

Colecroft HOA Board Meeting Minutes

11/14/11 at 6:30 pm at Colecroft Station

Call to Order

- ⤴ Attendance: Diane Atchinson, Pamela Viola, Janice Cooper-Levy, Steve Edson, and 4 residents
- ⤴ Greg Lawrence of Capitol Property Management represented the management company
- ⤴ Call to order motion by Diane with second by Pamela. Board voted unanimously in favor of motion.

Security Report

- Officer Wortham provided an update.
- Greg Lawrence signed new agreement permitting police on-site.

Approval of Minutes

Diane made the motion to approve the minutes with a second by Pamela, Board voted unanimously in favor of motion.

Financial Review

No discussion

Unfinished Business

Brick Paver Update

Greenlink has started the work and is scheduled to be completed by the end of November.

Grounds Contract Status

- ⤴ The contract termination notice was sent.
- ⤴ Greg has two proposals for selecting a new contractor from Davey and Greenlink.
- ⤴ Greg will solicit a third proposal from Meadow Farms.
- ⤴ The plan is to start the new service in January 2012. Review and approval of the new contract can be done by the Board via email.

Landscaping Committee Proposal

- ⤴ Davey has completed Phase I of the Landscape plan.
- ⤴ Phase II, pruning of the crape myrtles, will occur in early Spring.
- ⤴ This spends the allocated budget for 2011.

Yard Sale Update

- ⤴ The yard sale was held on October 15 from 8 am to 12 pm.

- ⤴ Seven residents participated.
- ⤴ The dumpster placed in the satellite lot for trash removal was half full.
- ⤴ The dumpster was a large size and was not filled, so the Board should consider reducing the dumpster size in the future.

Door Plaques

- ⤴ As no retail source has been found, Greg offered Capitol Property Management to fabricate door plaques for Colecroft residents at a cost of \$10 each. He also stated that his company could install these for a cost of \$25 each.
- ⤴ Diane will send a notice in the March newsletter about the need for residents to repair/replace door plaques and the availability Capitol Property Management services.

Parking Space Dimensions

This discussion was tabled pending Tony Dixon's report on the Alexandria city parking requirements.

Directional Signs

Work is continuing on replacements.

New Business

December Newsletter

The Christmas tree pickup information needs to be corrected.

Pet Issues

Establishing a pet run or a designated area for owners to use with pets was discussed.

Option 1: fence in an area near the path as the designated pet area.

- ⤴ Costs \$500 for the site review.
- ⤴ Estimated cost of chain link fence is \$13 per linear foot or wrought iron is \$30 per linear foot.
- ⤴ Estimated cost of the project is between \$5,000 and \$6,000 for this option.
- ⤴ No one liked this option:
 - all the neighborhood would use it
 - these areas tend to smell bad
 - grass would not grow in a area like this
 - it is too costly

Option 2: install signs designating the pet area but don't install the fence.

- ⤴ Provide a bag dispenser to help attract use of the area.
- ⤴ Cost of stocking the bag dispenser is about \$500 per year.
- ⤴ The concern is that the signs add clutter and are not effective.

Option 3: continue education through the newsletter.

Option 4: install small, simple, cute signs as a reminder to move pets away from houses.

Comcast Exposed Wires

- ⤴ Comcast has exposed wires in the development and needs to be contacted to get them buried.
- ⤴ Diane will follow-up to get the task scheduled with Comcast.

Owners Forum

Towing is too quick.

Greg will contact the towing company:

- ⤴ Request that they wait five minutes before actually towing the car. This gives an own time to come out and move the car.
- ⤴ Request that they take a picture of the car in the visitor's parking space before towing.

Rental Units

- ⤴ The lease rules need to be enforced.
- ⤴ A fee should be charged for filing a lease.
- ⤴ A Covenants Committee should review all the leases.
- ⤴ Greg has copies of about 50% of the leases. He has requested copies from all owners and will follow-up with owners in January 2012.

Establishment of Covenants Committee

- ⤴ Diane made a motion that a Covenants Committee be formed with a second by Pamela. Board voted unanimously in favor of motion.
- ⤴ Bill Linde was designated as the acting chairman to form the committee.

Commendation

Diane was commended for her many efforts to improve the community since being voted to the Board and becoming President of the Association.

Executive Session

None

Adjournment

Pamela made a motion we adjourn with a second by Janice. Board voted unanimously in favor of motion.

Next meeting will be January 9, 2012