

St. ASAPH SQUARE CONDOMINIUMS
Board of Directors Meeting
January 17, 2017

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 7:00 p.m.

MINUTES

Director Rosenbaum motioned to approve the November 15, 2016 meeting minutes as amended. Director Bowman seconded the motion. The motion passed unanimously.

PRESIDENTS REPORT

No report.

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 \$1,051,734, other assets totaled \$43,873, and that total assets were \$1,095,608; total liabilities were \$335,317; accrued replacement reserves were \$552,061; reserve elevator funding was (\$316,416); and members' equity was (\$32,810). Total equity was \$760,291. Total liabilities and equity was \$1,095,608.

COMMITTEE REPORTS

City of Alexandria Director Rosenbaum reported there was still a delay in installing the new bus shelter on South Washington Street. He will continue to monitor the situation.

Landscaping No report.

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Newsletter Ms. Hando requested articles for the next newsletter, which will publish next month. She also invited ideas for new columns. President Keane and others complimented Ms. Hando on her first newsletter.

Covenants No report.

Design Ginny Long reported on four items:

- 1) The Design Committee will send a “Flower Power” (volunteer effort to decorate common areas with fresh flowers) proposal to the Board for review.
- 2) The Committee decorated the building with Christmas trees and poinsettias in the lobbies for the holiday season.
- 3) The Committee provided the Board with a proposal for installing corner guards throughout the building. Examples of primed wood and plastic corner guards were presented to the board. The Committee Chairs and Management will identify locations around the building for corner guard installation.
- 4) Ms. Long again asked for an itemized list and receipts of furnishings. She mentioned that Design Partners was not under contract to provide receipts. Director Bowman had contacted Ms. Colbert to request the itemized list and receipts, and was told it would cost \$1200. Director Bowman will ask again.

Social No report.

Website Director Bowman said she will archive the 2016 meeting minutes and start a new page for 2017 meeting minutes.

By-laws No report.

COMMUNITY FORUM

A resident asked that packages left in the lobby not be set on lobby furniture. A discussion ensued regarding where packages could be placed.

A resident asked about when the elevator pads are used in the elevators. A discussion ensued regarding when the pads should be used.

A resident asked about proper use of trash facilities. A suggestion was made to give instructions to residents for using the trash facilities.

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A resident expressed concern regarding being trapped in the elevator. Specifically, there was concern that the emergency system did not work, and moreover, that the elevator company may have contacted Management to inform them that they had done what they were supposed to do, but did not. Management replied that they spoke with the elevator emergency call company. They were told there was a miscommunication between the call box and the call center. It was also revealed that pushing the emergency call button in the elevator multiple times will interrupt the call. President Keane asked for signs to be placed in each elevator to push the call button only once in the event of an emergency. The resident also suggested that Management provide an incident report form for residents. The forms could be made available near the Management office and also on the website. Residents can use the form to report incidents to Management and follow-up with incidents. The resident offered to draft a form and submit it to Management.

A resident mentioned that it is against City regulations for garbage and recycling to be commingled. If they are picked up on the same day, it is possible that the building could be fined.

A resident noted that the garbage truck arrives to pick up garbage around the same time as the busy morning commute and school drop-off time. Management was asked to contact the garbage collection company and ask that they arrive after 9:30 am for garbage pick-up.

A resident asked about the status of obtaining additional recycling containers for the trash room. Management responded that they had asked the recycling company for a quote, but hadn't heard back yet. Management will follow-up with the recycling company.

A resident asked about installing a video surveillance system in the building. Management responded that the topic was discussed and tabled last year, after receiving a proposal from a security company that quoted a cost of \$17,000 for the installation of seven cameras. Management will request new video surveillance system installation quotes.

A resident complained about solicitations to residents from a local real estate company asking for owners to sell their units. Management responded that they will call the company and politely ask them to not distribute solicitations to residents.

MANAGEMENT REPORT

Management reported the following items to the Board:

1. Each year Management prepares and presents for the Board's review an administrative planning calendar for review.

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2. American Pool presented the 2017 pool season agreement (two options) for the Board's review and approval. ***Director Bowman made a motion to accept the American Pool 2017 pool season agreement for 48 hours/week at a cost of \$12,595. President Keane seconded the motion. The vote was unanimous.***
3. Management provided the Board with proposals for the renewal of the Maintenance and Cleaning services that are being provided by DMA Cleaning Services. Their renewals reflect a 3% increase in cost for 2017. ***Director Bowman made a motion to accept the DMA Cleaning Services Maintenance contract for 12 months commencing January 1, 2017 and ending December 31, 2017, at an annual cost of \$30,107.16. Director Keefer seconded the motion. The vote was unanimous. Director Bowman made a motion to accept DMA Cleaning Services Cleaning contract for 12 months commencing January 1, 2017 and ending December 31, 2017, at an annual cost of \$17,922.00. Director Keefer seconded the motion. The vote was unanimous.***
4. In an electronic vote in lieu of a meeting, the Board of Directors passed a unanimous motion to approve the renovation in unit 203. The motion was made by Director Keefer and seconded by President Keane. ***The motion was read to record.***
5. In an electronic vote in lieu of a meeting, the Board of Directors passed a unanimous motion to approve holiday bonuses for Leo, Veronica, and Mr. Serry, in amounts of \$600.00, \$325.00, and \$1,000.00, respectively. The motion was made by Director Rosenbaum and seconded by President Keane. ***The motion was read to record.***
6. In an electronic vote in lieu of a meeting, the Board of Directors passed a unanimous motion to approve the renovation in unit 222. The motion was made by Director Rosenbaum and seconded by President Keane. ***The motion was read to record.***

BUILDING MANAGER'S REPORT

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

- The two leaf pick-ups, as contracted, were done on November 23rd and December 20th, by Advantage Landscaping.
- Gutter cleaning for the entire property was done on December 1st and 2nd; however, the contractor had to come back at a later date to clean a gutter that was missed.
- As a result of the gutter cleaning, debris left on the solarium windows, a commercial window cleaning company was contracted to clean all of the interiors and exteriors of the solariums. Management will bill the Advantage Landscaping for the window

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cleaning. Some panes will need restoration work from water marks, and that will be addressed shortly.

- A first floor resident on Pitt Street accidentally spilled wet ashes on the hall carpet. Heart National was contracted to clean the carpet at the unit owner's expense. Heart national also did spot cleaning of the carpet on different areas of the hallway. The owner has been invoiced for the cost of cleaning.
- On a routine inspection, a dent was found on the 4th floor wall next to the Pitt Street elevator. No one claimed responsibility for the damage. Property Service Group was contracted to repair the drywall and to make temporary repairs to the wallpaper. A wallpaper specialist will be contracted for the wallpaper replacement.
- Management also found several cracks on the 4th floor hallway ceiling. Cracks appear to be on areas repaired during the building renovation.
- From lessons learned from the first unexpected ice weather event of the winter season, Management has placed a bucket with ice melt by the garage door for any resident who may want to volunteer to spread it on the ground. At the last snow, DMA was contacted and Leo spread the ice melt.
- 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

Director Keefer obtained the contact information for the contractor who installed the astragals on the Alexandria City Hall doors. She contacted him, but so far has yet to receive a response.

New Business

No new business.

EXECUTIVE SESSION

No motions were made.

ADJOURNMENT

At 8:25 pm the Board of Directors adjourned the meeting.

Respectfully submitted by,

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