

CVIII NEWSLETTER

Spring 2011, Volume 20, Issue 1

Management Office 703-525-5557
www.colonialvillageiii.com

Changes in CVIII's Property Management Team

General Manager: Chuck Vaughan is CVIII's new General Manager. Mr. Vaughan has extensive experience in community property management, and he comes to Colonial Village highly recommended by the former manager, Peter Freedman. Peter has been CVIII's General Manager for the past eighteen months. He was offered and accepted a promotion to the position of Director of Corporate Programs at Legum & Norman's headquarters in Alexandria. Peter came to Colonial Village several months after Legum & Norman took over as CVIII's property management firm. Peter did a terrific job bringing the management and operation of CVIII up to and in most areas exceeding industry standards. It will be good to have a member of Legum & Norman's corporate management who is familiar with the detailed operation of CVIII. It will also be good to have Peter close by to help his successor during the transition. **Office Administrator:** Amanda Bright is the new administrator for the Colonial Village Property Management Office at 1903 Key Blvd. Ms. Bright replaces Denna Barlish who was offered and accepted a position as assistant manager at a property managed by CMC, an affiliate of Legum & Norman. The Board welcomes Ms. Bright to Colonial Village. Denna did an excellent job, and Amanda is off to a great start.

2011-2012 Parking Stickers

On 15 April 2011, the 2011-2012 permit stickers for CVIII's parking lot will be available. You may pick up your sticker at the management office at 1903 Key Blvd during the following hours: 8:30 A.M. and 5:30 P.M., on Monday, Wednesday and Thursday; 8:30 A.M. and 7:00 P.M. on Tuesday; or 8:30 A.M. and 1:00 P.M. on Friday. Each unit is entitled to one sticker. To register your car and obtain a permit, please complete the application which was delivered to your unit's front door, and bring it, along with your vehicle's state registration form and your driver's license. Tenants must provide a copy of their lease if one is not on file. The current stickers will expire at midnight on 31 May 2011. Cars with expired stickers will be towed. Please make sure that you get a new sticker!

2011 Infrastructure Projects

Masonry Renovations: Masonry renovations will continue this spring and early summer. Work on Building One (1721,1725,1729,1733 and 1737 Queens Lane) is scheduled to begin before the end of April and should be completed in about ten weeks. 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. **Meter Banks:** The second phase of CVIII's program to replace meter stacks is planned for this spring. Meter stacks are metal boxes mounted on exterior walls that contain the electric meters and main unit circuit breakers for units and common element electrical systems in each building. The Board had Summit Engineers inspect all of CVIII's meter stacks and make recommendations for their repair and replacement. Based on Summit's findings and Management's recommendations, the stacks serving 1721, 1725, 1801, 1805, and 1817 Queens Lane will be replaced this year. The Board hopes to have this work completed before the weather turns hot. Electricity to units in these buildings will have to be shut off for about eight hours to do this project. Residents of these buildings will receive advance notice of when this project will be scheduled. **Sidewalks and Steps:** Damaged and poorly aligned sections of sidewalks and concrete steps will be replaced this summer.

Carpet and Window Cleaning

A contract to clean and scotch-guard common hallway carpeting has been awarded. This project is scheduled for the last week of March, weather permitting. Exterior window cleaning will be performed later this summer after masonry renovations at Building One are completed.

2011 Landscaping

Landscaping efforts in 2011 will focus on removing dead and dying trees and pruning trees that were damaged by this past winter's snow and wind storms. New and replacement trees and shrubs will be installed. Spring and fall annuals will be planted. More work will be done to correct soil erosion problems on the north and west sides of Building Four. As usual, lawn renovations will be done in the fall.

Be sure to take note when Management posts notices alerting when weed control applications are applied to shrubs and turf areas. Pets, adults and children should avoid areas where these pesticides have been applied.

Replacement Windows

If you are considering replacing your unit's windows and you are looking for a group price, please contact Amanda Bright at the Colonial Village Management Office (abright@legumnorman.com or 703 525 5557). As soon as Management and CVIII's Board have a rough idea of how many unit owners are interested, they will solicit bids from contractors to supply and install replacement windows that meet historic guidelines for CVIII. Management and CVIII's Board will attempt to negotiate these bids for better pricing. However, neither the Board nor Management will suggest or recommend any company. Unit owners will have the option to participate if they so wish. No party's other than the unit owner and a contractor will sign a contract for a specific unit. The Board and Management will not be responsible in any way for the materials, work and/or finished product including warranties, or how the unit owner makes payments to the contractor.

Bicycles without Arlington County Decals

In accordance with the Mandatory Bike Registration Rules, Management has begun removing bicycles left in designated storage areas of CVIII that were not registered and do not display an Arlington County decal.

Recycling

Arlington County recently passed a new recycling code. **CVIII residents can now trash less and recycle more!** The new code increases the types of materials that must be recycled, but it bans certain items. Recycling requirements have expanded to include:

- Mixed paper (junk mail, magazines, newspapers, office paper, and miscellaneous papers)
- CardBoard (Please flatten all boxes and put them in the rear of trash rooms.)
- Metal and aluminum cans
- Glass (bottles and jars)
- Plastics bottles, jars, and other plastic containers numbered 1 - 7 on their bottom.

Styrofoam cups, plates, containers and packing material are not recyclable and should not be discarded with recyclables. Currently, paper can be recycled in one bin and all other recyclables can be mixed in one bin.

Furniture, Mattresses, Appliances, Construction Debris and Hazardous Materials

Bulk trash, hazardous materials, construction debris and major appliances are not to be left in CVIII's trash rooms! Leaving such material in CVIII's trash rooms blocks access to these rooms, and in many cases their presence in trash rooms creates fire code violations. Disposing of these items frequently requires special pick-ups, an added expense for CVIII's owner association. **Bulk trash** consists of Christmas trees, TV's, computers, vacuum cleaners, mattresses, tables, sofas, desks, dressers and other furniture. CVIII's trash service picks up bulk trash on the 1st day of the month, unless the first day falls on a Sunday, then it will be the 2nd day of the month (Monday). Bulk trash items should be placed by the curb near any fire hydrant the day before the scheduled pick up day. Residents who place items out at other times will be subject to fines. Do not block fire hydrants, streets or sidewalks. **Hazardous materials** include compact fluorescent light bulbs, propane tanks, motor oil, transmission and brake fluids, batteries, paint, industrial cleaners, and solvents. CVIII's trash contract does not include removing hazardous material. Residents must make their own arrangements to dispose of these items. Arlington County has a household hazardous materials (HHM) facility for disposal of household hazardous materials generated by Arlington residents. The HHM drop-off facility is located on the grounds of the Water Pollution Control Plant on South Glebe Rd. Follow the signs to the HHM entrance at 530 South 31st Street. The HHM drop-off facility is open every Saturday between 9:00 am to 3:00 pm, except during major holidays and

scheduled E-CARE collection events. Please call 703-228-6832 to verify HHM facility closures during these times. The HHM does not accept bulk trash, construction debris or appliances. **Construction debris** includes drywall, sinks, flooring, metal, wood, bathtubs and carpeting. CVIII's trash contract does not cover removing construction material; nor does it cover major appliances such as refrigerators, stoves or heat pumps. Residents and their contractors must make their own arrangements to dispose of this material.

Colonial Village Chosen as One of 23 Properties with the Greatest Historic or Visual Prominence in Arlington County

Arlington County's Historic Preservation Program staff has been leading an initiative to classify historic resources throughout the County according to their historical and architectural significance. The first phase of the project includes three building types built prior to 1955: garden apartment style buildings and complexes; shopping centers; and individual commercial buildings. A total of 398 historic properties were surveyed, analyzed, and ranked into six different categories: Essential, Important, Notable, Minor, Altered/Not Historic, and Demolished. Colonial Village is one of 23 properties listed in the Essential category, which features only those properties with the greatest historical and/or visual prominence in the Arlington community. Buildings in the Essential category give Arlington a genuine sense of place and illustrate how our built environment evolved during the early to mid-20th century. In addition, buildings in the Essential category have the most remaining architectural fabric, the least extensive physical alterations, and distinguishing architectural and/or historical significance.

Credit Card Option Now Available to Pay Assessments

Community Association Banc, the firm Legum & Norman recently began using to process our condo fees, will now accept credit cards to pay assessments. This is in addition to direct debiting, coupons, and on-line banking and bill payer services. You can visit www.legumnorman.com for additional information on any of these options. You can also download the appropriate forms from this website. Contact the management office with any questions.

CVIII NEWSLETTER

Summer 2011, Volume 20, Issue 2

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CVIII's 2011 Annual Meeting

CVIII's 2011 Annual Meeting is scheduled to take place on Monday, 17 October 2011, at 7:00 pm in the Conference Room in the Management Office at 1903 Key Boulevard. Please attend! CVIII's 2011 budget will be discussed at this meeting. This year there is one vacancy on the Board. It is for a three- year term. If you are interested in serving on the Board, please contact Chuck Vaughan, our General Manager, for additional information. A proxy form for the election for the vacancy on the Board will be sent to unit owners three weeks before this year's Annual Meeting. If you cannot attend, please return the proxy form. CVIII must have a quorum of twenty-five percent of the common element interest in ownership represented in person or by proxy to conduct business at its Annual Meetings.

Update on 2011 Infrastructure Projects

Building One: Masonry renovations have been completed at Building One (1721, 1725, 1729, 1733 and 1737 Queens Lane). The Board thanks residents for their patience during this project. **Chimneys:** A structural engineer has surveyed CVIII's chimneys, which are used to vent combustion gases from hot water heaters, and found that three (1821 N. Rhodes, 1728 Queens Lane and 1809 Queens Lane) are structurally unsound and should be dismantled to a stable level and then rebuilt to the height required by the Arlington County Building Code. The chimney behind 1729 Queens Lane needs comparatively minor repairs. The Board has decided to rebuild these chimneys this fall because the chimney behind 1821 N. Rhodes St. is very unstable and the cost savings from doing all four chimneys at the same time. CVIII's property manager is soliciting proposals for this work, and the Board expects to choose a contractor at its September meeting. Notices will be posted when starting dates and other details have been determined. **Meter Stacks:** The meter stacks serving 1721, 1725, 1801, 1805, and 1817 Queens Lane will be replaced during the last week of August. Meter stacks are metal boxes mounted on exterior walls that contain the electric meters and main unit circuit breakers for units and common element electrical systems in each building. This is the second phase of CVIII's program to replace its meter stacks based on the recommendations of an electrical engineering firm. **Sidewalks and Steps:** Portugal Construction Company has been awarded a contract to replace damaged and poorly aligned sections of sidewalks and concrete steps this fall. **Parking Lot:** Repairing damaged asphalt in CVIII's parking lot is planned for this fall. Cracks in its surface will be sealed with hot tar, and a fresh coat of sealant may be applied to the entire parking lot surface. The parking lot may have to be empty to do this work, so please watch for notices in case you have to park elsewhere on the day this project is being done.

Replacement Windows

Representatives of three window installation companies made presentations at a 16 July 2011 meeting on replacement windows that met Arlington County Historic Affairs and Landmark Review Board (HALRB) guidelines for Colonial Village. Twenty-eight residents attended this meeting and another twenty-two expressed interest in these windows via email. All three companies have been asked to submit proposals with prices based on the total number of windows ordered by Colonial Village unit owners. Twelve residents have volunteered to serve on a committee that would select one of these installers as a preferred vendor. A fourth vendor, Hodges, was asked and agreed to submit a proposal for consideration by this committee. Information about the preferred vendor's window and pricing will be sent to CVIII unit owners after this company has been chosen.

Landscaping

CVIII's current lawn service contractor isn't working out, so the Board has decided to put the 2012 lawn service contract back out for bid. The Board has decided to plant five or more Black Gum Trees just east of the trees adjacent to the stream in the 1800 block of Rhodes St. Black Gums are a native species. They are prized for their red and orange fall colors.

Concierge Service

Associa, the parent company of CVIII's property management company, Legum & Norman, is offering

Associerge, a free concierge service to CVIII owners and residents. *Associerge* services include:

- Automobiles: Arrange service appointments, cleaning and detailing.
- Travel Arrangements: Air travel, ground transportation, car rental reservations access to city specific information when you travel.
- Personal Shopping: Gift ideas, comparisons, shopping, wrapping and delivery.
- Calendar Management: Set appointments/cancel appointments keep up with personal calendars, correspondence, birthdays, important dates.
- Information Management: Movie times, sports scores, stock quotes, and weather condition updates.
- Clothing: Make arrangements for dry cleaning, laundry, tailoring and mending.
- Entertaining and Dining: Event, show and concert tickets, dinner reservations, golf tee times, and tennis court times.

You can learn more about *Associerge* by visiting www.associerge.com or calling 1-800-560-9015. If you use this service, let the Board know about your experience at colonialvillageiii@hotmail.com, and we will pass this information on to the rest of CVIII's owners and residents.

Credit Card Option Now Available to Pay Assessments

Community Association Banc, the firm Legum & Norman recently began using to process our condo fees, will now accept credit cards to pay assessments. This is in addition to direct debiting, coupons, and on-line bank and bill payer services. You can go to

www.legumnorman.com for additional information on any of these options. You can also download the appropriate forms to set up direct debiting at www.legumnorman.com. You can also contact the management office at 703-525-5557 for assistance.

CVIII's Board of Directors

Kevin Haley, President
Amanda Hunt, Vice President
Larry Poe, Treasurer
Dennis Gerrity, Secretary
Laura Hagg, Member at Large

CVIII's website is
www.colonialvillageiii.com
Email the Board directly at
colonialvillageiii@hotmail.com

CVIII's Property Management Office

Chuck Vaughan, General Manager
Sonya Rainey, Assistant Manager
Amanda Bright, Office Administrator
Stan Kiman, Maintenance Engineer

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

Office Hours:
8:30 A.M. to 5:30 P.M. Monday, Wednesday,
Thursday;
8:30 A.M. to 7:00 P.M. on Tuesday
8:30 A.M. to 1:00 P.M. on Friday

CVIII NEWSLETTER

Winter 2011, Volume 20, Issue 3

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CVIII's Board of Directors for 2011-2012

CVIII's 2011 annual meeting took place on 10 October 2011. Dennis Gerrity was elected to a three-year term as a member of CVIII's Board of Directors. The five members of CVIII's Board of Directors for 2011- 2012 are Dennis Gerrity, Laura Hagg, Kevin Haley, Amanda Hunt, and Larry Poe. Officers of the Board will be elected at the next meeting at which all five members are present. Until then, they will serve in an acting capacity as follows: Kevin Haley, President; Amanda Hunt, Vice President; Larry Poe, Treasurer; Dennis Gerrity, Secretary; and Laura Hagg, Member-at-Large.

2012 Infrastructure Projects

Chimneys: Renovation of the chimneys behind 1821 N. Rhodes, 1728 Queens Lane and 1809 Queens Lane will not begin until mid-winter of 2012. Steve Turner of BEC, the structural engineering firm that is managing this project for CVIII, had to amend his RFP for renovations of CVIII's chimneys to reflect the decision of the Design Review Committee (DRC) of the Arlington County Historic Affairs and Landmark Review Board (HALRB) not to support CVIII's request for permission to reduce the height of these chimneys. General Manager, Chuck. Vaughan has told the Board that he expects proposals on this project from masonry contractors to be available for the Board's consideration at its January

meeting. Notices will be posted when starting dates and other details have been determined. **Meter Stacks:** Five more meter stacks will be replaced in 2012. This will be the third phase of CVIII's program to replace its meter stacks. This program is based on the recommendations of an electrical engineering firm. Meter stacks are metal boxes mounted on exterior walls that contain the electric meters and main unit circuit breakers for units and common element electrical systems in each building. **Building Entry Doors:** Building entry doors will be replaced at 1721, 1728, 1808, and 1809 Queens because weathering and damage to their jambs prevent them from being closed securely. This project should be completed by the beginning of February.

Update on Replacement Windows

Four window installation companies were asked this past summer to submit proposals for replacement windows that met Arlington County Historic Affairs and Landmark Review Board (HALRB) guidelines for Colonial Village. These proposals would offer discounts based on the number of windows purchased by unit owners who live in the historic sections of Colonial Village. Two of these companies agreed to submit proposals. A proposal for JELD-WEN windows was submitted in November, and a proposal for a Pella window is expected soon. Unfortunately, one window in the JELD-WEN brand proposal did not fully comply with Arlington County's historic guideline. When this issue is resolved and the Pella proposal is received, a committee will select one of these windows as a preferred replacement for existing windows.

Stan Kiman Would Like Some Help

Stan Kiman, our maintenance engineer, has noticed that a dog owner, or a dog walker, has been throwing bags of pet waste on top of the north end of the garage roof, and he is getting very tired of picking up after this person. If you are the guilty party, please stop! If you know who is doing this or see someone doing this, please give Stan or someone in our management office as much information as you can.

Basement Security

Basement storage rooms throughout Colonial Village were broken into this past summer. Stan Kiman, CVIII's maintenance engineer, has made repairs to all basement entry doors and storage room doors so they close securely. Unfortunately, residents and contractors still leave these doors propped open all hours of the day and night. This poses a security risk, and is a problem that everyone can help with. If you see any of these doors open, please close them.

Landscaping – Replacing CVIII's Elm Trees

Many of CVIII's Siberian Elms will need to be replaced in the next few years. They are very graceful looking trees, but there is very little left to several of them because their wood is so soft that most of their branches, large and small, have been broken off by wind and snow storms over the years. Arborists have suggested three trees as replacements. One is the Chinese or Lacebark Elm, which has a shape similar to that of the Siberian Elm but has much stronger wood. The second is the Willow Oak, cultivars of which have cylindrical shapes and whose branches pose little or no threat to CVIII's roofs should they be broken off by a storm. The third is the Japanese Zelkova, a vase shaped tree whose branches, like

those of the Willow Oak, pose little or no threat to CVIII's roofs. The Siberian Elms, like the Southern Magnolias, are defining landscaping features of CVIII. Choosing a tree to replace these elms will be an important decision for the appearance of the community. If you have comments on the trees mentioned above or a different candidate for a replacement, please email the Board at colonialvillageiii@hotmail.com.

2011 Colonial Village Holiday Party

The 2011 Colonial Village Holiday Party will be held on Friday, December 9, 2011, between the hours of 6:30 P.M. and 8:30 P.M. in the community room at 1701 N. Troy St. All Colonial Village III owners and residents are welcome.

Paying Assessments

CVIII's community management firm, Legum & Norman, and the Board ask owners to consider using direct debiting to pay their assessments. This is an option in addition to credit cards, coupons, and on-line bank and bill payer services. You can go to www.legumnorman.com for additional information on any of these alternatives. You can also download the appropriate forms to set up direct debiting at this website. You can also contact the management office at 703-525-5557 for assistance.

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