

St. ASAPH SQUARE CONDOMINIUMS  
Board of Directors Meeting  
June 21, 2016

**BOARD MEMBERS PRESENT**

BEV KEANE	President
DEB BOWMAN	Vice President
RALPH ROSENBAUM	Secretary
SHARON KEEFER	Treasurer
JACK BURTON	Member at Large – Absent with notice

**OTHER ATTENDEES**

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

**CALL TO ORDER**

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

**MINUTES**

*Director Rosenbaum motioned to approve the May 17, 2016 meeting minutes as amended. Director Kefer seconded the motion. The motion passed unanimously.*

**PRESIDENTS REPORT**

President Keane discussed the renovation project, stating that it will soon be completed. There are a few remaining design items that need to be addressed, which are expected to be resolved by the next Board meeting.

**TREASURER'S REPORT**

The financial statement for the period ended May 31, 2016 was included in the Board of Directors Management report. Director Kefer reported that as of that period ending date the Association's cash and investments totaled \$816,938, other assets totaled \$ 44,039, and that total assets were \$860,977; total liabilities were \$363,143; accrued replacement reserves were \$503,239; reserve elevator funding was (\$329,675); and members' equity was (\$19,581). Total equity was \$497,835. Total liabilities and equity was \$860,977.

**COMMITTEE REPORTS**

City of Alexandria No report.

Landscaping No report.

Newsletter Ginny Long reported that the next newsletter will publish at the end of

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July. She thanked residents for their contributions.

Covenants

Management issued a written reminder to residents regarding the rules for parking bicycles and motor scooters in the garage. Bicycle racks are provided for bicycle storage; motor scooter parking at the bicycle racks is not permitted. Motor scooters may be parked in assigned parking or on the street. Residents are not permitted to attach bicycles to the railings or to park them in parking spaces. The only item permitted to be stored in parking lot spaces are grocery carts.

Design

Ginny Long stated that the Design Committee acknowledges that some residents don't agree with some of the design elements. She explained the purpose of issuing a survey to residents. The Board members responded to say the Board has decided to not spend money to change any of the implemented design elements. The renovation budget is nearly completely spent. Ms. Long mentioned the Committee has found someone to develop, free of charge, a prototype alternative to the window film on the S. St. Asaph St. lobby window. She also mentioned that there is an Open House for area real estate agents scheduled for July 16 from 2 – 4 PM.

Social

Ginny Long reported that the Welcome Wagon welcomed two new owners in units #321 and #410. The Friday Happy Hour continues.

Website

No report.

Pool

Ralph Rosenbaum reported that the pool is open with a permanent lifeguard. The pool company may add days open to make up for the delayed opening.

**COMMUNITY FORUM**

A resident met the new owner of unit #410. She is interested in establishing an informal exchange of information regarding unit renovations. President Keane responded to suggest that residents can put a notice on the community bulletin boards and/or publish a notice in the newsletter.

A resident discussed concern regarding ice damage to the standing seams of the roof over the patio. Management responded to say some hardware was installed last winter to address the issue, and management will install more in the fall.

**MANAGEMENT REPORT**

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Management reported the following items to the Board:

1. The annual tax document has been prepared by the Goldklang Group and provided to the members of the Board. The Board will have an opportunity to review it prior to the next Board meeting. The taxes require signature by the Board and filing by Management.
2. The plaza deck renovation phase one project is completed but not finished. Application of elastometric caulking is required between the concrete joints and the brick veneer. Also upon inspection by the engineer, it was verified that one portion of concrete does not meet the slope standards set forth in the scope of work and therefore requires removal and re-pouring. This work will commence and be completed after the pool season. Residents complained about the amount of dust generated by the concrete work in the pool plaza area. Management will ask the contractors to cover the doors with plastic during future work to reduce the amount of dust entering the building and residents' units.
3. The pool opened June 8<sup>th</sup>. Management has been discussing with American Pools, the possibility of "making up" hours lost due to the delayed opening.
4. Management presented to the Board proposals that were submitted by Door Systems, Inc., to replace the garage door mechanisms. The Board voted by e-mail in lieu of a meeting to contract Door Systems Inc. to replace the defective parts with new in the door for a cost not to exceed \$3,020.00. As part of the same motion, the caulking to be used around the plaza deck is to be Limestone which matches the existing caulking. The motion was made by Director Rosenbaum and seconded by President Keane. The motion passed unanimously. *The motion was read to record.*
5. The proposal by ThyssenKrupp Elevator (TKE) to clean the elevator shafts remains in front of the Board. The elevator shaft cleaning is necessary to maintain elevator function. Management suggested that it be postponed for the next budget cycle (six months). The elevator cleaning cost will come from the operating budget. Director Bowman expressed concern that waiting too long may cause problems. A question was raised as to whether it is necessary for all three elevator shafts to be cleaned at the same time. Management will ask TKE for an estimate for cleaning one elevator shaft at a time.

## **BUILDING MANAGER'S REPORT**

Mr. Serry presented a list of community repairs and updates. Highlights included:

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- After several water tests on unit #420's balcony, a plan is in place to repair and reseal it. Mosaic Consulting wrote project specifications and forwarded them to Consolidated Waterproofing (CW). The work may occur between July 15 – 28. A quote from CW is expected and will be presented to the Board for approval. CW was asked to also provide quotes for units #421 and #422.
- The garage door machinery has been delivered and will be installed on Friday, June 17<sup>th</sup>.
- Management contacted the trash company to ask about replacing the lids on the trash compactors with plastic ones. The trash company responded to say it is against company rules to do that because of safety reasons.
- The glass table top in the garage level in front of the St. Asaph elevator had the edges rounded for safety.
- The in-house pressure washer no longer works. It was necessary to rent one to prepare for the pool opening. Although it was requested to budget for a new one, it may be more economical to rent one as-needed.
- New floor mats were purchased and placed at entrances.
- New blinds for the stairwells were ordered at a cost of \$133.
- Gutters were cleaned. While doing that work, it was noted that some dryer vents require repair. Also, a small leak above unit #407 was observed.
- The fire pump is run weekly and the auxiliary pipes in the garage are drained as needed. All flat roof surfaces and drains are checked and cleaned on a regular basis.
- The regular schedule of checking the building for needed repairs, replacement of burnt-out light bulbs and/or ballasts, and cleaning of the common areas, to name a few, continue on a regular basis.

### Unfinished Business

The proposed solution of door astragal installation was found to not be viable. A new solution to keep weather out of the lobby vestibules is necessary. Management will inquire with door companies to see if they will troubleshoot and come up with an alternative solution.

### New Business

1. Consolidated Waterproofing submitted a proposal to prevent water leak on the balcony and to fix the floor damaged by a water leak in unit #420, at a cost of \$4000.00. The work includes applying a topical sealing and flashing to the balcony. Replacing the concrete is not a viable option. ***Director Rosenbaum made a motion to accept the bid at \$4000. Director Bowman seconded the motion. The vote was unanimous.***

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2. A proposal was submitted to the board for regular maintenance of the new design components, such as interior paint and wallpaper. The Board tabled the proposal, and will investigate the issue further.
3. The owner of unit #321 requested work to renovate unit #321. ***Director Rosenbaum made a motion to approve the work in unit #321. Director Bowman seconded the motion. The vote was unanimous.*** Residents should notify Mr. Serry in advance of construction so he can notify neighbors.
4. The owner of unit #321 has requested approval of renovations that had already been implemented. It was noted that notice of work was not given to neighbors and the practice of requesting approval after the fact of the work done is a violation of the condo rules and regulations. ***Director Bowman made a motion to implement a \$50 fee for the rule violation. Director Rosenbaum seconded the motion. The vote was unanimous.***
5. Owner Jan Gilmore requested that the Board seek restitution from the pool plaza construction company for damage to her new grocery cart that was stored in her parking space. ***Director Rosenbaum made a motion to pursue the pool plaza construction contractor to replace the cart. Director Keefer seconded the motion. The vote was unanimous.***

**Miscellaneous**

In response to Management's recent newsletter article regarding Comcast cable service, only one resident complaint was received.

**EXECUTIVE SESSION**

**At 8:05 pm the Board convened into Executive Session.**

At 8:25 pm the Board reconvened into regular session announcing that no motions were made.

**ADJOURNMENT**

***At 8:25 pm the Board of Directors adjourned the meeting.***

Respectfully submitted by,

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Celeste Johnston

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Unit Owner and Independent Recorder  
(Transcribed from meeting notes)