

St. ASAPH SQUARE CONDOMINIUMS  
Board of Directors Meeting  
January 20, 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 7:00 p.m.

**MINUTES**

*Director Rosenbaum motioned to approve the December 16, 2014 meeting minutes, as amended. Director Keane seconded the motion. The motion passed unanimously.*

**PRESIDENTS REPORT**

No Report

**TREASURE'S REPORT**

The financial statement for the period ended December 31, 2014 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 \$1,234,473 and that total assets are \$1,271,454; total liabilities are \$499,418; accrued replacement reserves are \$941,669; negative elevator funding was (184,944); and members' equity was (\$53,663). Total liabilities and equity were \$1,271,454.

**COMMITTEE REPORTS**

City of Alexandria No report

Landscaping Director Keane reported the following:

St. ASAPH SQUARE CONDOMINIUMS  
Board of Directors Meeting  
January 20, 2015  
APPROVED

- There were three winners for the door decorating contest.
- Four planters have been removed.

Newsletter            Director Bowman reported that the newsletter should be out next week.

Covenants            No report

Decorating           Director Keefer presented a letter on behalf of the committee. The committee would like to organize periodic Town Hall meetings to discuss several proposed updates including hallway carpeting, wall furnishings, lighting, etc. (Handout distributed).

Social                 The committee reported that there are 4 new residents and there were open houses for #402 and #428

Pool                    No report

### COMMUNITY FORUM

A homeowner relayed concern about the St. Asaph door being propped open using the carpet.

A homeowner inquired about garage flooding on Sunday.

A homeowner inquired about the Comcast connection as they were not informed when service was lost. Serry advised that they would be coming out Monday, January 24, 2015.

**The Comcast update was provided by Mr. Serry during Community Forum. Mr. Serry advised that once phase two begins, it should only take ten minutes per unit. They will be disconnecting both lines and reconnecting them simultaneously. Entry will not be needed from Owner's that do not have Comcast.**

Director Bowman advised that some of the patio door numbers are still crooked (particularly #123).

A homeowner requested that renovations that cause noise be announced prior to work being done.

### MANAGEMENT REPORT

St. ASAPH SQUARE CONDOMINIUMS  
Board of Directors Meeting  
January 20, 2015  
APPROVED

Management reported one correction to the financials, as there was an unaudited budget surplus of \$69,973.

Management presented the draft Policy Resolution 2015-01 pertaining to water damage. Highlights were as follows:

- Owners must submit proof of dryer vent cleaning and inspection for their unit. It was agreed upon that these inspections will most likely take place every four years.
- The same will apply for washer hose replacements. It was agreed upon that these inspections will most likely take place every seven years.
- Proposed completion date for all inspections will be September 1<sup>st</sup>.

This will be revisited at the next meeting with revisions.

Management presented the Admin Calendar for 2015, which highlights upcoming events for the year.

Management has solicited proposals for the Reserve Study.

## **BUILDING MANAGER'S REPORT**

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

- Tree pruning was done and a tree removed from unit 226's patio.
- The building rewiring project started on January 7, 2015.
- Issue with St. Asaph side elevator was addressed.
- Maria Lopez is no longer employed with DMA and has been replaced by Veronica Reyes.

Mr. Serry gave a brief update on lighting replacements, per Director Bowman's request.

### **Unfinished Business**

No unfinished business

### **New Business**

Mr. Mazzei commended Mr. Serry for his hard work and made a general statement that he should be treated with respect by all owners and residents of the building at all times.

Director Burton spoke briefly about garage issues and the possibility of removing the drop ceiling and painting after the leaks have been addressed.

St. ASAPH SQUARE CONDOMINIUMS  
Board of Directors Meeting  
January 20, 2015  
APPROVED

**EXECUTIVE SESSION**

The Board of Directors did not convene into executive session.

**ADJOURNMENT**

*At 8:09 pm Director Rosenbaum moved to adjourn the meeting. It was seconded by Director Keefer. The motion passed unanimously.*

Respectfully submitted by,

---

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