

St. ASAPH SQUARE CONDOMINIUMS
Board of Directors Meeting
May 17, 2016

BOARD MEMBERS PRESENT

BEV KEANE	President
DEB BOWMAN	Vice President
RALPH ROSENBAUM	Secretary
SHARON KEEFER	Treasurer
JACK BURTON	Member at Large – Absent with notice

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 approve the April 19, 2016 meeting minutes as amended. Director Bowman seconded the motion. The motion passed unanimously.

PRESIDENTS REPORT

President Keane thanked residents for their patience during the building renovation project. She explained that although the project is quite far along, it is not yet finished. The board will have an opportunity to address issues once the renovation process is completed.

TREASURER'S REPORT

The financial statement for the period ended April 30, 2016 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 \$897,821, other assets totaled \$ 43,482, and that total assets were \$941,643; total liabilities were \$364,026; accrued replacement reserves were \$620,297; reserve elevator funding was (\$334,423); and members' equity was (\$19,581). Total equity was \$577,617. Total liabilities and equity was \$941,643.

COMMITTEE REPORTS

City of Alexandria Director Rosenbaum reported the new development of Hunting Terrace is under construction. It is expected to be all apartment rentals (approximately 443 units) including resident guest apartments. The

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project will have approximately 675 parking spaces, nine above ground and the remainder below ground.

A resident asked what will replace the former Econo Lodge on North Washington Street. Director Rosenbaum replied that it is intended to be mixed-use development, including apartment residences. In addition, the Regal Cinemas at Potomac Yards is slated to be torn down to be redeveloped as mixed-use development including office spaces.

Landscaping

No report.

Newsletter

Ginny Long reported that the next newsletter will publish at the end of this month. She summarized some of the items to be included in the newsletter and encouraged residents to let her know if they have additional items to add.

Covenants

No Report

Design

Ginny Long reported that Linda Burton selected new poolside shade umbrellas, which Mr. Serry has installed. The Design Committee is proposing to host an open house including a short guided tour for local real estate agents, tentatively scheduled for Saturday, June 25, 2016, from 2 – 4 PM. The Committee is also working with the Board of Directors and the Designer to select live plants for the building décor. She mentioned that the Committee is in the process of getting quotes to clean and repair the exposed brick on the interior S. Pitt St. side 2nd floor pool plaza lobby. There is a pending decision whether or not to paint the exposed brick and the Committee is researching options.

The Committee is also fielding residents' expressed concerns regarding the new building design. Ms. Long emphasized that the Committee will give consideration to all residents' input. She mentioned some residents have expressed disappointment with no longer being able to see through the S. St. Asaph lobby window due to the decorative film placement. She noted that we have already paid for the film, and any other adjustment will have an additional cost. She mentioned that some residents are unhappy with the furniture selections throughout the building. President Keane requested that if the Design Committee receives a large consensus of resident dissenting opinion, to collect the necessary information and present a recommendation to the Board. A resident suggested that the Committee request and receive a Scope of Work Document from the Designer that includes line items for the cost

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of each component of the design project.

Deb Bowman reported that she and the Designer have walked through the building with a punch list and some items are still pending. She mentioned that the Designer intends to hire a professional photographer to take pictures of the building, and asked whether The Association would be interested in sharing the expense and the resulting photos from the shoot. Hallway corner guards have been ordered. A door stop has been installed on the lobby doors. A painting on the 4th floor has been re-centered.

Mr. Serry will take the glass table top currently located near the elevator lobby in the garage to a shop that can round the square corners.

Social

Ginny Long reported that the Social Committee Chair position remains vacant. The Welcome Wagon welcomed new resident Michael Ruggiano, who moved into unit #202.

Website

Deb Bowman reported that the website has been updated with new building photos.

Pool

Ralph Rosenbaum reported that although the pool is scheduled to open for Memorial Day Holiday weekend, it may not open until June 7, 2016, due to the weather delay of the pool deck renovation project. The City of Alexandria Inspector will be on site Thursday to determine whether the pool can open on time.

COMMUNITY FORUM

A resident suggested having a building-wide Memorial Day Holiday party in the case that the pool cannot be opened that weekend. However, it was noted that because the Social Committee Chair remains vacant, it was unclear who would organize such an event.

A resident expressed concern regarding the length of time it has taken to address the water leak issue in unit #420, especially now that the water leak has reached the unit directly below it. Management responded that the first waterproofing attempt didn't work. The resolution of the water leak problem requires a building engineer to perform a systematic water test. Some of the delay has been attributed to the sequential days of rainy weather that prevents the engineer to perform the test under controlled conditions.

A resident complained about the water dripping into the garage. Management explained that certain areas of the garage are exposed because there is no deck above it during the

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plaza renovation being mid-way through the project. The waterproofing sealant must be applied to a dry surface. The recent rain has prevented favorable conditions to proceed with the waterproofing sealing process. Management has arranged temporary parking to affected residents.

A resident complained about the noise generated during the past six weeks associated with the pool plaza renovation project. Management responded to say that the noisy part of the project is mostly completed. The next step of the project is expected to generate unpleasant odors, which may last for a few days.

MANAGEMENT REPORT

Management reported the following items to the Board:

1. There was a recent request submitted by the Compass Real Estate Firm to permit a prospective tenant (unit #430) to house a parrot. A motion was made by Director Keefer to deny the request. The motion was seconded by Director Burton. The motion passed unanimously. ***The motion was read to record.***
2. Director Keefer pointed out that The Association had \$50,000 of personal property insurance coverage, which included \$25,000 for fine art. The total of the improved furnishings and art are more than the current coverage. Management consulted with the insurance broker and increased the loss coverage to \$100,000. The increase in premium was \$49.00 for the year.
3. The Board of Directors, upon review of a report presented by MOSAIC Engineering (and recommendation), moved to install an additional drain on the deck to facilitate more water movement. A motion was made by Director Keefer to add an additional drain at a cost of \$1,200. The motion was seconded by President Keane and passed unanimously. ***The motion was read to record.*** In addition, with regard to the pool plaza deck project:
 - a. The sealant to be used for the pool plaza deck comes in two colors, limestone and tan. Management will present the selection to the Board for a vote by e-mail.
 - b. The Board arrived at a consensus to use a red color flashing for the planter installation.
 - c. The contractor chose brick wall materials that are the same as the existing materials.
 - d. The timeline for opening the pool this season may be delayed until June 7 or

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8 due to weather delays. Management will meet with a City of Alexandria Inspector to determine whether or not the pool may be opened on time for the Memorial Day Holiday weekend.

- e. Management put forward to the Board a contract amendment submitted from the American Pool Management Company. Management has reviewed this amendment and encourages the Board to execute it for the 2016 pool season. ***Director Rosenbaum made a motion to accept the changes to the pool contract to provide for a land line telephone. President Keane seconded the motion. The vote passed with three Board members voted in favor, one abstained.***
4. A request for a vote for the replacement of balcony doors in unit #428 was sent by e-mail to the Board for consideration on April 26, 2016. Because Management did not receive a response from the Board, it is presented for consideration.

BUILDING MANAGER'S REPORT

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

- Floor replacement in Unit #420 remains on hold while the contracted engineers continue to investigate the source of the water leak. Consolidated Waterproofing did a water test and caulked the area that was suspected to be the source of the leak. Unfortunately, the leak reappeared during the recent rainy weather. Management is working hard for a solution.
- Following the last Board meeting and discussion regarding the garage door and trash pick-up noise, Management reached out to Door Systems, the company that installed the door. Tony, the service manager, inspected the door. He believes he has identified the problem of faulty brakes. He promised to order replacement parts. Management has made several follow-up calls, and hopes to have the door fixed soon. Management has also contacted the trash company. Adjustment has been made in how the dumpsters are emptied into the truck, which is making a big difference. Another trash company, CSI, was contacted for the possibility of installing pneumatic tires on the dumpsters to help minimize the wheel noise as the dumpsters are rolled in and out of the garage. Devin Reed, the development manager, came and made a survey and promised to get back to us.
- The faulty backup flow valve of the irrigation system has been repaired and installed, although it appears water continues to spray onto the sidewalk.
- Advantage Landscaping has applied mulch to the building's landscaping. Regular service of mowing and weeding is in effect. The new operations manager, Yimis, is responsive with corrective measures as necessary.
- The emergency generator's cooling system has been replaced.
- Management purchased six kick plates and two push plates which were installed.

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- Beginning Monday, May 2, Veronica's work schedule changed from three days a week to four. She will be on site Monday, Tuesday, Thursday, and Friday from 7:00 am to 2:30 pm.
- 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, continue on a regular basis.

New Business

Management has been challenged to get in touch with a point of contact at Comcast since the last point of contact retired. Residents have been complaining of dropped service. A resident suggested that The Association ask a Comcast representative come to a Board meeting. Mr. Mazzei noted that the Comcast issue will be the subject of his next Newsletter article.

Wall corner guards are being installed to protect the common area corners. The cost to install the corner guards is \$3,000, which can come from the design project contingency budget. ***Director Rosenbaum made a motion to install wall corner guards throughout the building common areas for a cost not to exceed \$3,000, to come from the design project contingency budget. Director Bowman seconded the motion. The vote was unanimous.***

No executive session.

ADJOURNMENT

At 8:15 pm the Board of Directors adjourned the meeting.

Respectfully submitted by,

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