

**MINUTES  
COLECROFT STATION CONDOMINIUM**

**505 East Braddock Road  
Alexandria, VA**

**March 19, 2003**

**I.           ATTENDEES:**

Board Members Present:     Mr. Richard Calderon, President;  
Mr. Greg Viggiano, Vice President; Mr. Jerry Aquino,  
Secretary; and Mr. Paul Abramson, Director.

Board Members Absent: Ms. Holly Hess, Treasurer.

Others Present: Mr. Wolf Follman, Community Manager; Barbara  
Seaman, Recording Secretary.

**II.           CALL TO ORDER:** Mr. Calderon called the meeting to  
order at 7:04 p.m.

**III.          OWNERS' FORUM:** An owner inquired about saving money  
on electricity. Mr. Calderon replied that the Board would be  
looking into a plaza program and would study lighting. He  
added that it would probably be a multi-year program.

**IV.          APPROVAL OF MINUTES:**

**MOTION:**     Mr. Viggiano moved, Mr. Aquino seconded, to approve  
the minutes of January 30, 2003. The motion passed  
unanimously (4-0-0).

**MOTION:**     Mr. Viggiano moved, Mr. Aquino seconded, to approve  
the minutes of February 19, 2003. The motion passed  
unanimously (4-0-0).

**V.           OFFICERS' REPORTS:**

**A.           President's Report:** Mr. Calderon reported that the  
Board made decisions about the landscaping contract and  
hiring a decorator. Mr. Follman said the landscaping bids  
were submitted, and the Board chose Springfield Nurseries.  
Mr. Calderon said that the Board hired Claire B. Milton at  
\$75 an hour. She will be working with Karestan and will bring  
back four to five carpet samples for the Board's review. Mr.

Calderon also said that the ceilings of the lobbies of 545 and 610 might permit alteration.

B. Treasurer's Report: Mr. Follman reported that the total for securities was \$250,000; total cash was \$419,259 and from that, \$345,582 would go into reserves. He also said that the income year-to-date was <-\$1663> and the net loss year-to-date was <\$13,383>. Mr. Follman added that insurance costs would be \$6,000 to \$7,000 over budget. Mr. Calderon asked about last year's surplus. Mr. Follman replied that the auditors would determine any unappropriated equity (previous year's surplus.)

C. Secretary's Report: Mr. Calderon thanked Mr. Aquino for last month's minutes.

VI. COMMITTEE REPORTS:

A. Covenants: One committee member reported that the group would have plans for the party room next month. She also said that they would have a design challenge, with input from the community. She added that the room would be for casual entertainment and meetings. Mr. Abramson then suggested that the committee give direction to one designer who could then give high, medium, and low prices. In response to Mr. Viggiano's question on access, the committee representative said that owners would have keys and guests might be charged a fee. Another committee member said that residents wanted interaction in a comfortable place. The committee also asked for a budget. Mr. Calderon then agreed to table the issue until the Board could see how the decorator worked out. Mr. Abramson said that carpet replacement was part of reserves and that the decorator, hired on an hourly basis, could be used for both the lobbies and the party room. Mr. Follman then said he would review the reserve study to determine the amount of money available.

VII. MANAGEMENT REPORT:

A. Garage Door #545: Mr. Follman reported that the cost to replace the door was \$5,168. He added that if it were out of service, residents could use building #610. Mr. Abramson said that he was not in favor of replacing something that worked.

B. Satellite Dish Service: Mr. Follman reported that Rush spot-checked the work and it met code. He recommended

that the Board authorize final payment. He also said that he would check on the maintenance agreement. Mr. Viggiano then said he was charged \$80 for a home inspection that he thought was part of the contract.

C. HVAC Preventive Maintenance: Mr. Follman asked the Board to approve the contract with R & B Inc. for \$924 for HVAC preventive maintenance and inspections.

**MOTION: Mr. Viggiano moved, Mr. Aquino seconded, to approve the contract with R & B Inc. for \$924. The motion passed unanimously (4-0-0).**

D. Master Insurance Policy: Mr. Follman reported that the new insurance package would cost \$36,093 annually--\$6,000 over the amount budgeted. Mr. Viggiano then asked if Mr. Cueva could file for workmen's compensation. Mr. Follman replied that Mr. Cueva's healthcare was covered by Kaiser Permanente, but that if the injury was work-related he recommended filing for workmen's comp. One owner asked if terrorism was covered. Mr. Follman replied that the Federal government mandated limited coverage for terrorism.

**MOTION: Mr. Aquino moved, Mr. Abramson seconded, to award the insurance contract to Accordia for \$36,093. The motion passed unanimously (4-0-0).**

E. Replacement Hoses: Mr. Follman said that the flood-check hoses were the best on the market, had a 20-year warranty, and would cost \$31.95 a set. He said that owners would pay the costs and recommended professional installation by Creative Laundry System for \$100 per unit. He also said he would check the bylaws to see if the Board could mandate replacement of hoses. Mr. Abramson then recommended that Mr. Follman get another bid on installation.

F. Common Plumbing Problems: Mr. Follman said that Vito Plumbing studied the problem with the common waste line on all three buildings. To reconfigure the lines, according to the engineer, would cost \$9,000. Mr. Aquino then suggested sending proposals by email. Mr. Follman agreed to send out a spreadsheet comparing three bids by email.

G. Temporary Garage Leak Repairs and Engineering Specs: Mr. Follman reported that all the money allocated for the temporary repairs was spent. He said that the water

leaking through the plywood was temporarily re-channeled. Mr. Calderon said that ultimately the plaza must be addressed to prevent water from coming in. Mr. Follman said that some leakage was going on close to the wall around the electrical conduit.

H. Steam Cleaning/Pressure Cleaning Garage: Mr. Calderon said that the floor of the garage should be cleaned because salt leaked through the concrete. Mr. Follman said that the property had a pressure cleaner and that Mr. Cueva could do the work in-house.

I. Exterior Window Cleaning: Mr. Viggiano suggested getting proposals on the work.

J. Common Exterior Lighting: Mr. Follman said that a lighting specialist would evaluate the day and night lighting and give recommendations on fixtures that save energy.

VIII. EXECUTIVE SESSION: There being no further business, the Board convened an Executive Session at 8:25 p.m. and reconvened the Open Session at 8:35 p.m.