

**DRAFT**

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

**505 East Braddock Road  
Alexandria, VA**

**November 17, 2004**

**I. ATTENDEES:**

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

Board Members Absent: 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 7:34 p.m.

**III. PROOF OF QUORUM:**

Mr. Calderon announced that a quorum of unit owners was present.

**IV. PROOF OF NOTICE OF MEETING:**

Mr. Calderon confirmed with Ms. Tschirhart that all unit owners had been mailed notice of the meeting.

**V. APPROVAL OF MINUTES OF THE 2003 ANNUAL MEETING:**

**MOTION: Mr. Viggiano moved and Mr. Abramson seconded to approve the minutes of the 2003 annual meeting. The motion passed unanimously.**

**VI. OFFICERS' REPORTS:**

Treasurer's Report: Ms. Hess announced there would be a 3% increase in Association dues in 2005. This is a result of the management increasing the fees for maintaining the complex and the Association's insurance costs increasing by 62%. Many residents inquired as to the reason of the insurance increase and expressed dissatisfaction. Ms. Tschirhart will inquire about the details of this increase as well as search for better rates with other companies. Ms.

Hess reported there is less than \$500,000.00 in the reserve account. The Association is better funded than other comparable associations in the area. She explained that association dues contribute to the reserve account and to the operating expenses account.

An owner suggested the possibility of having available a balance sheet for the owners to review at next year's annual meeting.

**VII. COMMITTEE REPORTS:**

There were no reports. At this time, many residents asked questions pertaining to rules and regulations of the Association. The covenants committee is in the process of reviewing policies pertaining to pets and noise, since these were major concerns of the owners. A written policy will be posted in a visible place and in the newsletter to remind residents of the rules.

Mr. Calderon announced monthly Board meetings will be held the third Thursday of every month at 7:00 p.m.

**VIII. UNFINISHED BUSINESS:**

Owners expressed interest in having the website updated monthly to reflect new information pertaining to the Association.

**MOTION: Mr. Willis moved, Mr. Schmidt seconded, to have the Colecroft Station website updated every month. All were in favor, none opposed.**

An owner questioned the status of the new mailboxes, which had been discussed at the 2003 annual meeting. The Board reported that the design of the mailboxes will be finalized at the next monthly meeting.

An owner asked about the status of shading for exterior lighting. The Board responded by saying they are still looking into the matter and it will be finalized at the next monthly meeting.

There was an inquiry about the status of the work to repair the leaks into the garage. The Board replied that they are still uncertain where the leaks are originating. The Board is still working with an engineer to determine the cause. Many residents pointed out repairs around the grounds which need attention. The repairs were noted and will be considered.

An announcement was made to ask the owners to take an interest in helping with the upkeep of the property to allow the Board members to focus attention on more pressing issues.

A question was asked about security rumors that have been going around among the owners and asked if the Board could shed some light and divulge any concerns. The Board replied that there was \$6,000.00 worth of damage done over the past 18 months. Many owners and

Board members assured everyone they felt safe in the complex and there is nothing about which to be concerned.

**IX NEW BUSINESS:**

Mr. Calderon announced the stepping down of two board members, Mr. Aquino and Mr. Viggiano. There are two nominations for their positions, Mr. Trevisani and Mr. Manner.

No motion to vote was necessary. Nominations are accepted by acclimation of the owners and Board members.

**X. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 9:24 p.m.

Respectfully submitted,

\_\_\_\_\_  
Jerry Aquino, Secretary

DATE APPROVED: \_\_\_\_\_

ATTESTED BY: \_\_\_\_\_  
(Name) (Title)