

St. ASAPH SQUARE CONDOMINIUMS

Board of Directors Meeting

June 17, 2014

APPROVED

BOARD MEMBERS PRESENT

DEB BOWMAN	President
GINNY LONG	Vice President
BEV KEANE	Secretary
DONNA DOUGLAS	Treasurer
RALPH ROSENBAUM	Member at Large

OTHER ATTENDEES

PATRICK 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 7:01 p.m.

MINUTES

Director Rosenbaum motioned, to approve the May 20, 2014 meeting minutes, as amended. Director Long seconded the motion. The motion passed unanimously.

PRESIDENTS REPORT

No President's Report

President Bowman requested that all motions include the source of funding from reserves or operating budget, before any votes are taken.

TREASURE'S REPORT

The financial statement for the period ended May 31, 2014 was included in the Board of Directors Management report. Director Douglas reported that as of that period ending date the Association's cash and investments totaled \$924,102 and that total assets are \$951,440; total liabilities are \$211,168; accrued replacement reserves are \$982,121; and members' equity was (\$53,663). Total liabilities and equity were \$951,440.

COMMITTEE REPORTS

City of Alexandria No report

Landscaping No report

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Newsletter Director Long reported that the next newsletter is scheduled to go out around the July/August time frame.

Covenants No report

Decorating The decorating committee reported the following:

- Elevator inspector is coming to approve of (Lumens) lighting fixtures in front of the elevators. LED fixtures to replace FLU are approximately \$60.00 each. A new “test” fixture has been installed on the 3rd floor with LED lights.
- Two new umbrellas at the pool.
- The Committee met with a designer from Ethan Allen regarding lobby updates. More information will be provided on this at the next meeting.

Pool Director Rosenbaum reported that Anna has returned as the lifeguard for this season. Director Keane reported that food and drinks were brought into the pool area, against pool rules. President Bowman requested that a copy of the rules be available at the sign-in desk for future reference.

Social The Committee reported that they went to Carmine’s Italian Restaurant on May 30, 2014. Further plans will be made periodically.

COMMUNITY FORUM

A resident reported the following:

- It is reported that an investor purchased a unit in the Association for \$269k, which impacts property values.
- Saturday night the elevator got stuck, and the resident requested that the emergency phone number be posted in case the Elevator Company does not respond in a timely manner. President Bowman advised that the emergency number will be posted in the elevator and newsletter, as well as directions to use the elevator phone.
- Researched Hardwood trees and waiting on an email response from the Board on cost of \$300. Board advised that this will be addressed by the landscaping committee.

A resident reported, on behalf of an owner not present, that they think the move-in fee is too low for some of the damages incurred from resident pets. The Board will explore the possibility of additional animal related regulations.

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MANAGEMENT REPORT

Management provided the following apology to the Board of Directors:

“Addressing the issue of the last meeting, I would like to take this opportunity to apologize to the residents, the Board of Directors, and to President Bowman, who I put in an awkward position by asking her to speak to me and taking the phone off of speaker. All matters of the Association’s business should be transparent to all of the owners. The decision was in bad form, and if I offended anyone in so doing, I am truly sorry.”

Management reported that the 2015 annual budget process will be beginning next month. All Board members volunteered to be on the budget committee.

Management reported that the elevator project is proceeding as planned. Management has installed additional LED lights that should be bright enough to pass inspection. Management requests Mrs. Burton continue with consultation for the total replacement of hallway globes/fixtures.

Management reported that they are waiting for Comcast to make their final determination for wiring and scheduling. \$5400 should be provided as payment for the continued right of access, by next week.

Management presented two proposals for tree replacement and planting. The Board requested new proposals, due to errors. Management requested approval of Holly Chemical application for scale.

Director Long motioned to approve the proposal for application of the scale deterrent of the Holly’s. Director Bowman seconded the motion. The motion passed unanimously.

Management reported that parking lot sealing will be starting next week, weather permitting.

Management and the Board briefly discussed resident parking issues. Management will provide laminated passes for residents.

Management reported that 10-12 garage door slats need to be replaced from trash truck damages. The repairs are scheduled for Friday, June 20, 2014 and the trash company has agreed to pay for the damages.

BUILDING MANAGER’S REPORT

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

- Pool ladder repair has been taken care of.
- Paving company is scheduled for sealing on June 23rd and 30th.
- Two dead trees along Jefferson Street were replaced by the City.
- Comcast came and ran tests for rewiring of the building. Only one vertical stack of units was done.
- The adjuster will be in on June 13th, and the inspection is set for June 17th for elevator #2 refurbishing.

Unfinished Business

The following motions were read to record:

Management requested a read to record email motion in lieu of a meeting. A motion was made by Director Long and seconded by Director Douglas to approve the request for refurbishment of unit 428. The motion passed unanimously.

New Business

No report

EXECUTIVE SESSION

At 8:15 p.m. a motion was made by Director Rosenbaum to convene into executive session to discuss contracts. President Bowman seconded the motion. The motioned passed unanimously.

At 8:53 pm the Board reconvened into regular session. No motions were made and no votes were taken.

ADJOURNMENT

At 8:56 p.m. Director Rosenbaum moved to adjourn the meeting. It was seconded by President Bowman. The motion passed unanimously.

Respectfully submitted by,

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