

**COLONIAL VILLAGE II CONDOMINIUM**  
BOARD OF DIRECTORS  
MEETING MINUTES  
OCTOBER 13, 2020

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

Others Present: Chuck Vaughan, General Manager

**I. CALL TO ORDER**

The meeting (virtual due to COVID-19 pandemic) was called to order by Chris Cahill at 7:45 pm.

**II. RESIDENT'S FORUM**

**III. READING AND APPROVAL OF MINUTES**

**MOTION: Mr. Lawson Moved to approve September minutes with one correction. The Motion was seconded by Ms. McNulty and carried unanimously.**

**IV. MANAGEMENT REPORT**

**Financials** – Mr. Vaughan presented September financial statements, highlighting variances and association's financial position. Although a month-end, the association's expenses were 2% overbudget, year-to-date, operating expenses are 6% under budget.

Mr. Vaughan provided status updates:

- Flat and shingled roof replacements began 10/8/2020.
- The insurance claim to restore a kitchen in a unit on Troy Street where a small pin-hole leak was found on a common hot water supply line during a home inspection has been finalized.
- Meter stack replacements will be scheduled for three locations in November. Awaiting coordination of dates between Kolb Electric and Dominion.
- The UGI gas contract renewed at a reduced rate.

Management was reminded to prioritize interior painting (touch ups by maintenance) and seek bids for larger projects and shutter replacements for 2021.

**V. OLD BUSINESS**

**MOTION: Mr. Cahill Moved to affirm the electronic vote to approve a landscape maintenance contract for 2021-2023. The Motion was seconded by Mr. Lawson and carried unanimously.**

**VI. NEW BUSINESS**

**Landscape Enhancements Proposal**

It was the Board's consensus to defer consideration of a landscape proposal for fall plantings. The Board tasked Management with seeking recommendations that address water runoff for problem areas that require additional attention in areas that have not worked previously.

**Arborist's Proposal**

**MOTION:** Mr. Cahill Moved to approve a proposal for tree work addressing general maintenance, cleanup clearance from buildings. The Motion was Ms. McNulty and carried unanimously.

**VII. ADJOURNMENT TO EXECUTIVE SESSION**

**MOTION:** With no further business to discuss, Mr. Lawson Moved to adjourn to Executive Session at 8:27 to discuss covenants violations, delinquencies and/or sensitive matters. The Motion was seconded by Ms. McNulty and carried unanimously.  
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**VIII. ADJOURNMENT**

**MOTION:** With no further business to discuss, Mr. Cahill Moved to adjourn at 8:28. The Motion was seconded by Mr. Lawson and carried unanimously.

**The Next Regular Meeting is scheduled to be held virtually Tuesday,  
November 17, 2020.**

Respectfully Submitted by:  
Sonya Rainey, Recording Secretary

Approved by:

*Deidre McNulty*

11/17/2020

Deirdre McNulty, Secretary

Date