

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

**505 East Braddock Road
Alexandria, VA**

March 17, 2004

I. ATTENDEES:

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

Board Members Absent: Mr. Paul Abramson, Director and Mr. Jerry Aquino, Secretary.

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

II. CALL TO ORDER:

Mr. Calderon called the meeting to order at 7:20 p.m.

III. OWNERS FORUM:

Discussion among the Board members and residents occurred regarding a homeowner's dog. The dog has been aggressive toward everyone and bit an employee. Actions such as a muzzle for the dog, retraining, calling animal control, or removal from premises were suggestions from both the Board and homeowners. The Board agreed to take the matter under advisement.

A resident brought the board's attention to an ongoing problem in the garage concerning homeowners' belongings. She explained there are items such as boxes, tires and chairs, which are stored in the garage. According to article 5, section 8 in the bi-laws, this is not allowed. Mr. Calderon directed the issue towards Ms. Tschirhart and asked to issue a letter, which states the items need to be removed within 7 days or they will be confiscated.

MOTION: Mr. Viggiano moved, Ms. Hess seconded, to direct Ms. Tschirhart to send a letter to residents asking to move items from the garage. If items need to be stored, formalize permission from the management office first. The motion passed unanimously (3-0-0).

IV. APPROVAL OF MINUTES:

MOTION: Mr. Viggiano moved, Ms. Hess seconded, to approve the February 18, 2003 Board meeting minutes. The motion passed unanimously (3-0-0).

V. **OFFICERS' REPORTS:**

President's Report- No report.

Treasurer's Report- Ms. Hess reported a \$3000 deficit for 2/29/04 budget. She questioned whether it was for maintenance. Ms. Tschirhart mentioned the money may have been spent for repair to water tower and will analyze it further.

Ms. Hess reported that "Antenna Alternatives" explained the problem with reception may be that the antennas are mounted too close to the sheet metal and clamped incorrectly and believes distribution and amplifiers might be overloaded.

Ms. Hess discussed units in buildings 610 and 505. These units are overdue in payments totaling approximately \$3000. Ms. Hess noticed payments for certified letters and assumed these homeowners have already been notified. Mr. Calderon asked if someone will knock on the door of one of the units and ask the renter how the association can contact the owner.

Ms. Hess briefly reported on the reserves. She inquired as to whether the investments with Morgan Stanley should be combined with Burke and Herbert and reinvested. Mr. Viggiano added that he is shopping for CD rates and when he obtains the information, he will circulate it to the Board and then some decisions can be made.

Ms. Hess explained there is a need for authorizing additional expenses for wallcovering and woodworking in the lobby. Mr. Calderon noted there is \$6000 for molding that was dropped, therefore this \$6000 can be applied toward the lobby. There was discussion concerning the costs of furnishings and fabric.

MOTION: Mr. Viggiano moved, Ms. Hess seconded, to approve an additional \$30,000 for lobby furnishings. The motion passed unanimously (3-0-0).

VI. **COMMITTEE REPORTS:**

Covenants Committee- Committee chair reported there are books/videos on mold, which may be of value to the Covenants Committee. These can be ordered if anyone is interested. Mr. Calderon responded that Ms. Tschirhart can order these useful items for the committee. Mr. Viggiano feels the Board is under obligation to conduct some mold testing due to the fact a resident brought it to the Board's attention last year. He also feels some lead testing should be performed as well.

VII. **OLD BUSINESS:**

American Exteriors quoted \$4175 all inclusive for 3 buildings for repair to the entry areas. Existing rotting ceiling will be torn out and new framing will be added. Mr. Viggiano noted the paint should be Benjamin Moore oil based paint and the metal should be primed to prevent rusting.

MOTION: Ms. Hess moved, Mr. Viggiano seconded, to award a bid to American Exteriors with specifications for Benjamin Moore oil based paint and to prime metal surfaces. The motion passed unanimously (3-0-0).

Ms. Tschirhart passed around samples of signs to be mounted throughout Colecroft Station's premises. Mr. Calderon expressed that he is thinking of less expensive metal signs to be placed throughout the community to keep colors consistent. There are over 40 signs and he would like to keep the costs down. Ms. Tschirhart will continue to research different types of signs.

Ms. Tschirhart announced the U.S. Postal service will pick up mail from complex as long as the Colecroft Station purchases an approved mailbox. Approved mailboxes can be found at www.postalproducts.com . Outgoing mail will be picked up when the postmaster delivers the mail for the day.

Ms. Tschirhart announced that a homeowner will pay for the legal fees associated with the transfer of two parking spaces. The resident would like to transfer the assigned parking spaces from one of her units to another. She would like unit # 106 to be assigned parking space #95 and unit #406 to be assigned parking space #176. Mr. Calderon noted the Board does not object as long as the owner pays for costs.

There was discussion among the Board members regarding the break in at the dry cleaning business.

MOTION: Mr. Viggiano moved, Ms. Hess seconded, to allow Ms. Tschirhart to explore repairs on the wall, which borders the dry cleaners and hallway. The motion passed unanimously (3-0-0).

Mr. Calderon reported the conclusions from the contractor regarding the water infiltration issue. He would like the contractor to continue to explore the problem and test for evidence of a possible tear in the membrane. Mr. Calderon directed Ms. Tschirhart to ask contractor to continue to the next phase of drains that were part of the down spouts.

VIII. **NEW BUSINESS:**

None.

IX. **ADJOURNMENT:**

There being no further business, the meeting was adjourned at 8:55 p.m.

Respectfully submitted,

Jerry Aquino, Secretary

DATE APPROVED: _____

ATTESTED BY: _____
(Name) (Title)