

To: Colecroft Station Association Members
From: Richard Calderon, President
Date: October 21, 2009
Subject: 2009 Year-End Report

2009 was much quieter at Colecroft Station than 2007 and 2008, when multiple engineers and contractors were working on capital projects every day and Site Manager Marlene Jose attempted the impossible of being in multiple places at once! In 2007, we spent \$264,000 and, in 2008, we spent \$509,000 on capital projects. Thankfully, in 2009 we did not have to spend large sums. We completed residual water intrusion projects and replaced two lobby HVAC systems, three burnt-out fan motors, some sprinkler heads and minor equipment – such as a new water heater for the gym showers – for an overall cost of \$50,000. Lighting struck our Towers this summer, but we sustained no significant damage apart from burnt-out HVAC fuses and fan motors.

Though no large projects are programmed in 2010, the Board will commission an update to the 2005 Capital Repair and Replacement Study. Though construction costs have increased since 2005, we learned in 2007 that our elevator model lasts much longer than was assumed in the 2005 Study. Also, 10% of the impermeable membrane under our Plaza deck was examined in 2007/2008 proved to be in fine condition and should last many more years than previously assumed. Thus, the 2010 Study may recommend Reserve Fund contributions near current levels.

We regret to report that long-time Housekeeper Nely Lopez-Medina retired to El Salvador in the late-spring. We are happy that her brother, Oscar Medina, has undertaken her former duties with enthusiasm. We feel fortunate to have found Santos Munoz, who has been painting and power-washing the property from top-to-toe with equal enthusiasm.

The relative quiet of 2009 permits us to focus this report on regular maintenance performed by our staff and by competing contractors drawn from a roster of four-dozen companies.

- **Drains:** Main drains are cleaned by hydro-jetting once a year, or as needed.
- **Elevators:** The elevator machinery, pulleys, buttons, cabs and doors are maintained monthly and the Association has contracted a 24/7 emergency telephone service within the cabs. Site staff clean the elevator door-tracks monthly, or as needed.
- **Emergency Generator Maintenance, Testing and Fuel Levels:** The emergency generator is maintained twice yearly. The emergency generator runs one hour every week for monitoring and to keep everything in working order. Site staff monitor fuel levels once a month, or following prolonged blackouts, and order fuel as necessary. (The generator supplies electricity to elevators and hallways, but not to individual units. Thus unit owners requiring assured power need to obtain their own backup.)
- **Exterior Fences, Lights and Railings:** Site staff inspect exterior metalwork in the spring for signs of chipped paint and, otherwise, repaint the metalwork every five years.

- **Exterior Stairs, Walls and Paving:** Site staff collect exterior trash daily and power-wash the entire property once a year, or as needed.
- **Fire Alarms, Sprinkler Alarms, Sprinkler Heads and Backflow Tanks:** All are inspected and maintained once a year, preceding an Alexandria Code Enforcement inspection. (Incidentally, not a single original alarm or sprinkler head remains.)
- **Fire Extinguishers:** The Association's 23 extinguishers are inspected every year and refilled / replaced as needed to pass the Alexandria Code Enforcement annual inspection.
- **Fitness Equipment:** The gym's fitness equipment is maintained quarterly and repairs / replacements are made as needed throughout the year.
- **Garage Doors:** These doors are maintained quarterly. Our counterbalance door-springs (similar to roller blinds on windows) last about 200,000 operations, or 18 months, before snapping. Door motors, slats and sensors last about seven years.
- **Garage Floors, Walls and Ceilings:** The walls and ceilings are washed annually and the floors are washed three times a year. The walls are painted as needed. The upper garage floor is coated every ten years – to protect steel tension rods within the floor.
- **Landscaping – Lawns, Shrubs and Trees, Pest Management and Feeding:** The lawns are fertilized and weed-treated three times a year, and the grass is cut every seven-to-ten days from April through October. Plant-beds are cleaned in spring and fall and mulched in the spring. Our plant doctors provide soil nutrient analysis / replenishment in the spring, and integrated-pest-management during seven visits per year.
- **Lawn Irrigation System:** The lawn irrigation system is maintained twice a year – in the spring and fall – and repaired as needed during the growing season.
- **Lobby Carpeting:** Site staff vacuum the carpets three times per week and as needed. Upper-lobby carpeting is shampooed once a year, while Entry-lobby, Elevator, Gym and Meeting Room carpets are shampooed twice a year, or as needed
- **Lobby Painting:** Site staff address all lobby walls and doors in the spring and autumn, or as needed throughout the year.
- **Pest Control:** A pest technician services the property monthly, or as needed.
- **Roofs:** Our roofs are inspected and caulked yearly.
- **Roof Fans & HVAC:** Site staff check 36 roof fans and seven HVAC units monthly. Roof fans are maintained once a year, HVAC units twice a year and they are replaced as needed.
- **Water Pumps – Domestic and Fire:** Alexandria water pressure is insufficient above the third floor. The Association relies on a half-dozen booster-pumps for domestic and sprinkler use. Booster-pumps are maintained twice yearly and replaced as needed.
- **Water Quality in Cooling Tower:** Recirculation water in the West Street 'cooling tower' is checked every month and the PH balance restored with alkaline solution.