

**COLONIAL VILLAGE II CONDOMINIUM**  
BOARD OF DIRECTORS  
MEETING MINUTES  
AUGUST 16, 2022

Board Members Present: Geoff Lawson, Vice President  
Curtis Cultice, Treasurer  
Matthew Woodhouse, Secretary  
Jamia Canlas, Member at Large

Absent: Chris Cahill, President

Others Present: Chuck Vaughan, General Manager

**I. CALL TO ORDER**

The meeting (*held virtually due to the COVID-19 pandemic*) was called to order at 6:45 PM by Geoff Lawson.

**II. RESIDENT'S FORUM – 2 Residents in Attendance.**

Concerns expressed regarding a faulty fob lock that Management confirmed had been addressed by maintenance on the 1761 storage room door and graffiti on a Dominion Energy utility box near the 1780 block of Troy Street.

**III. READING AND APPROVAL OF MINUTES**

MOTION: Mr. Lawson Moved to approve the July meeting minutes with no corrections. The Motion was seconded by Mr. Woodhouse and approved unanimously.

**IV. MANAGEMENT REPORT**

**Financials** – Management provided the Board financials through June. The association's financial status remains healthy with \$1,205,545 in operating and monthly expenses running 2% underbudget while year-to-date expenses were running 8% underbudget. One of the few variances included the water category running a bit higher than expected due to summer watering.

**Management Items** – There were no action items presented for Board consideration.

- Proposals are being soliciting for the gas contract which expires in October.
- Roofing project (Rhodes St/Wilson Blvd) has been delayed due to materials delays
- Sidewalks – A proposal has been signed to address several sidewalks/concrete pads throughout the property that need to be leveled to address potential trip hazards
- Annual fire inspections of flow switches/sprinklers/alarms in basements will be performed this year without Arlington County. Management is awaiting scheduling by the fire protection contractor.
- Draft Budget forthcoming - September

Smoking Ban – There was continuation from prior meeting discussions since the May 2022 survey to all owners seeking feedback regarding the Board’s considerations to restrict smoking of any type within units. The Board’s consensus was that they’d vote electronically to approve the smoking resolution once finalized by legal counsel.

**V. OLD BUSINESS**

**VI. NEW BUSINESS**

**VII. ADJOURNMENT TO EXECUTIVE SESSION**

**MOTION:** With no further business to discuss, Mr. Lawson Moved to adjourn the meeting to Executive Session at 7:47 PM. The Motion was seconded by Mr. Woodhouse and carried unanimously.

**VIII. ADJOURNMENT**

**MOTION:** With no further business to discuss, Mr. Lawson Moved to adjourn the meeting at 7:57 PM. The Motion was seconded by Mr. Woodhouse and carried unanimously.

Respectfully Submitted by:  
Sonya Rainey, Recording Secretary

Approved by:

*Matthew Woodhouse*

*October 11, 2022*

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Matthew Woodhouse, Secretary

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Date