

**COLONIAL VILLAGE I, A CONDOMINIUM**  
**BOARD OF DIRECTOR'S MEETING**  
**WEDNESDAY, JANUARY 24, 2018**

Members Present: Susan Craig, Vice President  
Scott Talbott, Treasurer *(Via Conference Call)*  
Geoff Schwartzman, Member At Large *(Via Conference Call)*  
Barbara Wiehe, Member At Large

Absent: Austin Wiehe, President  
Anne Lewis, Secretary  
Bonnie Powell, Member At Large

Management Agent: Chuck Vaughan, General Manager

I. **Call to Order**

The meeting was called to order at 7:06 pm by Susan Craig.

II. **Reading and Approval of Minutes**

**MOTION: Ms. Craig Moved to approve the November meeting minutes as presented. The Motion was seconded by Mrs. Wiehe and carried unanimously.**

III. **Reports of Committees**

Ms. Craig established that the Yard Sale Committee is planning a February meeting and asked that Management send an email soliciting volunteers to begin planning for the annual yard sale. Additionally, volunteers are needed to support the Newsletter Committee and the aim is to disseminate a late spring publication.

IV. **Management Report**

Financial - Mr. Vaughan reminded that due to the year-end accounting process for closing the association's books, financials would not be available until February but provided a balance sheet and income statement through November 30, 2017.

Ms. Craig asked that Management follow up on moving excess operating funds to reserves.

V. **Old Business**

Capital Improvement Projects for 2018

Mr. Vaughan confirmed that there were no outstanding payments for 2017 capital projects. Electrical equipment had been purchased for the meter stack project in 2017; however, the project had to be deferred after Dominion Energy informed that their records revealed incomplete information regarding transformer locations.

VI. **New Business**

Ms. Craig suggested that the Treasurer, Management and she arrange to meet in February to review year end financials, allocations for 2018 capital projects along with an investments plan before reporting back to the Board in March.

VII. **Adjournment to Executive Session**

**MOTION:** Ms. Craig Moved to adjourn to Executive Session at 7:48 to discuss delinquencies, covenants violations and/or other sensitive matters. The Motion was seconded by Mrs. Wiehe and carried unanimously.

VIII. **Adjournment**

**MOTION:** With no further business to discuss, Ms. Craig Moved to adjourn the meeting at 7:54 pm. The Motion was seconded by Mrs. Wiehe and carried unanimously.

**NEXT MEETING  
WEDNESDAY, FEBRUARY 28, 2018**

Respectfully Submitted by: Sonya Rainey, Recording Secretary

Approved by:

*Susan Craig*

2/28/18

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Susan Craig, Vice President

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Date