

CVIII NEWSLETTER

www.colonialvillageiii.com

Spring 2009

Management Office 703-525-5557

Volume 18, Issue 1

Property Management Contract

CVIII is more than twenty years old. It has had the same property management contract and the same property management firm ever since its inception. It has never sought competitive bids on its property management contract. The other Colonial Village communities, CVI, CVII and the Commons, have been in existence even longer, and they also have never put their management contracts out to bid. Last summer all four associations banded together and hired a consultant, Cummings and Associates, to assist them in preparing a request for proposals from property management companies, evaluating their proposals, and then selecting a management firm. This process is coming to an end. The four Colonial Village communities have agreed on a request for a proposal, and seven property management companies have been invited to submit proposals. A new contract is expected to be signed by April 1st. The new contract is expected to go into effect on May 1st after a thirty-day transition period. The RFP specifies a single contract for all four communities for basic management services with addendums that cover the special management needs for each community. CVIII's historic status, its parking lot, and the woodland along the creek will require management services not needed by some of the other Colonial Village communities. This contract specifies a full-time property manager, a full-time administrative assistant, and, if needed, a receptionist, none of whom are permitted to work for any properties other than the four Colonial Village communities. The administrative assistant will be responsible for all paperwork and all requests for assistance from owners and residents. The property manager is expected to make scheduled inspections of the four communities and submit written reports on their state of repair based on these inspections. The property manager is expected to spend as much of his or her time as is needed to ensure that contractors, housekeepers and maintenance staff are doing their jobs correctly. The cost of the basic management service contract is to be shared pro rata by the four communities based on their number of units. The costs of services covered by the addendums are the responsibility of the concerned community. A committee composed of the four association presidents will have oversight responsibility for the basic management service contract.

CVIII's Board of Directors for 2009

CVIII's 2008 annual meeting took place on 20 October 2008. Charlie Clark was elected to a three-year term as a member of CVIII's Board of Directors. Eric Nicoll was elected president of CVIII's Board of Directors; Cheryl Concelman, vice president; Kevin Haley, treasurer; Dennis Gerrity, secretary; and Charlie Clark,

member-at-large. Individual Board members have oversight responsibilities for various aspects of CVIII's operation, with the authority to act for the full Board on non-controversial matters. Mr. Nicoll will chair the public safety committee. Ms. Concelman will monitor CVIII's towing service. Mr. Haley will concentrate on the treasurer's responsibilities of auditing CVIII's finances and managing its assets. Mr. Haley will monitor the efforts of CMI and Chadwick, Washington, CVIII's law firm, to collect CVIII's delinquent assessments. Mr. Gerrity, in addition to his responsibilities as secretary, will chair the landscaping committee and produce CVIII's newsletter and manage CVIII's website, www.colonialvillageiii.com. Mr. Clark will take on projects as needed.

Arlington County Police and Trespassers

The Board has executed a limited power of attorney with the Arlington County Police Department. This action names the Arlington County Police Department as a "person lawfully in charge of the property" for the purposes of forbidding persons with no legitimate purpose from entering or remaining in common areas of CVIII. Specifically, this will allow a police officer to ban a person trespassing on CVIII's property from returning to the property. It allows an officer to arrest such person(s) when found to be in violation of the trespassing ban. It also allows a police officer to testify in court on behalf of CVIII's unit owners as "a person lawfully in charge of the property". Arlington County police officers will be able to engage in more proactive patrolling on CVIII's common areas, and it relieves CVIII of the burden of having its property manager appear in court to testify in certain trespassing hearings. Additionally, it provides CVIII with a means to have an agent on call at all times who may identify persons with no legitimate purpose to be in CVIII. The other Colonial Village communities, CVI, CVII and the Commons, have already signed similar agreements with the Arlington County Police Department.

Masonry Renovations

Masonry renovations will continue this spring and summer. Work at Building Four was completed last month. The Board has decided to proceed with masonry renovations elsewhere in CVIII by following the order in which buildings were converted to condominiums. This means that Building Two will be done this year and Buildings One and Three during the next several years. The Board also plans to seek competitive proposals for masonry repairs and renovations of the garage walls; the Rhodes Street pedestrian bridge; retaining walls at 1728, 1729, 1808 and 1809 Queens Ln. and 1821 Rhodes St.; window wells at 1733, 1808 and 1809 Queens Ln. and 1735 and 1821 Rhodes St.; and the chimney behind 1735 N. Rhodes St. This work is noisy and dirty, but it is very important because it will maintain the structural integrity of CVIII's buildings and prevent water infiltration through their exterior walls. The Board thanks residents for their continuing patience with this work.

Fiber Optic Cable and Verizon's FiOS Internet, TV and Phone Services

If you have Verizon fiber optic cable and equipment installed in a closet in your unit, then it is possible for you to subscribe to Verizon's Fios internet, TV and long-distance telephone services. If you wish to subscribe to these services, you must contact Verizon directly. Owners of units who want to subscribe to these services but do not have Verizon fiber cable and equipment installed in their units must contact Verizon directly to have their units wired.

Exterior Painting and Caulking

The white paint on the siding on some gable roofs, soffits and exterior wooden trim is deteriorating, and the Board plans to request proposals to prep, prime and topcoat these areas. The Board will also seek competitive bids to replace caulking on aluminum caps on windows and siding on gabled roofs that has dried out and is no longer effective in preventing moisture penetration. Some of this aluminum capping has been damaged over the years, and this will be a good opportunity to replace it.

Carpet and Window Cleaning

Window exteriors really need to be cleaned this year. The Board did not have windows cleaned last year because masonry renovations, which began late in the fall, were not finished until early January 2009. The Board will have windows in Building Four cleaned first and those in the other three buildings cleaned after mortar renovations are finished. The Board plans to have common hallway carpeting in late April or early May, when the snow and ice season will be over and there will no ice melt chemicals on sidewalks for foot traffic to spread on the carpeting.

Criteria for Replacement Windows in CVIII

The Board has recently received several inquiries from unit owners about replacement windows, and it feels now would be a good time to remind all unit owners that Colonial Village III has been designated a historic landmark and is subject to architectural controls by the Historical Affairs and Landmark Review Board of Arlington County (HALRB). These architectural controls include criteria for replacement windows in CVIII. You must obtain written permission to install replacement windows from both CVIII's Board of Directors and the HALRB. Your application for permission to install replacement windows must clearly demonstrate that your replacement windows meet the all of the criteria listed below. If a unit owner installs replacement windows that do not meet the criteria approved by the HALRB, the HALRB has the statutory authority to make this unit owner remove these windows and replace them with ones it does approve. The HALRB has used its authority to enforce these criteria in CVIII on two occasions,

CVIII's Bylaws gives CVIII's Board authority to enforce these criteria. To repeat, if you want to install replacement windows, you must obtain written permission to install replacement windows from both CVIII's Board of Directors and the HALRB. Your application for permission to installment replacement windows must clearly demonstrate that your replacement windows meet the all of the criteria listed below, and, of course, the windows you actually install must match those specified in the application approved by the HALRB and CVIII's Board.

- 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.

You may obtain detailed information on how to apply for permission to install replacement windows, including what supporting documentation you must provide, from the property management office at 1903 Key Blvd There are links to this information on the *Home* page and *Useful Information* page on CVIII's website — www.colonialvillageiii.com.

CVIII's Board of Directors

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Dennis Gerrity, secretary
Charlie Clark, member at large

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colonialvillageiii@hotmail.com

CVIII's Management Office

1903 Key Boulevard
703-525-5557
703-525-5558 (fax)
8:30 A.M. to 5:00 P.M. Monday-Friday
Email: pcovington@comsource72.com
Paula Covington, association manager
Sonya Rainey, administrative assistant
Stan Kiman, maintenance engineer

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Summer 2009

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New Property Management Firm

Legum & Norman, an established and well-regarded firm, replaced CMI as CVIII's property management company on July 1st. Legum and Norman is also managing CVI, CVII and the Commons. Cassie Cataline is the general manager for all four communities. Sonya Rainey was promoted to assistant manager. Denna Faison will be coming on board as Office Administrator on 10 August 2009. The management office in Colonial Village is located at 1903 Key Blvd. Office hours are Monday thru Friday from 8:30 a.m. to 5:00 p.m. The phone numbers for the Key Blvd. management office remain 703 525 5557 and 703 525 5558(fax). It will take Legum & Norman several months to familiarize itself with Colonial Village. The board asks owners and residents to be patient and cooperative during this period.

CVIII's 2009 Annual Meeting

CVIII's 2009 annual meeting will be held on Tuesday, 13 October 2009, at 7:00 p.m. in the conference room in the management office at 1903 Key Blvd. There are two positions open on CVIII's Board of Directors this year. Both are for three-year terms. CVIII's By-laws require that both positions be filled by election at this year's annual meeting. A call for candidates will be distributed to unit owners in early September. Candidates' resumes, proxy statements, and the agenda for this year's annual meeting will sent to unit owners three weeks prior to the annual meeting. All unit owners are encouraged to attend. This will be a good opportunity to meet your new property management team.

Masonry Renovations

The Atlantic Company has completed masonry renovations at Building Two. The board feels Atlantic did an excellent job. In addition to exterior walls, repairs were made to the chimney behind 1809 Queens Ln., and twenty-eight precast concrete window sills were installed to replace cracked and damaged sills. The board asked Mr. Steven Turner, the structural engineer who served as project manager for the work at Building Two, to prioritize masonry renovations that still need to be done in CVIII. Mr. Turner advised the board that the Rhodes Street pedestrian bridge should be done next, followed by the garage walls and roof, Building One and then Building Three. Retaining walls at 1728, 1729, 1808 and 1809 Queens Ln. and 1821 Rhodes St.; window wells at 1733, 1808 and 1809 Queens Ln. and 1735 and 1821 Rhodes St.; and the chimney behind 1735 N. Rhodes St. will also be repaired and renovated.

2009 Landscaping Improvements

The board is considering and will likely approve three major projects to improve CVIII's

landscaping in 2009. The first is to replace the White Pine trees on the north side of the parking lot with Nellie Stevens Hollies. The pines were planted when CVIII was converted to a condominium. They were supposed screen nearby units from the sights and sounds of motor vehicles in our parking lot. As the White Pines mature they will lose their lower branches and no longer serve their purpose. Replacing them now will be much less expensive then when they are fully grown. Nellie Stevens Hollies have already been planted on the east and south sides of the parking lot, and they are living up to expectations. Project number two is to remove arborvitae and other evergreens that were planted to screen meter banks and have grown so tall that they now obscure windows. The Arlington County Police Department has recommended on several occasions that these arborvitae be removed because they provide cover for burglars and peeping toms. They will be replaced with Euonymus and Schip Laurel. The board is also experimenting with lattice to screen these meter banks. The third project is to address erosion problems on the north and west sides of 1821 N. Rhodes St. and the east side of 1800 Queens Ln.

Window Cleaning

If you would like to have the exterior sides of your unit's windows cleaned, please be on the lookout for a notice from our management office giving dates when this work will be done. As has been the practice in past years, you indicate which windows you want cleaned by removing their screens.

Summer Weather and CVIII's Lawns

CVIII has "cool weather" grass. Our lawns look best in the spring and fall. In the summer when it is hot and dry, "cool weather" grass goes dormant and turns brown. Summer is here now, and our lawns have gone dormant on several occasions when there has been insufficient rainfall. While they are dormant, they are most vulnerable to long-term damage from being used as foot paths, athletic fields, party areas, etc. So please use the sidewalks. If you want to read a book or lay out, look for a green patch of lawn. Please, no athletic activity! Playing football or soccer any time of the year is very hard on our lawns. Every resident of Colonial Village III wants good looking lawns. If everyone cooperates, we will have them.

Best Behavior in Common Areas

Several complaints about noisy lawn parties have been received lately. The board would like to take this opportunity to remind residents that the prohibition in CVIII's By-Laws on making noise that disturbs other residents applies to behavior in common areas just as much it does to what you do in your unit. This is another instance where being cooperative will make CVIII a better place to live.

Exterior Painting and Caulking

The board is still reviewing proposals to paint CVIII's exterior trim. This includes the siding on gable roofs, soffits, exterior wooden trim, and the outside of exterior entry doors. The Board is still looking for the most cost-effective way to replace damaged and missing caulking on aluminum caps on windows. Notices will be posted on hallway

bulletin boards alerting residents to when this project will begin.

Direct Debit Option to Pay your Assessments

Given the recent change in property management firms, the board feels this would be an excellent time for CVIII's unit owners to sign up for Legum & Norman's direct debit option to pay their assessments. You won't have to worry about the post office letting you down. You will save postage. You will avoid the hassle of writing a check every month. You should have recently received the appropriate forms to set up direct debiting. If not, you can go to www.legumnorman.com and download these forms or contact the management office at 703 525 5557 for help.

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8:30 A.M. to 5:00 P.M. Monday-Friday

Email: ccataline@legumnorman.com

Cassie Cataline, general manager

Sonya Rainey, assistant manager Stan

Kimman, maintenance engineer

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CVIII NEWSLETTER

Winter 2009, Volume 18, Issue 3

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Peter Freedman, CVIII's New Property Manager

Peter Freedman is the new General Manager assigned by Legum & Norman to the four Colonial Village owners associations. Mr. Freedman is a native of Northern Virginia. He graduated from West Virginia University, and he has a MBA from American International University in Houston. Mr. Freedman has experience in many areas of the real estate industry. This includes managing a wide variety of homeowner associations in the Austin, Texas area. He also worked in land development and mortgage banking. When Mr. Freedman introduced himself to the board at its November meeting, he described himself as a "hands-on" manager who enjoyed working with people. Peter has gotten off to a great start. During his first month, here he prepared the final draft of CVIII's 2010 budget. He has also done a good job working with the board on proposals from roofing, electrical and laundry machine contractors and the consulting firm that is preparing CVIII's 2010 reserve analysis. The board is confident CVIII will continue to receive this quality of work from Peter in the future.

Kevin Haley and Larry Poe Elected to CVIII's Board

Kevin Haley was elected to a second three-year term on CVIII's board. Kevin served as Treasurer during his first term. In addition to watching over the financial aspects of the transition from CMI to L&N as CVIII's property management firm, Kevin also guided the transfer of responsibility for managing the investment of CVIII's liquid assets from CVIII's property management firm to the financial services firm, Janney Montgomery Scott. Larry Poe was elected to his first three-year term on CVIII's Board. Larry has owned a unit in CVIII since 1994. Over the years he has attended monthly board meetings on a frequent basis. His experience as an officer in the navy and a civilian employee of the federal government make him an excellent addition to CVIII's board.

CVIII Thanks Cheryl Concelman

Cheryl Concelman finished a three-year term on CVIII's Board of Directors this October. She chose not to run for a second term because of the demands her job and her church activities placed on her time. Cheryl served as vice president of CVIII's Board. Cheryl took a practical and fair-minded approach to managing CVIII's affairs, and the board would like to take this opportunity for all owners and residents of CVIII to thank Cheryl for her service to our community.

New Laundry Machines in 2010

CVIII will be getting new Speed Queen laundry machines in late February. The washers will be front loading machines with a twenty-pound capacity. This is about 40% more than the fourteen pounds our current top-loaders can handle. The new dryers will also hold twenty pounds. In 2008 CVIII had to spend \$11,500 for water and electricity to operate the laundry machines, but our share of gross receipts was only \$7,500. To cover this \$4,000 deficit, the cost to washing clothes will increase from \$.75 to \$1.00 per load, and it will cost \$1.00 for 45 minutes to dry clothes in the new machines. The board decided not to include jumbo washers in the new contract because they weren't economical. Why pay \$2.00 to wash twenty-five pounds in a jumbo machine when forty pounds of clothes could be washed for \$2.00 using two of the new front loaders? Residents should keep in mind the next time they buy laundry detergent that low sudsing detergent is recommended for the best results with front-loading washers. Laundry room walls and ceilings will be painted and their floors cleaned during the several days it will take to remove the old machines and install the new machines. The replacement schedule will be posted on bulletin boards.

Plumbing Issues

CVIII continues to experience problems with water lines and cut-off valves being damaged during kitchen and bathroom renovations. Neighboring units have been flooded. Many residents have been inconvenienced because CVIII's maintenance engineer, Stan Kiman, has had to shut off, without any warning, water service to as many sixty units for emergency repairs in one unit because a contractor or a unit owner didn't know what they were doing. If you are going to have plumbing work done, talk to Stan Kiman or Peter Freedman before you get started. Please inform the management office if you need to schedule a water shut-off. You will get good advice that is not only free, but could also save you a lot of money.

2010 Reserve Study

The Virginia State Condominium Act requires that CVIII's Board hire at least once every five years a professional organization such as a civil engineering or architectural firm to conduct a study that makes an inventory and assessment of the condition of common element components. This study will also contain estimates of the service lives of these components and their replacement costs along with their funding status. These studies provide the board guidance with respect to maintaining and replacing common elements such as masonry walls, roofs, sidewalks, electrical and plumbing systems, entry doors, etc. The firm, Reserve Advisors, began working on a full reserve study of CVIII's common elements in November. This study will contain recommendations that prioritize when maintenance and replacement should be done and what funding levels are required to avoid special assessments. A final draft is expected is expected during the first quarter of 2010. Unit owners will receive a copy of the study at that time.

An Important Service Advisory: Main Unit Circuit Breakers

Every unit has a main circuit breaker located below or adjacent to its electric meter. Each unit's main circuit breaker and electric meter are housed in a metal box located on an exterior wall of the unit's building. 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. Symptoms of a problem with this circuit breaker are lights or appliances flickering off and on. 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. Stan Kiman says that \$250 is a reasonable estimate of the cost of replacing a defective circuit breaker assuming the unit owner purchases the replacement circuit breaker from CVIII and employs a competent electrician.

Meter Stacks

Each building in CVIII has a metal box known as a meter stack that contains the electric meters and main unit circuit breakers for units in that building. Meter stacks are located on building exteriors, making them subject to weathering, which requires their eventual replacement. The board recently had Summit Engineers inspect all of CVIII's meter stacks and make recommendations for their repair and replacement. There are some conflicts between Summit's recommendations and those in a similar study made by CFR Associates in 2008. Once these differences are resolved, the board will determine a schedule for replacing meter stacks over the next several years.

Responsibility for Maintenance and Replacement Costs for Main Unit Circuit Breakers, Electric Meters, and Meter Stacks

The board has received inquiries about who is responsible for the cost of maintaining and replacing main unit circuit breakers, electric meters, and meter stacks. Dominion Power informed the board that it was responsible for the maintenance and repair of electric meters. The board obtained a legal opinion on unit circuit breakers and meter stacks from CVIII's law firm, Chadwick, Washington. This opinion cited Section IV(c) of CVIII's Declaration, which states that "Any portion of a utility system or other apparatus serving only one Unit shall be part of that unit. Any portion of a utility system or other apparatus serving more than one unit which is partially within and partially outside the Unit shall be deemed part of the Common Elements" as the basis for its opinion that (i) each main unit circuit breaker served only one unit and the maintenance and replacement of each were the responsibility of the owner of the unit it served; (ii) CVIII's meter stacks were common elements and CVIII's Owners Association was responsible for the cost of maintaining and replacing them.

Extended Property Management Office Hours

CVIII's property management office is now open from 8:30 A.M. until 7:00 P.M. every Tuesday so that residents whose schedules make it difficult for them to stop by the office between 8:30 A.M. and 5:00 P.M. have more opportunities to conduct business such as picking up packages or getting their permit to use CVIII's parking lot. Please remember to bring a photo I.D.

Christmas and New Year's Holiday Office Hours

Colonial Village III's property management office will close at 12:30 noon on Thursday, 17 December, for Legum & Norman's holiday party. It will close on Wednesday, 23 December 2009, in observance of the Christmas holiday. It will be open again on Monday, December 28th, from 8:30 A.M. to 5:00 P.M. The property management office will close at 12:00 noon on Thursday, 31 December 2009, in observance of the New Year's Day holiday. It will be open again on Monday, January 4th, 2010 from 8:30 A.M. to 5:00 P.M. If you have an emergency during the holidays, a member of the Colonial Village maintenance staff is on-call twenty-four hours a day and can be contacted by calling 703 525 5557.

Direct Debit Option to Pay your Assessments

Given the recent change in property management firms, the board again asks owners to consider signing up for Legum & Norman's direct debit option to pay their assessments. You won't have to worry about the post office letting you down. You will save postage. You will avoid the hassle of writing a check every month. You will also save CVIII's Owners Association administrative charges for payments dropped off at the office. You should have recently received the appropriate forms to set up direct debiting. If not, you can go to www.legumnorman.com and download these forms or contact the management office at 703-525-5557 for assistance.

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Peter Freedman, General Manager
Sonya Rainey, Assistant Manager
Denna Barlish, Office Administrator

1903 Key Boulevard
703-525-5557
703-525-5558 (fax)
Email: pfreedman@leggumnorman.co

Office Hours:
8:30 A.M. to 5:00 P.M. Monday,
Wednesday, Thursday, Friday;
8:30 A.M. to 7:00 P.M. on Tuesdays

CVIII's Water Bills – You Can Help

Water bills have doubled in the last several years because Arlington County has had to build a new sewage treatment plant to meet EPA requirements. *Consumers Reports* has just published ratings of low flow and ultra-low flow toilets that get the job done. They have also rated low flow shower heads. These ratings are posted in the management office to assist you if you are planning bathroom renovations. If your toilet is slow or won't stop running, a new flapper valve may solve the problem. This is a simple repair that can save a lot of money. So much so that CVIII's owners association has a long-standing offer do it free of charge. Check with Stan Kiman.

Heat Pumps

Washington Consumers' Checkbook recently published ratings for price and quality of local firms that supply and install replacement heat pumps. These ratings are posted in the management office to assist unit owners who are considering replacing their heat pumps.