

COLONIAL VILLAGE II CONDOMINIUM

BOARD OF DIRECTORS

MEETING MINUTES

NOVEMBER 15, 2022

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

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 6:47 PM by Geoff Lawson.

II. **RESIDENT'S FORUM** – Two residents attended the meeting. Board member from the Colonial Village III community conveyed that he would be approaching neighboring residential and commercial properties along Wilson Boulevard in hopes of creating an alliance to discuss rodent control measures.

III. ORGANIZATIONAL MEETING

Board members welcomed Mr. Breit-Nicholson to the Board and members discussed which positions they may be interested and well-matched to serve in until next year's term when those remaining on the Board would reconsider positions again.

MOTION: Mr. Lawson Moved to approve the members to serve in the following board positions for the 2022-2023 term. The Motion was seconded by Mr. Woodhouse and carried unanimously.

Geoff Lawson, President
Curtis Cultice, Vice President
Eric Breit-Nicholson, Treasurer

Matthew Woodhouse, Secretary
Jamia Canlas, Member at Large

READING AND APPROVAL OF MINUTES

MOTION: Mr. Lawson Moved to approve the October minutes with no corrections. The Motion was seconded by Mr. Breit-Nicholson and carried unanimously.

IV. MANAGEMENT REPORT

Financials – October financials were not yet available at the time of the Management reporting and were being reviewed; however, Mr. Vaughan provided the month end's operating (\$100,000) and reserves (\$800,000) totals along with line items showing financial variances.

Management Items - Management gave year end updates on ongoing management and maintenance tasks and the status of previously deferred/ongoing capital improvement projects (roofing and meter stack installations).

V. OLD BUSINESS

Mr. Lawson asked Management to be prepared in January 2023 to review items on the Task List that were either deferred or incomplete such as the shutters project.

VI. NEW BUSINESS

Proposed 2023 Draft Budget

Management provided a second draft and conveyed that not many other variances will need to be considered as most contracts are locked in through 2023. Management provided the basis for estimating those categories such as snow removal and tree work which tend to be unknown based on inclement weather. After discussion and with hearing no other questions or concerns, the Board President entered a Motion to approve the 2023 budget as presented.

MOTION: Mr. Lawson Moved to approve the 2023 proposed budget with a 2% increase. The Motion was seconded by Mr. Breit-Nicholson and carried unanimously.

Annual Holiday Party

There was consensus to hold the annual holiday party in the 1701 Troy Street courtyard and invite the CVI and CVIII Board and residents to participate on Tuesday, December 13th. Management will work with Ms. Canlas again to plan out food and beverage options.

Ad Hoc Committee

Mr. Lawson suggesting nominating a committee to explore upgrades to the community meeting room in 2023. Management will send out a notification for volunteers in January 2023.

Next Meeting – Tuesday, January 17th

Mr. Lawson mentioned the Board perhaps meeting in person in January and discussing a hybrid schedule to hold alternate Board meetings virtually and in-person in 2023. Management will investigate options for outfitting the meeting room for hybrid meetings.

VII. ADJOURNMENT TO EXECUTIVE SESSION

MOTION: With no further business to discuss, Mr. Lawson Moved to adjourn the meeting to Executive Session at 8:03 PM. The Motion was seconded by Mr. Cultice and carried unanimously.

VIII. ADJOURNMENT

MOTION: With no further business to discuss, Mr. Lawson Moved to adjourn the meeting at 8:08 PM. The Motion was seconded by Mr. Breit-Nicholson and carried unanimously.

Respectfully Submitted by:
Sonya Rainey, Recording Secretary

Approved by:

Matthew Woodhouse

January 17, 2022

Matthew Woodhouse, Secretary

Date

APPROVED