

St. ASAPH SQUARE CONDOMINIUMS

Board of Directors Meeting

January 16, 2018

BOARD MEMBERS PRESENT

BEV KEANE	President
DEB BOWMAN	Vice President
SHARON KEEFER	Secretary
KAREN MILLSLAGLE	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 Keefe motioned to accept the November 21, 2017 meeting minutes as amended. Director Bowman seconded the motion. The motion passed unanimously.

Director Bowman motioned to accept the November 14, 2017 special hearing minutes as written. Director Keefe seconded the motion. The motion passed unanimously.

PRESIDENTS REPORT

President Keane acknowledged the recent car vandalism that occurred in the garage. She explained that the Alexandria Police Department is conducting an investigation. Police will communicate directly with the victims of the crime. The Board has taken several actions to improve building security in response to the incident. The garage door transponders have been reprogrammed. The garage door sensors have been moved to reduce "double trip" from incoming cars that would extend the time the door is open when exiting the garage. Security personnel were hired to monitor the garage and building entrances overnight for the few days following the incident. The access codes to the main at both the St. Asaph Street and Pitt Street lobby entrances were deactivated. The locks to all exterior doors to the building were re-keyed; one key accesses all exterior doors. The Board also received several proposals for security improvements for the building. Board members have met with security company representatives and are collecting bids for security improvement projects.

TREASURER'S REPORT

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The financial statement for the period ending December 31, 2017 was included in the Board of Directors Management report. Director Millslagle reported that as of that period ending date the Association's cash and investments totaled \$1,371,454, other assets totaled (\$3,651), and that total assets were \$1,367,803; total liabilities were \$270,178; accrued replacement reserves were \$813,163; reserve elevator funding was (\$235,074); and members' equity was (\$71,498). Total equity was \$1,097,625. Total liabilities and equity was \$1,367,803.

COMMITTEE REPORTS

Landscaping No report. The Committee is considering removing the shrubs near the garage door to improve visibility near that area.

Covenants No report.

Design No report.

Social No report.

Budget No report.

Pool No report.

By-laws No report.

OTHER REPORTS

Newsletter Dr. Hando reminded contributors to submit articles for the next issue. The last issue has been posted to the website.

City of Alexandria Mr. Rosenbaum noted that there will be new restaurants coming to Old Town Alexandria, including a Taco Bell on King Street at the former Pendleton store location, a Mexican restaurant on King Street closer to the Potomac River, and an Italian restaurant on the corner of Union and King Streets.

Website No report.

COMMUNITY FORUM

Several residents had comments pertaining to the car vandalism incident.

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A resident thanked President Keane, Mr. Serry, and other staff for their time and effort to change the garage door transponder codes for residents.

A resident noted seeing a man wearing shorts and a short sleeved shirt with a gun on his hip run through the garage, out the garage door, and get into a waiting SUV. She believed the behavior was startling and reported it to Mr. Serry.

A resident mentioned that she overheard the Board members comment about the real estate values of our properties dropping, and that was not a good reason to withhold information about the incident from the community.

A resident commented that during the timeframe after the incident when personnel were supposed to be monitoring the garage, she did not see them in the garage. President Keane replied that the personnel were supposed to be walking the building in addition to being present in the garage. She asked Management to follow-up with the personnel about their whereabouts during their overnight tours.

A few residents expressed concern and inconvenience regarding losing the access code to the lobby doors and the rekeying of external doors. Some residents employ staff who need access to the building in order to access their units and some residents believe that giving out an access code is more secure, less costly, and less burdensome than giving out a key to the building doors. Someone suggested creating a rotating schedule for changing the access code periodically. Someone else suggested key fob use, which can be individually disabled. President Keane replied that one of the security proposals includes key fob access.

A resident noted receiving random calls from the lobby call box. Board members reminded residents to not give unknown persons access to the building.

A resident asked who is responsible for letting in the newspaper delivery man? President Keane responded Management will make accommodations for interior newspaper delivery.

A resident asked how do emergency responders gain access to the building? Director Burton and management responded that there is a Knox box lockbox with a key to the building to which the responders have access.

A resident expressed dismay about television news reporters gaining access to the garage and recording the space with their cameras for television broadcast. Pat Collins was interviewing residents and gained access to the garage. The resident called the news station to complain that too much information about our building and its security vulnerabilities were broadcast on the local evening news.

A resident asked if the Board is already considering installing surveillance cameras

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around the building. President Keane replied yes, the Board is soliciting comprehensive packages from security companies. A resident asked the Board to keep in mind the surface parking lot and pool plaza entrance when considering surveillance camera placement. Another resident was concerned that although the Board and Management have received security enhancement bids that no action has been taken. The resident wanted to know the timeline for taking action. Director Bowman replied that the Board is considering many packages and all include surveillance camera installation. The Board expects to make a decision within the next month or two. Management noted that surveillance cameras are not a form of security, rather, they deter crime and help investigators catch the perpetrator afterwards. A resident expressed concern about the cost of installing surveillance cameras throughout the building.

A resident said he was sorry that this incident happened. He suggested placing signs to encourage safety and noted that culture is an important aspect of security.

A resident suggested creating a Task Force for residents to be aware of local crime incidents. President Keane responded that the Board could invite a member of the Alexandria Police Department to a future Board meeting.

Director Burton reminded residents to stay vigilant and aware of the garage door and its surroundings and to challenge unknown people at the building entrances who are attempting to gain access by tailgating.

A resident asked whether every resident's name is listed on both lobby call boxes? Mr. Serry replied no, the list of names is limited to the address side of the building. Another resident expressed concern about having full names listed on the call box.

A resident reported witnessing a robbery at the neighborhood Safeway grocery store on New Year's Day. The perpetrators loaded grocery carts full of food into a van waiting by the store entrance and were gone in seconds.

A resident asked for an update about the elevator outage on the Pitt Street side of the building. Mr. Mazzei replied that he and Director Burton met with the elevator repair company. The cable is frayed and unsafe and needs to be replaced. Previously there was a software glitch in the control room that also caused outages. The elevator should be repaired and back in service by next Wednesday morning. The service is covered by warranty. All elevators receive routine maintenance.

Mr. Ryan Ridgely of Unit # 303 introduced himself and encouraged residents to volunteer with the Boys and Girls Club of Alexandria. He will provide his contact information to Director Keefer for those who are interested in learning more about the volunteer opportunity.

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MANAGEMENT REPORT

Management reported the following items to the Board:

1. With regard to finances, Management noted the strong likelihood of upcoming expenses such as additional building security, surveillance, and refurbishing the pool plaza deck. Although Management had recommended moving money from the money market account to the CD ladder, after looking at the balance sheet Management no longer recommends moving the money, as the Association may need to keep funds liquid.
2. Management received a number of contract proposals for security and surveillance. Management also recently participated in a two-hour walk-through of the building with representatives of a security company and learned about new security and surveillance technology.
3. Management provided the Board with a proposal from Virginia Contracting for Spring and Fall gutter cleaning in 2018, at a cost of \$2,800.00 per cleaning for a total of \$5,600.00. The contractor also includes a second visit at no cost to Units # 317, 318, and 319 to clear additional debris. This cost has been included in the 2018 budget. ***Director Burton made a motion to accept a one-year contract proposal from Virginia Contracting for Spring and Fall 2018 gutter cleaning at a cost of \$2,800.00 per cleaning for a total of \$5,600.00. Director Millslagle seconded the motion. The vote was unanimous.***

BUILDING MANAGER'S REPORT

1. Tree pruning around the property was done by Care of Trees, as contracted.
2. Leaves were picked up by Advantage Landscaping, as contracted. The first pickup was done Wednesday, November 22, 2017 and the second and final pickup was done Thursday, December 21, 2017.
3. ADCore Group installed the new annunciator panel in the Pitt Street lobby entrance. Both the panel and the strobe in Unit # 320 passed Alexandria City inspection.
4. Precision Door replaced the door closer on the Pitt Street outside doors.
5. The lock on the St. Asaph Street lobby had to be replaced. It was replaced by Cintron Safe and Lock.
6. Preventative maintenance was completed on the emergency generator. No required

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maintenance was found necessary.

7. A plumber working in Unit # 421 failed to drain the water line after the riser was shut off and caused a major water leak in the building. This caused damage to Unit # 320 and the 4th, 3rd, and 2nd floors. Management contacted ReisDB to extract the water from the hallway carpet. Unit # 320 is mostly impacted by the leak and needs some ceiling replacement. Management is working with the insurance company to determine the responsible party for the water remediation bill. The contractor agreed to repair the ceiling in Unit # 320 and is scheduled for Monday and/or Tuesday, January 15 and 16, 2018.
8. Management installed a permanent sign on the electric meter room, as recommended by the electrical inspector who came to inspect the electrical project in Unit # 421. Management also provided some "Out of Order" signs for the elevators.
9. One of the Pitt Street side elevators has been out of commission for over two weeks now due to a major part failure. Repair was initially scheduled for Monday, January 15, 2018, but it has been pushed back to Monday January 22, due to a schedule conflict with the company. Management and a Board member met with representatives from the elevator company to discuss improvements to the service.
10. The office copier can no longer make copies of a full page letter size document as the bottom of the page does not copy. Management reached out to Arrow Technology for repairs but the request was denied, as there are no longer parts available for that machine. Instead, they have offered to rent us a machine for \$ 75/month with a charge of 1.5 cents per page for black and white copies and 15 cents per page for color copies.
11. Between 12:30 am and 4:30 am on Friday, January 5, 2018, someone managed to enter the parking garage and stole some car airbags, doors, and a car trunk lid. The matter is now under investigation by the Alexandria Police Department. Management and the Board are discussing measures to prevent this type of thing from happening again. In the meantime, the following actions have been implemented:
 - All locks leading to the building have been rekeyed and the new keys have been distributed to all residents and/or owners.
 - All garage transponders have been deactivated and reprogrammed.
 - Starting at 10 pm Tuesday, January 9, 2018 through 7 am Monday, January 15, 2018, a security guard was hired to guard the garage and main entrances from 10 pm to 7 am.
 - The garage door has been adjusted to only stay open for six seconds after a vehicle enters or exits the garage. The photo eye sensor that opens the garage door for exiting vehicles

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was moved to keep it out of the way of incoming vehicles.

- Management has solicited proposals from two security companies for surveillance cameras in the building. They are included in the Board package.

12. 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.

13. 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

No unfinished business.

New Business

No new business.

MISCELLANEOUS

1. Director Bowman made a motion to rekey the building, change the entry codes, and distribute two keys to each unit owner. Director Millslagle seconded the motion. ***The motion was read to record.***
2. Year-end bonuses were awarded to Leo and Veronica Reyes (contracted services) in the amount of \$600 and \$400, respectively. Director Burton made the motion and President Keane seconded the motion. ***The motion was read to record.***
3. Director Burton made a motion to renew and retain DMA Cleaning and Maintenance Services for 2018. President Keane seconded the motion. ***The motion was read to record.***
4. A payment plan proposal was made by the owner of Unit # 121 to repay Association debt over time. Upon motion made by Director Burton, the proposed repayment plan, pending the execution of a promissory note, and in addition to and not *in lieu* of the regular monthly assessments. President Keane seconded the motion. The details of the payment plan have been recorded in the Management office. ***The motion was read to record.***
5. Management noted that the pool plaza and deck failed inspection. The Board needs to decide by mid-February whether the Association wants to refurbish an additional

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section of the deck and also consider removing patio walls in preparation for the “monolithic pour” of concrete. Management will retain an engineer to advise what work needs to be done.

EXECUTIVE SESSION

There was no executive session.

ADJOURNMENT

At 8:01 pm the Board of Directors adjourned the meeting.

Respectfully submitted by,

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