

**ST. ASAPH SQUARE CONDOMINIUMS
MINUTES OF THE EXECUTIVE SESSION
MEETING OF THE BOARD OF DIRECTORS
March 15, 2022
ONLINE ZOOM MEETING**

FINAL

BOARD MEMBERS PRESENT

Gail Sweeny	President
Melissa Russell	Vice President
Mary Holloway	Secretary
Erika Baum	Treasurer
Deb Bowman	Member at Large

OTHERS PRESENT

Terry McGuire	Community Manager, Cardinal Management Group Inc.
Yahya Serry	General Manager, On-Site

****This meeting was held by electronic communication means using Zoom ****

I. CALL TO ORDER

Ms. Sweeny called the meeting to order at 7:02 pm, noting the presence of a quorum.

II. DRAFT MINUTES

Upon a motion made by Ms. Holloway and seconded by Ms. Baum, it was unanimously agreed to approve the February 15, 2022 meeting minutes as presented.

III. OFFICER'S REPORTS

- **President** - Ms. Sweeny noted that the Board met with a representative from Cardinal to review the Front Steps website platform. The Board approved the purchase of new technology to modernize the on-site manager's office over email. The 'Action Items List' was updated and posted to the website since the last meeting. The Board will provide information to residents on how to pay monthly Association fees using Direct Debit. Direct Debit payments allow the Association to avoid paying a processing fee to Cardinal for each payment when payments are made by some other means.
- **Vice President**- Ms. Russell reminded residents that fire pits cannot be used at St. Asaph Square, because the City of Alexandria requires all fire pits to be placed at least 25 feet away from a structure. Thermostats for the atrium areas on the third floor should only be adjusted by the on-site manager and not by residents. The Board will continue to look into ways to acknowledge the 40th anniversary of the community. Residents may contact Ms. Russell regarding a petition on the suspension of the 11Y bus.
- **Treasurer** - The financial statement for the period ending February 28, 2022 was included in the Board of Directors Management report. Ms. Baum reported that as of that period ending date the Association's cash and investments \$1,759,015 other assets totaled \$64,274 and total assets were \$1,823,290; total liabilities were \$41,385; accrued replacement reserves were \$1,697,967; and member's equity

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was \$59,570. Total equity was \$1,781,905. Total liabilities and equity was \$1,823,290.

IV. COMMITTEE REPORTS

- **Landscaping Committee-** Ms. Harris noted that CLS did a mediocre job cleaning the property after the winter season. The on-site manager and maintenance staff conducted pruning of plants on the property. New landscaping will be installed on April 19, 2022 and CLS will return to mulch in April.
- **Welcome Wagon-** There is one new resident who will move into Unit 402.
- **Dinner Night Out -** Will be postponed until May when outdoor dining can occur.
- **Pool Committee-** Ms. Russell began investigating pool app options for the upcoming season.

Upon a motion made by Ms. Russell and seconded by Ms. Sweeny, it was unanimously agreed to approve the work for a pressure test conducted by American Pools for \$1,157.63.

- **City Updates** – Chewish bagel shop will move to a location on King Street. Residents can read about flood control efforts on the City of Alexandria website, with respect to the area between Duke Street and King Street.

V. OPEN FORUM

A resident thanked the Board for posting the updated ‘Action Items List’ to the website. They noted that on the ‘Action Items List,’ the item called “Landscape Issues” should be marked as completed. On the website, committees should be updated and missing meeting minutes should be posted. The resident also asked about the status of the possible pool leak, window washing, reimbursement for garage door security, and 40th anniversary planning.

A resident thanked the Board for all of their work to improve the building. They voiced concern about residents not receiving timely notice of noisy unit renovation work and that new owners should be made to understand the notification process. They also noted that Sur la Table has returned to King Street.

A resident inquired about the status of the door locks. Management noted that Baldino’s has no information on where the locks are located while they are in transit. The locks were shipped on January 20, 2022.

VI. MANAGEMENT REPORT

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- **Financial/Bank Statements** - Management reconciled a question regarding certain charges related to the compilation of the Board Meeting package assembled by Cardinal.
- **CD Maturing** - The Board received notice of a CD maturing at Alliance Bank and Management recommended the CD be redeemed and the funds moved to Morgan Stanley.

Upon a motion made by Ms. Russell and seconded by Ms. Bowman, it was unanimously agreed to approve the movement of the maturing CD funds from Alliance Bank to Morgan Stanley.

- **Front Steps Website** - The cost for building a new community website was noted to be \$500 for initial set up and \$100 per month thereafter.

Upon a motion made by Ms. Sweeny and seconded by Ms. Holloway, it was agreed to approve the creation of a new website using the Front Steps platform.

- **Unit Files** - As part of plans to digitize community documents, Management provided the Board with their personal unit files stored in the on-site management office. Cardinal will pass the Board their personal unit files that are stored at Management's office in order to review material needing to be digitized.
- **On-Site Manager's Office** - A new computer, monitor, and operating software was purchased for the on-site manager's office. Management will track down a Verizon phone line within the building that is on the Association's account.
- **Security Proposals** - Management provided proposals for Johnson Controls and Force for building security upgrades. Management will arrange presentations for the Board from each vendor.
- **On-Site Management Report** - The on-site property management report was reviewed and discussed. Key highlights discussed were replacement of the POTS phone line, landscaping, installation of a new HVAC unit in a 3rd floor atrium, Comcast contracts, brickwork, and window cleaning.

Upon a motion made by Ms. Russell and seconded by Ms. Sweeny, it was unanimously agreed to approve the contract for Comcast internet only for the on-site manager's office (with no phone line) in the amount of \$79.99 a month for the first year, \$89.99 a month for the second year, \$119.99 a month for the third year, and then at the regular rate per month thereafter.

Upon a motion made by Ms. Sweeny and seconded by Ms. Baum, it was unanimously agreed to approve the contract for community window cleaning (skylights and main doors) with Clean As A Whistle in the amount of \$775.

VII. **NEW BUSINESS**

Ms. Sweeny raised the idea of creating a standard Request for Proposal for community vendors and contracts.

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VIII. **EXECUTIVE SESSION**

Upon a motion made by Ms. Sweeny and seconded by Ms. Baum, it was unanimously agreed to move into Executive Session to discuss delinquencies and other items at 8:28p.m.

Open Session reconvened with no actions at 9:02 p.m.

IX. **ADJOURNMENT**

Upon a motion made by Ms. Sweeny and seconded by Ms. Holloway, it was unanimously agreed to adjourn the meeting at 9:07p.m.

Respectfully Submitted,

Mary Holloway

Secretary, St. Asaph Square Board of Directors