Willard stated that he wanted to install tile on his patio due to a pool of water that forms each time it rains. He presented the Board with a sample of the tile he would like to install as well as the dimensions the tile. After discussion with the Board, Mr. Willard decided to explore the tile placement further and come back to the Board with another request.

Unpaid Insurance Claim:

Mr. Bob Willard also requested reimbursement of \$3,395.94 from the water break from December 2004/January 2005 stating that KPA had received their \$5,000.00 reimbursement and he is still requesting his settlement five months later. Ms. Tschirhart stated she would look more into the issue and report back to Mr. Willard and the Board of Directors by July 1, 2005.

Ms. Leigh Armstrong stated that she called the emergency number on Saturday afternoon stating there was a water leak into her bathtub in unit #601. She stated that maintenance turned off the water Saturday and then Sunday the leak began again. She then called the emergency number again and maintenance confirmed the leak had gone from unit #701 down to the third level of building #545. Ms. Armstrong stated she does have damage in her unit. The Board of Directors requested that management look into this and report back to the Board and the resident. Ms. Hess stated that generally the policy of the Association was that whoever's unit was responsible for the leak, they would be responsible for the units with damage.

Trash Removal:

Management stated that the trash compactor has been replaced, so there is no need to call for another pick-up day or another company. Management also stated that the hydraulic cylinders are leaking profusely in buildings 505 and 545.

MOTION: Ms. Hess moved, Mr. Abramson seconded, to authorize management to spend up to \$1,400.00 per trash compactor in buildings #505 and #545 with the understanding that Trash Master would try to repair them for less. The motion passed unanimously (5-0-0).

* Mr. Trevisani requested a detailed report be provided if for any reason Trash Masters was unable to repair.

It was confirmed the cost of the compactors would come out of the Operating Budget.

Exercise Equipment:

It was stated that management will try to sell the stair masters and there was a unanimous agreement from residents for a new elliptical machine as well as a recumbent bike. Marlene will look into this further by checking used and wholesale equipment.

MOTION: Mr. Trevisani moved, Ms. Hess seconded, to give management the authorization to sell the stair masters and bicycles. The motion passed unanimously (5-0-0).

Elevator Doors:

MOTION: Mr. Trevisani moved, Mr. Manor seconded, to approve the proposal from Otis Elevator for replacement of the censors at a cost of \$1,800.00 per elevator. The motion passed unanimously (5-0-0).

HVAC:

Ms. Tschirhart stated they would report back the Board of Directors regarding the air conditioning replacement system as soon as possible.

Reserve Study:

Ms. Tschirhart provided four new proposals for the new Reserve Study to the Board of Directors.

MOTION: Mr. Trevisani moved, Mr. Manor seconded, to accept PM Plus to conduct the new Reserve Study for Colecroft Condominium in the amount of \$4,900.00. The motion passed unanimously (5-0-0).

**Mr. Abramson requested that management review two or three of Mr. Geneti's references, inquire how much time Mr. Geneti personally spends on the study and how much time is delegated to an associate, as well as a list of the components of the study.

Building Doors:

Management provided two building door replacement proposals and stated that they were obtaining one additional proposal.

The Board discussed the maintenance issue of the building door locks and keys. It was reported that the over abundance of the keys and the poor quality of the keys were causing problems such as frequent tumbler replacement and the Board and residents discussed different options. Management will provide more information and an additional proposal at a later date. Ms. Tschirhart would also look into Best Lock Key Systems as recommended by Mr. Willard.

Waiver of Late Fee:

MOTION: Ms. Hess moved, Mr. Trevisani seconded, to waive the \$30.00 late fee for a resident who has been on time with their condominium dues. The motion passed unanimously (5-0-0).

Mr. Trevisani stated there are issues of paramount importance regarding plaza issues that need to be addressed.

He also requested that the Board prioritize the agenda items of the meetings regarding the issues for which residents attend.

The Plaza:

The Board discussed the critical matters involved with the Plaza and the roofs of the buildings stating that it was imperative that Management and the Board of Directors members with knowledge of the Plaza and roof damage meet as soon as possible and take immediate action or discuss finding another contractor.

VI. ADJOURNMENT:

The Board went into an Executive Session. The regular session ended at 9:45 p.m. There being no further business, the meeting was adjourned.

Respectfully submitted,

Joe Trevisani, Recording Secretary

DATE APPROVED: _____

ATTESTED BY: _____
(Name)

(Title)