

St. ASAPH SQUARE CONDOMINIUMS

Board of Directors Meeting

April 21, 2015

APPROVED

BOARD MEMBERS PRESENT

| | |
|-----------------|--------------------|
| DEB BOWMAN | President |
| BEV KEANE | Vice President |
| RALPH ROSENBAUM | Absent With Notice |
| 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. |
| AMY PETROVITCH | Recording Secretary |

CALL TO ORDER

President Bowman, noting the presence of a Board quorum, called the meeting to order at 7:03 p.m.

MINUTES

Director Rosenbaum motioned to approve the March 17, 2015 meeting minutes, as amended. Director Keefer seconded the motion. The motion passed unanimously.

PRESIDENTS REPORT

No Report

TREASURE'S REPORT

The financial statement for the period ended March 31, 2015 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 \$1,098,274 and that total assets are \$1,135,140; total liabilities are \$414,441; accrued replacement reserves are \$1,080,183; negative elevator funding was (384,936); and members' equity was \$15,310. Total liabilities and equity were \$1,135,140.

COMMITTEE REPORTS

City of Alexandria Director Rosenbaum reported that Ace Hardware has been taken over by a new owner and is not closing.

Landscaping Director Keane reported that the large planters on the back patio have been removed.

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Newsletter No report

Covenants No report

Decorating Ginny long presented a report on behalf of the committee. Highlights were as follows:

- Committee presented a graph of submitted budget estimates for potential updates in handout format.
- Main issues after property walk-thru were tiling, wallpaper and carpeting.
- Each member discussed items of importance that directly impact property value to include furniture, hallway lighting, hallway carpeting, wallpaper and tiling.
- The committee discussed the option of repairing or replacing the popcorn ceiling.
- A meeting will be held on April 27th and May 4th, for the interior design candidate presentation.
- During open forum an owner brought up wallpaper vs. paint.

Social Director Rosenbaum mentioned that he made a reservation for 6 at Bistro Royale for Friday, April 24, 2015.
The committee reported that a new resident has moved into unit #333.

Pool The committee reported that it is around time to contact new owners for photo ID's.

COMMUNITY FORUM

A resident inquired about the annual bicycle round-up in the garage and a barbeque/grill roundup, for units who have grills on their patios.

A resident inquired about garage renovations (repaving).

MANAGEMENT REPORT

Management applauded the decorating committee on their presentation, noting its compliments of nature.

Management presented the Administrative Resolution relating to bulletin boards, newsletters and website postings. No action was taken.

Management presented the 2014-2013 draft Audit for Board approval.

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Director Rosenbaum moved to approve the 2014-2013 Audit as presented. The motion was seconded by Director Keane. The motion passed unanimously.

Management rescinded a request to convene into executive session as the Counsel Report was not provided by the Attorney.

Management presented three painting proposals from Kolas Contracting, Chesapeake Finishing and Ploutis Painting.

Director Rosenbaum moved to accept the two coat proposal from Ploutis Painting. The motion was seconded by Director Burton. The motion passed with Director Bowman abstaining.

Management discussed the TKE proposed service agreement with three options to choose from. This was tabled for one month until the next Board meeting.

BUILDING MANAGER'S REPORT

Mr. Serry presented the On-Site Manager's Report. Highlights are as follows:

- Advantage completed the first turf application.
- Patio door installation is complete.
- All Plumbing replaced the main water supply pipe.
- The pool has been cleaned and filled.
- Patio gates have been adjusted and painted.
- 4th floor leak damage is being addressed by Management.

Unfinished Business

The following motions were read to record:

An email motion in lieu of a meeting was made on or about March 24, 2015 by Director Keane to approve a donation of \$100 to the Grovetown Baptist Church in remembrance of Ms. Schultz. The motion was seconded by Director Burton. The motion passed with all Board members in agreement.

An email motion in lieu of a meeting was made by Director Keane to approve of renovations to unit #418. The motion was seconded by Director Keefer. The motion passed with all Board members in agreement.

An owner requested removal of balcony numbers for unit #207. Management suggested Counsel advice before any decisions are made. The Board was in agreement.

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New Business

Mr. Serry inspected the patio doors in unit 432 and both failed. The cost for JP Contracting to replace them is \$11,000.

Director Rosenbaum moved to have the doors replaced for unit 432. The motion was seconded by director Burton. The motion passed unanimously.

The HVAC service contract with Commercial Express is up for renewal. The cost is \$2,940 annually. Management recommends renewal.

Director Rosenbaum moved to renew the HVAC service contract with Commercial Express. The motion was seconded by director Keane. The motion passed unanimously.

Management presented a proposal from Brad Shafer for gutter cleaning. The price is \$1,800 for the entire building.

Director Rosenbaum moved to accept the gutter cleaning proposal from Brad Shafer. The motion was seconded by director Keefer. The motion passed unanimously.

Management presented a request for common area use for a bridal shower on June 20, 2015. The event would take place on the St. Asaph patio.

Director Rosenbaum moved to approve of the common area use for a bridal shower on June 20, 2015. The motion was seconded by director Keane. The motion passed unanimously.

EXECUTIVE SESSION

The Board of Directors did not convene into executive session.

ADJOURNMENT

At 8:38 pm Director Burton moved to adjourn the meeting. It was seconded by Director Keefer. The motion passed unanimously.

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Respectfully submitted by,

Amy Petrovitch
Independent Recorder
(Transcribed from digital recorder and meeting notes)