

CPHOA

QUALITY OF LIFE
SECURITY OF INVESTMENT

Crystal Park Unit Owners Association
1805 Crystal Drive
Arlington, Virginia 22202
703 892 4311

MINUTES

**Crystal Park Unit Owners Association, Inc.
Board of Directors Meeting**

January 20, 2011

7:30 pm, Crystal Park Party Room

1. Call to Order- President Dockery called the meeting to order at 7:33 p.m. Thirteen homeowners were in attendance.

Attendees: President Holly Dockery
 Vice President Sheldon Johnson
 Treasurer Michael Wiseman
 Secretary John Francis
 Director Anand Mudambi

Absent: None

2. Agenda-

The Board approved the agenda by a vote of **5-0**.

3. Minutes-

The Board approved the minutes of the Board of Directors meeting of December 16, 2010 by a vote of 5-0.

4. Announcements-

The Vice President reported the following summary of the administration of the Employee Holiday Fund.

We collected a total of \$13,216 from 99 contributors (for an average of \$133.49 per unit). This is \$760 more than we collected in 2009 with 103 contributors. Four of the contributions were in case, two of which were anonymous (or else the contributors forgot to put their unit numbers on the envelope), so we were unable to provide them receipts and calendars. (Last year's total was \$12,456 collected from 103 units, for an average of \$120.93 per unit.)

The Treasurer discussed the recent change to co-mingling of recyclable waste. He stated that the change was not discussed thoroughly with the Board and that the new larger bin was not suitable for use by short or disabled residents. The Condominium Manager will investigate methods to improve access.

The Condominium Manager announced that the bulk waste dumpster has been removed.

The President introduced the two candidates for election to the Board. Each candidate made a short statement. The Treasurer asked if there would be a problem achieving a quorum with only two candidates for two positions. The Election Committee co-chair indicated that committee members will staff a table in the elevator lobby on several evenings to solicit proxies.

5. Committee Reports-

Landscape Committee: none

Decorating Committee: none

Finance Committee: none

Operations Committee: none

Communications Committee:

The Committee Chairman reported that recruiting of reporters and advisers was slow but that the first newsletter will be published shortly after the meeting. The newsletter will initially be titled "CP Quarterly" with a contest for a permanent name. The Condominium Manager will assist in creating an electronic data base so that future editions can be posted to the web site

The Chairman also announced the intention of holding a social event before the next Board meeting to recruit new members for all committees, improve the TGI Friday events, and generally stimulate more social activities. The Chairman suggested obtaining a large television with cable service in the future.

Rules Committee:

The President stated that the revised rules have been updated to address comments by the Board members and the Association's attorney. The new proposed rules will be placed in a binder at the front desk for review by homeowners.

6. Officer Reports

President: none

Vice President:

The Vice President discussed the dangers of being approached by individuals in the neighborhood especially at night in light of recent law enforcement reports.

Treasurer:

The Treasurer stated that he had just received the end of year report for 2010 and that there was no monthly written report at this time. The Treasurer stated that the Association had a \$1.27 M million budget and a \$76,000 surplus into equity for use in future capital expenditures. Delinquencies had increased to \$18,000 but may be due to end of year issues and electric meter malfunctions.

Secretary: none

Engineering Consultant: none

7. Owner Open Forum:

An owner asked if chairpersons had been identified for new committees. There are none at this time.

An owner reported that air flow and temperature in the hallways were high/cool on the north side and low/ warm on the south side. This is probably caused by the recent replacement of the HVAC unit on the north side. The Building Engineer will make adjustments.

An owner stated that the previous party room television was in constant use by one owner but not many others. An owner suggested obtaining a television in the exercise room connected to the antenna system.

The annual meeting will be followed by a regular monthly Board meeting.

The President and Treasurer estimated that about 28-30 units were rented and that the remainder was owner occupied.

The Vice President discussed a video clip that he had viewed on the proper actions to combat a kitchen fire. A link will be placed in the next newsletter.

8. Condominium Manager Report-

The Condominium Manager provided written and supplemental reports that are included as an enclosure to the minutes.

In addition to the written report, the Condominium Manager reported the following:

Over 250 resumes were received for the vacant front desk position. Residents may also apply.

The Manager provided answers to questions regarding the size and location of the new electronic message boards: 32 inches at the garage elevator lobby and in the vicinity of the mail boxes or main elevator lobby – to be determined in part on ease of wiring and input from the Decorating Committee and Board members.

Owners were advised to check their own insurance policies to be sure that water damage is covered- it is not automatic.

8. Unfinished Business-

The bid from contractor SES for removal and replacement of the underground diesel fuel tank did not include a fire rated tank. The Engineering Consultant obtained a revised bid. The Board discussed the need to obtain fire marshal rules regarding a possible indoor tank.

The President offered the following motion:

CP11-01: That the Board of Directors approve the proposal from SES for the removal of the underground fuel storage tank and replacement with an above ground tank to include the model tank required by specification but not including a privacy fence in the amount of \$10, 525.00

The motion was approved by a vote of 5-0.

9. New Business-

The President offered the following motions:

CP11-02: That the Board of Directors approve a proposal from SKA for a peer review of the FEA analysis and recommendations for building façade repairs in the amount of \$2,700. (The Board noted that if an apparent conflict of interest arises because this firm was involved in the original building construction, consideration will be given to a second peer review by another firm.)

The motion was approved by a vote of 5-0.

CP11-03: That the Board of Directors approve a proposal from Simplex Grinnell in the amount of \$550 for the purchase of two manual fire alarm pull stations, three photo sensors, and three sensor bases.

The motion was approved by a vote of 5-0.

CP11-04: That the Board of Directors approve an expense to API in the amount of \$910 for installation of waste drain cleanouts and \$450 for hydro-jetting of the drain lines.

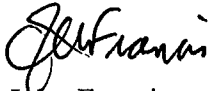
The motion was approved by a vote of 5-0.

The Board discussed the parking of motorcycles in unit owner spaces. The Condominium Manager will investigate whether open common spaces are available for the parking of motorcycles and storage of shopping carts.

The Vice President requested that the Condominium Manager inform the Association's Insurance providers that we intend to install an above ground fuel storage tank.

12. Adjournment- The meeting adjourned at 9:25 p.m.

Respectfully Submitted,



John Francis
Secretary

**Crystal Park Condominium Unit Owners' Association
Board of Director's Meeting
January 20, 2011**

Report of Condominium Manager TAB 5

I. Personnel

Rosland Grimm is filling in the vacant position until a replacement is found. I will continue to review the numerous resumes received and hope to find a replacement soon.

The CPUOA staff would like to Thank the Board for the Holiday lunch attended at Boru, a Japanese Steak house off of 23rd street. Everyone had a great time.

II. Fire Damage August 30, 2010

The only two items open are the replacement carpet on the 9th and 10th floors. I need to discuss this matter with the insurance agent because the contractor is having a hard time locating replacement carpet. Other than that all the units are back to normal. As long as the Board has no objections I will send an invoice to the owner of unit 1007 to cover the \$5,000 deductible.

III. Contracting

Minol: There is a problem with minol receiving a signal from a dozen units' meters. The first step is to reset the modem at our location, which was completed last week. If minol still cannot read the meters remotely, then we will need to enter each unit. We hope to have this problem resolved by the next read date and if not at least have repairs scheduled.

Uniforms: There continues to be a problem with the uniforms. They come back to the property wrinkled, buttons half missing, strings hanging down from the sleeves and seams ironed wrong. I sent them an e-mail notice in November, followed up with a written letter in December and another e-mail the beginning of the year. To date I have yet to hear from our uniform representative. My next step will be to deny the uniform delivery and try to locate another uniform for the custodial crew and Engineer.

I have also been searching for alternates on line and can probably purchase the items for what the contract cost would be for the year and next year make the correction in the budget.

All the other contracts are performing to satisfaction.

Engineering & Maintenance

Roof Top Air handler Unit – On Wednesday January 5, 2011, the first roof top unit was installed. The contractor was unable to remove the old rtu and install the new one on the South side due the location of the crane. It seems that the guest parking lot is directly above the commercials underground parking lot and approval from Vernado is required. However, their policy is no cranes permitted so that leaves Commercial Express coming up with another plan. The crane company is in the process of requesting the use of the land owned by the railroad. I may have more news at the Board meeting.

The north roof top unit is running and working.

Facade Repairs - The prototype repairs are complete. Valcourt has left their staging equipment in place for CPUOA to hire an Engineer to perform a peer review. Valcourt is charging for this swing stage.

I sent a poll vote to the Board at the end of December requesting approval to contact with an Engineering firm to conduct a peer review for a price not to exceed \$3,000. However, two out of the three Engineering companies estimated the cost to be over \$5,000. This matter is under Tab 7 for Board review approval.

Side Lobby & Front Glass Doors – Economy Glass repaired the weather stripping on the doors. They looked at the other void areas and informed me that if they placed weather stripping on top of the door that it may interfere with the strikes. The best way to keep the cold air out would be to install some type of sweep on the top and bottom so it does not interfere with doors locking system. I am going to have Hwang look into this.

Computer & Message Boards – will be ordered this month. We have the wires to install and when the contractor returns from vacation we will likely start installation at the end of the month.

Annual Meeting Notice package was mailed on Tuesday January 11, 2011.

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Treasurer

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Monthly Report

February 17, 2011

Because of minor unresolved accounting issues, this report is abbreviated and should be considered tentative.

January Current Account

The table at right summarizes our income and expenses for January. We have a surplus for January. Because of the seasonal pattern of expenditures, our budget anticipated a small surplus; our realized surplus is greater.

Summary Income Statement			
Crystal Park Owners Association			
January 2011			
	<u>Month</u>	<u>YTD</u>	<u>Budget</u>
<u>Income</u>	\$ 105,931	\$ 105,931	\$ 108,445
<u>Expenses + Reserve Contribution</u>			
Expenses	63,522	63,522	79,263
Reserve Contribution	23,762	23,762	23,762
<u>Surplus</u>	\$ 18,647	\$ 18,647	\$ 5,420

Source: Klingbeil, Powell & Alrutz, Inc. Crystal Park Condominium Income Statement for the period ending 31 January 2011

Portfolio and Balance Sheet

The total value of our financial assets has increased by 1.36 percent since the end of November. The replacement reserve expenditures item includes some charges not yet realized, including the remaining roof top HVAC unit and storage tank replacement. There were no actual

Summary Balance Sheet			
Crystal Park Unit Owners Association			
As of January 31, 2011			
<u>Assets</u>		<u>Liabilities and Equity</u>	
Operating Cash	\$ 67,819	Liabilities	\$ 164,791
Money Market Funds	227,969	Members' Equity	
Other Investments	1,478,782	Replacement Reserve	1,454,812
Accounts Receivable	32,275	RR Expenditures	(258,311)
Prepaid Expenses	25,830	Unappropriated Equity	450,946
Exchange	(1,788)	Current Yr Surplus	18,649
		Total	1,666,096
<u>Total Assets</u>	\$ 1,830,887	<u>Total Liabilities and Equity</u>	\$ 1,830,887

Source: Klingbeil, Powell & Alrutz, Inc. Crystal Park Condominium Balance Sheet as of 31 January 2011; operating cash includes petty cash account

charges against the replacement reserve in January.

Delinquencies

The delinquency report delivered by KPA for January confounds Minol charges with delinquency on condominium assessment. We have requested a revision.

Portfolio Issue

On January 31 on advice of our portfolio manager I invested \$100,000 in a Union Bank CD with returned indexed on the Dow Jones-UBS Commodity Index. I added this instrument to our portfolio as an inflation hedge. In so doing I increased our total holding of Union Bank CDs to \$350,000. While each of the CDs is FDIC insured, as of January 1 total insured investment in any one bank's accounts cannot exceed \$250,000. Accordingly, I am working with our portfolio manager to reduce our Union Bank exposure. A small penalty will be incurred for early CD withdrawal. I regret this oversight. I appreciate our management consultant, Jim Orlick, for catching this mistake.

CPUOA members who are interested in the Association's financial affairs are encouraged to join the Finance Committee. Those interested should contact me at MichaelLWiseman@aol.com.



Michael Wiseman
Treasurer

**Crystal Park Condominium Unit Owners' Association
Board of Director's Meeting
February 17, 2011**

Report of Condominium Manager TAB 5

I. Personnel

We have three new trainees for the front desk position. LaDonna Lewis, Herman and Michael Tunstall began their training during the past two weeks.

The CPUOA staff would like to Thank the Board for the Holiday lunch attended at Boru, a Japanese Steak house off of 23rd street. Everyone had a great time.

II. Fire Damage August 30, 2010

The insurance adjuster came out, inspected the carpet and I was asked to get a price for replacement of the hallway carpet based on what the carpet would cost today. I have asked Michael, with CCA to provide me with a price and said he would.

III. Contracting

Minol: I was hoping to have the meters working by now; however, we had to contact quadlogic for assistance. We had four new electrical meters in stock and replaced them with four that were not working. I asked Quadlogic to give me a price for the electrical meter so that we will have some in stock in case of future failures, as well as the possibility of replacing the other 6 meters still not registering with Minol.

Jim Orlick and I had a conference call with Minol to tell them that future estimating is not an option and we need to know immediately of any problems with the electrical readings. They informed us that they would do an audit prior to the actual read to see if there were any units not registering, which will help but won't eliminate the problem we seem to have. Jim and I will stay on top of this and report to the Board as necessary. I will forward the estimate for purchase of the new electrical meters upon receipt, to the Board for approval.

One last question is who is responsible for payment of the new electrical meters? Has this been addressed in the past? The documents indicate in the maintenance responsibility that the owners are responsible for any sub metering that serves only their unit.

Recycling – I contacted PDS to request a smaller bin and the 2 yard is the smallest without going back to the large trash totes. We are keeping the lids open making it easier for items to be placed in and the janitorial staff check it daily and change it out as needed.

Plastic bags are not recyclable. If the Board wants, I can put a container in the back just for plastic bags; however, before removing the container our Janitorial crew had to clean trash out of it constantly.

Engineering & Maintenance

Roof Top Air handler Unit – There is no news to report concerning the south side roof top unit.

The north roof top unit air flow was regulated by Hwang and the temperature was changed.

Façade Repairs – SK&A and Valcourt will be here on Friday February 11, 2011, and go up on the swing stage to inspect the façade repairs. I was hoping to have a report by the Board meeting for your review. The Summary Letter of Prototype Façade Repairs by FEA is attached to my report (TAB 5).

Computer & Message Boards – The message boards and computers have arrived and Hwang is installing the necessary wiring.

UST removal/AST installation – the contract is signed and the work can now be scheduled and will more than likely begin when the weather becomes warmer. I contacted our insurance company and they sent over a form to complete and resubmit so they can quote a price for the AST insurance. The AST insurance coverage purchase price will be placed on the March or April agenda for Board approval.