

CVIII NEWSLETTER

Spring 2002

Management Office 703-525-5557

Volume 10, Issue

1

2002 Parking Stickers

Parking permit stickers for 2002 are available at the management office at 1903 Key Blvd between 8:00 a.m. and 5:00 p.m., Monday through Friday. The office will be open between 9:00 a.m. and 1:00 p.m. on Saturday, 4 May 2002, if you are unable to pick up your new permit during normal business hours. You must bring your vehicle's state registration form. Each unit is entitled to one sticker. Tenants must bring a copy of their lease. 2001 stickers expire at midnight on 30 April 2002. Cars with expired stickers will be towed. Make sure that you get a new sticker!

Parking Lot Asphalt Repairs

Please be on the lookout during the rest of April and all of May for a notice from the management office that all cars must be off the parking lot. Normal maintenance requires that cracks be tarred and the entire asphalt surface of the parking lot sealed with a slurry mix. Our management office will try to give as much advance notice of a specific date as the weather will permit. If you plan to be away for an extended period of time during the next six weeks, please park your car on the street or leave your keys with a dependable neighbor who will move it when notice is given that the parking lot has to be empty. Otherwise, your car will have to be towed, at your risk and your expense.

Maintenance Advisory

Every unit has a main circuit breaker located on an exterior wall adjacent to its electric meter. This circuit breaker is the property of the unit's owner, and its maintenance and repair are the responsibility of the unit's owner. This circuit breaker is prone to failure because over time (1) its fasteners loosen and (2) moisture corrodes its connections with the rest of the electrical system. When a main circuit breaker fails, its unit will have no electric power. The Board advises unit owners to have their main circuit breaker inspected on a regular basis by a licensed electrician.

Unit Exterior Walls

Please be reminded that CVIII's bylaws forbid you from doing anything that alters the appearance of the exterior walls or the exterior side of the entry door to your unit without permission from CVIII's Board. This means that you cannot install replacement windows, TV antennas or paint the outside of your entry door without written permission from the Board. Further, because CVIII has "Historic" status, any change in the exterior appearance of your unit, particularly windows, requires a certificate of appropriateness from Arlington County's Historic Affairs and Landmark Review Board.

Corbin Weiss

Corbin Weiss, who served the community on CVIII's Board as treasurer and chairman of the landscaping committee for the past several years, recently sold his unit and therefore had to leave the Board. CVIII is a better place to live because of his good judgment and his diligence. The Board will miss the spirit of collegiality he brought to its monthly meetings. The Board is looking for someone to take his place until his permanent replacement is elected this fall.

Move-in Fees

The Board was recently asked to clarify whether a move-in fee is due when the owner of a two-bedroom unit rents out one of his or her bedrooms to a tenant. A one hundred-dollar (\$100) move-in fee is due whenever someone moves into a unit whether as a new owner, a new roommate of an existing resident, someone leasing a single room or an entire unit, or someone subletting a unit from an existing tenant.

Late Fees

Tired of those “pesky” late fees? Take advantage of our direct debit option. You will save postage. You won’t have to worry about the post office letting you down. We have received no complaints of bank errors from those owners who already use this method to pay their condo fees.

Good Neighbor Checklist

Almost all of us choose to reside in Colonial because it is an attractive place to live. There are many small things that we as individuals can do to help keep CVIII a pleasant community. These are largely matters of common courtesy and require little in the way of time and effort.

- Picking up a piece of litter, informing the association management office about a broken washer or dryer, or notifying the police about suspicious activity benefits the community as a whole at little cost to the individual.

- The most frequent complaint received by association management from residents is about noise made by other residents. This is inconsiderate behavior, par excellence! It should not happen. The noise generated by your radio, television, stereo, or the party that you are hosting needs to be confined to your unit and not reach those of your neighbors. How much noise is too much noise? An easy test is to step out into the common hallway of your building and close the exterior door to your unit. If you can follow the dialog of a show on your TV or the lyrics of a song, then there is a very good chance that your neighbors can do the same. For the sake of maintaining civil society in your building you ought to turn the volume down. A second option is to go to your neighbors and ask if you are disturbing them. If so, make the appropriate adjustments. You can limit how much noise your TV or stereo impose on your neighbors by placing them adjacent to walls which your unit does not share with other units. Something else to keep in mind is that late in the evening when others have retired even moderate noise can seem loud. If you can’t control your appetite for loud music, then you need to buy a set of earphones.

- Other sources of noise are slamming doors and stomping up and down flights of stairs. How much effort does it take to close a door quietly? Next to none. Be considerate of your neighbors. “Big Foot” is a nickname for the abominable snowman. It shouldn’t be what residents call one of their second-floor neighbors.

- A lot of very nice dogs live in CVIII. A few bark too much, either because they are overzealous watchdogs or because they suffer from “separation anxiety” when their owners are away from home. If you own a dog, ask your neighbors if they are causing a problem. If so, perhaps they should be kept in an interior room in your unit.

- Laundry, trash and storage rooms are common areas where considerate behavior by individuals benefits many others in CVIII. Every one of us has been inconvenienced to the point of complaint by the need to empty someone else’s laundry from a washer or dryer or scrape some other resident’s lint off a dryer filter. What is worse, there are few of us who have not given cause for such complaints. Everyone should try to adhere to the “15 Minute” rule posted in the laundryrooms.

- Trash rooms are sore points for residents who live in buildings where they are located. Trash, that is to say, garbage rather than recyclables, is supposed to be in a sealed plastic bag when it is deposited in these rooms. Not doing this is very inconsiderate because it attracts pests and causes the basements of affected buildings to smell. The trash cans set aside for recyclables are kept full. Unfortunately, much of the refuse put in them doesn’t qualify as recyclable. This frustrates a good cause. Telephone books, magazines and other material printed on slick paper, all empty boxes, especially Pizza boxes, and wire clothes hangers should be disposed of with your regular trash. A complete list of what goes where is posted on the walls of the trash rooms. Everything you keep in a storage room must be inside the locker assigned to you. Not doing this impedes access for other residents, not to mention the fire department in the case of an emergency. There is space for some bicycles in each storage room and additional space at 1821 N. Rhodes St. where there is a storage room set aside specifically for bicycles.

CVIII NEWSLETTER

Summer 2002

Management Office 703-525-5557

Volume 10, Issue 2

Replacement Windows

Arlington County's Historical Affairs and Landmark Review Board (HALRB) voted unanimously on 15 June 2002 to reject CVIII's request that HALRB standards for replacement windows in the Colonial Village Historic District be amended to include solid vinyl replacement windows. Members of the HALRB explained their votes by noting that they had rejected all previous requests to install solid vinyl replacement windows in structures under their control and they saw no reason to break with precedent in the case of CVIII. The HALRB asked CVIII to add a requirement that muntin bars have a minimum depth to other amendments it requested to ensure a consistent exterior appearance to CVIII. This was done, and the HALRB approved on 17 July 2002 the amended guidelines listed below for replacement windows in the Colonial Village Historic District. At that time, the HALRB also instituted a requirement that a letter of approval form CVIII's Board accompany any request for HALRB permission to install replacement windows. The criteria listed below supersede those approved by the HALRB on 21 June 2000.

CVIII's association manager can provide you with the names of manufacturers whose windows, if installed correctly, meet the criteria listed below. Unit owners who do not adhere to these guidelines can be prosecuted for criminal violations of Arlington County's zoning ordinances, fined up to \$1,000 for each improper window installed, and will be required by a judge to install approved windows.

CRITERIA FOR REPLACEMENT WINDOWS

Replacement windows in the Colonial Village Historic District must first be approved by the Board of Directors of the Colonial Village III Condominium Association. A letter of approval from the CVIII Board is then taken to the County's Historic Preservation Program staff. The replacement window request will be treated under the Master Certificate of Appropriateness (MCoA) process. The MCoA process was developed to expedite approval of routine, less complicated CoA requests for exterior modifications. The County Historic Preservation Coordinator and Planner are authorized to review, approve and issue MCoAs.

- The replacement technique must be "complete frame," not "replacement frame" or "sash pack."
- The exterior color of the replacement window must be white.
- The replacement window must be of the same dimensions as the window installed when CVIII was converted to a condominium community.
- The replacement window must be a double hung sash window.
- Capping must be done with a pre-finished aluminum coil and must match the dimensions and design of the capping installed when CVIII was converted to a condominium community.
- The replacement window must have the same number of lights (glass panes) as the window installed when CVIII was converted to a condominium community.
- The replacement window must have either true divided lights or simulated divided lights (SDL), and the division of the lights must be identical to that of the window installed when CVIII was converted to a condominium community.
- The replacement window must have narrow muntin bars or external grids, no less than 3/4" and no more than 7/8" inch wide and a minimum of 3/8" deep.
- The replacement window must be made of wood with its exterior side clad in metal or vinyl.
- The replacement window cannot be made entirely of metal, vinyl, or any other synthetic material.

Window Cleaning

Would you like to have the exterior sides of your windows cleaned? If so, then please be on the lookout during September for a notice from the management office giving dates when workers for Crystal Window Cleaning Co. will be on the property cleaning the outsides of windows. To give notice that you want the outsides of your windows cleaned, all you have to do is remove their screens. The window cleaners won't touch any part of a window with a screen in it.

New Laundry Machines

New washers and dryers will be installed in early November. The number and style of machines will remain the same. The costs of using the machines will remain the same, but the dry cycle will probably be shortened to forty-five minutes. All the laundry rooms will be painted. Floors will be stripped and waxed, and broken tiles will be replaced where necessary. New bulletin boards and blinds will be installed. Work will be staggered so that laundry facilities will be available at all times. Our management office will give as much advance notice as possible. Comments, suggestions and questions are welcome.

CVIII's 2002 Annual Meeting

CVIII's 2002 annual meeting is scheduled to take place on 17 October 2002 at 7:00 p.m. in the conference room in the management office at 1903 Key Blvd. Please attend! Our 2003 budget will be approved at this meeting. Two seats on the Board are up for election. One seat is open because Michael Bodden, President of CVII's Board of Directors, has decided not to run for a second term on the Board; the other because CVIII's bylaws require that the final year of Corbin Weiss' three-year term be filled by election. If you are interested in serving on the Board, please contact George Hedrick, our association manager, for additional information. If you cannot attend, please return the proxy form for the board seat elections because we need a quorum of 25% of the common interest in person or by proxy to conduct business at the annual meeting.

Hallway Painting and New Carpeting

The Board plans to have hallways renovated and new carpeting installed during late winter and early spring of 2003. Damage to walls, ceilings and molding will be fixed. Badly dented unit entry doors will be repaired. All will get a new coat of paint. The Board has not made up its mind about continuing to use wallpaper. New carpeting will be installed, and floor mats will be used more extensively to protect high traffic areas. Color samples of paint, carpeting and wallpaper (if need be) will be displayed in several locations so owners can vote their preferences. Comments, suggestions and questions are welcome.

Late Fees

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CVIII's Board of Directors
Michael Bodden, president
Peyton Palmore, vice president
Christian Hamaker, treasurer
Dennis Gerrity, secretary
Stanton Stafford, at large

CVIII's Management Office
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George Hedrick, association manager
Lee Moore, administrative assistant
Stan Kiman, maintenance engineer

CVIII NEWSLETTER

Winter 2002

Management Office 703-525-5557

Volume 10, Issue 3

CVIII's Board of Directors for 2003

CVIII's 2002 annual meeting took place on 17 October 2002. Unit owners Michael McGregor and Stanton Stafford were elected to fill the two open seats on the board. Peyton Palmore was elected president of CVIII's board of directors; Stanton Stafford, vice president; Christian Hamaker, treasurer; Dennis Gerrity, secretary; and Michael McGregor, member-at-large. Mr. Palmore proposed that individual board members assume oversight responsibilities for various aspects of CVIII's operation, with the authority to act for the full board on noncontroversial matters. This would result in shorter and more focused board meetings and better administration of CVIII's affairs. Mr. Stafford was asked to look after matters related to the maintenance of CVIII's physical plant and to chair the public safety committee. Mr. Hamaker was to concentrate on the treasurer's responsibilities of auditing CVIII's finances and managing its assets. Mr. Gerrity, in addition to his responsibilities as secretary, would chair the landscaping committee and produce CVIII's newsletter. Mr. McGregor would monitor the efforts of CMI and Chadwick, Washington, CVIII's law firm, to collect CVIII's delinquent assessments.

2003 Assessments

At this year's annual meeting, George Hedrick, CVIII's association manager, proposed a budget of \$465,600 to cover operating expenses and contributions to reserve accounts in 2003, which would require a 3.4% average increase in assessments. The board reviewed his proposed budget. It reduced his planned expenditures slightly and revised his projection of income from sources other than assessments. This allowed the board to approve a budget of \$462,900 for 2003 requiring an average increase in assessments of only 1.9%.

Open Seat on CVIII's Board of Directors

CVIII has an open seat on its board of directors. Christian Hamaker, who served as treasurer for the past year, resigned from CVIII's board on 16 December 2002. In his letter of resignation, he said that he could not fulfill his obligations as a board member given the demands on his time made by a new baby, a new job, and his post-graduate studies. Christian's efforts as a board member reflected his desire that CVIII be an attractive and affordable place to live. The board takes this opportunity to thank him for his service. The board is looking for a unit owner willing to be appointed to this seat until they, or whoever gets the most votes, is elected at CVIII's 2003 annual meeting to fill the remaining year in the term to which Mr. Hamaker was elected. If you are interested, please contact George Hedrick.

Hallway Renovations

Plans to renovate CVIII's hallways, including those in basements, are well in hand. Gouges and dents in walls and the exterior sides of unit entry doors will be patched. Damaged trim work will be repaired or replaced. New carpet will be installed on the first and second floors. The tile floors in the basements will be cleaned and repaired. Bids for painting and new carpeting have been requested from contractors. The board has chosen four possible paint colors and carpet combinations. One possibility is to maintain the current color scheme, including its use of wallpaper. Three other selections involve new paint and carpet color combinations, but no use of wallpaper. These are available for inspection by unit owners in the management office at 1903 Key Blvd. The board is leaning toward requiring the use of a single style and color of floor mat in front of unit entry doors. The use of carpet scraps as floor mats will no longer be allowed. These renovations are expected to last for twelve to fifteen years. If you have comments or suggestions, please make them known to the board. The board will make a final selection of paint and carpet colors at its January 2003 meeting.

Building Entry Doors

The board has been trying for the past year to find replacement building entry doors that would provide better service than the wooden doors currently installed. A number of these wooden doors are falling apart. Others need to be hung on new jambs. Metal doors hung on metal frames were thought to be the best bet for replacements. They would not be prone to sticking caused by swelling resulting from our humid climate. Their hinges would be less likely to be pulled loose from their metal frames by residents moving furniture or the trash service taking away refuse. The principal shortcoming of metal doors is that they are easily dented and look beat up soon after installation. The board finally found eighteen-gauge metal doors in use at a south Arlington apartment complex that seemed to be dent-proof. Unfortunately, they did not pass a preliminary review by Arlington County's Historic Affairs and Landmark Review Board. So, CVIII is going to have to continue to use wooden doors. Mr. Hedrick is seeking bids for ten new doors and looking for a skilled carpenter to reframe a number of other doors. The board wants to have this work completed before hallway renovations begin.

Delinquent Assessments

Given that a sizable number of units have changed owners during the past several years, the board feels that it would be helpful to state CVIII's rules for when assessments are payable and our procedures for dealing with delinquent assessments. Assessments are determined on annual basis. They are due in twelve equal monthly installments, each due the first of the appropriate month. If a payment is not received by the fifteenth of the month, then it is considered late and a \$10 late fee charged, and CMI, our management firm, mails a late notice to the delinquent unit owner. If an overdue payment is not received after forty-five days, then CMI turns the delinquent unit owner over to CVIII's law firm, Chadwick, Washington, which sends a letter to the unit owner warning that a lien for the delinquent assessment(s), late fee(s) and CVIII's legal costs will be placed against the unit's title. If this overdue payment is not received after sixty days, then CVIII's law firm gets a lien, and when this happens the delinquent unit owner's assessments for the balance of the year are accelerated and are due in full and immediately. Obtaining a lien does not get CVIII any money unless the unit is sold. Except when a lender has foreclosed on an upside-down mortgage, CVIII has always gotten its money when a unit is sold. The immediate effect of a lien is to cloud the title of the delinquent unit owner, which in turn may tarnish their credit record. If this overdue payment and associated late fees and legal costs are not received after seventy-five days, then CVIII's law firm sends the delinquent unit owner a letter offering three options. The first is to pay immediately and in full all delinquent assessments, all late fees and all legal costs incurred by CVIII. The second is to arrange an acceptable payment schedule with CVIII's law firm and sign a promissory note for all monies owed CVIII. The third option is for CVIII's law firm to sue for judgment that CVIII is entitled to the unit owner's delinquent assessments, late fees and whatever legal costs CVIII has incurred, which leads to garnishment of wages or rental income, or foreclosure. If a delinquent unit owner chooses either of the first two options and then reneges, then he or she has chosen the third option.

Late Fees

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