

COLONIAL VILLAGE II CONDOMINIUM
BOARD OF DIRECTORS
MEETING MINUTES
SEPTEMBER 20, 2021

Board Members Present: Chris Cahill, President
Geoff Lawson, Vice President
Curtis Cultice, Treasurer

Absent: Deirdre McNulty, Secretary

Others Present: Chuck Vaughan, General Manager

I. CALL TO ORDER

The meeting (*held virtually due to the COVID-19 pandemic*) was called to order by Chris Cahill at 6:48 PM.

II. RESIDENT'S FORUM – One resident was in attendance.

III. READING AND APPROVAL OF MINUTES

MOTION: Mr. Cahill Moved to approve the August 2021 minutes. The Motion was seconded by Mr. Lawson and carried unanimously.

IV. MANAGEMENT REPORT

Financials – August financial statements and variance report were provided in the packet by Management for review. Management explained why certain line items at month-end led to a 13% variance overbudget, while year-to-date, expenses overall were 6% underbudget.

The 2nd draft 2022 budget will be provided after receiving September totals and 3rd quarter trends. Considering the current shortfall, Management projects a minimal assessment increase may be necessary.

Management Items - Management provided status updates on administrative, maintenance and building projects.

Annual Meeting – To-date, one new candidate's statement had been received for the two open positions to be filled by the expiring terms of both Geoff Lawson and Deirdre McNulty.

V. OLD BUSINESS

Hallway Painting – Management sought feedback from owners and residents by posting sample paint color options in laundry rooms and by emailing to offsite owners. Owners and residents will be invited to view a mock painting of a hallway at 1900 Key Boulevard and provide feedback before the Board decides to move forward with the commencement of all hallways.

Roof Replacements – Management requested the Board consider proposals for the remaining roof replacements on Key Blvd. and N. Rhodes St. but recommended approving the Key Blvd. roof replacements only to keep total capital improvement expenses around \$321,000.

MOTION: Mr. Cahill Moved to approve roof replacement proposals for 1800, 1806, 1810, 1900 and 1904 Key Boulevard. The Motion was seconded by Mr. Cultice and carried unanimously.

VI. NEW BUSINESS

Drainage Issues - Management presented several proposals that will address drainage and ponding issues on Wilson Boulevard, near 1800 Key and behind the Troy and Rhodes street buildings that empties into the ravine. Management's recommendation was that the Board proceed with all other work and postpone work behind Troy and Rhodes.

MOTION: Mr. Cahill Moved to approve proposals as recommended by Management and to defer any work near the ravine. The Motion was seconded by Mr. Lawson and carried unanimously.

Window Installation Resolution - Management provided a draft with recommended updates for the Board's consideration in August. A final draft will be forwarded prior to the October meeting for approval.

Guidelines for E-Meetings Resolution – Legal counsel's resolution to address guidelines for future virtual and hybrid meetings, specifically in preparation for the October Annual Meeting will be forwarded after the meeting for an electronic vote by the Board.

VII. ADJOURNMENT TO EXECUTIVE SESSION

MOTION: With no further business to discuss, Mr. Cahill Moved to adjourn the meeting to Executive Session at 7:52 PM. The Motion was seconded by Mr. Lawson and carried unanimously.

VIII. ADJOURNMENT

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

The Next Regular Meeting is scheduled to be held virtually Tuesday, October 12, 2021.

Respectfully Submitted by:
Sonya Rainey, Recording Secretary

Approved by:

Chris Cahill

10/12/2021

Chris Cahill, President

Date