

**ST. ASAPH SQUARE CONDOMINIUMS
MINUTES OF THE EXECUTIVE SESSION
MEETING OF THE BOARD OF DIRECTORS
4.20.21
ONLINE ZOOM MEETING**

FINAL

BOARD MEMBERS PRESENT

Karen Millslagle	President
Sharon Keefer	Secretary
Ralph Rosenbaum	Treasurer

BOARD MEMBERS ABSENT

Deb Bowman	Vice President
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OTHERS PRESENT

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

****This meeting was held by electronic communication means using Zoom due to the declared emergency of the COVID-19 Pandemic, the nature of the declared emergency makes it impracticable or unsafe for the governing board to assemble in a single location and the purpose of meeting is to discuss or transact the business necessary to continue operations of the common interest community association and the discharge of its lawful purposes, duties, and responsibilities.***

I. CALL TO ORDER

President Millslagle called the meeting to order at 7:01 pm, noting the presence of a quorum.

II. DRAFT MINUTES

Upon a motion made by Ms. Keefer and seconded by Mr. Rosenbaum, it was unanimously agreed to approve the March 16, 2021 meeting minutes as amended.

III. OFFICER'S REPORTS

- **President-** Ms. Millslagle reminded everyone in the Community to remain safe and to make sure to pay attention to their surroundings while walking outside of the building.
- **Treasurer-** The financial statement for the period ending March 31, 2021 was included in the Board of Directors Management report. Director Rosenbaum reported that as of that period ending date the Association's cash and investments totaled \$1,623,355 other assets totaled \$31,783, and total assets were \$1,655,137; total liabilities were \$73,559; accrued replacement reserves were \$1,000,939;

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reserve elevator funding was (\$19,994); and member's equity was \$38,262. Total equity was \$1,581,579. Total liabilities and equity was \$1,655,137.

IV. COMMITTEE REPORTS

- **Landscaping-** It was noted there are a couple of projects that need to be addressed in the near future. Some mentioned were three bushes that need to be trimmed on the corner of Green and S. St. Asaph and cleaning up the corner of S. St. Asaph and Jefferson; Management has asked the landscapers to come up with a plan.
- **Social-** There is a new renter in unit #416.
- **Pool-** the Committee recently attended an informative webinar on "Online Reservation Systems" for the pool with Management and recommended it to the Board for use during the 2021 pool season due to COVID. It was noted the pool will definitely be opening; the pool company recommended not allowing guests but the Committee suggested allowing the normal number of guest passes as previous years but not allowing residents to purchase additional ones. It was also suggested to instruct residents to bring their own pool furniture.

V. OTHER REPORTS

- **City of Alexandria-** There's drawings of the project on the fence for the St. Mary's school at the end of Church St. for residents to view.

VI. OPEN FORUM

Multiple residents expressed their comments and concerns on the discussion of allowing vs. not allowing guests at the pool this season. It was noted that residents should have priority at the pool over guests. Residents inquired on the software's capabilities; if it will be able to distinguish between a busy day vs. an empty day at the pool to determine if guests should be allowed that day.

Residents inquired the expectations of the Board and Management for response times and transparency with residents.

A resident noted the trash rooms and stairwells are starting to smell very offensive and asked about the cleaning process of them. Management stated the rooms were recently mopped and deodorizers were installed and sprayed but adjustments will be made to the frequency of cleanings as necessary, especially as the weather gets warmer. She also noted the new garage door has one issue with the grading system on the ground; Management took note of this and will look into it.

VII. MANAGEMENT REPORT

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- **2020 Draft Audit-** the 2020 Draft Audit as prepared by Goldklang Group was presented to the Board for review and approval.

Upon a motion made by Ms. Millslagle and seconded by Ms. Keefer, it was unanimously agreed to approve the 2020 Draft Audit as prepared by Goldklang Group.

- **Pool Passes and Reservations-** Management recommends American Pool's software with digital passes and reservation/capacity control for the 2021 pool season. After discussion with the Board on whether or not to allow Guest Passes this season it was decided to allow them on weekdays only; it was noted this can be changed in the future if need be. The Board also decided to have owners bring their own pool furniture to use; the stationary Community umbrellas will be out on the pool deck for use.

Upon a motion made by Mr. Rosenbaum and seconded by Ms. Millslagle, it was unanimously agreed to approve American Pool's software.

Upon a motion made by Mr. Rosenbaum and seconded by Ms. Keefer, it was agreed to approve the use of guest passes at the pool only during the weekdays. Ms. Millslagle voted against.

Upon a motion made by Mr. Rosenbaum and seconded by Ms. Millslagle, it was unanimously agreed to have all residents bring their own pool chairs/furniture to the pool.

- **On-site Management Report-** Mr. Serry's report was provided to the Board for review and discussion.
 - A proposal from PSG for installation of a concrete post outside the garage door was presented for review and approval. The Board would like to table this for another month to get measurements.
 - A proposal from Force Security Solutions, LLC for building fobs was presented to the Board for review and approval. This was tabled by the Board for further review.
 - Proposals from JPA Contracting for door replacement services for three separate units totaling \$24,500 were presented to the Board for review and approval.

Upon a motion made by Mr. Rosenbaum and seconded by Ms. Millslagle, it was agreed to approve the proposal from JPA Contracting for \$24,500. Ms. Keefer abstained.

VIII. EXECUTIVE SESSION

Upon a motion made by Ms. Millslagle and seconded by Mr. Rosenbaum, it was unanimously agreed to enter Executive Session at 8:07 p.m. to discuss delinquencies and personnel matters.

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Open Session reconvened at 8:15 p.m.

Upon a motion made by Mr. Rosenbaum and seconded by Ms. Millslagle, following Management's recommendation it was unanimously agreed to approve a pay adjustment for personnel.

IX. ADJOURNMENT

Upon a motion made by Ms. Millslagle and seconded by Ms. Keefer, it was unanimously agreed to adjourn the meeting at 8:18 p.m.

Respectfully Submitted,

Ashley Meehan

Independent Board Recorder