

1 **PALLADIAN CONDOMINIUM COUNCIL OF UNIT OWNERS**  
2 **DRAFT MINUTES**  
3 **BOARD OF DIRECTORS REGULAR MEETING**  
4 **THE CLUB ROOM**  
5 **38 MARYLAND AVENUE, ROCKVILLE, MD 20850**  
6 **MONDAY, JANUARY 11, 2010, 7:00PM-8:30PM**

7  
8 **PRESENT:**

9  
10 Adam Weber                      President  
11 Bob Justis                        Vice President  
12 Michael Schwartzman        Secretary, RD  
13  
14 Victoria Myers                 General Manager  
15 Karen Kodjanian               Property Manager, Zalco Realty, Inc.  
16  
17 Residents                        Eight

18  
19 **QUORUM/CALL TO ORDER:** Quorum was established at 7:00PM, at which time Mr. Weber, President, called  
20 the Monday, January 11, 2010, Board of Directors regular meeting to order. Ms. Leenan Hayden, an independent  
21 contractor, was present to record the meeting.  
22

23 **(Please Note: Any references to the Management Report herein will be known as MR.)**

24  
25 **APPROVAL OF AGENDA:**

26  
27 ***MOTION: Mr. Schwartzman moved and Mr. Justis seconded to approve the Agenda for the Monday, January***  
28 ***11, 2010, regular meeting of the Board of Directors as presented.        MOTION PASSED: Unanimously (3-0-0)***  
29

30 **APPROVAL OF MINUTES:**

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32 ***MOTION: Mr. Schwartzman moved and Mr. Justis seconded to approve the minutes of the Monday, November***  
33 ***30, 2009, minutes of the Move In & Move Out Rules Hearing, the Proposed FY 2010 Budget Hearing and the***  
34 ***Regular meeting of the Board of Directors as presented in the MR, P1-P6.***

35 ***MOTION PASSED: Unanimously (3-0-0)***

36  
37 **PRESIDENT'S REPORT:**

38  
39 1. Mr. Weber informed Palladian residents of the following opportunities and encouraged them to take a more  
40 active role and become more present within Rockville:  
41

42 **Applicants for Two New Task Forces:** The City of Rockville Mayor and Council are seeking applicants  
43 for a Communications Task Force and a Budget and Finance Task Force. By creating these task forces, the City  
44 hopes to involve Rockville residents in the decisions making processes, projects, keeping informed with the city  
45 business, and better communications between the City and its citizens. More details can be found on the Palladian  
46 website.  
47

48 **City Boards & Commissions Vacancies:** There are fifteen openings for various positions within the city  
49 Boards and Commissions. Details can be found on the Palladian website.  
50

51 2. **2010 Board of Directors ("BOD") Meeting Schedule:** Meetings will be held on various Monday's  
52 during 2010 and no meetings will be scheduled during the months of August and December. The schedule may be  
53 subject to change. The 2010 BOD meeting schedule will be posted on the website.  
54

55 **DEVELOPER'S REPORT:** Mr. Schwartzman reported that there is nothing new to report since the BOD meeting  
56 in June and there was nothing new to report regarding the Superfresh grocery store.

57 **COMMITTEE REPORTS:**

58  
59 **Building Maintenance Committee (BMC):** Ms. Cheri Justis, Committee Chair. A report was not submitted.

60  
61 **Policy/Rules Committee (PRC):** Ms. Sondra Block, Committee Chair. A report was not submitted.

62  
63 **Safety and Security Committee (SSC):** Mr. Larry Nissenbaum, Committee Chair. A report was turned in (See  
64 **MR, P10).**

65  
66 1. **Additional Cameras:** The SSC recommended that the Board approve the following proposals submitted  
67 by ASG Security to install additional cameras on the property, at a total cost of \$14,290, (**See MR, P11-P13**):  
68 Approval of installation of 6 additional cameras and a recorder for levels mezzanine, 2 through 5, PH (\$4,390) and  
69 approval of 3 additional cameras for the loading dock area with staircase "A" plus the exit doors next to Gold's Gym  
70 and inside Block 4 garage and a recorder (\$9,990). Cameras are to be for vandalism monitoring purposes only.  
71 Pros and cons were discussed. **Action: Ms. Myers will distribute a flyer under unit doors informing the**  
72 **residents regarding the vandalism and to please report any events to management. Ms. Myers will continue**  
73 **to document day to day elevator lobby occurrences and report back to the Board on a monthly basis.**

74  
75 ***MOTION: Mr. Schwartzman moved and Mr. Justis seconded to approve the installation of all additional outdoor***  
76 ***cameras, as recommended by the SSC, with the additional recorder, at a cost of up to, and not to exceed \$6,000,***  
77 ***(based on the cost of the recorder). MOTION PASSED: Unanimously (3-0-0)***

78  
79 There was a discussion regarding food and drink being carried through the lobbies, elevators, stairwells and  
80 hallways in open containers resulting in unsightly spillages.

81  
82 2. **Time Lock Crash Bar Proposals (See MR, P15-P16):** The SSC is requesting approval of proposals  
83 submitted by Stonestreet Contracting, Inc., or Stanley Security Solutions for installation of time lock crash bar on  
84 the double doors exiting the rear of 38 Maryland Ave. Doors will be locked from 12:00AM-5:00AM. Approval has  
85 been granted from Foulger-Pratt and Rockville Fire Marshall. If approved, a Key for the emergency lockbox will  
86 have to be supplied to the Fire Department and signs ordered.

87  
88 ***MOTION: Mr. Justis moved to approve the installation of a time lock crash bar on the double doors exiting the***  
89 ***rear of 38 Maryland Avenue. The motion died for lack of a second.***

90  
91 Pros and cons were discussed, including the fact that the front doors to 38 Maryland Ave are not locked and  
92 therefore access can be gained to the public lobby even if the rear exit is locked with a crash bar. **Action: Mr.**  
93 **Nissenbaum will research the cost of an extra device for the front door. Action: Ms. Block will bring the**  
94 **crash bar installation issue before the RTS Master Board meeting on Wednesday, 1/13/10, and report back to**  
95 **the Board.**

96  
97 **Social Committee (SC):** Ms. Linda Gombos, Committee Chair. A report was not submitted.

98  
99 **Ad Hoc DirecTV Committee (TVC):** Mr. Jim Haser, Committee Chair. There was no report.

100  
101 **Ad Hoc Building Transition Study Committee (BTSC):** There was no report.

102  
103 **Finance Committee (FC):**

104  
105 ***MOTION: Mr. Weber moved and Mr. Justis seconded to formally establish a new committee known as the***  
106 ***FINANCE COMMITTEE (FC) with Ms. Diane Herndon designated as Committee Chair and Mr. Bill Wagner***  
107 ***and Charles Mancuso as committee members. MOTION PASSED: Unanimously (3-0-0)***

108  
109 **Action: Management will circulate the Charter for approval at the next meeting.**

110  
111 **TREASURER'S REPORT:** Mr. Jack Jaeger, Treasurer, was not present.

113 **COMMUNITY MANAGER'S REPORT:** (Please refer to **MR, P2-P8** for detailed report.) Ms. Karen Kodjanian  
114 reported on the following:  
115

116 1. 2008 and 2009 Draft Audit: The final copies of the approved audit have been delivered and are on file.  
117

118 2. Alarm Monitoring/Sprinkler Testing/Security System: On 12/27/09 the Fire Dept. responded to a minor  
119 incident at the Austin Grill and somehow the Palladian was cited. The inspector, Mr. Aaron Smith, discovered that a  
120 horn/strobe alarm located in the mailroom wall was not wall mounted in accordance to code and must be relocated  
121 to a more visible location. **Action: Ms. Myers will investigate the relocation of the horn/strobe alarm and**  
122 **report back to the Board.**  
123

124 3. Club Room Card Reader/Fobs to Fenestra Lobby Door: Management is trying to resolve the difficulty  
125 some residents are having with the Club Room card reader and also not being able to access the Fenestra lobby door  
126 with their fobs in order to visit the Concierge Service.  
127

128 4. DirecTV: Satellite Systems 2001 began installation of the DirecTV infrastructure on 12/1/09. The first  
129 unit to the system was connected 12/11/09. The Club Room TV is now on line with complimentary DirecTV and  
130 Management Office will receive the same complimentary service in the near future. The DirecTV HD box was  
131 delivered to the wrong building and as soon as DirecTV box is redirected to the Palladian it will be installed.  
132 **Action: Ms. Myers will report the date of DirecTV use in the Newsletter.**  
133

134 5. Floor Mats to Protect Marble Floors: Floor mats have been purchased (approx. \$375) to protect the  
135 recently cleaned and polished Main and North Via lobby marble floors, from damage by sand and ice-melt. The  
136 mats will also serve as a safety device by keeping the floors dry for pedestrians.  
137

138 6. Elevator Contract: The Kone Elevator contract is up for renewal. Kone's contract renewal rate includes a  
139 5.71% increase for 2010 (approximately \$1,300) from the current amount of \$22,858. **Action: Management will**  
140 **seek bids from Otis Elevator and Schindler Elevator.**  
141

142 7. Utilities – Studabakers Submetering: The fee structure has been corrected and Management recommended  
143 that the BOD agree to continue with Studabakers which they did.  
144

145 8. Engineering Study: Ms. Kodjanian spoke with PDI today. On Friday, 11/20/09, and Monday 11/23/09,  
146 Mr. Bill Grimes and Danny toured the building and visited 16 units which were selected from the surveys. PDI has  
147 indicated that the results will be submitted to Management on Friday, 1/15/10. Management contacted legal  
148 counsel regarding the process of dissemination for the Palladian Board and residents.  
149

150 9. Condo Fee Coupon Books: Management supplied copies of the approved FY 2010 Budget along with the  
151 fee schedule to all owners and coupon books were printed and mailed accordingly.  
152

153 10. Fireplace: Management hired Paradigam Contracting to correct the incorrectly installed fireplace insert. A  
154 new insert has been ordered and arrived at their warehouse on 1/4/10 and an installation date for next week is being  
155 coordinated. The walls will not have to be broken apart. Paradigam agreed that the initial wiring installation was  
156 done incorrectly also.  
157

158 11. Financials as of 12/31/09: Ms. Kodjanian reviewed the financial status as of 12/31/09.  
159

160 12. Patio Water Supply Status: Management is working on a cost effective solution to supply water to the  
161 patio other than dragging a hose through either the Fitness or Club Rooms. Danny has called McDivitt Plumbing to  
162 request a consultation on this issue.  
163

164 13. Compactor Room Slop Sink Status: The bids solicited last year are no longer relevant to the work required.  
165 CleanMark discovered that there was no drainage for the backflow that occurs when they cleaned. Local permits,  
166 etc. will have to be obtained and the cost will be significantly more that what was originally quoted last year.  
167 Management has requested a proposal from Mr. Joe Hood, a trusted plumber who has been in the business for over  
168 20 years. The proposal will then be used to help develop a scope of work for the slop sink job.

169 14. Window Cleaning: The windows were not cleaned this past fall, due to the fact that the proposals received  
170 were not comparable and difficult to understand and bad weather set in. Management will develop a definitive plan  
171 to recommend to the Board so that the windows can be cleaned when the weather is more favorable, perhaps late  
172 March, early April. Access to the stationary windows will be a problem and Valcourt (the contractor used to clean  
173 the windows in 2008) will not deal with the permits, etc. Management has been working with CBS because of their  
174 good relationship with the City.  
175

176 15. Exterior Building Lights: The BMC reported that many exterior building lights are out and that Dave  
177 White was awaiting the approval of a bid.  
178

179 **GENERAL MANAGER'S REPORT:** Ms. Vicki Myers, General Manager. Many issues were covered during  
180 Ms. Kodjanian's report and the following issues were discussed during Ms. Myers' report:  
181

182 1. Damaged Club Room Chairs: The replacement status of the two damaged white chairs was discussed. The  
183 replacement cost of each chair is \$1,600. **Action: The Board directed Management to contact the person  
184 responsible for the damage and charge them a damage reimbursement amount of \$800 (half the amount of  
185 the value of the chair).**  
186

187 There was also a discussion regarding the replacement of the orange couch which is broken. It was suggested by a  
188 resident that all the furniture should be sold and the profits used to purchase new furniture.  
189

190 **OLD BUSINESS:** Covered in the Management Report.  
191

192 **NEW BUSINESS:** Nothing to report.  
193

194 **OPEN FORUM:** The following issues were recognized and discussed by the Board:  
195

196 1. Commercial Establishment Liquor License Renewal: There was a discussion that in April, many liquor  
197 licenses will be up for renewal and that this offers an opportunity for residents to go before the Liquor License  
198 Review Board and petition and request that the Board should take into consideration the loud and drunken, and  
199 sometimes destructive, behavioral disturbances imposed on residential dwellers, thereby, not allowing residents to  
200 enjoy their homes and peaceful living. The resident speaking in open forum felt that placing certain conditions on  
201 these establishments was essential and being present at the license renewal hearings could make a difference.  
202 **Action: Ms. Block will draft a letter, addressing the Liquor License Review Board requesting their support  
203 to consider residential neighbors when they review liquor license rules and will electronically submit it to the  
204 Board for review and their signature. CIM and Bozutto should also be involved.**  
205

206 2. Comcast: There was a discussion regarding Comcast wanting to charge the Palladian \$9.99/month per  
207 monitor in the Fitness Room. It was pointed out, that in the contract, Comcast is obligated to upgrade all equipment  
208 at all times, or else there is no management agreement. **Action: Ms. Myers will email Mr. Schwartzman so he  
209 can pull the Comcast Agreement for clarification and he will report back to Ms. Myers.**  
210

211 **NEXT MEETING:** Monday, February 8, 2010, at 7:00PM in the Club Room.  
212

213 **ADJOURNMENT:**  
214

215 **MOTION:** *There being no other regular business, Mr. Schwartzman moved and Mr. Justis seconded to adjourn*  
216 *the Monday, January 11, 2010, regular meeting of the Palladian Condominium Board of Directors at 8:30PM.*  
217

**MOTION PASSED: Unanimously (3-0-0)**  
218

219 These Minutes are Respectfully Submitted by,  
220 Leenan Hayden  
221 Recording Secretary  
222

223 **APPROVED & ATTESTED TO BY:** \_\_\_\_\_ **DATE** \_\_\_\_\_  
224

Michael Schwartzman, Board Secretary