

St. ASAPH SQUARE CONDOMINIUMS

Board of Directors Meeting

April 18, 2017

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 accept the March 21, 2017 meeting minutes as amended. Director Bowman seconded the motion. The motion passed unanimously.

PRESIDENTS REPORT

President Keane reported that resident Barbara Ballentine will be moving. Her participation in the community, including the Landscaping Committee and Happy Hour, will be missed.

TREASURER'S REPORT

The financial statement for the period ending March 31, 2017 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 \$1,050,841, other assets totaled \$48,422, and that total assets were \$1,125,191; total liabilities were \$313,358; accrued replacement reserves were \$620,574; reserve elevator funding was (\$282,011); and members' equity was (\$58,876). Total equity was \$853,279. Total liabilities and equity was \$1,166,636.

COMMITTEE REPORTS

Landscaping President Keane reported that the Landscaping Committee installed two new rose plants along the Green Street side of the building. Three new azalea plants will be installed near the garage door. She invited residents to help the Committee with filling the empty raised planters

St. ASAPH SQUARE CONDOMINIUMS

Board of Directors Meeting

April 18, 2017

around the pool area, which will begin tomorrow. The Committee is soliciting new members.

Newsletter Dr. Hando reported that she will be sending an extra reminder to contributors to send articles for the newsletter.

Covenants No report.

Design No report.

Social The next dinner night out will be May 5, 2017 at 7 PM at a la Lucia Restaurant in honor of Barbara Ballentine. RSVP to Ralph Rosenbaum. Welcome Wagon welcomed Alan Steinberg, new owner of Unit # 314.

Pool Some work was required to pass inspection, including adding permanent depth markers to the pool and adding diaper changing stations to the pool house bathrooms. This work is complete.

By-laws No report.

OTHER REPORTS

City of Alexandria Director Rosenbaum reported the construction of the new bus shelter on South Washington Street was completed.

Website No report.

COMMUNITY FORUM

A resident voiced opposition against instituting a hang tag policy in addition to the existing parking rules.

A resident noted that a city street lamp was burned out. President Keane responded that residents can report such things on the City of Alexandria website, or make a note of the issue and give it to Mr. Serry to report to the city.

A resident noted that the brick siding and windows appear dirty on the Jefferson Street side of the building. Management explained that cleaning the side of the building involves using a lift and scaffolding, *etc.* Director Keefer asked if management would solicit bids for that work. Management responded that it would.

MANAGEMENT REPORT

St. ASAPH SQUARE CONDOMINIUMS
Board of Directors Meeting
April 18, 2017

Management reported the following items to the Board:

1. A six (6) month Certificate of Deposit (CD) invested at Alliance bank is scheduled to mature on April 23, 2017. ***Director Bowman made a motion to renew the CD with Alliance bank at the highest available interest rate. President Keane seconded the motion. The vote was unanimous.***
2. The independent auditors retained by the Association of the Goldklang Group, CPAs, P.C. have submitted the draft audit for 2016. Upon adoption, the document will be available to all owners of record in good standing. Management requests an executive session to discuss the audit.
3. The Goldklang Group, CPAs, P.C. has provided the Association with a proposal for their services in 2017 and 2018. The expense for their services and tax preparation is \$4,200.00 and \$400.00, respectively. ***Director Rosenbaum made a motion to accept the proposal from the Goldklang Group, CPAs, P.C. for its audit and tax preparation services, at \$4,200.00 and \$400.00, respectively, in 2017 and 2018. Director Bowman seconded the motion. The vote was unanimous.***
4. Management solicited five (5) companies for bids to install surveillance cameras throughout the building. Only one (1) company (Genesis) responded to the request for proposal but only one (1) company (SETEC) showed up for a pre-bidders meeting of contractors. Management asked SETEC to provide an estimate by May 10, 2017. The board discussed waiting to receive the first bid before soliciting a second bid.
5. The electrical generator maintenance agreement with Fidelity Power Systems is up for renewal May 1, 2017. The agreement includes two semi-annual visits at a cost of \$910 per year, with the option to add on additional tests for diesel, oil, and coolant at an additional cost. Management recommends adding oil and coolant analysis. The cost is budgeted at the line item for building/repairs. ***Director Burton made a motion to approve renewal of the electrical generator maintenance agreement with Fidelity Power Systems at a cost of \$910 plus an additional \$110 for oil and coolant tests. Director Rosenbaum seconded the motion. The vote was unanimous.***
6. Commercial Express has submitted a proposal for the continued maintenance of the HVAC systems in the building. The proposal covers ten (10) HVAC units, which include the cooling and heating units in the elevator maintenance rooms, and eight (8) hallway units. The proposed agreement will include two (2) semi-annual service calls at \$1560.00 each, totaling \$3120.00 for the year. The budget at line item 61610 for HVAC maintenance provides for \$3020.00 (last year's cost). ***Director Rosenbaum made a motion to accept the proposal from Commercial Express***

St. ASAPH SQUARE CONDOMINIUMS

Board of Directors Meeting

April 18, 2017

for HVAC semi-annual maintenance at a total cost of \$3120.00. Director Bowman seconded the motion. The vote was unanimous.

7. During the quarterly preventative maintenance service call for the garage door, Door Systems, Inc. technicians reported that the springs in the main shaft are broken and the seals of the operator gear box and brake assembly have worn out. Door Systems Inc. provided two proposals, one to replace the door and another to repair the existing door. The Board discussed soliciting at least one other set of proposals from another company.

BUILDING MANAGER'S REPORT

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

- Management replaced the remaining exit light fixtures in the garage and the stairwells with LED fixtures. Installation was done by the site staff to minimize costs.
- The quarterly preventative maintenance service was performed on the garage door. According to the technician, the springs in the main shaft are broken and the seals of the operator gear box and the brake assembly have worn out. Door Systems, Inc. provided quotes for the repairs and for a new door.
- Advantage Landscaping completed spring cleaning. The Manhattan Euonymus at the corner of Green and Pitt Streets has also been structurally trimmed as contracted. Mulching was completed.
- There are two (2) pool requirements this year by the Health Department for all pools – 1) baby changing stations in all bathrooms and 2) permanent pool depth markings. Site staff installed the baby changing stations. American Pools will install the depth markings. Work is expected to be finished prior to opening day.
- Management received two (2) preventative maintenance service proposals from Fidelity Power systems and Commercial Express for the emergency generator and the common area HVAC systems, respectively.
- The monthly fire alarm testing was completed by on site staff.
- 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.

Unfinished Business

1. The parking hangtag issue was tabled.

St. ASAPH SQUARE CONDOMINIUMS
Board of Directors Meeting
April 18, 2017

New Business

1. The owner of unit # 316 is seeking approval for a renovation to correct the dryer vent exhaust. The requested solution is to run the dryer exhaust line straight outside to the patio as a side exhaust, to be covered by an endcap that opens and closes. The proposed location of the exhaust vent is not visible from the street. The owner asked the Association to pay for the cost of the renovation. The Board noted that the dryer vent services only unit # 316 and thus is not a common element of the building. Therefore, the renovation is not the Association's responsibility. ***Director Bowman made a motion to approve, at the owners expense, the renovation as requested by the owner of unit # 316 for an insured, licensed contractor to run a straight line clothes dryer vent using core drilling to exhaust the vent on the exterior, patio side of the building with the installation of a dryer vent automatic closure cover. In performing this work, the envelope of the building must be maintained, measures must be taken to protect against dryer lint, dust, and debris from exiting the vent which may be an annoyance to any neighbor or cause a disturbance, and any damage done to the building or which may cause a breach in the building envelope during and after the renovation is the responsibility of the owner in perpetuity. Director Rosenbaum seconded the motion. The vote was unanimous.***
2. A move is scheduled for April 20, 2017, whereby the St. Asaph side elevator will be utilized. A discussion ensued regarding the difference between a partial and a full move as it pertains to the Association moving rules and associated fees. The Board proposes to review and clarify the language of the move rule and in the future propose the revisions for resolution.

EXECUTIVE SESSION

Director Rosenbaum made a motion to approve the 2016 audit prepared by Goldklang Group CPAs, P.C. Director Burton seconded the motion. The vote was unanimous.

ADJOURNMENT

At 8:20 pm the Board of Directors adjourned the meeting.

Respectfully submitted by,

Celeste Johnston

St. ASAPH SQUARE CONDOMINIUMS
Board of Directors Meeting
April 18, 2017

Unit Owner and Independent Recorder
(Transcribed from meeting notes)