

1 **PALLADIAN CONDOMINIUM COUNCIL OF UNIT OWNERS**
2 **BOARD OF DIRECTORS REGULAR MEETING**
3 **THE CLUB ROOM**
4 **38 MARYLAND AVENUE, ROCKVILLE, MD 20850**
5 **FRIDAY, SEPTEMBER 25, 2009, 9:05AM-11:00AM**

6 **PRESENT:**

ABSENT:

7
8 Adam Weber President Scott Ross Member-At-Large, RD
9 Bob Justis Vice President
10 Jack Jaeger Treasurer, RD
11 Michael Schwartzman Secretary, RD
12
13 Victoria L. Myers General Manager
14 Karen Kodjanian Property Manager, Zalco Realty, Inc.
15
16 Residents Sixteen

17
18 **QUORUM/CALL TO ORDER:** Quorum was established at 9:05M, at which time Mr. Weber called the Friday,
19 September 25, 2009 Board of Directors regular meeting to order. Ms. Leenan Hayden, an independent contractor,
20 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 Friday, September***
25 ***25, 2009 regular meeting of the Board of Directors as presented. MOTION PASSED: Unanimously (4-0-0)***
26

27 **APPROVAL OF MINUTES:**

28
29 ***MOTION: Mr. Justis moved and Mr. Schwartzman seconded to approve the minutes of the Monday, July 20,***
30 ***2009, minutes of the Board of Directors regular meeting as presented in the Management Report, P1-P6.***
31 ***MOTION PASSED: Unanimously (4-0-0)***
32

33 **PRESIDENT'S REPORT:** There was no report to present at this time.

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

37
38 **COMMITTEE REPORTS:**

39
40 **Building Maintenance Committee (BMC):** Ms. Cheri Justis, Committee Chair. A report with a list of
41 suggestions was submitted late, the Board reviewed the list.

42
43 1. Paint Colors of the Elevator Lobby Doors: After a lengthy discussion and a visit to the various elevator door
44 lobbies the Board made the following motion:

45
46 ***MOTION: Mr. Justis moved and Mr. Jaeger seconded to approve the BMC recommendation that the double fire***
47 ***doors be painted dark brown and to accept the recommendation of the Building Manager that the single elevator***
48 ***lobby doors be painted beige. MOTION PASSED: Unanimously (4-0-0)***
49

50 2. Fireplace: Ms. Kodjanian is in possession of the proposals and will have an update for the next meeting.

51
52 3. Installation of Utility Sink: Ms. Myers received several bids a while ago showing costs of \$2,000-\$3,000. Since
53 it has been a while the bids will have to be updated. **Action: Ms. Myers will obtain new bids to install a utility**
54 **sink in the compactor room and will inform the Board of her recommendation so she can proceed with the**
55 **best offer.**

56 4. Full Size Refrigerator and Microwave/Convection Oven for the Club Room: Pros and cons were raised
57 regarding the purchase of a full size refrigerator.

58
59 **MOTION:** *Mr. Schwartzman moved and Mr. Justis seconded to reconfirm the purchase of a*
60 *microwave/convention oven for the Club Room and not to purchase the full size refrigerator. MOTION*
61 *PASSED: Unanimously (4-0-0)*
62

63 5. Installation of Water Line on the Patio: The City of Rockville is currently letting the Palladian use their water
64 line until a solution is found. **Action:** **Ms. Myers will obtain bids to install a hose bib for under the sink in the**
65 **fitness room bathroom and to obtain this bid at the same time she obtains the utility sink bids (#3 above).**

66
67 6. Refelt the Pool Table a Darker Color, Purchase New Cues and Bridge: **Action:** **The Board requested that Ms.**
68 **Myers ask the BMC to obtain the cost to refelt the pool table and present a full proposal to the Board.**
69 **Action:** **Ms. Myers will talk to Danny regarding the pool cue holder wall mounting and will purchase new**
70 **pool cues and tips.**

71
72 7. DirecTV/DVD: **Action:** **Ms. Myers will make sure that if the DirecTV is installed that they will make sure**
73 **that everything is installed correctly. Everything is still subject to approval by the Board.**

74
75 8. Patio Landscape: The BMC is requesting \$200 to plant fall annuals.

76
77 **MOTION:** *Mr. Jaeger moved and Mr. Schwartzman seconded to approve funds in the amount of \$200 be given*
78 *to the BMC to plant fall annuals. MOTION PASSED: Unanimously (4-0-0)*
79

80 9. Public Recycle Bin for Main Lobby: This issue was previously discussed and decided against due to unsightly
81 trash accumulation.

82
83 **MOTION:** *Mr. Jaeger moved and Mr. Schwartzman seconded to deny the BMC request to place a public recycle*
84 *bin in the lobby. MOTION PASSED: Unanimously (4-0-0)*
85

86 10. Window Washing: Proposals have been submitted from the Crystal Window Cleaning, CleanMark and Kevco.
87 Kevco suggested cleaning the windows from the inside. The screens can be cleaned in the garage. Management
88 recommended that the Board hire a contractor that will clean the windows and the screens at the same time. **Action:**
89 **Ms. Myers will return to the contractors and obtain two types of bids; once a year 1) cleaning the windows**
90 **only and 2) cleaning the windows along with the screens.**

91
92 11. More Attractive Way to Advertise on the Front Entrance: **Action:** **Mr. Jaeger and Mr. Schwartzman will**
93 **look into the signage at the entrance of the building.**

94
95 **Policy/Rules Committee (PRC):** Ms. Sondra Block, Committee Chair, reviewed the following:

96
97 1. Move-In/Move-Out Rules: The Move-In/Move-Out Rules were previously delivered to the Board for review.
98 There was a discussion about a reasonable refundable and/or non-refundable Move-In/Move-Out Fee to cover
99 ordinary wear and tear and any other damages incurred during such activities. Concerns were raised that
100 management should be able to implement any of the rules.

101
102 **MOTION:** *Mr. Justis moved and Mr. Schwartzman seconded to approve that the Move-In/Move-Out Rules be*
103 *distributed to the owners to review for a period of thirty (30) days and to submit comments. MOTION PASSED:*
104 *Unanimously (4-0-0)*
105

106 **Safety and Security Committee (SSC):** Mr. Larry Nissenbaum, Committee Chair. A written report was provided
107 late to the Board and Management. The following issues were discussed:

108
109 1. Potential Removal of Sonitrol: See Community Manager's Report, Alarm Monitoring.

110

111 **Social Committee (SC):** Ms. Linda Gombos, Committee Chair. A written report was not submitted and there was
112 no discussion.

113
114 **Ad Hoc DirecTV Committee (TVC):** Mr. Jim Haser, Committee Chair. A written report was not submitted and
115 there was no discussion.

116
117 **Ad Hoc Building Transition Study Committee (BTSC):** A written report was not submitted and there was no
118 discussion.

119
120 **TREASURER'S REPORT:** Mr. Jaeger reported the financial status remains the same as last reported.

121
122 **COMMUNITY MANAGER'S REPORT (See Management Report, P2-P8 for details):** Ms. Karen Kodjanian
123 reported on the following:

124
125 **1. Alarm Monitoring/Sprinkler Testing:** Management and the SSC agree that Sonitrol be given a 90-day cure
126 period for past problems with the expectation that, if service improves, the Palladian will complete the contract,
127 scheduled to end October 2011. Ms. Myers will be meeting with Ms. Marsha Wilder, Sonitrol Customer Service.

128
129 **2. Janitorial Service:** Clean Mark began the new contract on Tuesday, September 1, 2009. Two people will be
130 servicing the following hours, Monday-Friday: Marisol Nolasco (8:30AM-3:30PM) and Augustine Vasquez
131 (7:30AM-2:30PM). They will alternate Saturdays (8AM-2PM). These are flexible hours and can be changed if
132 needed.

133
134 **3. Legal:** A seminar was held September 23, 2009 for the Board and the Committee Chairpersons to review
135 policy/procedure for the operations of the condominium and responsibilities of the volunteers.

136
137 **4. Maintenance:** There were a number of tasks completed by Danny (See P5 & P6 Management Report).

138
139 **5. Database:** There was no resident information database in place when Ms. Myers came to work at the Palladian
140 last December. Ms. Myers is in the process of putting together a database. In May 2009, Resident Information
141 Forms were distributed which residents were required to complete if they wanted pool passes. Eighty five responses
142 were turned in and entered into the database and sixty seven failed to reply. This database is essential should in unit
143 emergencies occur.

144
145 **6. Club Room Deck:** Management has received a lot of positive feedback regarding the redecorating and
146 upgrading of the Club Room deck. The new power washer, purchased to keep the garage, loading dock, compactor
147 rooms and trash chute areas clean, will be used to keep the deck pavers clean and to power wash the trashcans and
148 planters when needed.

149
150 **7. RTSHOA Board of Directors:** The meeting was scheduled for Monday, September 21, 2009 in the Fenestra
151 from 7PM-9PM to adopt the 2010 Budget. A copy of the budget was delivered to the Board. RTS HOA replaced
152 the managing agent Zalco with Bozutto. They also replaced the concierge, the concierge will now be an employee
153 of Bozutto.

154
155 **8. New Computer:** A new computer was purchased to accommodate the GE CCTV software program. Ms.
156 Myers is waiting for the DVR.

157
158 **9. Bi-Directional Amplifier (BDA) Installation (See Management Report, P18-P33):** Management received
159 communication from the Police Department on Friday, September 4, 2009, requesting an easement for the
160 installation of a small antenna on the Palladian roof in order to enhance police radio reception/communication in the
161 public and private garages. This would also benefit the Fire Department. Since the Police Department has domain
162 over the roof, they were not asking for approval to install the antenna, but to gain access to the roof through the
163 building.

164
165 **MOTION:** Mr. Schwartzman moved and Mr. Jaeger seconded to ratify the Board's previous decision to allow for
166 the bi-directional amplifier (BDA) installation. **MOTION PASSED: Unanimously (4-0-0)**

167
168 **10. Gas Stoves:** Due to recent incidents, residents were reminded to remember turn off the burners on gas stoves
169 after use.
170

171 **11. Marble Floors:** Quarterly cleaning of the main elevator lobbies, garage lobbies and third floor lobby and all
172 elevator cabs was completed.
173

174 **12. Satellite Service Agreement (See Management Report, P34-P40):** The final Satellite Service Agreement and
175 a letter of explanation were prepared by the committee and were distributed to the membership on September 16,
176 2009, for their review and comments.
177

178 **13. Bill from RTS Block 5 HOA:** Management received word that a bill will be sent from the RTS Block 5 HOA
179 for Palladian condo dues dating back to part of 2008 and also 2009. Management has requested a bill twice but has
180 yet to receive anything. The Palladian has also been paying the insurance for the RTS Block 5 Master Association.
181 Both parties owe each other money, plus the city owes the Palladian money. Mr. Weber suggested truing up the
182 issues at the same time. Ms. Kodjanian will update the Board as she gets more information. On a related note, the
183 current Palladian representative on the RTS Block 5 HOA is Scott Ross; the developer Board representatives
184 remarked that they believe Scott would like to resign and have a Palladian resident appointed. **Action: Ms. Myers**
185 **will place a call for those residents interested in being the Block 5 representative to the RTS Block 5 HOA**
186 **meetings in the newsletter. The condo docs also need to be reviewed as to who can be appointed. The issue**
187 **should be placed on the Agenda for the next Board meeting.**
188

189 **GENERAL MANAGER'S REPORT:** Ms. Vicki Myers provided the Board with a written monthly report and her
190 meeting report was combined with Ms. Kodjanian's report.
191

192 **OLD BUSINESS:**
193

194 **A. Club Room Fireplace:** See above.
195

196 **B. Engineering Study:** A Property Diagnostics, Inc. Survey was submitted to the Board to approve for
197 distribution to the membership. PDI has been fully engaged to perform the Engineering Study and their insurance
198 coverage should be checked out. **Action: Mr. Justis will make sure the following changes are made to the PDI**
199 **survey: The survey completion date, that all surveys were to be turned into to Ms. Myers, and that the date of**
200 **distribution be documented on the survey, and he will electronically forward the revised survey to Ms. Myers.**
201

202 *MOTION: Mr. Justis moved and Mr. Schwartzman seconded to approve the Property Diagnostics, Inc. Survey,*
203 *as modified, for distribution to all Palladian owners. MOTION PASSED: Unanimously (4-0-0)*
204

205 *MOTION: Mr. Justis moved and Mr. Schwartzman seconded to ratify the proposal submitted by Property*
206 *Diagnostics, Inc. to perform the Engineering Study, contingent upon any further issues resulting from the PDI*
207 *Survey to the owners. MOTION PASSED: (2-0-2) In Favor: Mr. Weber, Mr. Justis*

208 *Opposed: None*
209 *Abstained: Mr. Jaeger, Mr. Schwartzman*
210

211 **C. Sonitrol Issues:** See Community Manager's Report, Alarm Monitoring.
212

213 **D. Proposed Bylaw Amendment (Rental Rules):** Ms. Block reviewed the meeting with legal counsel. It was
214 suggested to wait until 75% occupied owned units are established and then draft the Renter Rules. A lengthy
215 discussion ensued. **Action: Mr. Schwartzman will discuss the rental issues with his legal counsel.** No decisions
216 were made.
217

218 **E. Ratify Approval of RPD antenna on Roof:** See Community Manager's Report, Bi-Directional Amplifier
219 Installation.
220

221 **F. Ratify Approval of Special Meeting Notice re DirecTV Right of Entry:**
222

223 *MOTION: Mr. Justis moved and Mr. Schwartzman seconded to ratify approval of special meeting notice to*
224 *owners regarding DirecTV right of entry. MOTION PASSED: Unanimously (4-0-0)*
225

226 **G. Ratify Approval of Property Diagnostics proposal to Perform Transition and Reserve Study:** See Old
227 Business, Engineering Study.
228

229 **H. Ratify Approval of Due Process Policy Resolution:**

230
231 *MOTION: Mr. Justis moved and Mr. Jaeger seconded to ratify approval of the Due Process Policy Resolution.*
232 *MOTION PASSED: Unanimously (4-0-0)*
233

234 **NEW BUSINESS:**

235
236 **A. Resident Suggestion to Install Hot Tub on the Patio Deck:** This is a liability. The issue was discussed.
237

238 *MOTION: Mr. Schwartzman moved and Mr. Jaeger seconded to deny the suggestion to install a hot tub on the*
239 *Patio Deck. MOTION PASSED: Unanimously (4-0-0)*
240

241 **OPEN FORUM:** The following issues were recognized and discussed by the Board:
242

243 **A. Clarification of Size of Pets:** An owner brought up lack of clarity in the condo documents, especially the size
244 of pets being vague. **Action: Ms. Kodjanian will research the original condo documents and report back to**
245 **the Board.** The size of dogs needs to be further defined and pets should be registered. The Fire Department needs
246 to know where pets reside.
247

248 **B. Office Space:** An owner wanted to know the status of the office space location. **Action: Management will**
249 **review the condo documents to see if there is a provision to have rights to the Fenestra space.** The space
250 seemed to be a common area.
251

252 **NEXT MEETING:** Monday, October 19, 2009, at 7:00PM in the Club Room (tentative date). There will be a
253 Special Hearing regarding a "Right to Access" by DirecTV, which is required by the Bylaws.
254

255 **ADJOURNMENT:**

256
257 *MOTION: There being no other regular business, Mr. Schwartzman moved and Mr. Justis seconded to adjourn*
258 *the Friday, September 25, 2009 regular meeting of the Palladian Condominium Association Board of Directors*
259 *at 11:00AM. MOTION PASSED: Unanimously (4-0-0)*
260

261 These Minutes are Respectfully Submitted by,
262 Leenan Hayden
263 Recording Secretary
264

265 **APPROVED & ATTESTED TO BY:** _____ **DATE** _____
266 Michael Schwartzman, Board Secretary
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