

FINAL

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

**505 East Braddock Road
Alexandria, VA**

March 3, 2005

I. **ATTENDEES:**

Board Members Present: Mr. Calderon, President; Ms. Holly Hess, Vice President; and Mr. Abramson, Director.

Absentees: Mr. Tom Manor, Treasurer and Mr. Joe Trevisani.

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

II. **CALL TO ORDER:**

Mr. Calderon called the meeting to order at 7:30 p.m.

III. **APPROVAL OF MINUTES:**

MOTION: Mr. Calderon moved, Ms. Hess seconded, to approve the January 27, 2005 Board meeting minutes, with the noted corrections. The motion passed unanimously (3-0-0).

IV. **OFFICERS' REPORTS:**

None

V. **OLD BUSINESS:**

None

VI. **NEW BUSINESS:**

A unit owner was seeking permission to install insulation above their ceiling as well as wrapping the water pipes.

MOTION: Mr. Calderon moved, Ms. Hess seconded, to approve the installation of R-30 insulation and wrapping the water pipes in building # 545, unit # 802. The motion passed unanimously (3-0-0).

An owner is seeking permission to install hard wood floors in the kitchen. The Board agreed no approval is needed and the owner may continue with installation.

The owner of unit #605, building # 545 is seeking permission to remodel the kitchen. During this process there will be one day where the water will need to be shut off to proceed with construction.

MOTION: Mr. Calderon moved, Ms. Hess seconded, to approve the renovation of unit # 605, building #545 with the stipulation that the water supply to the building can be turned off for a short period of time. The motion passed unanimously (3-0-0).

The owner of unit # 604, building #545 is seeking approval to renovate the bathroom. The items include painting, carpeting, replacing the bathtub and vanity sink.

MOTION: Mr. Calderon moves, Ms. Hess seconded to approve the renovation of unit # 604, building #545 on the condition that the work not affect the existing exhaust system and that the whirlpool tub does not transmit noise or vibrations through the building to other units. The motion passed unanimously (3-0-0).

Reserve Study: Ms. Tschirhart stated she has received 3 proposals from SYS-Plan, ETC, and Miller Dodson Associates regarding Colecroft Association's reserve study. Mr. Abramson suggested delaying the selection of a proposal until the next meeting so that the Board can review the three proposals.

Insurance: Ms. Tschirhart had briefly gone over the cost of the several insurance companies. A diagram will be created with the costs and given out at the next meeting.

HVAC: Ms. Tschirhart spoke with the contractor from R&B regarding the super changer.

Plaza Waterproofing: The next step is to have a meeting with Mr. Calderon, Mr. Manor, Mr. Trevisani and Mr. Gainor.

Washing Machine Hoses: Ms. Tschirhart and the Board feel the Association should be able to provide the owners with the opportunity to purchase washing machine hoses at their expense.

Signs: Mr. Calderon will contact the designer regarding the proposed changes and get back to the Board.

Lighting Fixtures: Ms. Tschirhart was unable to find a solution to the "glow up" problem of the outdoor lights. Mr. Abramson suggested painting the top of the globe or contacting

Sternberg to see if there is some sort of shading that can be purchased to correct the problem.

Keys and Locks: Two keys were passed around to the Board to show the difference between Association issued keys and the keys duplicated from retail stores in the area. The duplicated keys are softer and can break whereas the keys issued by the Association are stronger and not as pliable. Ms. Tschirhart will look into the pricing of the "Do Not Duplicate" keys.

Preventative Maintenance: A sample chart was given to the Board to track preventative maintenance. Mr. Calderon requested a schedule to include basic preventative maintenance that the Association can do itself.

Other Items Discussed:

Mr. Abramson would like to have the commercial buildings lines included in the garage cleaning.

Ms. Tschirhart showed a sample form to the Board for owners to fill out when requesting approval for changes to a unit.

VII. ADJOURNMENT:

There being no further business, the meeting was adjourned at 9:15 p.m.

Respectfully submitted,

Joe Trevisani, Secretary

DATE APPROVED: _____

ATTESTED BY: _____

(Name)

(Title)