

St. ASAPH SQUARE CONDOMINIUMS
Board of Directors Meeting
November 18, 2014
APPROVED

BOARD MEMBERS PRESENT

DEB BOWMAN	President
BEV KEANE	Vice President
RALPH ROSENBAUM	Secretary
DONNA DOUGLAS	Treasurer – Absent without notice
JACK BURTON	Member at Large

OTHER ATTENDEES

PATRICK M. MAZZEI	Community Manager, Cardinal Management Group, Inc.
YAHYA SERRY	On-Site Manager, Cardinal Management Group, Inc.
AMY PETROVITCH	Recording Secretary

CALL TO ORDER

President Bowman, noting the presence of a Board quorum, called the meeting to order at 7:03 p.m.

MINUTES

Director Rosenbaum motioned, to approve the September 16, 2014 meeting minutes, as amended. Director Bowman seconded the motion. The motion passed unanimously.

Director Rosenbaum motioned, to approve the October 21, 2014 Organizational Meeting minutes, as presented. Director Keane seconded the motion. The motion passed unanimously.

PRESIDENTS REPORT

Director Bowman thanked Ginny Long for her service on the Board.

No further report.

TREASURE'S REPORT

The financial statement for the period ended October 31, 2014 was included in the Board of Directors Management report. Management reported that as of that period ending date the Association's cash and investments totaled \$1,221,750 and that total assets are \$1,256,417; total liabilities are \$437,657; accrued replacement reserves are \$1,013,201; and members' equity was (\$53,663). Total liabilities and equity were \$1,256,417.

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COMMITTEE REPORTS

City of Alexandria Director Rosenbaum reported the following:

- City advised that the bus shelter project is expected to be done in the spring.
- November 18th, the City will be presenting their Robinson Terminal project. The theme is 19th century warehouses.
- District Taco will be replacing Chicken Out.
- Harris Teeter opened.

Landscaping Director Keane reported that the committee is waiting for the date for tree work. Also, the landscaping contract is coming up for renewal.

Newsletter President Bowman reported, on behalf of Director Long, that all newsletter submissions are due on the 25th for the November-December newsletter.

Covenants Director Burton and Director Rosenbaum volunteered for the committee.

Decorating The committee reported the following:

- There will be an article in the newsletter for updates regarding decorating.
- The committee is checking into the cost of carpeting the hallways.
- The committee made a recommendation in regards to the gate numbers (see New Business).

Social The committee reported three (3) new people moving in (two (2) owners and one (1) renter).

COMMUNITY FORUM

A homeowner advised of a 5% senior discount at Harris Teeter

A homeowner suggested removal of the containers/planters by the pool walkway, as they tend to collect water and attract mosquitos.

A homeowner advised of scraped paint by the elevator door jam on the garage level.

A homeowner inquired on who will maintain the plants in the planters, once the contract ends.

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Director Bowman advised that per her HVAC contractor, if you keep the door open to the unit the air circulates better so that it can work more efficiently.

MANAGEMENT REPORT

Management reported that the Association's Auditors recommend the Board read to record a motion regarding the wording for the deferred assessment resolution as follows:

"The Association elects to apply all or part of the excess assessment income to the following year's assessments and that such final amount shall be at the Board's discretion."

Director Rosenbaum moved that the Association elects to apply all or part of the excess assessment income to the following year's assessments and that such final amount shall be at the Board's discretion. Director Burton seconded the motion. The motion passed unanimously.

Management reported that the elevator project is coming to a conclusion. Once complete, management and the contractor will perform a final inspection walk-through to note any exceptions. Residents should report any issues as soon as possible.

Management presented a proposal from American Pool for the 2015 and 2016 seasons.

Director Rosenbaum moved to accept the pool contract from American Pool pending an additional statement under section 10, stating that they are responsible for cleaning the pool house and bathrooms. Director Burton seconded the motion. The motion passed unanimously.

Management presented two proposals for the replacement of doors for units 424, 425, and 433. Management requests that the Board table this decision until they receive a third proposal from Reade Homes. The Board agreed to table.

Management presented a two year proposal from Advantage Landscaping for 2015-2017, extending from 2014 for a total of three (3) years.

Director Keane motioned to approve the contract from Advantage Landscaping for 2015-2017. Director Bowman seconded the motion. The motion passed unanimously.

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BUILDING MANAGER'S REPORT

Mr. Serry presented the On-Site Manager's Report. Highlights are as follows:

- The dead trees on Jefferson St. have been removed.
- The sidewalk root issue on Prince St has been addressed.
- Another leak from unit 434 was reported, which affected unit 333.
- Hot water heater flood in unit 410, which affected units 309 & 211.
- Two units had sink back-up issues on the first floor.
- Common area unit water shut-off valves have been replaced.
- American Water replaced the water meter.
- Ice melt has been ordered and snow blower serviced for the winter season.
- Maria Lopez has been replaced by Veronica Reyes for cleaning services, per DMA.

Miscellaneous:

Management requested contact information updates from the Board.

Unfinished Business

The following motions were read to record:

Director Keane motioned to cancel the flower lobby contract from Plantations Inc. Director Rosenbaum seconded the motion. The motion passed unanimously.

Management discussed dryer vent inspections. The Board requested a letter be sent to all owners reminding them of their responsibility to have their dryer vents/ducts cleaned. An article will also be added to the newsletter.

New Business

The Decorating Committee made a recommendation for the purchase of 46 brass gate numbers at a maximum price of \$205.

Director Keane motioned to purchase 46 brass numbers. Director Rosenbaum seconded the motion. The motion passed unanimously.

Management presented a request for kitchen renovations and new windows for unit 418.

Director Rosenbaum motioned to approve of the proposed kitchen renovations to unit 418. Director Bowman seconded the motion. The motion passed unanimously.

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Director Rosenbaum motioned to only approve the proposed window replacements for unit 418. Director Burton seconded the motion. The motion passed unanimously.

Management presented a request for door and window replacement for unit 202.

The Board tabled for more information and to vote electronically on the door replacement to unit 202 at a later date.

Director Rosenbaum motioned to approve the proposed window replacement for unit 202. Director Keane seconded the motion. The motion passed unanimously.

Management discussed water leakage concerns throughout the Community. The Board will revisit this in December.

EXECUTIVE SESSION

The Board of Directors did not convene into executive session.

ADJOURNMENT

At 8:18 pm Director Keane moved to adjourn the meeting. It was seconded by Director Rosenbaum. The motion passed unanimously.

Respectfully submitted by,

Amy Petrovitch
Independent Recorder
(Transcribed from digital recorder and meeting notes)