

St. ASAPH SQUARE CONDOMINIUMS  
Board of Directors Meeting  
February 16, 2016  
FINAL

**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 January 19, 2016 meeting minutes as amended. Director Keefer seconded the motion. The motion passed unanimously.*

**PRESIDENTS REPORT**

The President welcomed new residents to the meeting and the Board members introduced themselves. President Keane wished everyone a happy new year. No Report.

**TREASURER'S REPORT**

The financial statement for the period ended January 31, 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 \$1,116,028; total liabilities were \$382,937; accrued replacement reserves were \$906,140; reserve elevator funding was (\$348,480); and members' equity was (\$19,581). Total equity was \$733,091. Total liabilities and equity was \$1,116,028.

**COMMITTEE REPORTS**

City of Alexandria Director Rosenbaum reported a recent article in the Alexandria Gazette about a proposal by members of the Alexandria community to move Alexandria City Hall.

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<u>Landscaping</u>	Barbara Ballentine reported that the landscaping contractor will remain the same this year because they are under a two-year contract. The contractor is considering a disease prevention and control plan for the trees on the property.
<u>Newsletter</u>	Ginny Long reported that the next newsletter will be published at the end of March. She also made an appeal to residents to volunteer for positions on committees.
<u>Covenants</u>	No Report
<u>Design</u>	Deb Bowman provided renovation updates. She also reminded residents of possible mail delivery interruptions during the tile renovation work in the South Pitt Street lobby.
<u>Social</u>	Ginny Long reported that there is still no chair for the Social Committee. Currently, the building's Friday happy hour is being hosted by happy hour participants on a rotational basis. The location of the happy hour is posted throughout the building each week. The welcome wagon has nothing to report.
<u>Website</u>	No Report

## **COMMUNITY FORUM**

A resident noted that the gate numbers along South Pitt Street side of the building haven't yet been fixed.

A resident expressed concern about unit #331 that has been vacant for some time. Mr. Serry responded that he checks on the unit from time to time.

Deb Bowman asked for feedback on the adequacy of the resident notifications during the renovation project. The response was favorable.

## **MANAGEMENT REPORT**

Management reported two items regarding the proposal by Mosaic Engineering for work to renovate the plaza deck. The first item was to advise the board of three possible options for selecting the aesthetic look of the concrete finish: 1) keep the design the same, 2) stamped concrete, and 3) large concrete slabs separated by expansion joints. There is no cost difference among the three options. Management advised that the board will be

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asked to make a decision in the next few weeks. The second item was to advise the Board that the brick patio walls and planters are built on top of poured concrete slabs which need to be removed to complete the waterproofing project. Management is exploring options for completing the waterproofing project with minimal disruption to the brick wall construction.

## **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.
- Building staff checked all flat roofs and attic areas after the snow storm and reported no damage was found.
- Some hallway doors were found to be hitting the new tile floor. JPA contracting was contracted to fix them on a time and material basis. JPA was also contracted to replace a bad access panel and install a new one; both along the South Pitt Street first floor corridor.
- The replacement of the doors to the outside storage closets on the balconies of three fourth floor units and the repairs to the generated cage have been completed by JPA Contracting as contracted.
- Two units developed leaks caused by the storm. The leak was due to high wind blowing into attic areas through wall vents. PSG was contracted to make repairs. One unit has been completed with positive feedback from the unit owner. Repair to the other unit has been postponed until the resident moves in April.
- On two recent occasions, the St. Asaph elevator was stuck with residents inside the elevator cars. Technicians on both occasions reported they found chunks of concrete in the elevator tracks. The suggested cleaning the interior of all elevators after the renovation project to remove accumulated dust.

### **Miscellaneous**

Director Keefer made a motion by e-mail (in lieu of a meeting) to deny the request made by the owner of unit #327 to enter into a payment plan with the Association for the payment of the Special Assessment. The motion was seconded by President Keane and passed unanimously.

#### ***The motion was read to record.***

Director Bowman made a motion by e-mail (in lieu of a meeting) to approve the proposal by Action Sheet Metal Company for the repair and replacement of gutters damaged by the weight of ice and snow in an amount not to exceed \$3,700. The motion was seconded by President Keane and passed unanimously.

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*The motion was read to record.*

**Unfinished Business**

Management reported that Ken from Force Security came to the physical plant and surveyed the garage for the installation of surveillance cameras. He provided an estimate of \$14,000 - \$17,000 for camera installation. Management noted this cost is not a budgeted item this year.

Directors Bowman and Rosenbaum inquired about a quote for refinishing the building's entry doors. Management reported it may be possible to add the item by change order to the renovation project.

**New Business**

JPA Contracting has submitted a proposal to replace two Juliet balcony doors on unit #407.

*Director Rosenbaum made a motion to approve JPA Contracting to replace the Juliet balcony doors on unit #407 in an amount not to exceed \$4800. Director Burton seconded the motion and it passed unanimously.*

**EXECUTIVE SESSION**

*At 7:38 pm the Board convened into Executive Session.*

At 8:00 pm the Board reconvened into regular session announcing that no motions were made.

**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)