

DRAFT

MINUTES
COLECROFT STATION CONDOMINIUM

505 East Braddock Road
Alexandria, VA

May 21, 2003

I. ATTENDEES:

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

Others Present: Mr. Wolf Follman, Community Manager; Ashley Brown, Recording Secretary.

II. CALL TO ORDER: Mr. Calderon called the meeting to order at 7:10 p.m.

III. OWNERS' FORUM:

An owner asked why the lights in the courtyard often extinguish when the weather is rainy, and Mr. Follman answered that an electrician recently assessed the property and suggested changing from a timer-based to a photo cell system. (He reported that this topic will be further discussed later in the meeting).

An owner asked if copies of the meeting agenda could be made and provided for other attendees of the meeting (besides the Board members). Mr. Follman promised to provide extra copies in the future.

A member discussed the community message board on Yahoo! and asked Mr. Follman if his assistant could answer questions from owners on the message board. Mr. Follman replied that the Board would have to sanction the message board and that he would have to answer the questions himself. Mr. Viggiano expressed that the message board may be worth considering. Mr. Follman added that most communities' websites provide these resources. Mr. Abramson suggested that the Board discuss making the website more resourceful for community members.

IV. APPROVAL OF MINUTES:

MOTION: Mr. Aquino moved, Mr. Viggiano seconded, that the March 19 Board meeting minutes be approved as written. The motion passed by majority vote, with Ms. Hess abstaining because she had not read the minutes (4-0-1).

MOTION: Mr. Aquino moved, Ms. Hess seconded, that the April 16 Board meeting minutes be approved as written. The motion passed unanimously (5-0-0).

V. OFFICERS' REPORTS:

A. President's Report: Nothing to report.

B. Vice President's Report: Nothing to report.

C. Treasurer's Report: Ms. Hess reviewed the April financial statement, remarking that this month's income exceeds the budget. She added that overall for the year, unit expenses are \$17,000 in excess of the budget, but most other line items are very close to the budget. Mr. Follman added that when the audit is done, some of these expenses will transfer to next year. Ms. Hess suggested that it is likely the \$17,000 variance will be recovered later this year. She stated that there was a similar variance last year, and the year closed with a \$4,000 surplus. Mr. Follman added that much is attributed to the unusual winter weather, and that delinquencies and the management company transition also factor in.

D. Secretary's Report: Nothing to report.

VI. COMMITTEE REPORTS:

A. Social Committee: A member reported that the book club is thriving and that a social event may be held in July.

VII. OLD BUSINESS:

A. Carpet: At this time, Ms. Hess directed the group's attention to carpet samples for the common areas. Mr. Calderon informed the group that the decorator had suggested the darker carpet and that the threading in each is supposed to resist stains. Ms. Hess remarked that other changes may include fabric on the walls, painting, replacement of

furniture, and a bookshelf. Mr. Calderon added that no decisions have yet been made. Mr. Aquino suggested that the decorator develop a display board (to include photos of the new furniture) so that the Board can visualize these changes. Mr. Calderon will commission the decorator to do so.

B. Webmaster Service: At the April meeting, the Board was provided a proposal from Mary Longacre for Webmaster service at the cost of \$1,000 annually. Ms. Longacre reported that this proposal includes basic, routine tasks and maintenance at a fixed price. Ms. Hess asked if updates, notices, or newsletter information is additional, and Ms. Longacre answered that they are included in the price, as long as she does not have to create the content.

Mr. Viggiano stated that he would prefer to get a scope on developing the content for the website before accepting the contract. Mr. Calderon volunteered to work with Mr. Viggiano on developing the content by the next meeting. Ms. Hess added that Ms. Longacre needs to be on the routing list for the minutes in order to publish them on the site. Mr. Follman replied that he can arrange for an electronic copy to be sent to her.

Mr. Aquino asked Ms. Longacre if she would agree to separate the \$1,000 payment among 12 months, but Ms. Longacre stated that the payment is a one-time fee. Ms. Hess asked if Ms. Longacre could add a non-performance clause to the contract, in case she is, for some reason, unable to fulfill her duties.

C. Waste Line Renovation: Mr. Follman reported that the renovation in the lower level of the garage will take two days to complete. He added that some cars will need to be relocated from their parking spots to temporary spaces. The spaces affected will be to the left of the bike racks, but Mr. Follman was unsure about the specific space numbers. Ms. Longacre interjected that there is a steady drip over spaces 60 and 61. Mr. Follman will check on this leak.

D. Garage Leaks: Mr. Follman reported that Simpson Unlimited will return to repair additional leaks found in the garage, at no additional charge.

Mr. Follman reported that Thomas Downey is currently working on the Investigating and Preliminary Design Contract (Phase

1). Mr. Calderon reported that Downey will assess the property on May 26 and will have a report for the Board by June 13.

E. Common Exterior Lighting: Mr. Follman discussed the possibility of placing all exterior lighting on photo cells, versus time clocks. He added that photo cells are more exact and do not require manual clock adjustment. He will present the findings of the lighting survey conducted by Derick & Associates at the next meeting.

F. Washing Machine Hose Installations: Mr. Follman reported that a proposal of \$120 for the hoses, plus cost of installation, has been provided by Creative Laundry. Mendoza Heating and Air Conditioning has tentatively bid \$75-\$80 for the hose installation, plus lint cleaning for the hoses.

Neither company has time to provide detailed bids until mid-summer. Mr. Viggiano recommended that a "pull date" sticker be affixed somehow to the machines or hoses. Mr. Follman agreed and will have this included in the contract.

G. Garage Door Slats: Mr. Follman reported that the proposal from Overhead Door is still forthcoming for the installation of solid slats in the lower to mid portion of the 610 rolling door. Ms. Hess added that the automatic door opener malfunctions in the rain; it either will not open or will stay open.

H. Building Water Pressure: Mr. Follman reported that STH, Inc., has inspected and serviced all of the control devices. An owner has been complaining about low water pressure, but STH made only minor adjustments and reported no pressure problems. Mr. Calderon suggested that Mr. Follman recommend that the owner ensure that faucet heads are devoid of lime buildup.

I. Fitness Center: Mr. Follman reported that the floor mounted fan has been replaced and a set of dumbbells and an accompanying rack has been delivered. Mr. Viggiano reported that the 15-pound dumbbells have still not arrived, and Mr. Follman replied that those had to be ordered because they were not in stock. Mr. Viggiano suggested that another bookcase be installed in the fitness center; he will measure the area to see if this idea can be accommodated.

VIII. NEW BUSINESS:

A. Treadmill Replacement: Mr. Follman reported that the average cost for a commercial-use treadmill is \$6,000. Mr. Viggiano suggested buying two Precor treadmills from Fitness Warehouse for \$5,000 with lifetime warranties. Mr. Follman expressed his concern with the warranties covering commercial use and with support and maintenance of the treadmills. Mr. Follman will research this with Fitness Warehouse and will report back to the Board, who will then vote on the treadmill purchase via e-mail.

Mr. Viggiano also suggested adding another set of mirrors in place of the bookshelf that was moved.

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

X. ADJOURNMENT: Mr. Calderon adjourned the meeting at 8:40 p.m.

Respectfully submitted,

Jerry Aquino, Secretary

DATE APPROVED: _____

ATTESTED BY: _____
(Name) (Title)