

**ST. ASAPH SQUARE CONDOMINIUMS**  
**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS**  
**02/19/2019**  
**801 SOUTH PITT STREET**  
**OLD TOWN ALEXANDRIA, VA 22314**

**FINAL**

**BOARD MEMBERS PRESENT**

|                  |                 |
|------------------|-----------------|
| Karen Millslagle | President       |
| Sharon Keefer    | Secretary       |
| Deb Bowman       | Treasurer       |
| Jack Burton      | Member-at-Large |

**BOARD MEMBERS ABSENT**

|           |                |
|-----------|----------------|
| Bev Keane | Vice President |
|-----------|----------------|

**OTHERS PRESENT**

|                |  |
|----------------|--|
| Patrick Mazzei | 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 7:01 pm, noticing the presence of a quorum.

**II. APPROVAL OF PRIOR MEETING MINUTES**

*Upon a motion made by Director Bowman and seconded by Director Millslagle, it was unanimously agreed to approve the minutes of the January 15, 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 January 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 \$1,685,262 other assets totaled \$27,550, and total assets were \$1,712,812; total liabilities were \$195,628; accrued replacement reserves were \$1,012,280; reserve elevator funding was (\$153,955); and member's equity was \$83,668. Total equity was \$1,517,184. Total liabilities and equity was \$1,712,812.

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#### IV. COMMITTEE REPORTS

- Landscaping Committee- No report.
- Covenants Committee- No report
- Pool Committee- No report other than the e-mail vote that happened about choosing the American Pool contract and signing it. Please see in the section “**New Business**”.
- Social Committee- No report
- Welcome Wagon- Director Keefer reported one new resident in unit #417.
- Dinner Night Out- No report

#### V. OTHER REPORTS

- City of Alexandria Updates- No report
- Website- The newest newsletter will be posted to the website soon.
- Newsletter- No report

#### VI. COMMUNITY FORUM

- Multiple residents had questions and concerns regarding packages and furniture that are delivered to the building and left in the lobby until they are picked up; sometimes the packages are left overnight. The residents stated they are in the way and makes it hard for them to get around them.
- A resident inquired about the progress of an ongoing insurance claim issue she is having with a neighbor.

#### 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 January 31, 2019 were enclosed at **Exhibit B**.
- Roofing Status- Management has been in communication with Paul Dow the COO of NV Roofing and there were some final anomalies identified, and are being addressed. As of this report writing, Management is waiting for an update of finalization, as the job is materially complete. Management has decided to wait until the roof is totally reconstructed to its original specification before garnering additional proposals for “snow birds”

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- Concrete- Management has identified (in addition to the pool plaza swimming surface deck) concrete patios that are in need of replacement. We are gathering proposals for the removal and re-pouring of the most egregious defects. At the same time we are addressing the spalled and missing mortar on the Pitt Street entrance and in the barbeque area closest to the Pitt Street side of the plaza deck.
- Engineering Concrete- Mosaic Engineering has been on site to inspect and evaluate the plaza deck concrete. The deck continues to hold up, but is in a more advanced state of deterioration due to all the freezing, thawing and water intrusion. In order to schedule this work for the week after Labor Day, Management would like the Board to discuss and decide on the removal of the planters and the re-construction of the patio walls on the courtyard plaza. As the Board is aware, the Engineering firm encourages removal and rebuilding to insure a complete water tight seal of all the poured concrete surfaces. They will also evaluate the need for additional deck drains at the same time. There was discussion regarding this and the Board decided to take the planters out and rebuild it the “right way”. **The discussion will continue via e-mail.**
- Pool Cover- The pool cover has deteriorated and requires replacement. American Pool Management has provided a proposal for \$2,620 for its replacement. This proposal was enclosed as *Exhibit C*.

***Upon a motion made by Director Burton and seconded by Director Keefer, it was unanimously agreed to approve the pool cover proposal provided by American Pool Management not to exceed \$2,620.00.***

- Pool White Coat- Management will assess the required repairs with the Pool Management Company once weather permits.

**On Site Manager’s Report- Exhibit D-**

**\*The report will also be posted on the website in the future as well as in the minutes\***

- Upon Management’s insistence Waste Management filed an insurance claim to address the damage workers caused to the dumpster room doors. The repair estimate has been forwarded to the insurance company at their request. In response, an adjuster will be sent to assess the damage.
- Precision Door & Hardware was contacted by Management to check for the availability and possibly order the Astragals selected by the Board at the January meeting. Precision Door & Hardware has sent a quote that will be presented to the Board.
- Management has reached out to two companies to perform repairs to the wallpaper by the Pitt Street lobby. As of this report, they have not responded.

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Management was given a referral who has been contacted and they will be onsite Thursday, February 14<sup>th</sup> to assess and possibly repair the wallpaper.

- There are few patio units, specifically along Pitt Street, that are having drainage issues due to settlement and negative sloping. Two concrete companies have been contacted by Management to provide estimates to correct the problem. Management has requested these companies provide a quote to grind the sidewalk concrete slab near the surface parking lot.
- The new roof installation along Pitt Street and on Green Street is substantially complete. Management is meeting with the roof contractor on Thursday, February 14<sup>th</sup> to discuss the next plan of action regarding the rest of the building repairs.
- Management is addressing the interior repairs of units that were damaged. Now that the roof is substantially complete, Management is more confident that the repairs can commence. All in-unit repairs should be completed by the end of the month.
- Property Service Group, Inc. has been contracted to replace the most unrepairable ageing drip pans in the garage. That project is expected to start soon.
- Site staff has cleaned all ceiling light fixtures in the garage and has replaced damaged ceilings tiles.
- 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 common areas, to name a few, continues on a regular basis.

**VIII. UNFINISHED BUSINESS**

- On January 17, 2019 Director Keane made a motion to retain American Pool Management for the management of the pool for the 2019 season, based on the recommendation of the Pool Committee Chair, Linda Burton. Director Bowman made a friendly amendment to extend that pool contract for the 2020 and 2021 seasons as well. ***The motion was seconded by Director Keefer. The motion was passed unanimously. The motion was read to record.***
- On or about January 17, 2019, ***a motion was made by Director Bowman to approve the Landscape agreement presented by Professional Grounds in the amount of \$13,639.44. The motion was seconded by Director Keane. The motion was passed unanimously. The motion was read to record.***

FINAL

**IX. NEW BUSINESS**

- Bathroom Renovation Request- A request for bathroom renovations has been made in writing by Director Burton in unit #323. The request was presented as ***Exhibit E***. Director Burton has agreed to recuse himself from the approval process.

*Upon a motion made by Director Bowman and seconded by Director Millslage, it was unanimously agreed to approve the bathroom renovations for unit #323. Mr. Burton abstained.*

- Department of Transportation- The Department of Transportation and Environmental Services, Mobility Services Division, has provided Management with an application for the installation of a handicapped parking spot. The application was included as ***Exhibit F***. A resident must fill out the application. **This was tabled until the application is filled out.**
- Management Transition- Patrick Mazzei will be stepping away from being Property Manager of St. Asaph. The new Manager will be Scott Hummel and he will be coming to the next meeting to introduce himself. Patrick will be attending meetings with Scott until about April and then will pop in periodically as need be.

**X. EXECUTIVE SESSION**

No executive session.

**XI. ADJOURNMENT**

*Upon a motion made by Director Bowman and seconded by Director Burton, it was unanimously agreed to adjourn the meeting at 7:48 p.m.*

Respectfully Submitted,

*Ashley Meehan*

Independent Board Recorder