

St. ASAPH SQUARE CONDOMINIUMS

Board of Directors Meeting

August 16, 2016

BOARD MEMBERS PRESENT

BEV KEANE	President
DEB BOWMAN	Vice President
RALPH ROSENBAUM	Secretary
SHARON KEEFER	Treasurer
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.

CALL TO ORDER

President Keane, noting the presence of a Board quorum, called the meeting to order at 7:00 p.m.

MINUTES

Director Rosenbaum motioned to approve the July 19, 2016 meeting minutes as amended. Director Bowman seconded the motion. The motion passed unanimously.

PRESIDENTS REPORT

No report.

TREASURER'S REPORT

The financial statement for the period ended July 31, 2016 was included in the Board of Directors Management report. Director Keefer reported that as of that period ending date the Association's cash and investments totaled \$848,150, other assets totaled \$46,145, and that total assets were \$894,295; total liabilities were \$350,869; accrued replacement reserves were \$479,111; reserve elevator funding was (\$320,166); and members' equity was (\$19,581). Total equity was \$543,426. Total liabilities and equity was \$894,295.

COMMITTEE REPORTS

City of Alexandria No report.

Landscaping No report.

Newsletter Ginny Long reported that the July newsletter published and the next newsletter will be in September.

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<u>Covenants</u>	No report.
<u>Design</u>	The committee discussed the corner guards that were applied throughout the building with visible excess glue and screws, which doesn't look nice. The owner of the corner guard installation company has been called back to the building to address the issue. Board members expressed an interest in the company preparing a remediation plan for approval before making any fixes.
<u>Social</u>	Ginny Long reported that the Welcome Wagon welcomed the new resident in unit #420.
<u>Website</u>	No report.
<u>Pool</u>	Ralph Rosenbaum reported that the season is going well. Management will address an issue regarding locking the pool gate with the pool company.

COMMUNITY FORUM

There was a discussion about window screens, and it was advised that window screens are the responsibility of the unit owner.

There was a discussion about the garage door being adjusted to close at the ground level.

There was a discussion about power washing the Jefferson Street side of the exterior of the building. Management will look into it.

MANAGEMENT REPORT

Management reported the following items to the Board:

1. Management has provided to the Board a draft budget for 2017.
2. There was an e-mail motion made in lieu of a meeting to have Consolidated Waterproofing & Construction company remove and correct the slope of the plaza deck to achieve maximum drainage at no cost to the Association. The motion was made by Director Keefer and seconded by President Keane. The motion passed unanimously. Management has sent the Board an e-mail based on discussions with the Engineer that would modify the scope of concrete removal and which includes the installation of another deck drain. ***A motion to amend the original motion to remove only the brick veneer and concrete table and to include the***

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installation of a deck drain was made by Director Keefer and seconded by Director Rosenbaum. The vote passed unanimously.

BUILDING MANAGER'S REPORT

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

- Balcony renovation and floor installation for unit #420 was completed as scheduled. The Sunday following project completion, the HVAC system flooded the unit with condensation and caused a leak in unit #319 that affected the ceiling, parquet flooring, and #319 owner's personal belongings. Belfor USA was contracted for unit remediation. Both owners have been advised to contact their insurance companies.
- Site staff will start power washing the garage on Tuesday, August 16th. Cleaning is expected to last for three days starting at the northwest corner of the garage. Notices will be sent out on Friday, August 12th.
- Cleaning of the trash chutes was performed Monday, August 15th.
- The building fire extinguishers have been inspected by TYCO-Simplex Grinnell (Simplex). The one in the dumpster room next to the site office had to be replaced due to a broken handle. Also, Simplex has been contracted to take care of the deficiencies in the fire alarm system from the last annual test. Parts have been ordered. Retesting of the system is scheduled for September 11th.
- The clean-down of the St. Asaph Street side elevator has been completed as contracted; however, there have been frequent resident entrapments in one of the Pitt Street side elevators. The problem was found to be a malfunction of the cooling and heating system in the elevator machine room. Commercial Express was contracted to resolve the issue as the warranty on the system had expired.
- On routine inspection, the water supply line for the section of the irrigation system at the corner of Jefferson and St. Asaph Streets was found broken and leaking. The system has been repaired by Advantage Landscaping.
- The ash and cherry trees on St. Asaph Street have been trimmed by Care of Trees. As summer progresses, more dead branches are showing up on trees, which is more evident on Pitt Street.
- Advantage Landscaping is making progress pruning the bushes and they have been warned about the crape myrtles.
- The window blinds have been installed in stairwell B. The garage landing of the same stairwell also has been painted.
- 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, continues on a regular basis.

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Unfinished Business

No unfinished business.

New Business

No new business.

EXECUTIVE SESSION

A motion to enter Executive Session was made by Director Bowman and seconded by President Keane. No motions were made or voted upon during Executive Session.

ADJOURNMENT

At 7:55 pm the Board of Directors adjourned the meeting.

Respectfully submitted by,

Celeste Johnston
Unit Owner and Independent Recorder
(Transcribed from meeting notes)