



## Rosslyn Heights East Unit Owners Assn.

Arlington, Va.

www.rosslynheightseast.com

### NOTICE OF ANNUAL UNIT OWNERS ASSOCIATION MEETING

TO: Unit Owners, Rosslyn Heights East, A Condominium  
FROM: The Board of Directors  
Date: September 13<sup>th</sup>, 2022

The Annual Meeting of the Unit Owners Association of Rosslyn Heights, East, A Condominium, will be held by video/audio conferencing (via Zoom) at **7 pm Tuesday, Oct. 25, 2022**, pursuant to Article II of the Association's Bylaws. To attend:

Please type the following link into a browser to join the meeting: <https://tinyurl.com/48c5m9u5>. [Note: To test your audio and video with Zoom, go to [zoom.us/test](https://zoom.us/test).] Meeting ID: **822 1950 6415**; Passcode: **640016**.

To attend by phone (audio-only), dial one of these numbers:

+1 301 715 8592 US (Washington DC)	+1 669 900 6833 US (San Jose)
+1 929 436 2866 US (New York)	+1 253 215 8782 US (Tacoma)
+1 312 626 6799 US (Chicago)	+1 346 248 7799 US (Houston)

Meeting ID: **821 3822 7192**; Passcode: **062828**.

[NOTE: For your convenience, unit owners also may ask the Board to email the Zoom link for attending the annual meeting. Please email a request with your unit's address and unit number to [rosslynheightseast@hotmail.com](mailto:rosslynheightseast@hotmail.com) by 8 pm Sunday, Oct. 23.]

Any owner needing to conduct business with the association at the meeting who cannot (or desires not to) conduct business by electronic means must notify the RHE Board in writing of such circumstances at least 10 days before the meeting so a reasonable alternative can be discussed and made available. A reasonable alternative may be for the owner to attend by proxy or submit comments in advance.

#### ORDER OF BUSINESS

- a) Roll Call
- b) Proof of Notice of Meeting
- c) Reading of Minutes of Preceding Meeting
- d) Reports of Officers and Board of Directors
- e) Report of Management Agent
- f) Election or Appointment of Inspectors of Election
- g) Election of Member(s) of the Board of Directors
- h) Unfinished Business
- i) New Business (including unit-owner comments and questions)
- j) Adjournment

Enclosed with this Notice of Meeting are the following items:

1. Instructions for Completing the Proxy Form
2. Annual Meeting Proxy Form
3. Minutes of the 2021 Annual Meeting for approval by unit owners.

## **INSTRUCTIONS FOR COMPLETING THE PROXY FORM**

PLEASE USE THE FOLLOWING PROXY FORM ONLY IF YOU WILL NOT ATTEND THE ANNUAL MEETING. (Note: Only one proxy is allowed per unit.) The proxy may be revoked only by actual notice to the person presiding over the Annual Meeting.

1. Fill in the name of the person you wish to designate as your proxy. You may designate one of the Board members listed below or any unit owner who will attend the Annual Meeting:
  - Michael Myers, President (Bldg. 1222, #8)
  - Gerald Briere, Treasurer (Bldg. 1302, #13)
  - Richard Hadley, Secretary (Bldg. 1300, #21)
  - Andrea Righi, Member at Large (Bldg. 1220, #4)
2. Sign and date the proxy form (no witness required).
3. Return the proxy form to the RHE Board at:

**Email: [bjones@ghacm.com](mailto:bjones@ghacm.com)**

or

**Fax: 703-876-9594**

or

**by mail at:**

Gates Hudson Community Management  
3020 Hamaker Court, STE 300  
Fairfax, VA 22031-2220  
Phone: 703-752-8300

4. Proxies must be received by 1:00 pm Eastern Time on the day of the Annual Meeting.



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Arlington, Va.  
www.rosslynheightseast.com

**ANNUAL MEETING PROXY FORM**

I/We the undersigned do hereby constitute and appoint \_\_\_\_\_  
(name of proxy)

the true and lawful attorney of the undersigned and in the undersigned name and stead, to vote as proxy upon all of the interest of the undersigned in Rosslyn Heights, East, A Condominium, owned by the undersigned or standing in the undersigned name on the books of the Condominium as of the date of the Annual Meeting of the Unit Owners Association to be held by audio/video teleconferencing at **7:00 pm, Tuesday, Oct. 25, 2022**, or at any adjournment thereof, for the following purposes:

1. Election of two members to the Board of Directors (for a three-year term and for one year to complete a three-year term).
2. Transaction of such other business as may properly come before the meeting or any adjournment of the meeting.

IN WITNESS WHEREOF, the undersigned has executed this document on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
\_\_\_\_\_

(Print Name of Unit Owner)

\_\_\_\_\_  
\_\_\_\_\_

(Signature of Unit Owner)

\_\_\_\_\_ North Meade Street, Unit Number \_\_\_\_\_

**WHOM YOU MAY DESIGNATE AS YOUR PROXY**

You may designate as your proxy any member of the Board of Directors or any unit owner who will attend the Annual Meeting by audio/video teleconference. The Board of Directors is composed of the following members (with units owned):

Michael Myers, President (Bldg. 1222, #8); Gerald Briere, Treasurer (Bldg. 1302, #13); Richard Hadley, Secretary (Bldg. 1300, #21); Andrea Righi, Member at Large (Bldg. 1220, #4)

Proxies must be received by 1:00 pm Eastern Time on the day of the Annual Meeting.

**Email to: [bjones@ghacm.com](mailto:bjones@ghacm.com)**

Or

**Fax to: Belinda Jones at 703-876-9594**



**Rosslyn Heights East Unit Owners Assn.**  
www.rosslynheightseast.com  
**Minutes, Annual Meeting**  
**October 19 & 26, 2021**  
**by audio/video conferencing**

**Present:** Mike Myers, president; Margaret Marquette, vice president; Jerry Briere, treasurer (Oct. 19 only); Richard Hadley, secretary; Matt Dunnun, member-at-large (Oct. 26 only); Juaquina Washington, property manager, Gates Hudson Community Management; and 10 owners via Zoom.

1. **President's Remarks:** Mr. Myers welcomed unit owners and thanked them for attending the meeting via the Zoom audio/video conferencing service and thanked those who sent proxies because they could not join the meeting. Gates Hudson mailed the notice of the annual meeting to unit owners on Sept. 21, well ahead of the 21-day notice deadline.
2. **Quorum:** On Oct. 19, the combined voting interest of owners attending and those whose proxies were recorded constituted a 32.95% voting interest of the Unit Owners Association, less than the Bylaw's quorum requirement of 33.33%. After a discussion of Board actions and condominium issues over the past year, Mr. Myers adjourned the annual meeting until Oct. 26 to provide additional time to obtain more proxies or meeting participants to reach a quorum to conduct business. Thanks to additional proxies received and recorded and two additional owners attending, a total voting interest of 45.529% was obtained by Oct. 26, constituting a quorum.
3. **Minutes:** Reading of the Oct. 20, 2020, annual Unit Owners Association meeting minutes was waived; copies were mailed to all unit owners with the annual meeting notice. The minutes were approved on Oct. 26 without change.
4. **President's State of the Condominium Address:** Mr. Myers reported:
  - **Ownership mix:** Of RHE's 56 units, 35 are investor-owned and 21 are owner-occupied for a 62.5% to 37.5% ratio, the same as reported at the 2020 Unit Owners Association annual meeting.
  - **Property manager:** Mr. Myers introduced Juaquina Washington as the Board's new property manager since August. Before joining Gates Hudson, Ms. Washington said she served for six years as board president of an 85-unit condominium in Washington, D.C. She dealt with many property managers and with numerous condominium problems including stormwater runoff, she said.
  - **AC and heat:** The air conditioning chillers worked well during the summer; the radiator heating systems are scheduled to be refilled soon. Radiators generate heat when the outside temperature drops below 58 degrees. The Board keeps the AC on until about mid-November, depending on temperature trends.
  - **1222 boiler room flooding:** The Board has continued to research solutions to flooding during heavy rains, including bringing in a stormwater management engineer to assess ways to prevent water buildup in the boiler room.
  - **1222-1224 foundation leaks:** Water damaged inside unit walls facing the courtyard. In November and June, a contractor dug trenches along the wall to apply waterproofing to prevent moisture from penetrating the foundation wall.
  - **Termites:** In March, the owner of a ground-level unit reported signs of termites. The Board had an exterminator treat the unit and the ground under and outside it with insecticide. Mr. Myers asked that owners who see signs of termites report the problem promptly to the Board.

- **Covid-19 response:** In March 2020, the Board added a third day per week of stairwell and laundry room cleaning. In May 2021, the Board ended the extra-day service after the Centers for Disease Control said the risk of contracting covid-19 from surfaces is low.
- **RHE address numbers:** In December, three-inch high black aluminum address numerals were installed on the top front of the six entrance canopies to aid first responders, visitors, and delivery personnel in finding RHE addresses.
- **Board notices:** Also in December, three clear acrylic holders were installed above each set of stairwell mailboxes for a cleaner, more professional display of Board notices to residents.
- **Arch roses:** The rose vines on the courtyard arch are doing well after a severe trimming several years ago. Their progress should be apparent especially next spring, Mr. Myers said.
- **Tree damage:** RHE lost a large oak in October 2020 at N. Nash St. and N. 14<sup>th</sup> St. when a Dominion Energy contractor cut it down without notice to RHE. The contractor left part of the trunk and a mess of branches around the base of the tree. Numerous calls to Dominion by then-RHE property manager Paul Genebroso finally led Dominion to remove the trunk and branches and grind down the stump. RHE's landscape service, which doubted a new tree would flourish in the spot, filled it with river stones to prevent erosion at the corner of the N. Nash St. parking lot.
- **Parking lot resealing and restriping:** Last done in 2007, the coming project does not yet have a scheduled date. Residents will have to remove their vehicles from both parking lots for a day or two so the work can be done.
- **Laundry app:** Before carrying laundry to a laundry room, residents now can use a CleanPay Mobile app to check whether any washers or dryers are available for use. The app also shows how many machines are available, how many minutes they have left to run, and how many are finished but not yet emptied. Machines numbered 42 through 49 are in the 1300 laundry room; machines 50 through 57 are in the 1224 laundry room.
- **Linoleum:** The Board is looking for a contractor to replace the tile covering the ground floor of five stairwells (the 1224 stairwell has been done).
- **Security issues:** Several fire extinguishers have been stolen from stairwells, package pilfering has been reported, and a possible break-in was attempted at a ground-level unit in the 1222 building. The Board is considering a proposal to install an additional security light fixture on the backside of the 1222-1224 building. Mr. Myers urged residents to keep an eye out for anyone carrying a fire extinguisher or opening packages in a common area. It would help if residents brought in packages left on entrance porches, he said.
- **Florida condominium collapse:** While the condominium that collapsed in June 2021 was 12 stories high compared to RHE's four levels, the Board is looking at hiring a structural engineering firm to examine RHE buildings out of an abundance of caution. The Board also may ask for suggestions about other building-related issues such as the stormwater management behind the 1222 building.
- **Board and association e-meetings:** Effective July 1, the Virginia Legislature amended the Condominium Act to allow 100% virtual board meetings and 100% virtual unit owner association meetings if boards authorize them by adopting electronic meeting guidelines. The RHE Board adopted such guidelines in July and August and published both on the RHE website under the heading "Board & UOA Meetings."

- **Smoking in units:** The legislature also authorized boards to ban smoking inside individual condominium units. In recent years, the Board has received no complaints about smoking and has not acted on the new authority, Mr. Myers said.
- **Arlington Ridge Park (Iwo Jima):** In March 2021, the U.S. Park Service began construction of a comfort station in the park across N. Meade St. from RHE; projected completion is March 2022. The 1,200 sq. ft. facility will serve visitors to the park, the Marine Corps War Memorial, and the Netherlands Carillon, and will replace five portable toilets.
- **Marine Corps Marathon:** It was scheduled for Oct. 31 but the Marine Corps canceled the live event because of the continuing pandemic. With the race finishing in the park across the street, the marathon brings thousands of people to the RHE neighborhood.
- **Verizon FiOS wires:** In 2013, the Board worked with Verizon to install FiOS service at RHE (Comcast service already was available). The work included running wires from brick-colored conduits on the outside building walls. Since then, subsequent Verizon contractors have ignored that method, running FiOS wires on top of the grass (creating a trip hazard) and drilling unauthorized holes in buildings. “We don’t want that,” Mr. Myers said. He complained to the Better Business Bureau, which led to an on-site visit from a Verizon representative but problems continued such as a wire [since buried] lying across the grass near the entrance to the 1224 building. Ms. Washington suggested that complaints by individual unit owners about such wires might prompt Verizon to act. Mr. Briere suggested complaining to the Arlington County Cable Administration Office.

## 5. Other reports:

- **Treasurer’s Report:** Mr. Briere said that RHE was ahead of projected budget expenses [by about \$3,447 as of Sept. 30]. The association has a good Repair and Replacement Reserve Fund of about \$382,000, he said.

- **2022 budget:** The Board has not yet adopted a budget for the next calendar year, Mr. Myers said. State Farm hazard insurance premium costs have gone “sky-high” because of the condominium association’s claims record due to water leaks over the past three years, which may lead to an increase in monthly assessments, he said. Premiums have risen to about \$49,000 from about \$20,000 a year. Fortunately, RHE has filed no claims in the past year but it takes about three claimless years to bring down premiums.

- **Gates Hudson Community Management contact information:** Unit owners who need to communicate with Gates Hudson should contact Ms. Washington at 703-752-8300, ext. 705 (which rolls over to her cell phone), fax 703-876-9594, or e-mail [jwashington@ghacm.com](mailto:jwashington@ghacm.com). Unit owners with questions about payments or their accounts can use the Gates Hudson portal at [portal.ghacm.com](http://portal.ghacm.com).

- **Emergency phone numbers:** For emergencies after 5 pm or on weekends and holidays, residents and owners should contact Gates Hudson at 1-888-660-7132 or 301-421-1111 or email Ms. Washington at [jwashington@ghacm.com](mailto:jwashington@ghacm.com). For non-emergency problems during weekday business hours, contact Gates Hudson Community Management at 703-752-8300.

- **Other contact information:** Mr. Myers said he can be reached by e-mail at [mikemrhe@yahoo.com](mailto:mikemrhe@yahoo.com) or by cell at 703-407-5400 (if sending a text message, identify yourself). The Board’s e-mail address (not suitable for emergencies) is [rosslynheightseast@hotmail.com](mailto:rosslynheightseast@hotmail.com).

6. **Election:** Two three-year terms on the Board were up for election. Mike Myers and Richard Hadley were the only individuals nominated. They were elected by acclamation. Member-at-large Matt Dunnun announced his resignation from the Board, saying that family commitments and his recent

move to the western part of the country did not provide the time needed to fulfill Board responsibilities. Andrea Righi (unit 1220 #4) was the only individual nominated to fill the remaining two years of his term. She was elected by acclamation.

7. **Unit owner comments:**

- **Flagstone path:** In written comments, a unit owner asked the Board to look into repairing or replacing the flagstones on the path from the 1222 entrance to the courtyard arch. She said stones have cracks and have shifted position, creating a hazard of trips and falls. Mr. Myers said the Board will look into repairing the path.
- **Window replacement:** A unit owner having a bathroom window replaced cited the expense of replacing just one window. He noted that cost savings could be realized if multiple unit owners used the same company to replace multiple windows. He offered to provide photo documentation of the process of replacing a bathroom window.
- **Drug use:** A unit owner reported that a tenant saw someone smoking what looked like marijuana during the day near a retaining wall outside her unit. After a confrontation, the smoker returned to his RHE unit.
- **In-unit washer/dryers:** A unit owner asked about the feasibility of allowing installation of a washer/drier inside units, probably next to the kitchen sink, as a way to make units more attractive to potential tenants or buyers. Mr. Myers said the Board looked into the idea but concluded it was not feasible. (RHE House Rules prohibit the installation of in-unit washer/dryers.) Reasons cited include the age of the building, limitations of drains, increased risk of water leaks, noise generated by the machines, and limits on the amount of electrical power available to each unit. As an alternative, the owner asked about the possibility of installing a small laundry facility in each stairwell that lacks indoor access to a laundry room so that residents don't have to go outside. Ms. Marquette suggested obtaining an opinion from a structural engineer if the Board hires one for a general assessment of RHE buildings.
- **Water leak:** A unit owner asked about a leak affecting units in the 1304 stairwell. When building radiator pipes were refilled on Oct. 20, a newly installed but faulty radiator valve leaked in unit 1304 #11, affecting units 8, 5, and 2. Water damage remediation has begun, Ms. Washington reported. She planned to advise affected unit owners to contact their condominium unit insurers about the incident.

## **Board of Directors Meeting**

**Oct. 26, 2021, by audio/video conferencing**

1. **Election of officers:** The Board re-elected Mr. Myers as president, Ms. Marquette as vice president, Mr. Briere as treasurer, and Mr. Hadley as secretary; Ms. Righi is member at large.
2. **Next Board meeting:** 7:00 pm, Wednesday, Nov. 10, by audio/video conferencing. By 6 pm ET Monday, Nov. 8, unit owners should email their wish to attend to [rosslynheightseast@hotmail.com](mailto:rosslynheightseast@hotmail.com). They will receive a meeting link on the meeting day.  
[Note: All Board actions are unanimous unless otherwise indicated.]