

Arlington Village, A Townhouse Condominium
Minutes, December 18, 2007

I. Resident's Forum

Unit #382: Ora Alger stated that she encourages the Board to move forward with the 13th Road landscaping/hardscape project.
Unit #512: Carrie Plummer and Charlie Delph, asked the Board to repair the parging to their exterior walls and to do something to mitigate the pooling of water under their deck. They also asked the Board to consider paying for at least a portion of the cost to repair joists damaged by water penetrating into the sub-basement of their unit.
Unit #277: former owner, Mitch Hammond, asked the Board to absolve the new owner of any covenants violations noted during the Arlington Village inspection prior to issuing condo documents for the sale.
Unit #112: Elizabeth Walter told the Board that she is considering requesting permission to install insulation in the attic above her unit. Ms. Walter is going to see if neighboring units that share the attic are interested.

II. Roll Call

At 7:50 p.m., following roll call, a quorum was established and the meeting was called to order.

Board Members Present: President Jill Lewis, Secretary Jan Kennemer, Treasurer Greg Mesack, Directors Jenny Ericson, Ed Miltenberger, Sarah Walton, Michael Mandel and Ryan Walker.

Board Members Absent: Vice President Barbara Burch.

Committee Chairs Present: Grounds Chair Timothy Gubbels.

Staff Present: General Manager Carmen Beaty, Facilities Manager John McKinney and Office Asst. Mariza Mercado.

Guest Present: None.

III. Approval of Agenda:

1. Per President Jill Lewis, move Grounds committee report after approval of the minutes.
2. Per President Jill Lewis, add installation of insulation on common areas under Facilities report.
3. Per President Jill Lewis, add Organizational Meeting under Approval of Minutes.
4. Per President Jill Lewis, move Executive Session after Management Report.

MOTION: Treasurer Greg Mesack, seconded by Director Jenny Ericson

I move that we approve the Agenda as amended.

VOTED: Unanimously approved.

IV. Approval of the Minutes:

MOTION: Secretary Jan Kennemer, seconded by Treasurer Mesack.

I move that we table the revised Board Minutes of October 30, 2007 until next Board meeting to give members time to review changes to those minutes submitted too late to be included in the current Board packet.

VOTED: Unanimously approved.

The Annual Meeting Minutes of 11-14-2007 were presented for Board's review and comments. Board members were encouraged to review these minutes and recommend any changes to Secretary Kennemer soon. The annual meeting minutes will be formally approved at the 2008 Arlington Village Annual Meeting.

The approval of the Organizational Meeting Minutes of 11-15-2007.

MOTION: Treasurer Mesack, seconded by Director Walker

I move that we approve the minutes from the Organizational meeting of November 15, 2007.

VOTED: Unanimously approved.

Grounds Committee:

Grounds Committee Chair Timothy Gubbels gave a brief update on the revised plans for the 13th Rd. project.

V. Guest Report: None

VI. Management Reports

Facilities Manager Report

1. Mr. McKinney stated that, throughout the Village, many of the lamp posts have been damaged from being hit by gardening equipment used by Lancaster. Mr. McKinney recommended we add a circle of concrete around all lamp posts to prevent further damage. Mr. McKinney stated that he will have a cost proposal ready at next the Board meeting. He also stated that he will ask Lancaster if they will pay for 6 of the damaged lamp posts.

2. Facilities Manager presented for Board approval a proposal from Hix & Sons Drainage & Landscaping for work connected with the 13th Rd project. After a brief discussion the Board made the following motion:

MOTION: Secretary Kennemer, seconded by President Lewis.

I move that we accept the proposal from Hix & Sons Drainage for the 13th Rd. project for the sum \$29,998.00.

VOTED: President Lewis, Secretary Kennemer, Directors Miltenberger, Ericson, Mandel **voted yes.** Directors Sarah Walton and Ryan Walker **abstained.** Treasurer Greg Mesack **voted no.** Motion passed.

3. Facilities Manager McKinney presented a note from Unit #636 thanking management and the Board for the installation of the new front yard water spigots at 2601 S. 16th Street.

4. The certified letter sent to Unit #420 will be discussed under Executive Session.

5. Mr. McKinney stated that he found the perfect location for planting the trees received from the Project Acorn Giveaway.

6. Facilities Manager McKinney informed the Board that Unit owners of # 512 uncovered some water damage in their basement caused by water penetration from the exterior. Mr. McKinney stated that the new homeowners are asking the Association to pay for the interior repairs as well as to repair the cracked parging on the exterior and to find a solution from water pooling under their deck. After a brief discussion, the Board asked Mr. McKinney to get at least two proposals to repair the parging for next for Board meeting and to investigate the water pooling under the deck.

7. Mr. McKinney informed the Board that Units #166 and #167 have some structural cracks. Mr. McKinney had Mr. Shaz Moosa (structural engineer) come and check the cracks and stated that at this time the cracks are not a big concern.

8. Mr. McKinney stated that a wrought iron fence has been installed at 1414 S. Barton St. that replaces the chain link fence at that location.

9. Mr. McKinney reported that the day of the snow, the staff did a great job treating and clearing the ice from the sidewalks.

10. The Employee performance evaluations will be discussed under Executive Session.

11. Unit owner #112 requesting to install insulation in the attic. After a brief discussion the Board asked Mr. McKinney to write a draft insulation policy for the next Board meeting.

General Manager Report

1. Mr. Mitch Hammond, Unit #277, is requesting that the Board write a letter to the new owners of Unit #277 removing the covenants violations noted in the home inspection done prior to issuing the resale package. After a brief discussion the Board declined to issue such letter.

2. General Manager Carmen Beaty presented a new Armstrong Management one year Association Services Agreement for the Board's review. After a brief discussion the Board made the following motion:

MOTION: Treasurer Mesack, seconded by Director Ericson

I move that we approve the one year Association Services Agreement in the amount of \$43,248.00.

Voted: Unanimously approved.

3. General Manager asked the Board to allow employees to leave at noon on Monday December 24, 2007 as a special bonus. The Board approved the General Manager's request.

4. General Manager Beaty requested Board approval for a software upgrade to the Office Manager's computer to run Publisher 2003 for the cost of \$103.00 plus shipping. Ms. Beaty also requested approval to upgrade all computers with new anti-virus software at a cost of \$295.00. The Board made the following motion:

MOTION: Secretary Kennemer, seconded by Treasurer Mesack

I move that we approve the upgrade of the office manager's computer to run publisher 2003 at the cost of \$103.00 and the upgrade of the anti-virus protection at a cost of \$295.00.

VOTED: Unanimously approved.

5. Employees' evaluations will be discussed during an Executive Session.
6. Restoration of the deck of Unit #746 to its original wood deck will be discussed under Executive Session.
7. The Board directed General Manager Carmen Beaty to find out how we can break away from Armstrong Management's insurance umbrella for employee health care and determine the cost.

VII. The Board went into Executive Session at 10:30 pm. to discuss covenants issues, updates on legal matters and personnel issues. (See separate minutes.)

The Board came out of Executive Session at 11:25 pm.

VIII. Committee Reports:

A. Assets Committee:

The committee did not meet. No formal report given.

B. Communication Committee:

Secretary Kennemer stated that their meeting will be tomorrow night (12/19/07).

C. Environmental Resource:

No formal report given.

D. Parking Committee:

The committee did not meet. No formal report given.

E. Security Committee:

President Jill Lewis gave a brief update of the Holiday party event. She also stated that the committee will start planning their next event in January 2008.

F. Columbia Heights Civic Association/Penrose:

Director Ed Miltenberger stated that the contract that was supposed to be put out by the County for selecting a company to design the square at the old Adams Square, has not happened. He also stated that the Giant will be raised in February 2008.

G. Water Conservation:

No formal report given.

H. Dog Swim:

No formal report given.

I. Special Projects/Health Insurance:

No formal report given.

IX. Presidents Report:

President Jill Lewis started her report by welcoming the new Board members. President Lewis stated that for 2008 the Board will be discussing how the covenants committee processes their preapprovals, review management companies and start planning the Arlington Village 70th Anniversary celebration.

X. Treasurer's Report:

Treasurer Mesack stated that since Armstrong has been fixing the coding on the financial accounts, there should not be a problem having a balanced budget for next year. Treasurer Mesack also stated that since there will be no Armstrong connect, he will be e-mailing the financial statements to each Board member.

XI. Old Business

A. Secretary Jan Kennemer presented a committee liaison draft policy for Board to review. The Board decided to discuss the draft policy next Board meeting.

XII. New Business:

A. The Board asked Secretary Kennemer (Parking Liaison) to ask the parking committee to come up with a POD Policy before springtime.

B. Secretary Kennemer asked the Board if the September Board meeting (9/30/08) could be moved to the third Tuesday (9/23/08) since the regularly scheduled Board meeting falls on the Jewish holiday, Rosh Hashanah. The Board agreed to move the meeting to September 23, 2007.

C. A copy of Robert Rules, which explains the parliamentary procedures for a meeting, was distributed to each Board member.

XIII. Adjournment:

The Board adjourned at 11:45 pm.

ATTEST: _____
Jan Kennemer, Secretary (date)