

COLONIAL VILLAGE II, a CONDOMINIUM
ANNUAL MEETING MINUTES
TUESDAY, OCTOBER 12, 2021
(Meeting held virtually due to COVID-19 pandemic)

Members Present: Chris Cahill, President
Geoff Lawson, Vice President
Deirdre McNulty, Secretary
Curt Cultice, Treasurer

In Attendance: Chuck Vaughan, General Manager, Legum & Norman
Sonya Rainey, Assistant Manager, Legum & Norman
13 Residents

I. **Roll Call & Welcome**

The meeting was called to order at 6:49 pm by Board President, Chris Cahill after a quorum of 27.8 % had been established. The purpose of the meeting was to elect two members to the Board of Directors for three-year terms and one member to fill a vacant position with a remaining two-year term.

II. **Proof of Notice of Meeting**

Proof of Notice was established by the annual meeting notice mailed out to residents on September 14, 2021.

III. **Reading of 2020 Annual Meeting Minutes** – Read by Ms. McNulty
MOTION: Mr. Cahill Moved to approve the Minutes with no corrections. The Motion was seconded by Mr. Lawson and carried unanimously.

IV. **Reports of Officers and Board of Directors**

President – Mr. Cahill shared a brief history of Colonial Village II as it was designed in the 1940s, renovations made to units during the condo conversion from apartments in the early 1980s and the dedication to keep up with preventive maintenance and improvements to support the infrastructure and integrity of the buildings. He expressed thanks to the dedicated Legum & Norman Management Team; most of the onsite staff have worked over 10 years at Colonial Villages.

The association is in good shape financially. Many of the major projects budgeted for 2020 were deferred to 2021 for various reasons including the need to minimize disruptions to residents working from home during the pandemic. While capital improvement and maintenance priorities are reevaluated and guided by the association's reserve studies, maintenance remains a top priority.

Of the 41 buildings, 8 remaining roofs will have been replaced within five years, meter stack replacements will resume in 2022, an electronic, wrought iron gate approved by the Arlington Co historic review board was installed at the Wilson

courtyard and a residential hallway and door painting project will commence before the end of the year.

The Board authorized Management to have engineers evaluate the building's infrastructure and provide a feasibility study for the installation of in-unit washers and dryers. The engineer's initial conclusion was that of the 41 buildings, only 17 would be able to install them contingent upon updating plumbing to low flush toilets along with a few other modifications. Because the initial study showed that not all units would be able to install them and a quote to further investigate was over \$20,000, the Board decided to discontinue moving forward with the study.

Lastly, the 2022 proposed draft budget will be considered and approved at the November meeting for distribution to owners in December.

Vice President – Mr. Lawson also thanked the Management staff who continued as essential workers to provide maintenance and management of projects when most worked from home since the pandemic began in 2020. Noted the busy year for the Board members and Management to oversee projects and thanked residents for feedback when selecting hallway paint colors for the upcoming painting project which he initiated.

Treasurer – Mr. Cultice shared that the association's financial position remained strong with healthy investments, operating and reserve accounts. While still working with Management on the proposed budget items, a 3% increase in assessments will likely be proposed for the Board's consideration.

Secretary – Ms. McNulty thanked Mr. Lawson for spearheading the hallway painting project and thanked Management for continuing to provide excellent service, noting that some other community associations experienced a variety of challenges during the pandemic.

V. **Report of Management Agent**

Mr. Vaughan thanked the Board members for their support and would pass on their comments to the Management staff. He provided a brief financial summary on the association's finances and explained how over the last two years, adding \$200,000 to the association's reserves account provided a 10-15% cushion as recommended suggested by auditors.

Mr. Vaughan encouraged owners to stay abreast of the association's rules regarding after hours lockouts, master insurance policy deductibles, bulk trash challenges, preventive maintenance in units and renovations and to contact the office with any questions.

VI. **Reports of Committees**

VII. **Appointment of Inspectors of Election**

There were five candidates seeking election to fill two open positions with 3-year terms. A 3rd position (which had been vacant since 2020) had a remaining term of 2 years. With the meeting being held virtually no nominations were taken from the floor.

VIII. **Election of Members**

Proxy ballots totals for each candidate were shared and the candidates receiving the highest percentage interest totals were announced:

Jamia Canlas – 1.51%

Geoff Lawson – 2.79%

Deirdre McNulty – 1.21%

Matthew Woodhouse – 20+%

Katheryn Yukevich – 1.51%

Mr. Cahill thanked all the candidates for their willingness to serve the on the association's Board of Directors. By acclamation, Geoff Lawson, Matthew Lawson would fill the two open positions and seeing that Jamia Canlas and Katheryn Yukevich tied for the remaining position, Management would consult with procedures for breaking a tie.

IX. **Unfinished/New Business/Resident's Forum**

An organizational meeting for establishing Board Member positions will take place at the next, regular Board meeting.

X. **Adjournment**

MOTION: With no further business to discuss, Mr. Cahill Moved to adjourn the meeting at 7:46 PM. The Motion was seconded by Ms. McNulty and carried unanimously.

Respectfully Submitted by: Sonya Rainey, Recording Secretary – October 12, 2021.

Approved by:

Chris Cahill

10/11/2022

Chris Cahill, President

Date