

**Cambridge Courts Condominium Board of Directors Meeting**  
**5/27/09**

**I. Call to Order**

Meeting was called to order at 6:34pm

**II. Quorum Count**

Board Members present: Frances McCoy, President (2501, #101); Jon Fisher (2811 #101B), Secretary; Tracy Van Duston, Vice President (2501, #201); Chuck Phillips (2613, #201); Anna Santos de Dios (2403 #202), and Wayne McCreedy, Property Manager.

**III. Owners Forum**

Kevin Aurand, 2411, #201: (1) complained that the work to stabilize his heat pump did not leave it level. **RESPONSE:** At the meeting he indicated that he was planning to do the leveling himself and wanted us to just prevent it from reoccurring. As such, that is all that was done.

Frances McCoy, 2501 #201 (1) Who should be allowed to sign checks for our CDs? **RESPONSE:** The whole board should have signing power (for flexibility), plus the Armstrong president (Wayne) and two vice-presidents (Paul and Dina). We will require one board member and one Armstrong member.

Jon Fisher, 2811, #101B (1) Denchfield Landscaping was seen filling watering tanks from our fire hydrants. **RESPONSE:** This is legal, they will have a meter and pay the county directly. (2) There are yellow flags along the strip of grass between Rt 50 and the service road. Are the trees going to be removed? **RESPONSE:** Wayne will look into it.

Leslie Brown, 2713, #102 (1) Denchfield was spraying weed killer on our lawn, is this OK? **RESPONSE:** Yes, it's in our contract. We still would like to work on ways to limit pesticide use in the future. (2) There is a lamp and table out by the dumpster, can we get these picked up? **RESPONSE:** Yes, we can just toss this in the dumpster. (3) Can we get a flyer posted to advertise the yahoo group? **RESPONSE:** Sure, if Leslie writes up a flyer we will get it posted. Anna will look into getting her and Jon added as moderators as well.

Melissa Leupp, 2513, #202 (1) People are using the car wash, which is supposed to be cut off. **RESPONSE:** The board agreed to have the handle removed from the spigot to prevent this, but apparently it was never done. **Motion was made (Anna) and seconded (Tracy) to proceed with removing the handle from the spigot for the car wash. PASSED unanimously.** (2) She also wanted to stay informed about trees, and was hoping to limit loss of more trees in the future. **RESPONSE:** Signing up for the yahoo

Cambridge courts listserv is the best way to stay informed, and we will plan to post future details about meetings with landscapers and our arborist.

Tracy Van Duston, 2501, #201 (1) There are sometimes large cars or trucks parked on Fillmore which can be hard to see and a safety issue. **RESPONSE:** Wayne will check with VDOT to see if we could enlarge the no-parking areas.

#### **IV. Minutes from the Previous Meeting**

**Motion was made (Jon) and seconded (Tracy) to approve the minutes of the 3/25/09 and 4/22/09 meetings. PASSED unanimously.**

#### **V. Reports from Officers**

Tracy (VP): After reviewing all of the old wooden white fences, it is the opinion of Tracy, Chuck, and Frances that we should replace all of the current fences, plus add one additional one in the 2807 breezeway. Jon noted that there are 5 segments we could do without, as they simply block off garden beds people will not walk through, which would save us about \$2,000 (based on the first bid). We will wait to decide until we get the other two bids, but will install one according to the spec all bids will be based on at the rear of 2805. **Motion was made (Tracy) and seconded (Jon) to proceed with removal of existing fence and installation of new one at the rear of 2805 for a price of \$1,580 to be able to make sure we like it before proceeding with more. PASSED unanimously.**

Anna (treasurer): Motion was made (Anna) and seconded (Chuck) to immediately start billing people renting out extra storage bins (\$10/month), and to raise the fees in January to \$20/month. PASSED unanimously.

#### **VI. Report from Committees**

Landscaping: Jon reviewed the work done by the arborist, and it appears that not all of the work was completed (the following items were not pruned: 2 cedars of Lebanon, red maple, chestnut in front of 2613, pine in front of 2601, pine in front of 2402). All other items have been completed.

**Motion was made (Tracy) and seconded (Anna) to pay the arborist now, but have Jon follow up with him to make sure that the work is done by 6/15. PASSED unanimously.** We also need to proceed with having the mulch removed by JP janitorial. **Motion was made (Tracy) and seconded (Jon) to have JP Janitorial remove the remaining mulch from the tree removal for a cost of \$275. PASSED unanimously.**

Renee (from Denchfield) was under the impression that our plan would not be acted on until fall. However, we wanted to be able to act on it soon, and the deadline was set as May 31.

#### **VII. Old Business**

- A. Approve Final Version of Handbook:** The terms for officers seems off; no one is up for election in 2010 (Jon's and Tracy's terms expire in 2011, Chuck's term expires in 2010, Frances' and Anna's expire in 2009). We also should delete the reference to how we plan to spend reserve funds to keep the document current. We should also note that leaving a key with Armstrong is optional rather than required for emergency purposes. **Motion was made (Anna) and seconded (Tracy) to change the passcode to the box with a key to the office to enhance security. PASSED unanimously. Motion was made (Tracy) and seconded (Chuck) to approve the new owner's handbook with the changes just agreed upon. PASSED unanimously. Motion was made (Tracy) and seconded (Jon) to consolidate the existing laundry rooms into one improved one in 2603. PASSED unanimously.** We will advertise the new handbook and post flyers in the hallways encouraging people to get it from our Cambridge Courts web site, or Armstrong Connect. We can also post a message about this on the listserv.
- B. Owner Occupancy:** We have discussed implementing a cap on the percentage of renters in our community, but have not acted yet. Our first step would have to be for our legal counsel to look at our bylaws and find out how we would have to amend them to proceed (e.g. if approval would be based on active "yes" votes or simply lack of "no" votes). **Motion was made (Anna) and seconded (Jon) to ask legal counsel for input on whether or not setting a limit on renting out units is practical. PASSED unanimously.**
- C. Electrical Work:** Dominion Virginia Power has not finished their work on our property; we still have unfilled holes in the ground, still don't know what work is being done, and have no deadline for when it will be completed. This is a potential safety concern as we have children on the property, and Frances is deeply concerned about potential liability issues. Wayne will follow up with them and get someone to come out and provide an update. **Motion was made (Tracy) and seconded (Anna) that if Wayne is not satisfied with Dominion's response to our concerns by June 15, that we will elevate the matter to legal counsel to send them a letter. PASSED unanimously.**
- D. FiOS:** We are still awaiting further details on proceeding with FiOS installation from Verizon. We still hope to get it installed this year, and still need to review the final appearance.
- E. Replacement of Hallway Lights:** Chuck's building has new lights, but we need to decide whether or not we are going to install them in our building. We need to revisit this issue later.
- F. Roofs:** The last roof replacement was done last fall; we will review this later in the year as we have a better sense of our financial health at that point.

- G. Recycling:** With the change of Arlington's recycling program to include plastics 1-6, we need to verify if our recycling company also is accepting all plastics. If so, we need to let residents know this, if not we should review if we can get a different company that will accept everything.

## VIII. New Business

1. Discuss Hallway Smoke Detector Inspection: Wayne recommended that we change the batteries for the smoke alarm and check the expiration date for the alarm at least annually (rather than as needed). Chuck just tested them all and all are working, so we can start this program in the fall. **Motion was made (Tracy) and seconded (Chuck) to begin a fire safety program whereby twice per year the batteries will be replaced and the expiration date checked (with the smoke detector replaced as necessary if expired), as well as continuing our current annual fire extinguisher inspections. PASSED unanimously.**
2. Review Fire Alarm / Sprinkler Repair Proposal: Our test found that none of our fire alarms were functional, although water was in each sprinkler pipe. This could be due to a bad valve, low pressure, no power, or a bad bell. As such, they would replace everything to ensure both that it will be working now and that we will have confidence that system failures will be unlikely in the near future. **Motion was made (Tracy) and seconded (Anna) to accept the proposal from East Coast Fire Protection, Inc for a cost \$6,620. PASSED unanimously.**
3. Review Asbestos & Mold Abatement: We need to get Triple State to replace the leaky pipe as soon as possible. **Motion was made to authorize Wayne to invite both Bristol Bay and LVI Environmental to reduce their price (given that one has the lower base price and the other has a lower unit price), and to proceed with hiring the low bidder to a cost of up to that provided by LVI (\$18,290 base, \$12/cubic foot of soil removed, etc.). PASSED unanimously.**
4. Discuss Polishing Front Door Handles and Plates: This has not been done in some time, and makes a big difference in appearance. JP Janitorial offered to do this work for \$10/each, Wayne will try to get the steel screw replacement thrown in as well. **Motion was made (Tracy) and seconded (Chuck) to approve having JP proceed with this work.**
5. Common Area Barbecue Grills: The board unanimously agreed to remove these as their condition is disgusting and they are very rarely used. Other newer grills are generally left in the picnic areas. Wayne will proceed with removing them, and we will not have them replaced.
6. Speed Bumps: We need to have the speed bumps reinstalled. There are three sets, and they are currently stored in 2805 (first door on the left). Their locations are marked by holes in the pavement; there is one near the

Fillmore entrance to the lot, one by the service road entrance, and one in the middle. Wayne will proceed with having this done.

**IX. Adjournment**

The meeting was adjourned at 8:45pm