

EXHIBIT A1
St. ASAPH SQUARE CONDOMINIUMS
Board of Directors Meeting
November 15, 2016

BOARD MEMBERS PRESENT

BEV KEANE	President
DEB BOWMAN	Vice President
RALPH ROSENBAUM	Secretary
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.

CALL TO ORDER

President Keane, noting the presence of a Board quorum, called the meeting to order at 7:01 p.m.

MINUTES

Director Rosenbaum motioned to approve the September 20, 2016 meeting minutes as amended. Director Keefer seconded the motion. The motion passed unanimously.

PRESIDENTS REPORT

President Keane noted the election for the Board of Directors was held during the Annual Meeting last month.

TREASURER'S REPORT

The financial statement for the period ending October 31, 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 \$956,568, other assets totaled \$37,709, and that total assets were \$994,277; total liabilities were \$347,562; accrued replacement reserves were \$514,672; reserve elevator funding was (\$316,416); and members' equity was (\$32,810). Total equity was \$646,714. Total liabilities and equity was \$994,277.

COMMITTEE REPORTS

City of Alexandria No report.

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- Landscaping President Keane reported that the dead yews near the garage door were removed and the plan is to replace them with laurels and/or azaleas in the spring.
- Newsletter Toni Hando is now editor of the Newsletter. She shared newsletter article ideas.
- Covenants No report.
- Design Ginny Long reported on four items:
- 1) The Design Committee proposes a “Flower Power” volunteer effort to decorate the building with fresh flowers throughout the year. There was a discussion between Ms. Long and members of the Board regarding how the effort will be implemented. The Board recommended that the Design Committee prepare and propose to the Board rules for the effort that take into consideration a) the types of flowers and vases to be used, b) a plan to protect furniture to avoid damage, and c) who is responsible for placing and removing the flowers in a timely manner. The Board also suggested that the Committee consider starting with a pilot program to put flowers only in the lobbies. If the pilot program is successful, then the Committee may consider expanding the effort throughout the building.
 - 2) The fiddle leaf plant in the St. Asaph St. lobby is in place at a cost of \$250.94. Mr. Mazzei will determine the source of funding from the budget.
 - 3) The decorative boxes in the South Pitt Street lobby were stolen. The Board asked the Committee to propose a cost-effective replacement solution.
 - 4) Ms. Long asked Design Partners for an itemized list for the cost of the design project. Ms. Colbert of Design Partners can provide this in about a month, and requires Board approval. This will be addressed during the New Business portion of this meeting.
- Social Ms. Long reported that the Friday Happy Hour group is seeking a space to gather during the winter season and would like to utilize the 3rd floor solarium on the Pitt St. side of the building. The Welcome Wagon welcomed new residents to four units – Miles and Martha Wilhelm in #124, Bill and Arlene Duncan in #215, Allan Kelly in #209, and Gordon Zimmerman in #415.
- Website Deb Bowman announced that she requested a digital version of the 2017 Budget to post on the website. She will archive the 2016

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newsletters. New photos of the common areas of the building interior are now posted.

By-laws No report.

COMMUNITY FORUM

A resident asked about cardboard box recycling and why some cardboard boxes had been moved to the trash. Management responded that cardboard is to be recycled.

MANAGEMENT REPORT

Management reported the following items to the Board:

1. Management advised that two Certificates of Deposit (CD's) have matured and were deposited into a Money Market account. Management recommends that the CD's roll over into new CD's with the highest yield available at Alliance Bank. ***Director Bowman made a motion to roll over the CD's into the highest-yield CD at Alliance Bank. Director Rosenbaum seconded the motion. The vote was unanimous.***
2. In an electronic vote in lieu of a meeting, the Board of Directors passed a motion to retain Colbert Roofing to install 130 snowbirds on the building roofs. The motion was made by Director Rosenbaum and seconded by Director Bowman. The vote was unanimous. ***The motion was read to record.*** Installation of the snowbirds will be scheduled prior to the Thanksgiving Day holiday.

BUILDING MANAGER'S REPORT

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

- On Wednesday, September 21, 2016, the locked door of the St. Asaph lobby was vandalized. The incident was reported to the police. Repairs were made by Precision Door and Hardware. They also replaced the door closer on a free-swing door.
- On Monday, September 26, 2016, apparent blood drops were discovered on the third floor carpet. Management contacted third-floor residents by e-mail but no-one responded accepting responsibility. The carpet was cleaned by Heart National. They also cleaned the rug in front of the St. Asaph side elevator at the garage level.
- Management contacted Advantage Landscaping regarding the dead yews located in front of the garage door. They provided a quote to remove and replace them with azaleas. The quote was forwarded to the Landscaping Committee for recommendation and action. Removal of the yews was done in-house.
- Commercial Express replaced the motor of the Pitt Street side elevator room cooling

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system which had been overheating. The problem appears to be resolved with the repair.

- Preventative maintenance service to the HVAC systems was performed by Commercial Express as contracted. Four units needed maintenance service, which was addressed.
- Preventative maintenance service was performed on the garage door by Door Systems as contracted. Insulation was installed to reduce noise.
- There was a ceiling leak in the garage above parking space #117. A drip pan was installed to redirect the water.
- Water was found in the common area that leaked from the second floor to the first floor. The source of the leak was undetermined. Heart National dried the carpet exposed to the leak.
- The first leaf pick-up has been scheduled for Wednesday, November 23, 2016. Also, the irrigation system has been winterized.
- Three floor drain grates in the garage were replaced.
- Management purchased runners to be used in both lobbies during inclement weather as recommended by DMA, the cleaning company. Management also purchased two area mats for the garage landing near the St. Asaph side elevator.
- Management followed-up with Mark Pestelli, account representative at the trash company, for the replacement of our dumpsters. New dumpsters will be delivered on Thursday, November 17, 2016.
- 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, continues on a regular basis.

Unfinished Business

The proposal to install astragals on the exterior lobby doors was tabled. There was a suggestion to inspect the astragals used on the Alexandria City Hall doors as an alternative to the type recommended by Management.

The installation of painted wooden corner guards throughout the building was discussed. The Design Committee will advise the Board how many corner guards are needed. It was suggested that a trial installation be performed to determine what width is appropriate.

New Business

1. As mentioned earlier in the meeting, a Board decision is necessary to request Design Partners to provide a detailed account of how the interior redesign budget was spent. *Director Rosenbaum made a motion to request Design Partners*

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to provide a detailed accounting of how the interior redesign budget was spent, to include items such as artwork and furniture. Director Keefer seconded the motion. The vote was unanimous.

2. There was a suggestion to cancel the December Board of Directors Meeting. Urgent matters can be addressed electronically. *Director Burton made a motion to cancel the December 20, 2016 Board of Directors Meeting. Director Keefer seconded the motion. The vote was unanimous.*

EXECUTIVE SESSION

No executive session.

ADJOURNMENT

At 7:55 pm the Board of Directors adjourned the meeting.

Respectfully submitted by,

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