

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

**505 East Braddock Road  
Alexandria, VA**

**October 14, 2004**

**I. ATTENDEES:**

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

Ms. Holly Hess, Treasurer, arrived at 7:25 p.m.

Board Members Absent: Mr. Jerry Aquino, Secretary

Others Present: Ms. Diane Tschirhart, Property Manager and Ellen Flynn, Recording Secretary.

**II. CALL TO ORDER:**

Mr. Richard Calderon called the owner's forum to order at 7:15 p.m.

**III. OWNERS FORUM:**

Unit owner in building #545, unit #105 attended the meeting to find out the status of the engineer's work regarding the water intrusion in their unit and the resulting damage to their floors. Ms. Tschirhart responded that the engineer needs to gain access to the unit again and she would make arrangements with the engineer and the owner regarding that.

**IV. APPROVAL OF MINUTES:**

**MOTION: Mr. Viggiano moved, Mr. Abramson seconded, to approve the minutes of September 23, 2004. The motion passed unanimously (3-0-0).**

**V. NEW BUSINESS:**

**MOTION: Mr. Abramson moved, Mr. Viggiano seconded, to approve the renewal of the cleaning contract at an increase in cost of 3%. The motion passed unanimously (3-0-0).**

**MOTION: Mr. Abramson moved, Mr. Viggiano seconded, to approve the repairs to the fire system as presented by Management. The motion passed unanimously (3-0-0).**

**VI. COMMITTEE REPORTS:** None

**VII. BUDGET:**

Mr. Calderon reviewed the work that he and Ms. Hess have done to prepare the 2005 Budget. He noted that a big change in employee salaries is due to the landscaping contract now being placed in a separate area, which represents Mr. Cueva and the summer groundskeeper.

[Ms. Hess arrived at 7:25 p.m.]

Ms. Hess noted that the 2005 budget does include pay increases for some employees. Mr. Calderon then reviewed administrative, legal, and management expenses. He noted that the insurance costs increased by \$20,000.00 over last year's budget and that operating expenses increased from \$150,000.00 to \$172,000.000.

Mr. Calderon stated that the Replacement Reserve account will be approximately \$153,000.00 for FY 2005.

Mr. Abramson stated that it is important to let owners know that the Replacement Reserve account has a significant balance when the budget is presented.

Ms. Hess stated that the Board does not have the final scope of work for the Plaza so the Board does not know what the total cost of that project will be.

Mr. Abramson stated that the Board is contracting to have a Reserve Study conducted to ascertain what replacements will be necessary.

Ms. Tschirhart stated that she is still waiting for a price quote from the contractor regarding the replacement of the washer/dryer hose. Owners can replace it at their cost if they choose.

**MOTION: Mr. Viggiano moved, Mr. Abramson seconded, to adopt the budget based on the discussion of the Board which increases homeowners' contributions to 3%. The motion passed unanimously (4-0-0).**

Ms. Hess stated that, while he was absent from the meeting, Mr. Aquino has expressed his support of the 2005 budget to her prior to the meeting.

[Mr. Abramson and Mr. Viggiano left the meeting at 8:00 p.m.]

**VIII. ADJOURNMENT:**

The meeting was adjourned at 8:00 p.m. as there was no longer a quorum of the Board.

Respectfully submitted,

\_\_\_\_\_  
Ellen Flynn, Recording Secretary

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

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

\_\_\_\_\_  
(Title)