

1 **PALLADIAN CONDOMINIUM COUNCIL OF UNIT OWNERS**
2 **MINUTES**
3 **BOARD OF DIRECTORS REGULAR MEETING**
4 **THE CLUB ROOM**
5 **38 MARYLAND AVENUE, ROCKVILLE, MD 20850**
6 **WEDNESDAY OCTOBER 19, 2009, 7:20PM-8:45PM**

7
8 **PRESENT:**

9
10 Bob Justis Vice President
11 Jack Jaeger Treasurer, RD
12 Michael Schwartzman Secretary, RD
13
14 Victoria L. Myers General Manager
15
16 Residents Nine

8 **ABSENT:**

Adam Weber President
Karen Kodjanian Property Manger, ZRI
Scott Ross Member-At-Large, RD

17
18 **QUORUM/CALL TO ORDER:** Quorum was established at 7:21PM, at which time Mr. Justis, the presiding
19 officer, called the Monday, October 19, 2009 Board of Directors regular meeting to order. Ms. Leenan Hayden, an
20 independent contractor, was present to record the meeting.

21
22 **APPROVAL OF AGENDA:**

23
24 ***MOTION: Mr. Schwartzman moved and Mr. Jaeger seconded to approve the Agenda for the Monday, October***
25 ***19, 2009 meeting of the Board of Directors as presented. MOTION PASSED: Unanimously (3-0-0)***

26
27 **APPROVAL OF MINUTES:**

28
29 ***MOTION: Mr. Schwartzman moved and Mr. Jaeger seconded to approve the Friday, September 25, 2009***
30 ***minutes of the Board of Directors meeting as amended and presented in the Management Report, P1-P5.***
31 ***MOTION PASSED: Unanimously (3-0-0)***

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

34
35 **DEVELOPER'S REPORT:** Mr. Schwartzman reported that there is nothing new to report since the BOD meeting
36 in June.

37
38 **COMMITTEE REPORTS:**

39
40 **Building Maintenance Committee (BMC):** Ms. Cheri Justis, Committee Chair. A report was not submitted but
41 Ms. Justis will cover a follow up to her last report during Open Forum.

42
43 **Policy/Rules Committee (PRC):** Ms. Sondra Block, Committee Chair. A report was submitted two weeks ago
44 (See Management Report, P6-P11) and the following issues were discussed:

45
46 1. Move-In/Move-Out/Large Deliveries Rules (See handout of Revised Draft dated 6/5/09): The proposed
47 moving and delivery rules were reviewed. The focus was on what is a fair and reasonable amount to charge for such
48 activities. The following motion was passed:

49
50 ***MOTION: Mr. Schwartzman moved and Mr. Jaeger seconded to distribute the Rules for Moving-In, Moving-***
51 ***Out, and Large Deliveries, Revised Draft dated 6/5/09, to the unit owners of the Palladian Condominium***
52 ***Association for a period of thirty days consideration. MOTION PASSED: Unanimously (3-0-0)***

53
54 Note: After the thirty days, a special hearing will be scheduled so the unit owners can give their feedback to the
55 Board. Once all comments have been considered and the rules have been agreed upon, the Board will ratify the
56 Rules for Moving-In, Moving-Out, and Large Deliveries.

57 2. Pet Rules: Pet size limit guidelines were discussed. Currently, the POS states that residents are allowed to
58 have two small pets. It was thought that the By-laws/rules had been amended to allow dogs weighing up to 45
59 pounds but there is no documentation of such an amendment. The PRC recommended that there be a concerted
60 effort to register all pets, analyze complaints and problems before specific recommendations are made. Ms. Myers
61 has been attempting to register pets. The Developer should provide Management with the information it has on pets
62 kept in its rental units. The PRC will do additional research on pet standards in other condo communities. For the
63 present, the POS document is correct and the pet size amendment never happened. No decisions were made because
64 further clarification is needed.

65
66 3. Delegation of Board of Directors Authority: The PRC felt that a rule that limits the power of the BOD to
67 delegate authority or to rescind or limit such delegation is ill-advised. The PRC suggested that the Board should
68 have the authority to delegate the amount to be spent on a project and who has the authority to spend said amount
69 via a motion by the Board. Another option was to give Management a budget and the Board could approve via
70 email if more money is needed. There was a discussion regarding interest in forming a Finance Committee to work
71 on the budgets. **Action: Management and the Engineering Dept. should meet in order to recommend to the
72 Board what projects might need funding.**

73
74 **MOTION: Mr. Schwartzman moved and Mr. Jaeger seconded to approve that an amount of five hundred dollars**
75 **(\$500) be budgeted to the Building Manager's discretionary authority to spend on projects and if the expense**
76 **outside of the budget, it may be approved by the Board via email. MOTION PASSED: Unanimously (3-0-0)**

77
78 **MOTION: Mr. Schwartzman moved and Mr. Jaeger seconded that individual Board members shall have zero**
79 **discretionary spending authority. MOTION PASSED: Unanimously (3-0-0)**

80
81 4. Additional PRC Member:

82
83 **MOTION: Mr. Jaeger moved and Mr. Schwartzman seconded to approve Mr. Tim Telling as the fourth PRC**
84 **member. MOTION PASSED: Unanimously (3-0-0)**

85
86 **Safety and Security Committee (SSC):** Mr. Larry Nissenbaum, Committee Chair. There was nothing to report.

87
88 **Social Committee (SC):** Ms. Linda Gombos, Committee Chair. There was nothing to report.

89
90 **Ad Hoc DirecTV Committee (TVC):** Mr. Jim Haser, Committee Chair. The DirecTV Right of Entry Agreement
91 was resolved during the Special Hearing on Monday, October 19, 2009.

92
93 **Ad Hoc Building Transition Study Committee (BTSC):** There was nothing to report.

94
95 **TREASURER'S REPORT:** Mr. Jack Jaeger, Treasurer, reported on the financial status of the Association and the
96 Association is in good shape.

97
98 Operating Account \$419,644
99 Reserve Account 170,354
100 YTD Budgeted Expenses 589,823
101 YTD Actuals Spent 457,185
102

103 A Master Condo bill for \$212,000 was explained by Mr. Schwartzman, in detail. Due to variances in electrical and
104 water expenditures this number will most likely, eventually, wash out. Management will be meeting with FRIT on
105 Friday, October 23, 2009 to review billing error questions and work toward a resolution.

106
107 There was a discussion regarding forming a Finance Committee to work on the FY2010 budget. Should there be no
108 Finance Committee; a budget meeting will be scheduled so the Board can go over the budget, line item by line item,
109 without interruption. The 2010 Budget figures will be based on figures from 2009.

110

111 Mr. Schwartzman also reported that the Master Association has been informed that a residential unit owner is going
112 to be appointed the Block 5 representative for the Master meetings. The condo docs should be referred to regarding
113 the process of who the Block 5 representative can be.

114
115 **COMMUNITY MANAGER'S REPORT:** Ms. Karen Kodjanian was not present.

116
117 **GENERAL MANAGER'S REPORT:** Ms. Vicki Myers provided the Board with a written monthly report and her
118 meeting report was combined with Ms. Kodjanian's report.

119
120 1. Property Diagnostics, Inc. Survey: Surveys were distributed, door to door, to all 142 occupied units on
121 9/25/09. Surveys were mailed to all off-site owners by ZRI. Fifty-five responses have been turned in which were
122 copied and forwarded to PDI on 10/14/09.

123
124 2. Maintenance: A new Maintenance employee has been hired. His name is Mr. Victor Rivera. **Action: Mr.**
125 **Schwartzman will meet with Mr. Rivera and Ms. Myers, Tuesday, October 20, 2009 at 7:30AM in Ms. Myers**
126 **office.**

127
128 3. Club Room Deck: The winterization of the Club Room Deck is in process. A gator bag was purchased to
129 protect the crepe myrtle plantings.

130
131 4. CleanMark: CleanMark continues to do a very good job on the common areas. Danny has been
132 deodorizing the trash chute with the assistance of the cleaning staff.

133
134 5. Window Washing: Two proposals have been received from Kevco and CleanMark and a bid from
135 Valcourt will be in hand shortly. The window cleaning will most likely be performed from the inside of the
136 building, screens included. **Action: Management will make certain that the window washing contractors are**
137 **aware of the OSHA Rules and the particulars for the scope of work, to include cleaning of the transoms and**
138 **the 'Palladian' windows.**

139
140 6. Concierge Service: As of 10/1/09, the Concierge Service is now being managed by Bozutto Management
141 Services. The phone number was changed without informing Management of the new telephone number. The new
142 phone number has been posted in the newsletter and elevators.

143
144 7. Computer Software/DVR: All are up and running.

145
146 8. Security Report: There have been no reported incidents since the last conversation regarding security
147 issues. Ms. Myers met with Stanley Security on Thursday, October 15, 2009, to resolve some ongoing, long-term
148 deficiencies in the contract .

149
150 **OLD BUSINESS:**

151
152 1. Club Room Fireplace Update: Acme Woodstoves provided a proposal for an electric fireplace insert which
153 Ms. Myers forwarded to Ms. Kodjanian. Management reviewed the proposal and discussed it with PDI. PDI will be
154 including the fireplace as part of the transition report to be correctly installed and delivered. Acme will only provide
155 the insert and a separate contractor will have to install it. ZRI will be funding the project. Nothing more has been
156 heard. The cost of the insert is about \$1200-\$1500 and the installation is about \$300-\$400 extra. **Action: The**
157 **Club Room Fireplace issue will remain on the agenda until resolved to the satisfaction of the Association. Ms.**
158 **Myers will contact Ms. Kodjanian and request that the issue be resolved (done) before the November 30, 2009**
159 **meeting.**

160
161 2. Engineering Study Status: The Engineering Study will be on the November 30th meeting Agenda.

162
163 3. Sonitrol: See General Manager's Report, Item #8.

167 **NEW BUSINESS:**

168
169 1. FY2010 Budget: A FY2010 Budget Workshop meeting should be scheduled as soon as possible, probably
170 as an interim meeting before November 1st. The draft budget can then be distributed to all unit owners, both on-site
171 and off-site, for their review and feedback. A hearing will be scheduled for the final review and approval of the
172 FY2010 Budget. **Action: Ms. Myers will send unit owners a letter regarding the FY2010 Budget workshop,**
173 **the FY2010 Draft Budget and will also request that unit owners submit to Management, their questions in**
174 **writing, by a certain date, in advance of the November 30th meeting, so the Board can address their comments**
175 **properly.**

176
177 **OPEN FORUM:** The following issues were recognized and discussed by the Board:

178
179 1. Commission on Common Ownership Communities (CCOC) Status: The CCOC is a source of information
180 and experience for condo associations. FYI; the Mayor and Council will be scheduling a public hearing regarding
181 the City of Rockville's options to join the CCOC. If the City votes to join CCOC, all condo associations in
182 Rockville will be required to join. It would cost each unit owner \$3.00 per year, or \$450 total, to join. Many
183 owners present were not in favor of joining. **Action: Ms. Myers will post the CCOC literature in the newsletter**
184 **so owners may participate at the hearing and speak on behalf of the building.**

185
186 2. Block 4 Parking: A unit owner reviewed his response to the PDI Report and its impact on the Reserve
187 Funds. It was noted that each unit has a Deed of Assignment to a specific space and the exclusive right to the
188 limited common element known as Space#__, within one of the two garages (Block 5/Block 4), and any other ones
189 an owner may have bought. There also is a monthly maintenance fee on the limited common element. The owner
190 asked if reserve funds need to be set aside unavailable, for example, in the Block 4 building. Mr. Schwartzman
191 confirmed that the parking spaces cannot be lost to Block 4. The record plats for the Palladian should be in the
192 condo docs. PDI should be asked to review the record plats. Management should also have a copy of the record
193 plats.

194
195 3. New Public Parking Hours:

196
197 Public Garages Mon-Fri 7AM-6PM \$1.00/hr After 6PM \$1.00 Flat Rate Free Sat/Sun/City Holidays
198 Street Meters Mon-Sat 7AM-10PM \$1.00/hr Free Sun/City Holidays \$65/Monthly Rate
199

200 4. Convection Microwave: The purchase of a convection microwave was approved but has not been
201 purchased yet. **Action: Ms. Justis and Ms. Myers will meet to discuss the purchase and to pick up the**
202 **microwave.**

203
204 5. Repair Orange Couch in Club Room: **Action: Ms. Myers will look into the repairs of the orange couch**
205 **in the club room.**

206
207 3. Pool Table Cues: **Action: Ms. Justis will price out pool cues and/or tips.**

208
209 4. Holiday Décor for Main Lobby: There was a discussion regarding types of holiday décor for the main
210 lobby at an estimated cost of \$200-\$250.

211
212 5. Square Windows Frontfoot Benefit: An owner inquired about the identity of this company, and was advised
213 that this company no longer collects the payment for water/sewer installation charges of all of the upfront charges of
214 hooking up the building to the water/sewer utilities. There is now a new company called Longstone Capital. Mr.
215 Schwartzman explained the water/gas metering. Every unit is charged \$300 per year. The owner received a
216 reimbursement check from Square Windows and must now pay the new company.

217
218 6. Grocery Store Update: There is no opening date to report. The plans can be followed on line through the
219 Permit Division.

223
224 **NEXT MEETING:** Monday, November 30, 2009, at 7:00PM in the Club Room.
225

226 **ADJOURNMENT:**

227
228 *MOTION: There being no other regular business, Mr. Jaeger moved and Mr. Schwartzman seconded to adjourn*
229 *the Monday, October 19, 2009 regular meeting of the Palladian Condominium Association Board of Directors at*
230 *8:45PM. MOTION PASSED: Unanimously (3-0-0)*

231
232 These Minutes are Respectfully Submitted by,
233 Leenan Hayden
234 Recording Secretary

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236 **APPROVED & ATTESTED TO BY:** _____ **DATE** _____
237 Michael Schwartzman, Board Secretary

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