

**ST. ASAPH SQUARE CONDOMINIUMS
MINUTES OF THE EXECUTIVE SESSION
MEETING OF THE BOARD OF DIRECTORS
January 18, 2022
ONLINE ZOOM MEETING**

BOARD MEMBERS PRESENT

Melissa Russell	Vice President
Mary Holloway	Secretary
Erika Baum	Treasurer
Deb Bowman	Member at Large

BOARD MEMBERS ABSENT

Gail Sweeny	President
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OTHERS PRESENT

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

****This meeting was held by electronic communication means using Zoom ****

I. CALL TO ORDER

Ms. Russell called the meeting to order at 7:00 pm, noting the presence of a quorum.

II. DRAFT MINUTES

Upon a motion made by Ms. Bowman and seconded by Ms. Russell, it was unanimously agreed to approve the November 16, 2021 meeting minutes as presented.

III. OFFICER'S REPORTS

- **Vice President**- Ms. Russell thanked Ms. Stephens, Ms. Harris, and Ms. Wagner for all their work helping out the Board and Committees.
- **Treasurer** - The financial statement for the period ending December 31, 2021 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 \$1, 696,123 other assets totaled \$55,758 and total assets were \$1,751,881; total liabilities were \$49,402; accrued replacement reserves were \$1,642,909; and member's equity was \$94,664. Total equity was \$1,702,479. Total liabilities and equity was \$1,751,881.

IV. COMMITTEE REPORTS

- **Landscaping Committee**- Ms. Harris noted the landscaping from the corner of Asaph and Green down to unit #228 needs attention; she will forward any information she has from Meadows Farms to the Board and Management to review.
- **Welcome Wagon**- There are four new residents: Renters in 327, Owner in 425, Owner in 219, and Owner in 428.
- **Pool**- the Committee is looking to put the pool contract out to bid

- **City Updates** – The bus schedule is currently modified due to Covid mitigations. Residents are advised to check the WMATA and Metro website.

V. OPEN FORUM

A resident stated upcoming City and County meetings will be held virtual.

A resident thanked the Board for all of their hard work and also asked. She inquired if the Action Item List can be kept current when items are completed. She also inquired on the status of the website updates and backflow preventers as well.

VI. MANAGEMENT REPORT

- **Director Resignation** – It was noted Ms. Amy Stephens resigned from the Board and there is now an opening. The Board nominated appointed Erika Baum to the Board of Directors as Treasurer.

Upon a motion made by Ms. Holloway and seconded by Ms. Bowman, it was unanimously agreed to appoint Ms. Erika Baum to the Board of Directors as Treasurer.

- **Contractor Parking Questions** – The Bylaw excerpt the Board previously asked about amending to allow contractors to park in visitor spaces outside was provided to the Board for review and discussion. The Board tabled this for further review; they would like to perform a complete evaluation of the contractor rules.
- **Smoking Webinar**- Management sent the Board an invitation to a Webinar with guest attorneys regarding the new state statute on smoking.
- **Insurance Claim**- A resident is filing an insurance claim for vehicle damages caused by snow falling from the roof of the building and her insurance company contacted Management. Management referred all calls relating to the incident to their insurance company, Traveler's.
- **Electronic Locks**- The lock parts have still not arrived, and confirmation of shipping and delivery is still not available. Management noted the sample locks from Amazon are not exactly what the manufacturer prescribed to Baldino's.
- **Security Upgrades**- Management suggests the Board consider approving upgrades that can be funded through reserves versus operational funding.
- **DMA Contracts**- Copies of the DMA cleaning and maintenance agreement was provided to the Board for review and approval.

Upon a motion made by Ms. Bowman and seconded by Ms. Holloway, it was unanimously agreed to approve the bid for the DMA cleaning contract for 1773.37/month.

- **On-Site Management Report**- the on-site property management report was reviewed and discussed. Key highlights discussed were replacing the HVAC, which a replacement reserve item.

Upon a motion made by Ms. Bowman and seconded by Ms. Holloway, it was unanimously agreed to approve the replacement of the HVAC unit to be paid from the Association's reserve account.

VII. **EXECUTIVE SESSION**

Upon a motion made by Ms. Bowman and seconded by Ms. Holloway, it was unanimously agreed to move into Executive Session to discuss delinquencies at 8:08 p.m.

VIII. **ADJOURNMENT**

Upon a motion made by Ms. Russell and seconded by Ms. Holloway, it was unanimously agreed to adjourn the meeting at 8:45 p.m.

Respectfully Submitted,

Ashley Meehan

Independent Board Recorder