

1 **PALLADIAN CONDOMINIUM COUNCIL OF UNIT OWNERS**
2 **MEETING MINUTES**
3 **BOARD OF DIRECTORS REGULAR MEETING**
4 **THE CLUB ROOM**
5 **38 MARYLAND AVENUE, ROCKVILLE, MD 20850**
6 **MONDAY, NOVEMBER 30, 2009, 8:05PM-9:00PM**

7
8 **PRESENT:**

9
10 Adam Weber President
11 Bob Justis Vice President
12 Jack Jaeger Treasurer, RD
13 Michael Schwartzman Secretary, RD
14
15 Karen Kodjanian Property Manager, Zalco Realty, Inc.
16
17 Residents Eleven

18
19 **QUORUM/CALL TO ORDER:** Quorum was established at 8:05PM, at which time Mr. Weber, President, called
20 the Monday, November 30, 2009, 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. Jaeger seconded to approve the Agenda for the Monday, November***
28 ***30, 2009, regular meeting of the Board of Directors as presented. MOTION PASSED: Unanimously (4-0-0)***
29

30 **APPROVAL OF MINUTES:**

31
32 ***MOTION: Mr. Jaeger moved and Mr. Schwartzman seconded to approve the Wednesday, October 19, 2009,***
33 ***minutes of the Board of Directors meeting as amended and presented in the MR, P1-P5.***
34 ***MOTION PASSED: Unanimously (4-0-0)***
35

36 **PRESIDENT'S REPORT:** There was no President's Report.

37
38 **DEVELOPER'S REPORT:** Mr. Schwartzman reported that there is nothing new to report since the BOD meeting
39 in June.
40

41 **COMMITTEE REPORTS:**

42
43 **Building Maintenance Committee (BMC):** Ms. Cheri Justis, Committee Chair. The BMC met on 11/19/09. The
44 report was submitted late (11/30/09). Please refer to Management for a detailed copy of the BMC meeting report.
45

46 **Policy/Rules Committee (PRC):** Ms. Sondra Block, Committee Chair. A report was not submitted.
47

48 1. Approval of Move In & Move Out Rules:
49

50 ***MOTION: Mr. Jaeger moved and Mr. Justis seconded to approve the Move In & Move Out Rules as distributed***
51 ***and, with the following exception, allowing the Manager the discretion of some flexibility in the length of move in***
52 ***and move out time. MOTION PASSED: Unanimously (4-0-0)***
53

54 **Safety and Security Committee (SSC):** Mr. Larry Nissenbaum, Committee Chair. A report was turned in (See
55 **MR, P10**). The following recommendations were suggested:
56

- 57 1. Fitness Center button works.
58
59 2. Approval of installation of 6 additional cameras and recorder for levels mezzanine, 2 through 5, PH and 3
60 additional cameras for the loading dock area and the last two exterior doors to the building. This will be considered
61 after the transition study has been completed. Mr. Nissenbaum will submit the bids to the Board.
62
63 3. Approval of installation of time lock crash bar on the double doors exiting the rear of 38 Maryland Ave.
64 Doors to be locked from 12:00AM-5:00AM, which Foulger-Pratt has already approved. Further bids will be turned
65 into Management.

66
67 **Social Committee (SC):** Ms. Linda Gombos, Committee Chair. A report was not submitted.

68
69 **Ad Hoc DirecTV Committee (TVC):** Mr. Jim Haser, Committee Chair. There was no report.

70
71 **Ad Hoc Building Transition Study Committee (BTSC):** There was no report.

72
73 **TREASURER'S REPORT:** Mr. Jack Jaeger, Treasurer, reported that the Draft 2007 and 2008 Audit appears to
74 look like it is being prepared properly.

75
76 **APPROVAL OF PROPOSED FY 2010 BUDGET:** The Board reviewed the proposed FY 2010 Budget and
77 adjustments were proposed by Mr. Weber. The new numbers showed a budget requiring a 14% reduction in condo
78 fees.

79
80 ***MOTION: Mr. Jaeger moved and Mr. Schwartzman seconded to approve the proposed FY 2010 Budget, with***
81 ***adjustments proposed by Mr. Weber, which recommends a 14% reduction in the condo fees.***

82 ***MOTION PASSED: (3-1-0) In Favor: Mr. Weber, Mr. Jaeger, and Mr. Schwartzman***

83 ***Opposed: Mr. Justis***

84 ***Abstained: None***

85
86 **APPROVAL OF DRAFT 2008 & 2009 AUDIT:**

87
88 ***MOTION: Mr. Jaeger moved and Mr. Schwartzman seconded to approve the submitted Draft 2007 & 2008***
89 ***Audit. MOTION PASSED: Unanimously (4-0-0)***

90
91 **Action: Ms. Kodjanian will contact legal counsel to inquire as to a possible conflict of interest issue regarding**
92 **developer Board members moving and seconding motions that are about to be voted upon.**

93
94 **COMMUNITY MANAGER'S REPORT:** (Please refer to **MR, P2-P7** for detailed report.) Ms. Karen Kodjanian
95 reported on the following:

96
97 1. Block 5 Condominium bill: The Palladian received a bill from the Block 5 Condominium Association for
98 over \$200K. The Board of Directors and Management had several questions regarding the bill as it didn't appear to
99 be consistent with actual expenses incurred. Management and Mr. Schwartzman met with Federal Realty (FRIT)
100 regarding the bill and all parties agreed that the Palladian had been overcharged. Management and Mr. Weber also
101 found errors in the formula for calculation as well as double billing. The end result was a new bill in the amount of
102 \$28,802.64 which was subsequently paid (**See MR, P6-P7**). In next year's Master Association Budget, the
103 electricity line item has been taken out as being billable to the Palladian.

104
105 2. Approved 2007 and 2008 Draft Audit: The journal entries will be entered and the next set of financials will
106 reflect the true figures for the end of last year.

107
108 3. Alarm Monitoring/Sprinkler Testing/Security System: Management and the SSC continue to work with
109 ASG regarding glitches in the CCTV system which will be investigated on 11/30/09. Ms. Myers has contacted a
110 furniture repair contractor to repair the custom upholstered chair, which was recently damaged during a club room
111 incident (**See MR, P17-P18**). The contractor arrived on site in a drunken state and Management had to turn him
112 away. Management met with Stanley Security on 10/15/09 and it was understood and agreed that a 90-day cure

113 period would begin as of that date, allowing Stanley Security to correct several long-term problems and attempt to
114 restore its relationship with the Palladian. Since then the Fitness Room call box has been fixed, control of activation
115 of the fobs and garage door openers was turned over to Palladian Management, and the billing problems have been
116 resolved. There was a damage incident to the Club Room, which was mentioned in the newsletter, and the resident
117 paid for the damage they caused.

118
119 4. Janitorial Services: Management met with David Martinez, account manager, on 10/30/09, for a monthly
120 review of the carpet cleaning contract (**See MR, P8**). Management requested that Clean Mark breakdown the costs
121 so that, should an individual floor, such as the 3rd floor, require additional cleaning, the cost would be known.

122
123 5. Marble Floors: Steve Burton visited the building last week to look at the condition of the floors. The main
124 area will be done again in December and the lesser traveled area at around the 1-year anniversary of the restoration.

125
126 6. Engineering Study: On 11/20/09, Bill Grimes, accompanied by Danny, visited the building to visit 16 units
127 selected from surveys and also inspected the building from top to bottom. He returned on Monday, 11/23/09, to
128 tour the building with Danny.

129
130 7. Club Room Fireplace: The fireplace will be replaced and all repairs completed beginning Monday,
131 12/14/09, and completed Friday, 12/18/09. The contract was signed and agreed to on 11/18/09.

132
133 8. Club Room Deck: Annual plantings were removed, white mini-lights were left on the planters and the
134 crepe myrtle will remain as a permanent planting and a gator bag was installed to provide water for the tree.
135 Maintenance power-washed and varnished the wooden trash cans and used a blower to remove debris.

136
137 9. Garage Parking & Maintenance: Management recommendation to use vehicle ID stickers was passed over.
138 Management is soliciting proposals from cleaning companies to have both garages cleaned in late winter/early
139 spring.

140
141 10. Window Cleaning: See attached proposals (**MR, P 11-P13**): Proposals have been submitted from Clean
142 Mark, Kevco and Valcourt.

143
144 **GENERAL MANAGER'S REPORT:** Ms. Vicki Myers, General Manager, could not be present at the meeting
145 and Ms. Kodjanian reported on her behalf during her above report.

146
147 **OLD BUSINESS:**

148
149 1. Slop Sink and Patio Water Source Proposals: Remains on the Agenda.

150
151 2. Block 5 BOD Representative Appointment:

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153 ***MOTION: Mr. Weber moved and Mr. Justis seconded the nominate Ms. Sondra Block as the new Block 5***
154 ***Representative to attend the RTS Master Association meetings. MOTION PASSED: Unanimously (4-0-0)***

155
156 Note: Ms. Block noted that she would accept the appointment, subject to the fact that she would formally inform the
157 RTS BOD of her appointment. The Board reassured her that the RTS Master Association BOD was in agreement to
158 her appointment.

159
160 **NEW BUSINESS:**

161
162 1. Financial Committee (FC): Three residents were necessary to establish the FC. Membership volunteers
163 included Mr. Bill Wagner, Mr. Charlie Manusco and Ms. Diane Herndon. **Action: Ms. Kodjanian will include**
164 **the Charter in next month's BOD packet for approval.**

165
166 **OPEN FORUM:** The following issues were recognized and discussed by the Board:

167

168 1. Social Committee: A holiday breakfast will be sponsored by the SC on Sunday, 12/13/09 from 9:00AM-
169 11:00AM, at an estimated cost of \$12.95 per person (based on who walks in), as stated on the contract, which will
170 need to be signed. A flyer went out with an RSVP date.

171
172 2. Fenestra Concierge Relationship: Anything that is done through the concierge, the Palladian is paying into,
173 and the Palladian should have equal rights to everything. The Concierge phone number was changed and the
174 Palladian was never supplied with the new number. **Action: Ms. Kodjanian will make sure that Ms. Myers is**
175 **supplied with the new Concierge number.** The new merchant advantage card has the Fenestra name on it and the
176 Palladian is not mentioned anywhere on the card. Ms. Myers is in the process of obtaining cards without the
177 Fenestra name on them. **Action: Management will invite the Concierge to attend a BOD meeting to discuss**
178 **services.**

179
180 **NEXT MEETING:** Monday, January 11, 2010, at 7:00PM in the Club Room.

181
182 **ADJOURNMENT:**

183
184 *MOTION: There being no other regular business, Mr. Jaeger moved and Mr. Justis seconded to adjourn the*
185 *Monday, November 30, 2009, regular meeting of the Palladian Condominium Association Board of Directors at*
186 *9:00PM. MOTION PASSED: Unanimously (3-0-0)*

187
188 These Minutes are Respectfully Submitted by,
189 Leenan Hayden
190 Recording Secretary

191
192 **APPROVED & ATTESTED TO BY:** _____ **DATE** _____
193 Michael Schwartzman, Board Secretary

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