

St. ASAPH SQUARE CONDOMINIUMS

Board of Directors Meeting

July 18, 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.
JAMES HAWKINS	Portfolio 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 accept the June 20, 2017 meeting minutes as written. Director Keefer seconded the motion. The motion passed unanimously.

PRESIDENTS REPORT

No report. President Keane solicited volunteers to participate in the Budget Committee to prepare for the 2018 budget. Mr. Mazzei will provide a working draft budget to the Budget Committee and schedule a meeting soon.

TREASURER'S REPORT

The financial statement for the period ending May 31, 2017 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 \$1,234,336, other assets totaled \$14,078, and that total assets were \$1,248,413; total liabilities were \$300,482; accrued replacement reserves were \$689,088; reserve elevator funding was (\$267,022); and members' equity was (\$58,876). Total equity was \$947,932. Total liabilities and equity was \$1,248,413.

COMMITTEE REPORTS

Landscaping No report.

Covenants Director Burton reminds residents of the rules for what is permitted on balconies.

St. ASAPH SQUARE CONDOMINIUMS
Board of Directors Meeting
July 18, 2017

- Design No report.
- Social No report. Social Committee chair position is vacant. The Welcome Wagon welcomed the new residents in units # 204, # 417, and # 427.
- Pool Director Rosenbaum reported large cracks in the pool surface coating appeared. Mr. Mazzei replied that the pool company has been notified of the cracks and the pool surface will be inspected at the end of the season. He added that the Vice President of the pool company is moving on. Director Rosenbaum added that residents have complained that the lifeguard smokes near the sidewalk entrance and leaves his cigarette butts on the ground. Another resident complained about the lifeguard often talking loudly on his cell phone near residents' units and windows.
- By-laws No report. President Keane asked for volunteers to help with this Committee.

OTHER REPORTS

- Newsletter President Keane on behalf of Dr. Hando mentioned that Dr. Hando will contact newsletter contributors by e-mail with regard to the next newsletter.
- City of Alexandria No report.
- Website No report.

COMMUNITY FORUM

A resident commended the hard work by President Keane and other Landscape Committee members and volunteers who helped fill the poolside planters, with special acknowledgement to Mr. Reyes and Mr. Serry for their assistance.

MANAGEMENT REPORT

Management reported the following items to the Board:

1. Management provided the Board with the first draft of the 2018 Association budget. The budget does not include funding for a surveillance camera system. The draft budget is increased by approximately 6% over the 2017 budget.

St. ASAPH SQUARE CONDOMINIUMS
Board of Directors Meeting
July 18, 2017

2. Management provided the Board with the 2018 Association Insurance Renewal Proposal. Unfortunately Mr. Dickerson, the insurance broker, was unable to attend the meeting. Management noted the changes to the policy compared to last year are 1) the total premium increase is 1% over the expiring policy, and 2) the proposal and quote includes an offer to move the Workers Compensation policy to Travelers from The Hartford. ***Director Rosenbaum made a motion to accept the USI proposed change to move the Workers compensation policy to Travelers from The Hartford. Director Keefer seconded the motion. The vote was unanimous. Director Rosenbaum made a motion to accept USI's proposal to renew the insurance policy as proposed for 2018, effective August 20, 2017, at an initial premium of \$8161.58. Director Keefer seconded the motion. The vote was unanimous.***
3. To follow up from the last Board meeting held June 20, 2017, Management received clarification from SETEC Corporation representatives that there would be no extra fees in addition to the quote provided for the surveillance camera system. Because the Association would use the cameras for surveillance and not actual monitoring, the only additional fee would be for an upgraded computer for Mr. Serry's office. No internet service would be required. The Board decided to wait to see how the 2018 budget looks before making further decisions about installing a surveillance camera system throughout the building.
4. The City of Alexandria performs an annual sprinkler system test in the building. Management provided the Board with a proposal from TYCO to make repairs in time for the mandated re-inspection date.

BUILDING MANAGER'S REPORT

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

- SimplexGrinnell provided feedback regarding the alarm horn installation in unit # 320. They declined the offer due to technical reasons. They suggested hiring an electrical engineer or a fire alarm engineer to develop a plan of action.
- Heart National power washed the building as contracted.
- Heart National is scheduled to clean the hallway carpets throughout the building July 24, 2017.
- Heart National was called to remediate a second floor flooding issue caused by a washing machine drain backup.
- Management is aware that a new American Pool Vice President for Operations will be responsible for pool operations. Management will ensure the new Vice President will address the deteriorating condition of the pool surface.
- Some patio gates will be repaired between July 18 – 21, 2017.

St. ASAPH SQUARE CONDOMINIUMS

Board of Directors Meeting

July 18, 2017

- Courtyard benches were refinished by onsite staff.
- SimplexGrinnell performed the annual fire alarm inspection. A few discrepancies were found and need to be corrected by the re-inspection date set for August 21, 2017.
- The monthly fire alarm testing was completed by on site staff.
- 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.

Miscellaneous

1. Management provided the Board a proposal from Tyco/SimplexGrinnell to service and repair the sprinkler system prior to the mandatory inspection. ***Director Rosenbaum made a motion to accept the proposal from Tyco/SimplexGrinnell for sprinkler system service and repairs in the amount of \$2,860.10. Director Keefer seconded the motion. The vote was unanimous.*** The cost of the repairs will come from budget line item # 61200 – Building repairs.
2. The resident currently renting unit # 420 requested a waiver of moving fees, as she is moving to unit # 406 on July 15, 2017. ***Director Keefer made a motion to waive the moving fee for the resident of # 420 for the internal move. Director Burton seconded the motion. The vote was unanimous.***

Old Business

1. Resident Cheryl Mirabella, unit # 206, discussed with the Board and residents in attendance her proposal to create a St. Asaph Square resident Facebook Group. This proposal was discussed as new business during the last Board meeting. The purpose of the Facebook Group is to serve as a means for residents to communicate with each other and foster community. A discussion ensued regarding the name, ownership, management, and advertising of the Facebook Group. The Board stated that the Facebook Group is not endorsed by the Association. Ms. Mirabella and the Board members will coordinate membership verification. President Keane noted that it is fine for Ms. Mirabella to post flyers about the Facebook Group to generate awareness and interest, and asked that she provide a copy of the flyer to give to Mr. Serry to post on the Community bulletin board. She also solicited feedback from residents regarding the matter.
2. Management provided the Board a revised draft of Policy Resolution No. 2017-01 –

St. ASAPH SQUARE CONDOMINIUMS
Board of Directors Meeting
July 18, 2017

Policy and Procedures for Move-in and Move-out and Deliveries 800 S. St. Asaph Street & 801 S. Pitt Street Alexandria VA. The Board made additional minor edits to the draft. **Director Bowman made a motion to approve the Policy Resolution No. 2017-01 as amended. President Keane seconded the motion. The vote was unanimous.** The new policy resolution will be effective August 1, 2017. A copy of the revised policy resolution will be posted to the owners/residents tab of the St. Asaph Square website.

3. Management provided the Board a revised draft of Policy Resolution No. 2017-02 – Contractors. **Director Bowman made a motion to approve the Policy Resolution No. 2017-02. Director Rosenbaum seconded the motion. The vote was unanimous.** The new policy resolution will be effective August 1, 2017. A copy of the revised policy resolution will be posted to the owners/residents tab of the St. Asaph Square website.

New Business

1. A S. Pitt Street side elevator experienced a mechanical failure. Management presented the Board with two options – to either replace the failed machine with a new Mitsubishi machine at a cost of \$9,000.00 or to repair the failed machine at a cost of approximately \$1,139.48. **Director Rosenbaum made a motion to accept the Mitsubishi proposal to replace the failed machine at a cost of \$9,000.00. Director Burton seconded the motion. The vote was unanimous.**
2. A resident asked Management if the freight elevator pads could be installed every Friday and taken down every Monday. Management advised the Board that they could do this. No vote necessary.

EXECUTIVE SESSION

Director Bowman made a motion to 1) write off bad debt in the amount of \$17,961.56 and 2) drop further actions to collect this debt. Director Rosenbaum seconded the motion. The vote was unanimous.

ADJOURNMENT

At 8:32 pm the Board of Directors adjourned the meeting.

Respectfully submitted by,

Celeste Johnston

St. ASAPH SQUARE CONDOMINIUMS
Board of Directors Meeting
July 18, 2017

Unit Owner and Independent Recorder
(Transcribed from meeting notes)