

St. ASAPH SQUARE CONDOMINIUMS

Board of Directors Meeting

March 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 7:00 p.m.

**MINUTES**

*Director Rosenbaum motioned to approve the February 16, 2016 meeting minutes as amended. President Keane seconded the motion. The motion passed unanimously.*

**PRESIDENTS REPORT**

No Report

**TREASURER'S REPORT**

The financial statement for the period ended February 29, 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 \$1,078,566, other assets totaled \$37,462, and that total assets were \$1,036,356; total liabilities were \$388,492; accrued replacement reserves were \$819,885; reserve elevator funding was (\$343,852); and members' equity was (\$19,581). Total equity was \$688,694. Total liabilities and equity was \$1,077,186.

**COMMITTEE REPORTS**

City of Alexandria Director Rosenbaum reported the Alexandria City Council approved the EDENS mixed-use real estate project in the north end of Old Town Alexandria, where the former Giant grocery and ABC stores were previously located. The ABC store is expected to return once the project is complete.

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Landscaping Bev Keane reported that the landscaping contractor has prepared a proposal to address disease prevention for the trees on the property. The first landscape clean-up was performed a few weeks ago. Barbara Ballentine asked that residents who have ground-level patios remove ivy growing on the interior side of the brick patio walls. There was a suggestion to communicate this request to residents via the next newsletter.

Newsletter Deb Bowman reported on behalf of Ginny Long that submissions to the next newsletter are due March 24, 2016.

Covenants No Report

Design Shari Keefer and Deb Bowman provided renovation updates. Ms. Keefer noted the attention to detail in the building design elements. The loading dock walls have been painted a darker color and the loading dock ramp floor will be painted in the future. The installation of the hallway overhead lights will begin this week and the hallway carpeting should be completed by the end of this week. The project is on track to be completed by early May.

Social Shari Keefer reported on behalf of Ginny Long that a new resident, Caroline Harlach, moved into unit #125.

Pool No Report

## COMMUNITY FORUM

A resident noted that she will check with the owner of her unit regarding the removal of ivy from the brick patio walls.

## MANAGEMENT REPORT

Management reported six items to the board:

1. Management met with Mark Lehman of Mosaic engineering to discuss the specifications of the plaza pool deck engineering specifications. An e-mail vote was made (in lieu of a meeting) that the specifications as prepared by Mosaic engineering be accepted. The motion was made by Director Burton and seconded by President Keane. The vote was unanimous. ***The motion was read to record.***
2. Management has opened a damage claim for occurrences resulting from recent

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weather-related storms. The aggregate amount for repairs is anticipated to exceed the insurance deductible of \$5,000. Mr. Serry is coordinating the presentation of receipts from work already completed. Management anticipates the repairs will total under \$10,000.

3. Director Bowman made a motion by e-mail (in lieu of a meeting) to accept the proposal submitted by Design Partners for the refurbishment of the South Pitt Street and South St. Asaph Street wooden vestibule doors, consisting of stripping and re-staining the interior and exterior sides of the doors, in the amount of \$8,050; \$2,050 to be expensed from budget line item 61200 (Maintenance Expense, Property Repairs), and the remaining \$6,000 to be expensed from the special assessment contingency budgeted amount. The motion was seconded by President Keane. The motion passed unanimously. ***The motion was read to record.***
4. As mentioned in item two, above, one of the claims was for a water-damaged floor in unit #420. The damage was not significant, but the hardwood floors in the unit, which are not original, are no longer in production. Therefore, the entire floor area (approximately 575 square feet) requires replacement. Management has solicited a proposal from Carpet and Floor Outlet of Virginia to perform the repairs at a cost of \$5,247. ***Director Bowman made a motion to accept the bid from Carpet and Floor Outlet of Virginia to perform the repairs to the floor of unit #420 at \$5,247, and to refrain from replacing the floor until after experiencing a few rain storms to be reassured that the leak has been addressed. Director Rosenbaum seconded the motion. The vote was unanimous.***
5. ThyssenKrupp Elevator (TKE) submitted a proposal for complete cleaning of all three lobby elevators, from cabs to pit. This cleaning is necessary as a result of the considerable amount of dust and debris in the elevator shafts caused by various contractors working on the building renovation project. It is the opinion of the elevator mechanics, who have been summoned several times to the building, that the construction debris is the cause of the frequent elevator operation malfunctions. Management recommends this unbudgeted expense after the interior renovation is completed. The board discussed whether the cost of the elevator cleaning should be assigned to Design Partners and/or its contractors responsible for creating the excessive dust and debris in the elevators shafts. The board also discussed with management the coverage of the elevator warranty and service agreement to arrive at an understanding that neither the warranty nor the service agreement covers the necessary cleaning. Management will send Design Partners the TKE bill. The board decided to table the issue.
6. Design Partners submitted two proposals for replacing all fifty common area electrical outlets and cover plates at a cost of \$1,449 and for repainting the elevator

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doors at a cost of \$1,880.25 to match the new décor. The board had questions about the type of paint to be applied to the elevator doors and discussed having the elevators cleaned prior to repainting the doors. The board decided to table the elevator door repainting component of the proposal until after the questions are resolved. ***Director Keefer made a motion to accept Design Partners' proposal to replace the common area electrical outlets at a cost of \$1,449 to be paid from the special assessment contingency budget. Director Bowman seconded the motion. The vote was unanimous.***

## **BUILDING MANAGER'S REPORT**

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

- Building staff continue to clean up after the construction crews.
- He acknowledged additional loss from the recent weather storms and will check affected units during the next few rainstorms.
- The exterior vestibule doors have a gap between them that allows water to enter the vestibule during rainstorms. Management contacted JPA Contracting to recommend a solution and provide a quote.
- Preventative maintenance was performed on the emergency generator. The generator's cooling system needs repairs. Fidelity Engineering has been contracted to perform the repairs.
- A floor drain above the garage was damaged and flooded the garage during a recent heavy rainstorm. TC Plumbing was contracted to do the repairs. The repairs have been completed.

### **Miscellaneous**

Mr. Mazzei reported that the owner of unit #428 requested inspection and replacement of the patio doors of the unit. Mr. Serry inspected the doors and found them to be in need of replacement. Management is in the process of requesting a quote for the patio door replacement.

The Care of Trees company has submitted a proposal for tree work. The proposal was provided to the Landscaping Committee for review.

### **New Business**

The resident of unit #125 requested a waiver of the move-in fees because the loading dock was not used for the move. ***Director Keefer made a motion to deny the resident of unit #125's request to waive her move-in fees. Director Bowman seconded the motion. The vote was unanimous.*** Management will communicate the Board's decision to the resident.

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Management alerted the board of the need to treat the pool surface with a fresh “white coat” for safety and to meet the standards set by the Alexandria Department of Health. This treatment should occur prior to opening the pool for the season. Management obtained a quote from American Pool company to perform the white coat treatment of the pool for \$6,000. ***Director Bowman made a motion to accept the proposal and to expense at least \$2,000 from budget line item 61200 (Maintenance Expense, Property Repairs), and the remaining balance of \$4,000 from the Reserve budget. Director Keefer seconded the motion. The vote was unanimous.***

**ADJOURNMENT**

***At 8:00 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)