

St. ASAPH SQUARE CONDOMINIUMS
Board of Directors Meeting
February 17, 2015
Approved

BOARD MEMBERS PRESENT

DEB BOWMAN	President
BEV KEANE	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.
AMY PETROVITCH	Recording Secretary

CALL TO ORDER

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

MINUTES

Director Rosenbaum motioned to approve the January 20, 2015 meeting minutes, as amended. Director Keefer seconded the motion. The motion passed unanimously.

PRESIDENTS REPORT

No Report

TREASURE'S REPORT

The financial statement for the period ended January 31, 2015 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 \$1,247,570 and that total assets are \$1,285,808; total liabilities are \$481,655; accrued replacement reserves are \$964,507; negative elevator funding was (175,026); and members' equity was \$15,310. Total liabilities and equity were \$1,285,808.

COMMITTEE REPORTS

City of Alexandria No report

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Landscaping Director Keane reported that two Crape Myrtle trees were cut brutally without permission. Management will address this with the landscaping company.

Newsletter Ginny Long reported that the last newsletter went out at the end of January. The next newsletter is scheduled to go out at the end of March and any additions should be provided by the third week in March.

Covenants No report

Decorating Ginny long presented the Board with a spreadsheet outlining upcoming requests for Board approval and potential projects. Highlights were as follows:

- The committee is still actively seeking a commercial interior designer.
- The committee noted carpet, lobby updates, common area furnishings, overhead lighting, etc. as items that they would like to address. The condition of all elements were noted on the chart.
- The first committee Town Hall meeting is scheduled for March 14, 2015. Flyers for the meeting will be distributed in early March. The committee is hoping for homeowner feedback.

Social The committee reported that there is going to be a new resident in unit #209. Director Rosenbaum reported that a dinner will be held Friday, February 20, 2015 at 7:00 PM at Lucia's (A-La-Lucia's).

Pool No report

COMMUNITY FORUM

A homeowner followed up on a previous request that owner's be notified when noisy renovations are scheduled. Director Bowman proposed the possibility of door hangers to notify the neighbors of renovations.

A resident noted that a resident is still smoking on the 4th floor balcony. The Board decided that the offsite owner will be notified directly regarding this ongoing issue.

Per an email that was received, Director Bowman addressed window cleaning. The owners need to be notified that it is their responsibility to have the windows cleaned.

MANAGEMENT REPORT

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Management presented the Policy Resolution 2015-01, Policy pertaining to Cleaning of Dryer Vents and Replacement of Supply Hoses for Washing Machines, with changes from the last meeting.

The following new changes were noted:

- The time for re-inspection of the dryer vents – Under section 4, dryer vents will need to be re-inspected every 4 years instead of every 2 years, by September 1st.
- The time for re-inspection of the washing machine hoses – Under section 2, washing machine hoses will need to be replaced every 7 years instead of every 5 years, by September 1st.

Director Rosenbaum moved to amend the motion to allow 14 years between changing the flood check hoses. Director Keefer seconded the motion. The motion passed unanimously.

Director Keane motioned to approve of Policy Resolution 2015-01, as amended, pertaining to cleaning of dryer vents and replacement of washing machine hoses. Director Keefer seconded the motion. The motion passed unanimously.

The Board discussed Management organizing the inspections. Management proposed the possibility of providing three contractors and providing a sign-up sheet that residents can complete, then Mr. Serry can schedule with the contractors.

Management noted that Members Equity is above the negative line at \$15,310.

Management presented five proposals for the Reserve Study from ETC, REI, MOSAIC, Reserve advisors and USI Commercial. The Board tabled for one month to review the proposals.

BUILDING MANAGER'S REPORT

Mr. Serry presented the On-Site Manager's Report. Highlights are as follows:

- Comcast service has been slow, moving into phase two of the project. Will see how it is once the project is complete.
- JP construction will be repairing the entry doors this or next week.
- Waiting on proposal from Baldinos for front door lock that needs to be replaced.
- Interior stairwell doors need to be repaired.

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Miscellaneous

The following motions were read to record:

An email motion in lieu of a meeting was made by Director Burton to approve of the renovations to unit #215. The motion passed with all Board members in agreement.

It was noted that there were three violations of the association documents with regards to the renovations to unit #215 (no pre-approval from the Board, working past 6:00 PM, and debris disposed of in the trash chute). The possibility of bringing the owner to a hearing was discussed.

Director Rosenbaum motioned that the owner of #215 be brought in for a hearing only if any further violations occur, to include no pre-approval from the Board, working past 6:00 PM, and debris disposed of in the trash chute. Director Keane seconded the motion. The motion passed unanimously.

Unfinished Business

No report

New Business

Management presented an email request from unit #325 to install a satellite dish on the balcony.

Director Rosenbaum motioned to approve of unit #325's request to install a Direct TV satellite dish on the balcony, pending it stays within balcony lines. Director Keefer seconded the motion. The motion passed unanimously.

Management provided a trim painting scope of work, and requested the Board approve prior to requesting bids.

Director Rosenbaum motioned accept the scope of work for painting the building trim. Director Keefer seconded the motion. The motion passed unanimously.

EXECUTIVE SESSION

The Board of Directors did not convene into executive session.

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ADJOURNMENT

At 8:16 pm Director Burton moved to adjourn the meeting. It was seconded by Director Rosenbaum. The motion passed unanimously.

Respectfully submitted by,

Amy Petrovitch
Independent Recorder
(Transcribed from digital recorder and meeting notes)