

ST. ASAPH SQUARE CONDOMINIUMS
MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
08/26/2019
801 SOUTH PITT STREET
OLD TOWN ALEXANDRIA, VA 22314

FINAL

BOARD MEMBERS PRESENT

Karen Millslagle	President
Bev Keane	Vice President
Sharon Keefer	Secretary
Deb Bowman	Treasurer

BOARD MEMBERS ABSENT

Jack Burton	Member-at-Large
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OTHERS PRESENT

Scott Hummel	Community Manager, Cardinal Management Group Inc.
Yahya Serry	On-Site Manager, Cardinal Management Group Inc.
Ashley Meehan	Independent Recorder

I. CALL TO ORDER

President Millslagle called the meeting to order at 6:00 pm, noticing the presence of a quorum.

II. APPROVAL OF PRIOR MEETING MINUTES

Upon a motion made by Director Bowman and seconded by Director Keefer, it was unanimously agreed to approve the minutes of the July 30, 2019 board meeting as amended.

III. OFFICER'S REPORT

- **President's Report**- No Report
- **Vice President's Report**- No Report
- **Secretary's Report**- No Report
- **Treasurer's Report**- The financial statement for the period ending July 31, 2019 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 totaled \$1,835,772 other assets totaled \$29,590, and total assets were \$1,865,361; total liabilities were \$169,447; accrued replacement reserves were \$1,231,508; reserve elevator funding was (\$132,146); and member's equity was \$20,897. Total equity was \$1,695,915. Total liabilities and equity was \$1,865,361.

IV. COMMITTEE REPORTS

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- **Landscaping Committee-** No report
- **Covenants Committee-** No report
- **Pool Committee-** None
- **Social Committee-** No report
- **Welcome Wagon-** No report
- **Dinner Night Out-** No report.

V. OTHER REPORTS

- **City of Alexandria Updates-** None
- **Website-** A notice about the upcoming plaza deck construction project was posted on the website to notify residents.
- **Newsletter-** None

VI. COMMUNITY FORUM

None

VII. MANAGEMENT REPORT

Management reported the following to the Board:

- **Finances-** The financial statement of income and expenses for the association through the close of business on July 31, 2019 was presented. The budget committee will have their first meeting on August 27, 2019 at 6:30 p.m.
- **Patio Renovation-** Management provided the Board a memorandum from Mosaic Engineering and Consulting showing all of the proposals requested for the renovation and replacement of the brick pool deck within the courtyard of St. Asaph for review and discussion. They recommend a short-list interview with the lowest bidder be the next step.

ON SITE MANAGER'S REPORT

- Heart National has cleaned the Hallway Carpet and the trash chute as contracted

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- Johnson Control has inspected the building Fire Extinguishers. They had to recharge two (2) extinguishers and installed two hooks. They have also scheduled the annual sprinkler inspection and fire alarm testing for Thursday, September 03, 2019.
- All Plumbing have added clean out plugs to all down spout drains along Pitt Street. They have also been requested by Management to provide quotes for the rest of the drains and to hydro jet and flush all the main drains. Proposals are expected to be available at the meeting for Board action.
- Following reports from a couple of unit owners about cracks on their balconies' concrete floors, Management inspected all unit balconies. About 10 out of 30 balconies need floor repair, almost all need caulking and a little bit of tock pointing, and very few need Linton and brick repairs. Management has also noticed several areas in the parking garage needing concrete repair. Management will solicit quotes from at least a couple of concrete companies that have done work in the building. Quotes are expected to be presented to the Board at the September Board meeting for Board action.
- The ceiling in front of the office looks great after it was repaired by JPA Contracting transforming it from a popcorn ceiling to a smooth ceiling. JPA has provided a quote to do the rest of the loading dock ceiling, and is included in the management report for Board action.
- Site staff has continued to work on the landscaping along Pitt Street. Pitt Street side is expected to conclude in a week or two. Staff will then proceed to other areas of the building for further improvement.

VIII. OLD BUSINESS

None

IX. NEW BUSINESS

A. Electronic vote, read to record- Bathroom renovation for unit #407.

Upon a motion made by Director Burton and seconded by Director Millslagle, it was unanimously agreed to approve the renovation for unit #407.

B. Electronic vote, read to record- Bathroom renovation for unit #216.

Upon a motion made by Director Burton and seconded by Director Millslagle, it was unanimously agreed to approve the renovation for unit #216.

C. Electronic vote, read to record- The website was renewed for another two years.

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Upon a motion made by Director Bowman and seconded by Director Millslagle, it was unanimously agreed to renew the website for two years.

X. EXECUTIVE SESSION

No Executive Session.

XI. ADJOURNMENT

Upon a motion made by Director Bowman and seconded by Director Keefer, it was unanimously agreed to adjourn the meeting at 6:35 p.m.

Respectfully Submitted,

Ashley Meehan

Independent Board Recorder