

## Meeting Minutes CGCA Board Meeting – June 09, 2011.

### **Board Members in Attendance:**

Gwen  
Geoff - Absent  
William  
Laura  
Henri  
Roland  
Sara  
Jonathan Sucher– Cardinal Management

### **I – Call to Order**

All to order at 7:02PM by Sara.

### **II – Guests at Meeting**

None

### **III – Community Forum**

Marion Tulino – Question regarding whether she will be able to speak regarding matters before the board such as the discussion regarding a new hire.

Linda O'Brien 11252/347 – Question regarding lease enforcement.

Melissa Carper 11252/248 – Discussion regarding pool party. Laura had asked Jonathan to investigate with Continental Pool. They say that we will need an additional life guard at 75 people or for parties (note that there are always 2 lifeguards on duty, even for afterhours private parties). Our insurance covers all our guests. Resident is looking for the party to take place sometime during the summer. **Action Item:** asked Jonathan to inquire about cost for the additional life guard for a period of 3 hours.

Sara will send email in follow-up to setup

Question by Marion on whether folks will need to provide their own pool furniture. Will be dependent on the number of pool guests.

**Proposal:** 1)that parties not be allowed during holiday week-ends; max attendance of 15 people; need two-week's notice; per existing rules, no alcohol; only one party per day; hosts will have to pay for lifeguard and any damages (\$100 refundable deposit). Party Host must be an adult 18 years or more; Owner must approve the party; all existing pool rules apply (no cooking, glass). Motion by Sara, seconded by Gwen, all in favor except Laura and Roland; approved 4 to 2.

### **IV – Draft Minutes from Previous Meeting**

Motion by Sara to accept meeting minutes as amended by Laura's notes. Seconded by William; all in favor.

## **V – Officers Reports**

### **President's Report - Geoff**

Absent.

### **Vice Presidents Report - Sara**

Nothing to report.

### **Secretary Report - Henri**

Nothing to report.

### **Treasurers Report - Sally**

Over budget; Sally raised concerns regarding cash flow.

We're over budget and spent \$5400 through March. Recommends policy .

Discussion regarding legal expenditures on Energy Efficiency Study and patio crack repairs.

Need to better manage relationship with the lawyers.

Motion that Legal Liaison when contacting attorney inquire as to inquiry is covered by retainer, if not get board approval to proceed. Motion by Laura, seconded by Roland. Voted unanimously.

Recommendation by Henri that we work to determined desired changes to By Laws ASAP.

Jonathan had made a recommendation that we transfer 79\$ out of Reserves (overage) to Operations. Suggests that we put \$29k to Operating and \$50k to community improvement ahead of metro.

Discussion on capital improvements versus regulatory enforcement.

Review of proposed grounds improvements: \$7k currently available in Grounds budget for improvements. Sara had sent list of items to newsletter distro and received feedback. Priorities are BBQ area and a possible fenced-in dog park.

Motion to Laura purchase of 4 grills, 2 tables and 2 trash cans for a total not to exceed \$8500. Seconded by Roland, unanimously approved.

Recommendation that we get proposal to have a contractor pressure wash all the spaces and repaint them from scratch.

Recommendation that Jonathan obtain bid for awnings. Will need Reston Association approval. Also want coordinating building entrance mats (want large ones).

Discussion regarding By Laws and common leak damages.

## **VI – Committee Reports**

### **Amenities Report - TBD**

**Action:** post sign that no dogs are allowed in Tot Lot. Still need to post sign in Tot Lot.

### **Communications Report - Sara**

Sara sent email passwords to Jonathan.

Proposed website changes to change Forms section to a new Forms and Documents where she will place insurance information.

Question regarding search functionality that does not currently exist on the site.

Regarding By Law Amendment approvals, need to get 2/3 ownership approval as well as 2/3 lender approval. Lender approval is automatic if unanswered in X days. Amendments should be approved/rejected individually (line-item veto). Will have to be sent out by attorneys.

### **Covenants – Laura**

Nothing to report

### **Rules and Parking Report- Laura/Roland**

Nothing to report.

### **Energy/Utilities Report - Geoff**

Not present.

### **Facilities Report - Henri**

Storage room cleanout on 11236, 11240, 11112. Will have Jonathan post the building next week. Notice that items will be marked and within allocated space (1/14 space). Jonathan to identify a vendor for haul away.

Recommendation by Sara that we look to install bike racks in the storage rooms, space permitting. Laura raised option of using existing cleaning supplies room in building 11216 for bike storage.

Motion by Roland to have all communications forwarded to all board members. Discussion on efficiency of the current process and gains by having individual board members responsible. Voted in favor – Laura, Roland; against – Henri, Sara, William, Gwen; motion rejected.

Requested that Jonathan order trash room signs with or without arrows, two per building. Henri to create/draft Visio graphs of the property and trash room locations. Recommendation from Gwen that board members take a look at the Colonies condominium website.

Requested Jonathan coordinate a whole building pest treatment for building 11240.

**Finance Report – No one assigned.**

Nothing to report.

**Grounds Report – Gwen (Absent)**

Nothing to report independent of previous discussions.

**Whiele Avenue Report - TBD**

**VII – New Business/Hearings**

Discussion regarding new hire. Community feedback and discussion:

- Henri raised concern of the fact that volunteer board members should be handling these items. Opposed to hiring staff to handle these items.
- Residents want staffed office but concerned by cost.
- Laura wants Schedule B of current Cardinal activities and see what could be handed off to the onsite staffer. Would reduce our costs with Cardinal.
- Discussion/review of roles and responsibility for staffer.
- Convert unit files to digital format.
- Discussion of a part-time employee versus full-time employee.
- Proposal that board members submit proposals for work hours.
- Jonathan to update job description.
- Role will be as Property Coordinator and **NOT** Manager.

**VIII - Management Report**

Signature of engagement for audit for 2010 and 2011, and tax returns for 2010.

HVAC/Jerry Knically – recommendation to implement suggested changes.

Henri made motion to move into Executive Session at 10:08PM by Henri, seconded by Sara. All in favor.

**IX - Executive Session**

11240/157 and 31 (John Rothenberger) – Parking violations. Owner has no argument with accusation.

Motion by Laura that units lose hang tags to next cycle, both units. Seconded by Henri. All in favor with exception of Sara and Roland. Motion passes.

11204/207 – Owner has two automobiles on the property. Was requested to return the hangtag but did not. Motion by Roland Laura, seconded by Roland that they have 7 days to return hang tags after which they will be assessed \$10/day up to 30 days, until tag returned to office. After 30 days, they will lose all parking privileges and cars can be towed. Voted in favor unanimously.

11232/19 – Broken blinds situation still not resolved. Motion by Henri to fine \$50, seconded by Roland, all in favor.

Motion to move out of Executive Session at 10:24PM, seconded by Sara, all in favor.

### **X – Adjournment**

The motion to accept Executive Session resolutions was made by Henri was seconded by Sara; all voted in favor at 10:24.

The motion to adjourn was made by Sara and seconded by Gwen; all voted in favor at 10:25PM.