

St. ASAPH SQUARE CONDOMINIUMS

Board of Directors Meeting

July 19, 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 7:00 p.m.

MINUTES

Director Rosenbaum motioned to approve the June 21, 2016 meeting minutes as amended. Director Bowman seconded the motion. The motion passed unanimously.

PRESIDENTS REPORT

President Keane announced there will be a presentation of the proposed insurance policy renewal during today's meeting.

TREASURER'S REPORT

The financial statement for the period ended June 30, 2016 was included in the Board of Directors Management report. Director Keefe reported that as of that period ending date the Association's cash and investments totaled \$784,864, other assets totaled \$ 50,792, and that total assets were \$835,657; total liabilities were \$355,494; accrued replacement reserves were \$456,273; reserve elevator funding was (\$324,958); and members' equity was (\$19,581). Total equity was \$480,163. Total liabilities and equity was \$835,657.

COMMITTEE REPORTS

City of Alexandria No report.

Landscaping New plants will be planted in the planters around the pool deck in the fall.

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Newsletter Ginny Long reported that the next newsletter will be published at the end of the month. Residents who wish to submit articles should provide them to Ms. Long by the last Friday of the month.

Covenants No report.

Design Ginny Long reported one real estate agent attended the open house on June 16. The design team received positive feedback on the new features of the building. She also mentioned the Design Committee received an alternative design for the window film in the St. Asaph Street lobby. She will provide color copies to the Board members. Ms. Bowman mentioned that the corner guards still need to be installed. Also, Ms. Colbert of Design partners will be bringing a professional photographer to take pictures of the building on July 28, 2016. She has proposed that the Association consider sharing half of the \$900 cost of the photographer and in return get use of the digital prints from the photo shoot. This proposal will be discussed during “new business” later in the meeting.

Social Ginny Long reported that the Welcome Wagon welcomed the new residents in units #229, #321, #410, and #430.

Website No report.

Pool Ralph Rosenbaum reported that the pool is open seven days a week during the pool season.

COMMUNITY FORUM

A resident asked if the pool rules continue to forbid eating in the pool area. The board members responded that yes, this is the rule. Management will clarify the pool rules with the lifeguard staff.

A resident asked about the status of the unit that is facing foreclosure. Management responded that the foreclosure on the unit has been stayed, pending a short sale.

A resident asked if new photographs of the building will be posted on the website. The board members responded that yes, we can add photos of the new interior space of the building to the website. A resident volunteered to take pictures of the building for posting to the website.

A resident noted the cool air temperatures in the interior hallways of the building. Management responded that they will check the hallway thermostats. The temperature

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will be set at 75° F.

A resident mentioned that another resident was stuck in the Pitt St. elevator on Sunday, and both elevators were out of service at one point on Sunday. Management will investigate the elevator service.

A resident noted that the lamps, which all use LED bulbs, in the common areas of the building should be on at all times. There was a suggestion to put the lamps on timers to deter residents from turning them on and off.

INSURANCE PRESENTATION

Mr. Stephen Dickerson from USI Insurance Services, LLC, presented to the Board members and residents an overview of the proposal to continue insurance coverage for the condominium.

MANAGEMENT REPORT

Management reported the following items to the Board:

1. The Board tabled the approval of the tax documents so that the Treasurer might have time to review them. The annual tax document has been prepared by the Goldklang Group, PC. Management requests bringing this item back to the table for discussion.
2. Management informs the Board that it has started preparation of the draft budget for 2017. Management anticipates the Board will have a draft to review prior to the end of the month. Management requests that the board sanction the organization of a Budget Committee.
3. The 2017 Building Insurance renewal policy was proposed by USI Insurance Services, LLC. ***Director Bowman made a motion to accept the insurance policy renewal as proposed. Director Rosenbaum seconded the motion. The motion passed unanimously.***
4. The pool plaza deck renovation phase one project is completed but not finished. Management met on site with the engineering firm and discussed options to correct the slope of the concrete. Management expressed concern over the amount of dust, debris, and noise this work creates. The three options are: 1) do nothing and address the issue at the time of the next phase of repair; 2) jackhammer, remove, and re-pour approximately 160 square feet of concrete pad and reset brick pavers; and 3) install two additional drains. Option 3 does require minor jackhammering and drilling but is the least invasive and disruptive of the options. This work will

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begin at the end of the pool season.

5. Pool hours have been extended to be open seven days a week through the pool season.
6. A motion was made by Director Keefer to approve cleaning of the single (St. Asaph St.) elevator shaft, pit area, and mechanical room. The work is to be performed by ThyssenKrupp Elevator (TKE) at a cost not to exceed \$2,290. The motion was seconded by President Keane. The motion passed unanimously. ***The motion was read to record.***

BUILDING MANAGER'S REPORT

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

- Waterproofing work in unit #420 is in progress.
- The new garage door was installed on Friday, June 17th. Unfortunately, there was a problem with the door and it was stuck open all weekend, necessitating the use of security guards until the door closed properly.
- The broken glass window in the Pitt St. lobby was replaced.
- The annual fire alarm test was performed June 30th. Management needs to address some discrepancies, and then the system will be re-inspected after repairs.
- A roof leak was found above unit #407. A similar issue exists over unit #429. The leak can be addressed by repairing the flashing and caulking.
- New blinds for the stairwells were ordered and are scheduled to arrive at the store on July 29th. Installation of the blinds is expected to occur prior to the next Board meeting.
- The St. Asaph St. elevator will be cleaned on or about July 25. Management will provide notice of the repair to residents.
- The electrical plates throughout the building were installed in-house.
- The fire pump is run weekly and regularly scheduled work was completed.
- Residents are reminded that building maintenance workers are not authorized to enter individual units to do work.

Unfinished Business

No unfinished business.

New Business

1. The owner of unit #314 sought approval to remove the wall between the kitchen and dining room. ***Director Bowman made a motion to approve the request. Director Rosenbaum seconded the motion. The vote was unanimous.***

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2. The owner of unit #123 sought approval of the installation of a vinyl floor to float over the existing floor. In addition, she requested a waiver of the deposit requirement because the contractors will access the unit through the unit's patio door and will not expose the common areas of the building to the risk of damage. Management advised the owner to add Cardinal Management to the contractor's certificate of insurance. ***Director Rosenbaum made a motion to approve the floor installation project, provided the certificate of insurance was amended. Director Burton seconded the motion. The vote was unanimous. Director Rosenbaum made a motion to approve the waiver of deposit provided that all contractors' access to the unit is conducted through the patio door. Director Bowman seconded the motion. The vote was unanimous.***
3. Management advised that with regard to Comcast service to the building, the single complaint lodged by a resident was withdrawn. Management suggests conducting a general survey to the building residents regarding Comcast service. Management will draft a survey to present to the board.
4. Design Partners has proposed to the Association an agreement whereby the Association would share the cost of a photographer that Design Partners has hired at \$900 to take photographs of the building's renovated interior, and in return, would receive use of the photos taken. A resident who is a photographer volunteered to take pictures for the Association to use, instead. A decision was made to use the volunteer photography services offered by the resident and not share the cost and use the photographs done by the photographer selected by Design Partners.

Miscellaneous

1. An e-mail vote in lieu of meeting was held regarding the renovation project in unit #412. After management confirmed the collection of all licensing and insurance information from the contractors, a motion was made by Director Burton to approve the in-unit renovations requested by the owner of unit #412. The motion was seconded by President Keane. The motion passed unanimously. ***The motion was read to record.***
2. Management has been in communication with Arrow Technologies, Inc., the service provider of the Association's office duplicating machine. The machine is old and parts are no longer available for its repair. Management recommends the Association consider the purchase of a refurbished copier and service agreement from the current vendor and service provider, and provided the Board with information regarding the purchase proposal on used and refurbished

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equipment.

EXECUTIVE SESSION

No executive session.

ADJOURNMENT

At 8:15 pm the Board of Directors adjourned the meeting.

Respectfully submitted by,

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