

Colecroft Owners Association Board of Directors Meeting

March 15, 2017, 6:30 pm

Call to Order

The meeting was called to order by President Matt Harris at 6:30 pm.

Attendees

Board members: Matt Harris (President), Cecil Slaughter (Vice President), Eric Randall (Treasurer), Christina Gibson (Secretary) and Jennifer Burnszynski (Member at Large),

Ingrid Ketterman of Capitol Property Management (CPM)

Guests: Shannon Reed, Business Development Manager, Blade Runners

Residents: Tracie Harris (527 Colecroft), Mathieu Roskovensky (520 Colecroft) Maureen Forman (508 N. West St.)

Security Report

Officer Barnes provided the security report for police activity in the Colecroft community November 2016 to date. Officer Barnes stated it was a very quiet period with only 1 call to the community.

Approval of Minutes

The minutes of the January meeting were reviewed and approved.

Officers Reports:

President's Report

Matt asked the Board to consider scheduling a spring clean-up with the Board offering refreshments.

Treasurer's Report

Eric reviewed the financials and recommended the Board increase the audit tax next year.

Committee Reports

Landscape

Shannon Reed reviewed the current proposal for replanting. It was noted by Board members that Blade Runners is trimming too aggressively and Shannon assured us that if any plants were damaged due to the trimming Blade runners would replace. Erick also communicated the results of a walk about with a horticulturalist from the Virginia Cooperative Extension Office who made several recommendations regarding replanting, trimming, mulch and spraying.

Unfinished/New Business

- Blade Runners Landscape Proposal-
- 508 N. West towing reimbursement request - Maureen Forman was present to request the Board provide reimbursement for the \$160 towing charge incurred due to the use of an unknowingly unauthorized visitor parking pass passed to them from the owner at the time of purchase (April 2016). Christina moved the Board reimburse the Formans, Jennifer seconded it and it was passed unanimously. The correct pass has been provided to the resident.
- Visitor Parking - Resident Ed Nolin has been monitoring visitor parking and has observed many cars in the visitor spaces are not displaying the appropriate visitor tag. The towing company, Battlefield Towing, offered to provide new passes which cannot be duplicated and which would be good for 3 years (6/30/2020). The board asked Ingrid to contact the company to identify the cost for the new tags.
- Reserve Study Update- the Board reviewed the Reserve Study which will be finalized within 3 months if no response received from the Board. The Board accepted the study as written. The Board did agree with the suggestion to increase the annual reserve contribution. The reserve account is currently \$25,515 and the Board agreed we should increase the amount to \$30,000 when forming the FY 18 budget.
- Lamp Post Painting Bids - Two estimates were provided for the repainting of the 30 lamp posts in the community: Certa Pro/\$1560 and Capitol/ \$1035. The Board approved the bid provided by Capitol.
- Seal Coating/Striping Bids - Three estimates were reviewed for the seal-coating the parking lot, striping and stenciling the parking lanes and curb painting: Dominion/\$16,626.00, Espina/\$11,400.18 and ProPave/\$10,537.00. It was noted the higher Dominion bid included repairing the concrete curb and gutter (\$752) and concrete sidewalks (\$5,996) needing repair; the other two estimates did not. After discussion of the three bids, Cecil moved to accept the Dominion bid, Eric seconded the motion and the Board approved unanimously. It was suggested the Visitor designation be placed on the pavement at the back of the spot in addition to along the curb at the front of the space.
- Landscape Bids - the Board reviewed the pending proposal by Blade Runners. No action was taken at the meeting pending a further review by the Landscape Committee who will also consider the recommendations of the horticulturalist. Christina will contact Erick Langer and provide a summary of the recommended action to Ingrid. It was noted there is adequate funding for the proposed landscaping but a concern is that the plantings especially of trees needs to be done soon before the weather warms too much.
- Spring Inspection Planning - the Board will conduct the inspection just prior the May meeting. Ingrid will coordinate and refreshments will be provided by/for the board after the inspection/before the meeting.
- Ingrid was asked about updating the Colecroft website to include guidance to refer residents to Next Door. She will get bids for the development of a new website.

Owners Forum

The next meeting will be on May17.

Executive Session

Delinquent accounts and violations were reviewed.

The next meeting will be on May 17, 2017 at 6:30 pm at the Colecroft Station Meeting Room (to the right of the entrance to Building 505).

The meeting was adjourned at 8:10 pm.