

**ST. ASAPH SQUARE CONDOMINIUMS
MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
01/15/2019
801 SOUTH PITT STREET
OLD TOWN ALEXANDRIA, VA 22314**

FINAL

BOARD MEMBERS PRESENT

Karen Millslagle	President
Bev Keane	Vice President
Sharon Keefer	Secretary
Deb Bowman	Treasurer
Jack Burton	Member-at-Large

OTHERS PRESENT

Patrick Mazzei	Community Manager, Cardinal Management Group, Inc.
Ashley Meehan	Independent Recorder

I. CALL TO ORDER

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

II. APPROVAL OF PRIOR MEETING MINUTES

Upon a motion made by Director Bowman and seconded by Director Keane, it was unanimously agreed to approve the minutes of the November 20, 2018 board meeting as amended.

III. OFFICER'S REPORT

- **President's Report**- No Report
- **Vice President's Report**- No Report
- **Secretary's Report**- No Report
- **Treasurer's Report**- The financial statement for the period ending December 31, 2018 was included in the Board of Directors Management report. Director Bowman reported that as of that period ending date the Association's cash and investments totaled \$1,713,939 other assets totaled \$30,662, and total assets were \$1,744,602; total liabilities were \$272,540; accrued replacement reserves were \$986,576; reserve elevator funding was (\$159,432); and member's equity was \$13,796. Total equity was \$1,472,060. Total liabilities and equity was \$1,744,602.

IV. COMMITTEE REPORTS

- **Landscaping Committee**- Director Keane stated the committee would love to have more members and are looking for volunteers. They will be reviewing the new

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landscaping contract proposals.

- **Covenants Committee-** No report
- **Pool Committee-** There are two issues with the pool that were discussed and acted on later in the meeting- two broken umbrellas that need to be replaced and also there are three bids for the pool contract to discuss.
- **Social Committee-** No report
- **Welcome Wagon-** Director Keefer reported there are new residents from December in units #303, #312, and #327.
- **Dinner Night Out-** No report

V. OTHER REPORTS

- **City of Alexandria Updates-** Mr. Rosenbaum stated there is new construction going on by the old coal/generating pile near Fairfax Street.
- **Website-** No report
- **Newsletter-** No report

VI. COMMUNITY FORUM

- A resident had a question about delivery companies having access to buzz into the foyer on their own. She stated there is still an issue with the overflow of packaged blocking owners to get to their mailboxes.
- Multiple residents had questions regarding the front/lobby door issues.
- A resident had a question regarding when the roof work would be completely fixed, and stated the roof on the Jefferson Street side does not have snow birds and snow is falling and it is dangerous. Multiple residents stated that Leo did a really good job at snow removal in the last storm.
- A resident had questioned if there were any Air BNB issues that had been taking place in the building that the Board knew of.
- Director Bowman wanted to raise awareness to the dryer vents and HVAC units that need to be cleaned out regularly in the units, she sated a mailing to all homeowners reminding them is needed. She also stated the Board should take the furloughed residents into consideration with the upcoming assessments due.
- A resident wanted to retouch the issue of possibly getting a handicapped spot in

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front of the building.

VII. MANAGEMENT REPORT

Management reported the following to the Board:

- Finances- The financial statement of income and expenses for the association through the close of business on December 31, 2018 were enclosed at ***Exhibit C***.
- Annual Planning Calendar and Company Holidays- The 2019 draft Annual Planning Calendar and the Holiday Schedule for CMG were enclosed as ***Exhibit B*** for discussion.
- Swimming Pool Management Proposals- Management provided the Board with three separate management proposals for the St. Asaph Community Pool as ***Exhibit D***. The proposals were from High Sierra Pool Corporation, NV Pools, and American Pool Management LLC. **The Board tabled the proposals for further review.** Two pool umbrellas are broken and unrepairable, they need to be replaced. A proposal was presented to the Board for two new umbrellas.

Upon a motion made by Director Keane and seconded by Director Keefer, it was unanimously agreed to have the pool chair-person purchase the 2 required umbrellas not to exceed the amount of \$400.00 in total.

- Landscape Management Proposals- Management provided the Board with four separate Landscape proposals from Professional Grounds Corp., Advantage Landscaping Corp., Lancaster Landscaping, and Community Landscaping as ***Exhibit E***. **The Board tabled the proposals for further review and will vote via e-mail before the next meeting.**
- Maintenance and Cleaning- DMA presented proposals for the continued services as stated. Leo and Veronica are the employees assigned to St. Asaph Square. They proposed no increase for 2019. These proposals were presented to the Board as ***Exhibit F***.

Upon a motion made by Director Bowman and seconded by Director Burton, it was unanimously agreed to approve the DMA Cleaning Services contract for 2019 for Leo.

Upon a motion made by Director Bowman and seconded by Director Burton, it was unanimously agreed to approve the DMA Cleaning Services contract for 2019 for Veronica.

On Site Manager's Report- Exhibit G

- Management has filed a complaint with Waste Management about the condition of the doors to the trash room and the trash containers. A representative was sent out to make an assessment.

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- Management reached out to Comcast to complain about the action of their technicians not properly handling cable connection boxes in the building. Since the office does not have an account with Comcast, they advised a resident with a Comcast account make the call.
- The fall gutter cleaning was done by Virginia Contracting as scheduled.
- Both leaf pickups were done in late November and late December by Advantage Landscaping as contracted.
- The preventive maintenance services for the emergency generator and the garage door are scheduled for Wednesday, January 9th and Thursday, January 10, 2019, respectively.
- Heart National was contracted to clean a section of the 3rd floor carpet due to the fire smoke incident in one of the 3rd floor units. There is no evidence of the wallpaper or the furniture being affected by the smoke. “Further discussed in Executive Session”.
- Roof installation is in progress. The roofers are now doing the finishing touches. Interior repairs of the affected Units will soon be scheduled and owners will be informed in advance.
- Daycon will be repairing the “Billy goat” garage sweeper. However, they declined to repair or service the snow blower due to the unavailability of parts. A new snow blower will be purchased.
- Site staff has cleaned all hallway and ceiling light fixtures.
- 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 common areas, to name a few, continues on a regular basis.

VIII. UNFINISHED BUSINESS

- On December 23, 2018 an email vote was taken in lieu of a meeting for the approval of a kitchen renovation in unit 403. ***Director Keane made a motion to approve the renovation, pending all documents are received and the neighbors are notified. The motion was seconded by Director Bowman. The motion was passed unanimously. The motion was read to record.***

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- On December 6, 2018, *a motion was made by Deb Bowman to approve an annual holiday bonus to Leo and Veronica in the amount of \$600.00 and \$500.00 respectively. The motion was seconded by President Millsagle. The motion was passed unanimously. The motion was read to record.*
- On or about January 3, 2019, *a motion was made by Director Keane to reduce the move in move out fee to \$100.00 for unit owner (Mirabella) for a minor “no furniture” move in. The motion was seconded by Director Burton. The motion was passed unanimously. The motion was read to record.*

IX. NEW BUSINESS

- Lobby Door Issue- Director Burton provided pictures of alternatives that can be applied to the door for a solution to the ongoing issue with the doors allowing water to get in. There was discussion regarding this and the issue was tabled for further review.

X. EXECUTIVE SESSION

Upon a motion made by Director Keefer and seconded by Director Bowman, it was unanimously agreed to move into Executive Session at 7:55 p.m.

Upon a motion made by Director Keane and seconded by Director Keefer, it was unanimously agreed to move back into Open Session at 8:00 p.m.

Upon a motion made by Director Keane and seconded by Director Bowman, it was unanimously agreed to approve a \$50.00 fee to unit #229 for construction.

Upon a motion made by Director Keefer and seconded by Director Burton, it was unanimously agreed to charge the owner of unit #303 for the carpet cleaning, which she has already sent a check for \$380.00 to cover it.

XI. ADJOURNMENT

Upon a motion made by Director Keane and seconded by Director Burton, it was unanimously agreed to adjourn the meeting at 8:08 p.m.

Respectfully Submitted,

Ashley Meehan

Independent Board Recorder