

1 **PALLADIAN CONDOMINIUM COUNCIL OF UNIT OWNERS**
2 **BOARD OF DIRECTORS MEETING**
3 **THE CLUB ROOM**
4 **38 MARYLAND AVENUE, ROCKVILLE, MD 20850**
5 **MONDAY, JUNE 8, 2009, 7:00PM-9:45PM**

6
7 **PRESENT:**

8
9 Adam Weber President
10 Bob Justis Vice President
11 Michael Schwartzman Secretary, RD
12
13 Victoria L. Myers General Manager
14 Karen Kodjanian Property Manager, Zalco Realty, Inc.
15
16 Residents Twelve

7 **ABSENT:**

8
9 Scott Ross Member-At-Large, RD
10 Jack Jaeger Treasurer, RD

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13 **QUORUM/CALL TO ORDER:** Quorum was established at 7:00PM, at which time Mr. Weber called the
14 Wednesday, June 8, 2009 Board of Directors meeting to order. Ms. Leenan Hayden, an independent contractor,
15 could not be present at the meeting but made arrangements with Ms. Myers to use her recorder which she will later
16 transcribe.
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18 **APPROVAL OF AGENDA:** The following items were added to the Agenda under New Business:

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23 B. Planter Proposals

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27 ***MOTION: It was moved and seconded to approve the amended Agenda for the Wednesday June 8, 2009 meeting***
28 ***of the Board of Directors. MOTION PASSED: Unanimously (3-0-0)***
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30 **APPROVAL OF MINUTES:**

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32 ***MOTION: It was moved and seconded to approve the minutes of the Thursday, April 16, 2009 minutes of the***
33 ***Board of Directors meeting as presented. MOTION PASSED: (3-0-0) Unanimously***
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35 **PRESIDENT'S REPORT:** Mr. Weber reported the following:

- 36
37 1. The meeting schedule of the Board of Directors has been set for the rest of 2009 and will be posted on the main
38 lobby bulletin board and on the website. All meetings are held on Mondays at 7:00PM and the remaining dates are
39 July 20, September 14, October 19, November 30 and January 11, 2010. There are no meetings scheduled for
40 August and December. Notification will be given if there are any changes.
41
42 2. Approval of the 2010 Budget is tentatively scheduled for the November 2009 Board meeting.
43
44 3. Each household in the City of Rockville is eligible for a coupon code for 12 free parking visits in the Town
45 Square garages. The Mayor and Council approved the measure in April 2009 to encourage residents to visit Town
46 Square. There is no expiration date on the coupon codes. To pick up the coupons, residents must visit one of the
47 three designated pick up facilities, in person, between now and the end of the year. The closest coupon site to the
48 Palladian is City Hall and more details can be found on the City website.
49
50 4. Events on the Square reminder – Movies are shown Wednesdays at dusk, concerts are Thursdays from 6-8PM
51 and more details can be found on the Palladian website with a link to the RTS website.
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53 **DEVELOPER'S REPORT:** Mr. Schwartzman reported that there are 3 units in inventory in the lease to own
54 program and other than that the building is full.
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56 **COMMITTEE REPORTS:**

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Building Maintenance Committee (BMC): Cheri Justis, Committee Chair.

1. Sprucing up the Club Room Terrace: Mr. Telling presented a proposal to spruce up the Club Room Terrace. Mr. Telling estimates the initial expense to be approximately \$2,500 or \$150 per planter plus \$300 for umbrellas. The total cost will depend on the conditions of the current planters. Mr. Schwartzman recommended that the inventory stock be identified, priced out, timing of planting planned, removal of dead plantings and soil planned, etc. The payments to the chosen vendors will be worked out with management.

MOTION: Mr. Schwartzman moved and Mr. Justis seconded to authorize the BMC to spruce up the Club Room Terrace and planters, to obtain guarantees on the plantings and purchase umbrellas, at a cost not to exceed \$2,800. MOTION PASSED: Unanimously (3-0-0)

2. Building Engineering / Transition Study (“the Study”): Mr. Weber suggested that an ad hoc committee be established to oversee the Study and serve as a liaison to the Board. It was suggested that members include all Board members, Bill Wagner, Tim Telling and Sondra Block.

MOTION: Mr. Weber moved and Mr. Justis seconded that an ad hoc committee be established to assist with the Study. MOTION PASSED: Unanimously (3-0-0)

The Committee believes the scope of the Study needs to be more comprehensive. Mr. Weber felt that the vendor interview process needs to be put in motion and this could help with the drafting of the expanded scope. A contractor should be secured by July. Ms. Kodjanian suggested that the first thing to do is to hire a contractor that the association is most comfortable with and will be the best fit for the Palladian. The three contractors should be scheduled on the same day with separate sessions of 30 minutes each. **Action: Ms. Kodjanian will coordinate a meeting with the Board, three chosen engineering contractors, the Engineering Transition Study Ad Hoc Committee and Management on either Thursday, June 25th or Friday, June 26th, in the morning hours.**

Policy/Rules Committee (PRC): Sondra Block, Committee Chair. A report was delivered electronically to the Board on June 5, 2009, which focuses on enforcement of rules. Ms. Block requested that the Board direct the Reese Broome legal counsel to draft appropriate documents that would provide provisions for various issues, some of which are below, and also language providing for the requisite of due process.

1. Pet registration control issues: It was noted that the Bylaws state that the pet size is limited to two small domestic animals. There was discussion about what the Public Offering Statement said regarding pet size limitations. There was also discussion about what was in the lease-to-own leases regarding pet size limitations. **Action: Ms. Kodjanian will provide the PRC with a copy of the amended Bylaws regarding size of pets allowed (if applicable). Action: Ms. Myers will work on registering pets in the building. Action: Management to confirm with the Developer the size limitations on pets contained in the lease-to-own leases. Also, ask the Developer to provide support (i.e. accepted interpretation in other condominiums) for that size limiting meeting the definition of “small animal” in the Palladian By-laws.**

2. Unit leasing restrictions: The PRC would like the Developer to provide an explanation of the intent and meaning of item (8) on page 5 of the draft Bylaw amendment restricting leasing of units. **Action: Ms. Block will send Mr. Schwartzman a soft copy of the draft Bylaws passage she is referring to.**

3. The PRC submitted revised draft rules for moving and deliveries, Mr. Weber was ok with the newly revised rules. Mr. Schwartzman and Mr. Justis will read the rules prior to the July Board meeting so we may vote on their approval at that time. The PRC wanted guidance on whether the Board felt we should collect a non-refundable deposit upon move-in, the PRC believes that Association should have the legal right to collect refundable/non-refundable charges for damages made during moving. **Action: All Board members will review the proposed moving and delivery rules and provide comment in advance of the July Board meeting.**

4. Ms. Myers reported on problems created by large deliveries that cannot be left at the concierge office: Recently, UPS delivery people left 20 oversized packages in front of an absentee owner’s unit, in spite of the objection of Ms.

112 Myers. There was some damage to the newly refinished floor in front of the #2 elevator on the third floor. She is
113 pursuing damage repair costs from UPS.
114

115 5. Currently there are no provisions in the Palladian governing documents expressly providing for the levying of
116 fines or for the conducting of internal hearings on complaints of violations of the Condominium Rules. The PRC
117 requests that the Board of Directors direct the Association Attorney to draft appropriate documents that would serve
118 as a guideline for the enforcement of the Palladian Rules and Bylaws. **Action: Ms. Kodjanian to contact**
119 **Palladian legal counsel to obtain guidelines for the enforcement of Palladian Rules and Bylaws.**
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122 **Safety and Security Committee (SSC):** Larry Nissenbaum, Committee Chair. A written report was provided to
123 the Board and Management (See Management Report, P64-P65). The following issues were discussed:
124

125 1. Fire Marshall Visit: The committee has submitted a report dated June 8, 2009 and an email dated June 2, 2009
126 with bullet point information from the Fire Marshall that they would like circulated to the community and a contract
127 for a building security person. Some of the points were there can be no use of any type of grills within 20 ft. of the
128 property; it is against the law to disable fire/smoke detectors; smoke/fire detector batteries should be changed twice
129 a year; it is against the law to remain in the building/units if the fire alarm sounds; it is a good idea to keep a carbon
130 monoxide detector in each unit. There was a discussion regarding unit detectors being at a maximum of 120
131 decibels and a low of 75 or 15 above average ambient and the need to know how to adjust the decibels. Mr.
132 Schwartzman recommended that this is not a good idea and the association should not get involved with a safety
133 feature that could be a liability. If an owner wishes to have the decibels lowered it will be the sole responsibility of
134 the unit owner. The signage in the stairwells that read "Roof Access" is for the Fire Dept. only. There is no roof
135 access for residents. These signs need to be changed to let residents know that roof access is for the Fire Dept. only.
136 Ms. Myers has a signage company coming to the building on Thursday to install the elevator bulletin boards and she
137 will ask if they can alter the sign. **Action: Ms. Myers will draft a notice for the newsletter to inform residents**
138 **of the above items from the meeting with the Fire Marshall. Action: Ms. Myers to add Fire Dept only to the**
139 **roof access signs.**
140

141 **Social Committee (SC):** Linda Gombos, Committee Chair. The Game Night was very successful. A meeting will
142 be scheduled to coordinate a summer kick off social event tentatively scheduled for the last Sunday in June. There
143 was a discussion regarding the Premiere Concierge continental breakfasts held the first Saturday of each month and
144 that the Palladian should have a couple per year of their own.
145

146 **Ad Hoc DirecTV Committee (DTVC):** Mr. Jim Haser, Committee Chair. Currently, Comcast was contracted by
147 the developer as the exclusive cable provider and the Committee is researching an alternative means of obtaining
148 television service. The Committee is still meeting with various vendors and others to determine if obtaining satellite
149 television is a possibility. They will have an update at a future meeting.
150

151 **TREASURER'S REPORT:** Mr. Jaeger was not present so there was no report.
152

153 **COMMUNITY MANAGER'S REPORT:** Ms. Karen Kodjanian reported on the following:
154

155 1. Financial: May Financials will be available on June 15th and a summary will be prepared and distributed to the
156 Board. As of 5/31/09, nine units were delinquent. Four were for parking space fees and the owners have indicated
157 they will submit payment immediately. Five were delinquent condo fees, three are with legal for action, the
158 remaining two have received demand letters and the report will be sent under separate cover. All reserves and
159 excess operating accounts were opened in accordance with the requested amounts, terms and rates. A chart of
160 account activity can be found in the Management Report, (P9-P10).
161

162 2. Elevator: Inspection certificates were received and have been posted in the elevators.
163

164 3. Janitorial: Management solicited four cleaning company proposals; Beltway Cleaning Service, Capital Building
165 Maintenance, Clean Mark, and Sweeney. Management placed the cleaning proposals on the Agenda for
166 consideration.
167

- 168 4. Utilities: Studebakers corrected the amount they bill for the monthly service fee, the amount on the last bill and
169 bills going forward will be \$6.44 (includes postage) per month for utility billing. Residents should have also
170 received a credit for the overpayment in fees for the two previous months.
171
- 172 5. Engineering Study Contractor: See above.
173
- 174 6. Insurance – John Manougian: Two new laws were passed in the House and Senate that required review of the
175 insurance coverage for the association. HB687 & SB541 require an increase in coverage for crime (Fidelity).
176 Currently the association carries coverage up to \$250,000. The new minimum requirement is 3 months of
177 assessments and the balance in investment accounts. The increase in premium is \$575.00 for an additional \$579,000
178 in coverage. Ms. Kodjanian has approved this because the law went into effect June 1, 2009. The new premium
179 amount of \$829.00 was questioned. More details can be found in the Management Report (P11-P12).
180
- 181 7. Maintenance Report: Prepared and provided by Ms. Myers; cleaning contractor proposals can be found in the
182 Management Report (P17-P48). Contractors for consideration: Beltway Cleaning, Capital Building Maintenance,
183 Clean Mark and Sweeney Building Services. Ms. Myers recommended that the proposal submitted by Clean Mark
184 be approved. The cost is \$3,947.00/month or an annual amount of \$47,364.00 plus tax. The costs are higher than
185 the current rate the Association is paying because of an increased level of service. Ms. Myers believes that Clean
186 Mark understands the Palladian needs. The contract stipulates they will provide staff for 66 hours/week, with 2 part
187 time people, one for morning and one for evening, with the two overlapping at some point during the day. Ms.
188 Myers believes that Walter needs the help and more training which Clean Mark has said they would do. There is an
189 overwhelming accumulation of trash and recyclables. Mr. Schwartzman noted that there should be a 30 day
190 cancellation clause in any contract we enter into. The Board was not prepared at this time to make a decision
191 regarding a cleaning contractor, however, the Board directed Ms. Myers to renegotiate the Clean Mark contract.
192 **Action: Management will renegotiate the cleaning contract to a lower amount of approximately \$43,000 -**
193 **\$44,000 and email the new contract amounts to the Board.**
194
- 195 8. Copier: Ms. Myers obtained two proposals (See Management Report, P49-P50) from Centric (Sharp Copier
196 \$270/month) and Advance Business Systems (Cannon Copier \$203.16/month). Both contracts are for 36 months.
197 Both copiers provide color copies, scanning, networking for E-faxing, document storage and adequate speed. The
198 current amounts of copies being made are a little over 2,000 copies/month. Management recommended that the
199 Cannon machine be approved.
200
- 201 ***MOTION: Mr. Schwartzman moved and Mr. Justis seconded to approve the replacement of the current copier***
202 ***with the Cannon Copier Proposal submitted by Advanced Business Systems in the amount of \$203.16 per month,***
203 ***plus MD sales tax, for 2400 copies per month, with an overrun cost of \$.0135 per copy, for a contract term of 36***
204 ***months. Delivery, installation and training costs are \$174.95. All copier charges will be split 50/50 with RD***
205 ***Rockville as the leasing manager and sales office will have access to it as well. MOTION PASSED:***
206 ***Unanimously (3-0-0)***
207
- 208 9. Elevators Bulletin Boards (See Management Report, P51): The elevators bulletin boards were ordered from
209 Instant Sign Center, Inc. at a cost of \$1090.00 plus tax, have been delivered and are being installed.
210
- 211 10. Marble Floors (See Management Report, P52-P63): A marble floor maintenance proposal has been submitted
212 by Stuart Dean at a cost of \$18,180 which the Board felt was a bit high. **Action: The Board directed**
213 **Management to obtain more bids from other contractors and to supply the contractors with a scope of work**
214 **to make the bidding process tighter. The RFP should be for quarterly maintenance on the high traffic areas**
215 **and semi-annual or annual maintenance on the lower traffic areas.**
216
- 217 11. Telephone Access System: A proposal was submitted by ABG Contractors as were two other bids. The Board
218 is not pleased with Sonitrol's lack of communication and respond time. **Action: Ms. Kodjanian will verify when**
219 **the expiration date is for the Sonitrol contract.**
220
- 221 12. RTS HOA: The RTS HOA has agreed to schedule their meeting before the September 14, 2009 Palladian Board
222 meeting. **Action: Ms. Kodjanian will contact the RTS HOA Board and confirm if they could meet with the**

223 **Palladian BOD and residents at 7:00PM in the Palladian Club Room before the Palladian BOD meeting at**
224 **7:30PM.**

225
226 13. Master Association Meeting: There is a Master Association meeting on Wednesday, June 10th which Ms.
227 Myers and Ms. Kodjanian will be attending. Ms. Kodjanian will speak with the Block 5 Master Condominium
228 Board about having open board meetings.

229
230 **GENERAL MANAGER'S REPORT:** Ms. Vicki Myers provided the Board with a written monthly report.

231
232 1. The following were covered under the Community Manager's Report: Cleaning contract, copier, elevator
233 inspection certificates, and marble floors.

234
235 2. Deodorizer for Garage Sanitary Pit: A proposal has been submitted from Metrochem for an electronic device
236 that would mitigate the sewage odor problem in the garage caused when there are problems with the pumps. The
237 device automatically feeds organic enzymes into the pit, which neutralizes the odors. The enzymes are not toxic and
238 they are not fed into the air, only into the pit. The sump pumps will be a part of the Transition Study. Dave White
239 has been working with Danny all week. The pump is a residential item and the responsibility of the Palladian to
240 maintain. **Action: Ms. Kodjanian will email the proposal to the Board. Action: Ms. Myers will get the**
241 **MSDS Sheets to the Board.**

242
243 3. Move-In/Move Out: In the month of May, there were two move-ins and one move-out.

244
245 4. Clubroom Fireplace: Acme Woodstoves provided a proposal for an electric fireplace insert in the amount of
246 \$1,713.68 and this does not include installation. Management located a less expensive insert at a cost of \$950. Ms.
247 Myers is in the process of requesting an invoice from Acme, including all charges, in order to pay for the purchase.
248 Note: as discussed at previous Board meetings, Zalco will bear the cost of replacing the fireplace.

249
250 5. Decoration: Management conducted an inspection with Ms. Nancy Auman, the decorator, and BMC members.
251 There were various decorating problems which the contractor will come back to address. It was noted and agreed by
252 all involved that the mirror size in the lobby was misjudged and a larger one is needed. Replacing the floral
253 arrangement in front of the mirror with a smaller, more rectangular one may also solve the problem. A grouping of
254 4 pictures to be hung over the bench will need an addition of 4 more. The metal sculpture will be replaced with this
255 grouping of smaller pictures. The decorator should take responsibility for the incorrect décor decisions. Ms. Auman
256 is asking for final payment for her services. The Board agreed that if the project is completed to satisfaction within
257 the week the final payment will be processed. If the project is not completed to satisfaction within the week, the
258 Board agreed to hold back 10% of the final payment until completed to satisfaction.

259
260 6. Bike Racks: Two new bike racks will be ordered and installed by the staff in Block 4 and Block 5. A bike
261 registration program will be initiated in order to maintain organization and weed out abandoned bikes.

262
263 7. Pool: The Pool opened May 23, 2009. There were some concierge problems. Management asked that if anyone
264 sees any problems to please contact them so they can address the issues as soon as possible.

265
266 8. CCTV: The system was installed the end of March and operating successfully. The software enables the
267 Building Manager to review the tape and burn to CD any incidents recorded on the DVR. It was noted that someone
268 was already caught hitting the garage door and they have come forward to take responsibility. **Action: Ms. Myers**
269 **will burn a DVD of the garage door accident for our records. Action: Ms. Myers will address Garage 4 and 5**
270 **entrance doors sensors which seem to be improperly working.** The Sales Manager and the Leasing Manager
271 would like to network the Management/Sales computers in order to provide viewing of the Main Lobby entrance
272 also. Mr. Schwartzman and RD Rockville are not in favor of this practice and will not accept this liability
273 responsibility, as such the matter will no longer be pursued.

274
275 10. Telephone Bills: Management is working with Mr. Noel Gonzalez to receive compensation for billing of the
276 phone service in two public elevators (they will be removed from the bill). Ms. Myers is also working with FRIT to
277 receive reimbursement for two phone lines which service the public lobby in front of the Palladian by July.

278

279 11. Monthly Continental Breakfasts: Management is working with Premier Concierge to have some of the monthly
280 breakfasts held in the Palladian Club Room. A July 4th date was suggested but it might not be a good date as this is
281 a holiday and a new date is TBD.
282

283 12. Gas/Water Meters: Studebaker will visit 15 units on Tuesday, June 6th, to program and/or replace meters. The
284 involved residents have been notified and a staff member will accompany the servicemen.
285

286 13. Club Room TV: A new Samsung 46" HDTV was recently installed. Enjoy!
287

288 **OLD BUSINESS:** Many of the issues have been covered. The remaining Old Business issues were addressed:
289

290 1. Painting Proposals: Discussion has been tabled.
291

292 2. Sonitrol: Sonitrol did not respond to an emergency button that recently went off in the Fitness Room. The
293 community is very disappointed with the poor responses and communication behavior from Sonitrol. **Action:**
294 **Management will review the Sonitrol contract and obtain proposals for a new security company.**
295

296 3. Crash Bar Installation in Public Lobby: Three bids should be submitted this week, item tabled until a future
297 Board meeting.
298

299 4. Guest Parking: The issue is still on the table for further consideration, to be discussed at a future Board meeting..
300

301 **OPEN FORUM:** The following issues were recognized and discussed by the Board:
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303 1. A resident brought up the maintenance contract for the wood in the lobby. The resident felt that the wood needs
304 to be maintained and that the some of the corners in the lobby were sharp and rough and could injure someone.
305

306 2. A resident felt that cameras should be installed in the Lobby and they are going to get bids. The Board noted that
307 there is a process for collecting proposals. If someone has an idea they should approach the Board with their
308 written proposal. The Board will then consider the idea and make a decision whether to obtain bids or not.
309

310 3. A resident thought it might be interesting to look into wireless sensors that sensitive to motion. The sensors shut
311 off the fans, lights, etc. when someone leaves the room and no one else in present. The resident will investigate the
312 cost and feasibility and provide Ms. Myers with information for the next Board meeting.
313

314 4. A resident suggested that the City of Rockville should install a pet park. Many people like the idea. The
315 resident, Ms. Gombos, requested Board support to speak at a Rockville City Council meeting about a dog park. The
316 Board supported Ms. Gombos request.
317

318 5. Ms. Myers is in the process of discussing the suicide/security fence with Mr. Noel Gonzalez.
319

320 6. A resident inquired about the long-term location of the management office; this issue is being handled by Mr.
321 Jaeger who was not present at the meeting.
322

323 7. A resident requested guidance from the Board regarding the rights of homeowners in terms of a noisy neighbor.
324 Management informed the resident that once due process is established, hearings can be held to resolve all types of
325 issues. For now, the resident should draft a letter of complaint to the Board and they will consider the issue in a
326 private Executive Session to determine the next step of action.
327

328 **NEXT MEETING:** Monday, July 20, 2009, at 7:00PM in the Club Room.
329

330 **ADJOURNMENT:**
331

332 ***MOTION: There being no other business, it was moved and seconded to adjourn the Monday, June 8, 2009***
333 ***meeting of the Palladian Condominium Association Board of Directors at 9:45PM. MOTION PASSED:***
334 ***Unanimously (3-0-0)***

335
336 These Minutes are Respectfully Submitted by,
337 *Leenan Hayden*
338 Recording Secretary

339
340 **APPROVED & ATTESTED TO BY:** _____ **DA TE** _____
341 Michael Schwartzman, Board Secretary

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