

**ST. ASAPH SQUARE CONDOMINIUMS
MINUTES OF THE EXECUTIVE SESSION
MEETING OF THE BOARD OF DIRECTORS
6.15.21
ONLINE ZOOM MEETING**

FINAL

BOARD MEMBERS PRESENT

Karen Millslagle	President
Deb Bowman	Vice President
Sharon Keefer	Secretary
Ralph Rosenbaum	Treasurer

OTHERS PRESENT

Terry McGuire	Community Manager, Cardinal Management Group Inc.
Yahya Serry	On-Site Manager, Cardinal Management Group Inc.
Ashley Meehan	Independent Recorder

****This meeting was held by electronic communication means using Zoom due to the declared emergency of the COVID-19 Pandemic, the nature of the declared emergency makes it impracticable or unsafe for the governing board to assemble in a single location and the purpose of meeting is to discuss or transact the business necessary to continue operations of the common interest community association and the discharge of its lawful purposes, duties, and responsibilities.***

I. CALL TO ORDER

President Millslagle called the meeting to order at 7:01 pm, noting the presence of a quorum.

II. DRAFT MINUTES

Upon a motion made by Ms. Bowman and seconded by Mr. Rosenbaum, it was unanimously agreed to approve the May 18, 2021 meeting minutes as amended.

III. OFFICER'S REPORTS

- **Treasurer-** The financial statement for the period ending May 31, 2021 was included in the Board of Directors Management report. Director Rosenbaum reported that as of that period ending date the Association's cash and investments totaled \$1,652,739 other assets totaled \$42,927 and total assets were \$1,695,666; total liabilities were \$56,151; accrued replacement reserves were \$999,578; reserve elevator funding was (\$818); and member's equity was \$81,039. Total equity was \$1,639,515. Total liabilities and equity was \$1,695,666.

IV. COMMITTEE REPORTS

- **Landscaping-** Ms. Keane thanked Ms. Harris and Mr. Cooper for all their hard work with the recent plantings.

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- **Pool-** it was noted the guest pass service on the registration system is currently not working, Management will be delivering hard passes for residents to use in the mean time.

V. OTHER REPORTS

- **City of Alexandria-** there is now an 11C Bus at the Braddock Road Metro; part of its route goes down to Mount Vernon but it stops at Washington and Jefferson. The new signage can be misleading residents were advised to pay extra attention.
- **Website-** The pool picture has been updated to reflect the new plaza deck.

VI. OPEN FORUM

A resident inquired about the building's flood insurance; she noted the building could possibly be in a flood plain in the future and insurance rates could rise.

A resident discussed updates on topics she presented to the Board in prior meetings such as bids for replacement of back flow preventers, estimates for fobs, legislation for virtual board meetings, status of the action item list and mask use in the building/confusion on signage. She expressed frustration with the color of the concrete near the surface lot and stated it does not match; Management will reach out to the vendor to see what options are available to fix it. The Board would like to view color samples on actual cement this time, not paper.

VII. MANAGEMENT REPORT

- **Pool Software-** Management stated the guest passes are currently not working on the software, hard passes will be administered.
- **Updated Website-** Management recommended updating the website to use the software Front Steps which includes work order software that would allow residents to submit official work orders, allow owners to view the status of their assessments and a payment portal. The Board will review the software and report back.
- **Garage Door Maintenance Agreement-** A proposal was presented to the Board for review and approval to authorize quarterly routine and preventative maintenance visits for the newly installed garage door.

Upon a motion made by Mr. Rosenbaum and seconded by Ms. Keefer, it was unanimously agreed to approve a quarterly preventative maintenance contract with Just-Rite for the garage door.

- **On-site Management Report-** Mr. Serry's report was provided to the Board for review and discussion.
 - Proposals were presented to the Board to replace the patio wooden fences

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in the courtyard.

Upon a motion made by Mr. Rosenbaum and seconded by Ms. Bowman, it was unanimously agreed to approve the proposal from Ploutis for \$14,725.

- Proposals were presented to the Board for concrete repairs in the garage for review. After discussion the Board would like to table the proposals for further clarification.
- Door replacements are needed for unit #407, JPA Contracting submitted a proposal for review and approval.

Upon a motion made by Mr. Rosenbaum and seconded by Ms. Millslagle, it was unanimously agreed to approve the proposal from JPA for door replacement for \$7,500.

VIII. NEW BUSINESS

- Application for window replacement for unit #208.

Upon a motion made by Mr. Rosenbaum and seconded by Ms. Millslagle, it was unanimously agreed to approve the proposal for unit #208 contingent on the fact all of the appropriate information is submitted beforehand.

IX. EXECUTIVE SESSION

Upon a motion made by Ms. Bowman and seconded by Ms. Keefer, it was unanimously agreed to enter Executive Session at 8:05 p.m. to discuss legal opinion and delinquencies.

Open Session reconvened at 8:30 p.m.

Upon a motion made by Mr. Rosenbaum and seconded by Ms. Millslagle it was agreed to allow the purchaser of account #124 to obtain two animals, one for a therapeutic relationship. Ms. Keefer abstained. (3-0-1)

Upon a motion made by Mr. Rosenbaum and seconded by Ms. Millslagle it was unanimously agreed to allow the purchaser of account #124 to begin engineering and investigating different options for charging spaces. It must be in her owned parking space and she will be 100% responsible for everything.

Upon a motion made by Mr. Rosenbaum and seconded by Ms. Millslagle it was unanimously agreed to instruct Legal Counsel to respond on behalf of the Board notifying the appropriate parties about the required documentation needed to obtain emotional support animals.

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X. ADJOURNMENT

Upon a motion made by Ms. Bowman and seconded by Ms. Keefer, it was unanimously agreed to adjourn the meeting at 8:36 p.m.

Respectfully Submitted,

Ashley Meehan

Independent Board Recorder