

St. ASAPH SQUARE CONDOMINIUMS
Board of Directors Meeting
November 17, 2015
APPROVED

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

Director 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 September 15, 2015 meeting minutes as presented. Director Bowman seconded the motion. The motion passed unanimously.

Director Burton motioned to approve the October 30, 2015 Special Meeting minutes as amended. Director Rosenbaum seconded the motion. The motion passed unanimously.

PRESIDENTS REPORT

No Report

TREASURE'S REPORT

The financial statement for the period ended October 31, 2015 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 \$1,078,993 and that total assets are \$1,110,767; total liabilities are \$387,492; accrued replacement reserves are \$1,104,900; negative elevator funding was (\$362,285); and members' equity was (\$13,980). Total liabilities and equity were \$1,110,767.

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COMMITTEE REPORTS

City of Alexandria Director Rosenbaum reported that there was no interest in developing a bus barn at the price that was presented to the City.

Landscaping Director Keane reported that the landscaping crew will be planting a new tree on S Pitt St next week, weather permitting.

Newsletter The committee reported that submissions are due the last weekend of the month and the newsletter will be out by month's end.

Covenants No Report

Design The committee reported that Director Bowman is the contact person for updates regarding the remodel project. The color palette for the remodel project was announced at the kick-off party and the soft sage green palette was voted on by the majority of the owners. There is going to be an auction for the current lobby furniture for residents on December 1st through the 6th. Anything left over will be posted to Craigslist.

Social The committee reported that the kick-off party was a success and the color palette for the remodel project was announced at that time. There was a social outing recently at Sonoma Cellar. Happy hour is ongoing every Friday. The Christmas party will be held on December 11th.

Website The committee reported that the web page has been updated. There is an announcement area that will reflect renovation updates.

COMMUNITY FORUM

A resident inquired about advance assessment payments.

A resident thanked Director Bowman for her service as President of the Board.

A resident followed up on a previous owner request to conduct music lessons in a unit.

Director Keane encouraged residents to voice their opinions/concerns about the proposed pet rules. This was discussed and several residents added their comments.

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MANAGEMENT REPORT

In October the 2016 budget was approved via email with a 2.1% increase in the assessments for 2016. The motion was made by Director Rosenbaum and seconded by Director Keane. Management requested the motion be restated.

Director Rosenbaum moved to accept the 2016 budget with a 2.1% increase. Director Keane seconded. The motion passed unanimously.

On behalf of Goldklang Group, Management presented an engagement letter for the 2015-2016 Audit. The fees are \$3,900 and \$4,000 respectively.

Director Bowman motioned to accept the proposal from Goldklang Group for the 2015-2016 Audit. Director Rosenbaum seconded. The motion passed unanimously.

On September 27, 2015 Director Keefer made an email motion to call a Special Meeting of the Board of Directors on October 30, 2015 for the purpose of hearing a presentation from Design Partners relating to the the interior restoration project and to vote on the proposed color palette. Management requested that the motion be restated.

Director Keefer motioned to call a Special Meeting on October 30, 2015. Director Keane seconded. The motion passed unanimously.

A modified fall landscaping proposal from Advantage Landscaping was presented to the Board in the amount of \$2,983.50. The Board approved the proposal via email vote. Management requested that the motion be restated.

Director Rosenbaum moved and Director Keane seconded to accept the modified landscaping proposal. The motion passed unanimously.

On September 27, 2015 an email motion was made by Director Keane and seconded by director Keefer to authorize Design Partners to remove the electrical space heaters at a cost of no more than \$4,500. Management requested that the motion be restated.

Director Keane moved and Director Keefer seconded to authorize the space heater removal. The motion passed unanimously.

Management presented a proposal from Ploutis Painting to replace, prime and paint three rotted HVAC doors in the amount of \$2,975.00. Management recommends JP Contractors, who will do the work for \$1,500.

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BUILDING MANAGER'S REPORT

Mr. Serry provided the following community repairs and updates:

- Site staff has been working on spot repairs to the deck plaza.
- Update on Advantage landscaping proposal and leaf pick-up.
- Hallway renovations began as scheduled.
- Exterior painting was completed.
- Chimney cleaning/inspections are complete.

Unfinished Business

Three areas of the proposed Pet Rules were discussed:

- Paragraph 20, with regards to pet size.

Director Bowman motioned and Director Rosenbaum seconded to table a decision regarding paragraph 20. The motion passed unanimously.

- Paragraph 21, with regards to pet registration and fees.

Director Bowman motioned and Director Keefer seconded to table a decision regarding paragraph 21. The motion passed unanimously.

- Paragraph 22, with regards to pets entering/exiting through the lobby.

Director Bowman motioned to rescind paragraph 22 effective immediately with language being tabled for discussion at a later date. Director Keefer seconded. The motion passed unanimously.

At the September Board Meeting the owner of unit #334 requested to conduct music lessons in the unit.

Director Burton motioned to deny the request from unit #334 to conduct music lessons within the unit, due to bylaw conflict. Director Rosenbaum seconded. The motion passed unanimously.

New Business

On November 5, 2015 the owner of unit #235 requested a resale disclosure. It was noted on the disclosure that kitchen work was done in 2003 prior to the adoption of the 2005 Resolution requiring prior approval. Management recommended the Board approve of the

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grandfathered work that was done in unit #235.

Director Bowman moved to grandfather the kitchen modification in unit #235. Director Rosenbaum seconded the motion. The motion passed unanimously.

An electronic vote was made by email for floor renovations in unit #230. Director Rosenbaum moved and it was seconded by Director Keane. The motion passed unanimously. Management requested the motion be read to Record.

Director Rosenbaum moved and Director Keane seconded to approve of the proposed floor renovations in unit #230. The motion passed unanimously.

Director Rosenbaum moved to rescind the motion and to amend the approval of the proposed floor renovations in unit #230, stating that the unit entry door becomes the responsibility of the owner. Director Bowman seconded the motion. The motion passed unanimously.

The unit owner of #307 submitted a request for wood flooring replacement and to install a new refrigerator in the unit. Management advised that approval is not necessary for the refrigerator, but is required for the flooring.

Director Rosenbaum moved to allow the owner of unit #307 to replace the wood flooring. Director Keefer seconded the motion. The motion passed unanimously.

Toni Hando requested the adoption of a pet committee.

No motion was made regarding this request.

ADJOURNMENT

At 8:32 p.m. Director Bowman 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)