

**ST. ASAPH SQUARE CONDOMINIUMS
MINUTES OF THE EXECUTIVE SESSION
MEETING OF THE BOARD OF DIRECTORS
09/15/2020
ONLINE ZOOM MEETING**

FINAL

BOARD MEMBERS PRESENT

Karen Millslagle	President
Bev Keane	Vice President
Jack Burton	Member-at-Large
Deb Bowman	Treasurer

BOARD MEMBERS ABSENT

Sharon Keefer	Secretary
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OTHERS PRESENT

Terry McGuire	Community Manager, Cardinal Management Group Inc.
Yahya Serry	On-Site Manager, Cardinal Management Group Inc.
Ashley Meehan	Independent Recorder

****This meeting was held by electronic communication means using Zoom due to the COVID-19 Pandemic****

I. CALL TO ORDER

President Millslagle called the meeting to order at 7:01 pm, noticing the presence of a quorum.

II. DRAFT MINUTES

Upon a motion made by Director Bowman and seconded by Director Burton, it was unanimously agreed to approve the August 18, 2020 meeting minutes as amended.

III. OFFICER'S REPORTS

- **President-** Ms. Millslagle reminded everyone to wear masks in the building and to continue picking up their packages from the vestibule in a timely fashion.
- **Treasurer-** The financial statement for the period ending August 31, 2020 was included in the Board of Directors Management report. Director Bowman reported that as of that period ending date the Association's cash and investments totaled \$1,494,269 other assets totaled \$33,741, and total assets were \$1,528,009; total liabilities were \$105,940; accrued replacement reserves were \$831,316; reserve elevator funding was (\$59,054); and member's equity was \$48,456. Total equity was \$1,422,069. Total liabilities and equity was \$1,528,009.

IV. COMMITTEE REPORTS

- **Landscaping-** Ms. Keane noted the Crape Myrtle trees were installed in the planters in the plaza deck. She also stated there is a dead tree on the corner of S.

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Pitt and Green that needs to come down. There is a Cherry Tree that is proposed to be removed that she will need to review when she gets back from vacation before approving the proposal.

- **Pool-** the pool cover will be put on after Management investigates when new hooks for the cover to attach to are reinstalled since the deck project is completed.

V. OTHER REPORTS

- **City of Alexandria Updates-** The bus is starting to run lines again and the street was paved on the St. Asaph side. The Scottish Walk is canceled this year due to COVID.
- **Website-** the new Alexandria Ordinance link will be added to the “COVID page” and a link will be added to the “Owners and Residents” tab to encourage owners to vote, voter registration information and list early voting locations.

VI. OPEN FORUM

A resident stated the gates to the pool on the St. Asaph side were left open during the weekend, it should be checked every evening to ensure it is locked.

A resident noted a dead shrub on the left side in the pot by the door on the St. Asaph side. She also inquired if a flyer could be sent out to homeowners advising them about recycling rules.

A resident noted the new mats in the garage look great and thanked Management for mouse proofing the fire exit door to stairwell E. She expressed concern if the water system for the building has a filter and if the pest control contract entails how often the bait traps are checked and refilled.

VII. MANAGEMENT REPORT

- **2021 Budget-** Management presented the 2021 draft budget to the Board for review and approval. There was no increase in assessments due to the zeroing of the elevator loan next June.

Upon a motion made by Director Bowman and seconded by Director Keane, it was unanimously agreed to approve the draft 2021 budget as presented with no increase in assessments.

- **Garage Door-** Management is still working on this.

Mr. Serry’s report was provided to the Board for review and there was discussion. Action Items discussed were-

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- **Davey Tree Proposal-** Two proposals were provided to the Board for review and approval from Davey Tree Expert Company. One to replace the dead Oak Tree at the corner of Pitt and Green St. and to remove the Cherry Tree on Green St. next to the loading dock.

Upon a motion made by Director Burton and seconded by Director Millslagle, it was unanimously agreed to approve the proposal from Davey Tree Expert Company for tree removal for a total of \$2,500.00.

- **Chimney Sweep-** There was discussion regarding the upcoming chimney cleaning and inspection, a proposal was provided to the Board from Safe Home Inspections LLC. Management will write a letter to homeowners advising them the only way to opt out of the cleaning/inspection will be if your chimney is not being used, and this will have to be certified by the inspector.

Upon a motion made by Director Bowman and seconded by Director Keane, it was unanimously agreed to approve the proposal from Safe Home for chimney cleaning/inspections not to exceed \$3240.00.

VIII. UNFINISHED BUSINESS

- **All Plumbing, Inc. Proposal-** Management previously provided a proposal to the Board from All Plumbing for hydro jetting the drain stacks. This was presented again to the Board for review and approval.

Upon a motion made by Director Millslagle and seconded by Director Keane, it was unanimously agreed to approve the proposal from All Plumbing to clean the stacks.

- **Unit #328 and #207 Glass Replacement-** Management suggests replacing the glass in the doors of unit #328 and #207. The Board would like to table this to review the proposals and then will vote electronically.

IX. NEW BUSINESS

- **Container Replacement-** Management provided a proposal to the Board from Big Stuff to fabricate two new containers needed for trash removal totaling approximately \$6500.00. The Board approved this and requested it to be paid out of Reserves.

Upon a motion made by Director Keane and seconded by Director Burton, it was unanimously agreed to approve the proposal from Big Stuff for two new containers to be paid out of Reserves.

- **On Site Manager Vacation-** The Board requested Mr. Serry provide a list of day to day operations and any projects that are currently occurring in the building to the

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Board while he is out on vacation so they can ensure the building is ran smoothly when he is out.

- **Motion Read to Record-** A vote was taken outside of the meeting that was ratified for work on units #207, #307 and #407 by Ploutis Contractors.

Upon a motion made by Director Keane and seconded by Director Millsagle, it was unanimously agreed to approve a maximum of \$12,000 to investigate water infiltration in the 07 tier of the building by Ploutis.

X. EXECUTIVE SESSION

None

XI. ADJOURNMENT

Upon a motion made by Director Bowman and seconded by Director Keane, it was unanimously agreed to adjourn the meeting at 8:06 p.m.

Respectfully Submitted,

Ashley Meehan

Independent Board Recorder