

**COLONIAL VILLAGE II CONDOMINIUM
BOARD OF DIRECTORS MEETING MINUTES
MAY 15, 2018**

Board Members Present: Blake Surbey, President
 Chris Cahill, Vice President
 Theeng Kok, Secretary
 Curtis Cultice, Member at Large

Others Present: Chuck Vaughan, General Manager

I. CALL TO ORDER

The meeting was called to order by Chris Cahill at 7:03 pm.

II. RESIDENT'S FORUM

Three residents were in attendance with the following concerns:

- Management/Board's consideration to remove a recently-installed smoking receptacle placed in front of 1810 Key Blvd
- Maintenance schedule for addressing weathered benches
- Installation of spring plantings
- Troy street restriping project by Arlington County to be performed July 2018
- Recent Arlington County community meeting regarding a proposal to install bike lanes on Wilson which will reduce the current number of parking spaces
- Management contacting the commercial management company for the retail businesses on Wilson to ensure their business owners are making provisions to incentivize customers for parking in the parking garages so they don't park on Troy Street

III. READING AND APPROVAL OF MINUTES

MOTION: Ms. Kok Moved to affirm the May 3rd electronic vote to approve February meeting minutes. The Motion was seconded by Mr. Cahill and carried unanimously.

IV. REPORTS OF COMMITTEES/OFFICERS

V. MANAGEMENT REPORT

Financial – April financials were not available in time for the meeting and would be forwarded along with a variance report as soon as available.

Management presented proposals for the Board's consideration:

Shutter Replacement

Proposal addressed replacing missing shutters on upper level windows and the purchase of additional shutters for the bottom level (to be replaced by maintenance engineer) explaining that there were varying sizes of the shutters and inconsistency throughout.

The Board asked that Management provide a second proposal addressing the replacement of all the shutters for consideration at the May meeting.

Laundry Room Fans

Proposal addressed the installation of window-mounted shutter fans in laundry rooms located at 1800 Key, 1741 Troy, 1728 and 1758 Rhodes to improve air circulation and reduce humidity.

MOTION: Mr. Cahill Moved to approve the proposal as presented. The Motion was seconded by Mr. Cultice and carried with Ms. Kok voting yea and Mr. Surbey abstaining from voting.

VI. OLD BUSINESS

Landscaping

Spring installs have been delayed due to the rainy weather and are expected to be installed the week of May 21st. Additionally, Management is awaiting landscaper's timing to address lawn seeding for areas where the tuck-pointing fencing and equipment was staged in 2017.

Meter Stack Replacements

Management relayed the most recent communications with a mechanical and electrical engineering company who provided an unsatisfactory inspection and report from observations performed late 2017. The Board's consensus was that Management request to receive a satisfactory report within 2 weeks and advise the Board prior to the June meeting.

VII. NEW BUSINESS

Electronic Gate

Management was tasked with exploring options for the installation of an iron gate with a keypad and timer to limit access to the Wilson Boulevard courtyard.

Capital Improvements

Dormer Windows

Management advised of several locations where wood around dormer windows needs to be replaced due to deterioration.

The capital improvements spreadsheet will be updated for the June reporting to include estimated costs for shutter replacements, dormer repairs, hallway paint touch ups, carpet

replacement in needed locations and any other recommended improvements that may be able to be done in place of improvements that will not be performed in 2018.

VIII. ADJOURNMENT OF REGULAR SESSION TO EXECUTIVE SESSION

MOTION: With no further business to discuss, Mr. Surbey Moved to adjourn and enter Executive Session at 8:10. The Motion was seconded by Mr. Cultice and carried unanimously.

The Board discussed delinquencies and the collections policy. There were no Motions or decisions during Executive Session.

IX. ADJOURNMENT

MOTION: With no further business to discuss, Mr. Cultice Moved to adjourn at 8:30. The Motion was seconded by Mr. Cahill and carried unanimously.

Next Meeting:

Tuesday, June 19, 2018
CVII Meeting Room – 1701 N. Troy Street

Respectfully Submitted by:
Sonya Rainey, Recording Secretary

Approved by:


Theeng Kok

6.19.18
Date