

St. ASAPH SQUARE CONDOMINIUMS

Board of Directors Meeting

March 20, 2018

BOARD MEMBERS PRESENT

BEV KEANE	President (Absent with notice)
DEB BOWMAN	Vice President
SHARON KEEFER	Secretary
KAREN MILLSLADGLE	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

Director Bowman, noting the presence of a Board quorum, called the meeting to order at 7:00 p.m.

MINUTES

Director Keefe motioned to accept the February 20, 2018 meeting minutes as amended. Director Millslagle seconded the motion. The motion passed unanimously.

PRESIDENTS REPORT

No report.

TREASURER'S REPORT

The financial statement for the period ending February 28, 2018 was included in the Board of Directors Management report. Director Millslagle reported that as of that period ending date the Association's cash and investments totaled \$1,425,461, other assets totaled (\$2,411), and that total assets were \$1,423,050; total liabilities were \$255,165; accrued replacement reserves were \$858,277; reserve elevator funding was (\$222,467); and members' equity was (\$42,964). Total equity was \$1,167,885. Total liabilities and equity was \$1,423,050.

COMMITTEE REPORTS

Landscaping No report.

Covenants No report.

Social No report. The welcome wagon acknowledged new residents Steve and

St. ASAPH SQUARE CONDOMINIUMS

Board of Directors Meeting

March 20, 2018

Betty Gordon in Unit # 207, Beverley Harris in Unit # 307, Catherine Koch in Unit # 401, Amy Barrington in Unit # 224, and Lori Bishop in Unit # 332.

Budget No report.

Pool Director Burton reported on behalf of Pool Committee Chair Linda Burton that the Committee is considering recommending keeping the pool open each day of the week instead of closing on Wednesday, as had been done in previous years. The daily pool hours are proposed to change, to be open from noon – 7 pm on every day except Wednesday, when the hours will be from 1 pm – 7 pm. The proposed change in schedule is not intended to change the total number of hours that the pool is open during the season. A formal recommendation to the Board is forthcoming.

By-laws No report.

OTHER REPORTS

Newsletter Dr. Hando sent reminders to newsletter contributors for articles. She asked if it would be okay to include articles that don't have a recurring column, such as a one-time article. The Board replied yes.

City of Alexandria No report.

Website Director Bowman reported that she will post a door hang tag template on the Owners/Residents website. This is because when residents do work in their units, they are supposed to notify their neighbors. She also proposed posting a visitor's parking pass template. Mr. Serry recommended that residents still come to him to obtain a visitor's parking pass. If visitors arrive after hours and need parking, they can put a note on the vehicle's dashboard and the resident can come to the office the next business day to obtain the parking pass.

COMMUNITY FORUM

A resident asked about residents' requirements for notifying neighbors when they intend to paint the interior of the unit. The Board replied that the resident must follow contractor rules and must register with the Management Office. Interior painting does not require approval by the Board. Residents may want to notify their neighbors if they anticipate that the work done in their units may cause loud noise or strong odors. Mr. Serry reminded residents of the \$300 deposit with the office when using contractors to do

St. ASAPH SQUARE CONDOMINIUMS
Board of Directors Meeting
March 20, 2018

work.

A resident asked if there is a plan to have another yard sale this year. Director Keefer recommended that if a resident is interested in having a yard sale, that the resident take the lead and be a point of contact for organizing it. Alan Steinberg volunteered to be the point of contact for the next yard sale. Dr. Hando will include a notice about a future yard sale in the newsletter.

A resident asked if the building is prepared for the snowstorm forecasted for the evening. Mr. Serry replied that yes, Management will be onsite tomorrow as necessary to remove snow.

MANAGEMENT REPORT

Management reported the following items to the Board:

1. Management noted that moving the Association's money from a money market account to a certificate of deposit requires the signature from Directors Millslagle and Keefer and President Keane.
2. With regard to the surveillance camera proposals, Genesis Security Systems, LLC, came onsite and provided a well-prepared proposal. This proposal now makes a total of four proposals for surveillance cameras that have been provided to the Board. Management recommended narrowing down the choices to two and then make a final decision. Director Bowman noted that she and President Keane visited the Porto Vecchio condominiums to see their surveillance camera system.
3. The recent wind storm caused damage to the sheet metal roofs. The insurance company is scheduled to visit the building March 22, 2018, evaluate the damage, and provide a cost for replacement. In the interim, Management will be preparing a contract agreement for Northern Virginia Roofing (NV Roofing) to work with the insurance company for a complete flat metal roof replacement.

BUILDING MANAGER'S REPORT

1. Final repairs were completed to the fire alarm system due to discrepancies found during last year's annual sprinkler and fire alarm inspections. Re-inspection was also completed and passed. Site staff did the re-inspection with the Fire Department to save cost. This year's annual sprinkler and fire alarm inspections have been scheduled for Monday, July 2, 2018.
2. Genesis Security Systems was contacted to submit a bid for the surveillance cameras installation. The company's sales representative, Rick Lane, came and

St. ASAPH SQUARE CONDOMINIUMS
Board of Directors Meeting
March 20, 2018

walked the building with some Board members. He submitted a bid. It will be available at the meeting.

3. Advantage Landscaping started the spring landscaping clean-up. Per Management's observation, they were not starting on a positive footing. Management reached out to Advantage. Their new Account Manager, Ron Lewis, was dispatched to meet with the Site Manager and the Landscaping Committee Chairperson. A walkthrough of the property was performed and the areas of concern were pointed out to Ron. He was also made aware of what is expected of the company in executing the contract. Ron promised to stay on top of things.
4. Management reached out to Mark Leeman to take a look at areas of the building showing some defects. After inspecting the areas, Mr. Leeman concluded that the defects are not structural, but rather seem to be construction finishing defects. Repairs will require removing existing wallpaper, make proper repairs, and then install new wallpaper. There is enough wallpaper in stock for the job.
5. Consolidated Waterproofing reminded Management of the signed contract for resealing the balconies of Units # 316 and # 317, which was put off last year due to the cold weather. Management contacted the unit owners for their preferred dates for being present while the work is conducted. Consolidated Waterproofing has been informed of the preferred dates and the job has been scheduled to start Monday, March 26, 2018.
6. Following the heavy winds that occurred Friday, March 2, 2018, which damaged a good portion of the roof, Management was able to secure the services of NV Roofing for remediation. NV Roofing was at the property by 4:00 pm that day after all other roofing companies turned down our request. NV Roofing was onsite for four days completing repairs and installing temporary roofing material to prevent roof leaks. An insurance claim has been filed. The insurance adjuster is scheduled to be onsite Thursday, March 22, 2018, at 3:00 pm. Site staff made a visual inspection of all flat roofs. Additional minor damages were identified and were reported to the insurance company and NV Roofing. After the rain that followed the winds, Site staff inspected all the fourth floor units that are mostly affected by the roof damage. There were no leaks observed. Management advised all fourth floor residents to keep eyes on their units for any evidence of leaks and to promptly report any occurrence to the Site office and/or Cardinal Management.
7. 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.
8. The regular schedule of checking the building for needed repairs, replacement of

St. ASAPH SQUARE CONDOMINIUMS
Board of Directors Meeting
March 20, 2018

burnt-out light bulbs and/or ballasts, and cleaning of the common areas, to name a few, continues on a regular basis.

Unfinished Business

1. Regarding the pool deck repair, Management has contacted Brothers Concrete for spalled concrete work. Pool white coating repairs must be completed before the concrete work can be done.
2. A motion *in lieu* of a meeting was made by Director Millslagle to approve the renovation work request by the owner of Unit # 235. It was seconded by President Keane. The motion passed unanimously. ***The motion was read to record.***
3. A motion *in lieu* of a meeting was made by Director Millslagle to approve the presentation of \$150.00 as a gift to Mr. Leo Reyes for the birth of his children. It was seconded by President Keane. The motion passed unanimously. ***The motion was read to record.***
4. A motion *in lieu* of a meeting was made by Director Burton to approve the HVAC renovation, to include the installation of a second duct in Unit # 214. The motion was seconded by Director Millslagle. The motion passed unanimously from the eligible voting directors. Director Bowman recused herself as the request is for her unit. ***The motion was read to record.***

New Business

1. The owner of Unit # 312 approached the Board on March 14, 2018 for approval for HVAC and a plumber, but in fact the owner only wanted a survey done. This request for approval is tabled until the owner is ready for the work to be done.
2. Ms. Harris requested approval for installation of an electrical outlet on the balcony. Director Bowman asked Management advise the owner of what is permitted and not permitted. Management will follow-up with the owner.
3. Director Millslagle made a motion to have Davey Trees (Care of Trees) perform the services as indicated in their proposal dated January 9, 2018. Director Burton seconded the motion. The vote was unanimous. ***The motion was read to record.***
4. Fidelity Power Systems proposed a contract for two semi-annual visits to service the generator, plus an oil and coolant analysis, at a cost of \$910.00 per year plus tax. ***Director Millslagle made a motion to accept the Fidelity Power Systems contract as written for \$910.00 per year. Director Burton seconded the motion. The vote was unanimous.***

St. ASAPH SQUARE CONDOMINIUMS
Board of Directors Meeting
March 20, 2018

MISCELLANEOUS

1. Management is looking for a new Board meeting minutes taker, as Ms. Johnston will no longer be taking the minutes. Any interested residents should contact Mr. Mazzei.

EXECUTIVE SESSION

There was no executive session.

ADJOURNMENT

At 7:40 pm the Board of Directors adjourned the meeting.

Respectfully submitted by,

Celeste Johnston
Unit Owner and Independent Recorder
(Transcribed from meeting notes)