

ST. ASAPH SQUARE CONDOMINIUMS
MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
05/15/2018
801 SOUTH PITT STREET
OLD TOWN ALEXANDRIA, VA 22314

FINAL

BOARD MEMBERS PRESENT

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

OTHERS PRESENT

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

I. CALL TO ORDER

President Keane called the meeting to order at 7:00 pm, noticing the presence of a quorum.

II. APPROVAL OF PRIOR MEETING MINUTES

Upon a motion made by Director Bowman and seconded by Director Keefer, it was unanimously agreed to approve the minutes of the April 17, 2018 board meeting as amended.

III. OFFICER'S REPORT

- **President's Report**- No Report
- **Vice President's Report**- No Report
- **Secretary's Report**- No Report
- **Treasurer's Report**- The financial statement for the period ending April 30, 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 \$1,516,296, other assets totaled \$32,277, and total assets were \$1,548,572; total liabilities were \$244,629; accrued replacement reserves were \$892,331; reserve elevator funding was (\$209,860); and member's equity was (\$1,204). Total equity was \$1,303,943. Total liabilities and equity was \$1,548,572.

IV. COMMITTEE REPORTS

- **Landscaping Committee**- The committee will be doing the planters near the pool in the next week and stated that all volunteers are welcome.

- **Covenants Committee-** No report
- **Pool Committee-** Ms. Burton is working with Management on fixing any broken equipment and making sure everything is in good working condition for the upcoming pool season.
- **Social Committee-** There are two new residents in the community, Management provided the names to Director Keefer. Dinner Night Out is tabled until after the upcoming holiday.
- **By-Law Review-** No report

V. **OTHER REPORTS**

- **City of Alexandria Updates-** Nothing new to report, the new Italian restaurant Mia's was discussed but not highly recommended.
- **Website-** The 2017 meeting minutes are in the process of being moved to a different page and the new pool hours will be uploaded to the website very soon.
- **Newsletter-** No report
- **Yard Sale-** Alan Steinberg stated the Community Yard Sale will be held on Saturday, September 8, 2018.

VI. **COMMUNITY FORUM**

- A resident had some questions about the new pool hours that were administered. He stated that he likes to swim laps when the pool is less occupied in the mornings around 11:00 a.m. and that in the past he noticed the pool was not being occupied as much after 6:00 p.m. He had questions regarding why the pool hours were extended when he does not see residents using the pool in those extended hours.
- A resident asked if there was a decision made about the security issues in the garage that were previously discussed in past meetings. The board had separate opinions on the security issue as a whole, so Management is going to be obtaining additional bids to institute a phased project approach. The resident had questions on a definite date and timeline that the board had in mind to handle this.

VII. **MANAGEMENT REPORT**

Management reported the following to the Board:

- **Finances-** The association has a CD maturing soon with Morgan Stanley that Management recommends rolling over into a Money Market Account and then withdraw from the account and invest it with Alliance Bank.

Upon a motion made by Director Millslagle and seconded by Director Keefer, it was unanimously agreed to roll over the maturing CD into a money market account and then to withdraw from the account to invest with Alliance Bank.

- **Roofing/ Storm Maintenance/ Update-** Management has been in contact with the Insurance Broker for the Association and also has retained DCS (Disaster Consulting Services), by Board liaison approval, on behalf of the Association, to negotiate the repair dollars and scope of work with Traveler's Insurance Company. Management sent an e-mail of a comprehensive report, produced by DCS, on all the damages from the wind storm which were more expansive than originally thought, and included more than just the tin roof. Management provided a hard copy of this report at the meeting.
- **Pool Deck Concrete Repairs-** Brothers Concrete Company submitted a proposal for the repair of the pool deck. The city will not open the pool facility until the repairs are completed. In an e-mail vote, in lieu of a meeting, a motion was made by Director Millslagle and seconded by Director Keane to approve the repair at an expense not to exceed \$3,975.00. ***The motion passed unanimously. The motion was read to record.***

On Site Manager's Report- Exhibit D

- The irrigation system has been turned on by Advantage Landscaping. One of the back flows was not working and in need of repair. Management approved the installation, costing \$300.00 less than repairing the old one.
- Consolidated Waterproofing has completed resealing the balconies of units 316 and 317. However, after removing the fence that partitioned the two balconies, the old top coating needed to be redone. The additional cost for new top coating was approved by Management, as it is within Management's discretionary spending limit. Management is still waiting for both unit owners to agree on the fencing material suggested by one of the owners in order to proceed with fence installation.
- Two insurance claim adjusters from Travelers and an inspector from DC Services inspected the property for damages incurred by the heavy wind storm in March. The inspector from DC Services indicated that Travelers will likely send their engineer to make an assessment of the damages.
- Two French doors in one of the fourth floor units needs glass replacement. Delray Glass has been contracted for the repair. The glass was special ordered and is estimated to arrive in about a week. Additional wood work may be required after installation of the new glass.
- American Pool has prepped the pool for the application of white coating. At the time of writing this report, no date has been set for application. However,

American Pool has assured Management that the pool will be ready by opening day of May 26th, 2018.

- A water leak that occurred in a second floor unit has affected the wallpaper in the Pitt Street lobby. The cause of the leak has been addressed and repair of the wallpaper is pending. There was also a leak caused by the bad water heater from a second floor unit that went down into the garage, however no damage was incurred.
- In trying to comply with Board instruction to replace the unapproved storm door on unit 230, the unit owner was told that the approved Anderson 2000 series has been discontinued, and replaced with the 2500 series. The unit owner furnished Management with the new information below, and was given approval to purchase the door.

VIII. UNFINISHED BUSINESS

- A motion in lieu of a meeting was made by Director Millslagle to deny the request made by the unit owner of 230. History: The request was made by the unit owner after it was noted that the storm door was not in compliance with the approved door of the Association. President Keane seconded the motion. It passed unanimously. Management has communicated with the owner and an alternate like kind door was ordered for installation. The Anderson 2500 series is a special order door and resembles the older discontinued Anderson style, previously approved by the Association.
- In the past the Association had approved the Anderson 2000 series storm door as the standard in the community. It has been reported to Management that the storm door is no longer in production. Management recommends the Board approve Anderson 2500-8 series, white full glass view, self-storing aluminum door with brass fixtures and white sweep as the new standard storm door for installation. The doors are similar in style, but the 2500 series 8 is a heavier duty model. Presented as *Exhibit D*.

Upon a motion made by Director Bowman and seconded by Director Burton, it was unanimously agreed to make the Anderson 2500-8 series storm door the community standard.

IX. NEW BUSINESS

- Unit Owner Request- A request from a unit owner, Cheryl Mirabella, was presented as *Exhibit E* to the Board. She is requesting that the Facebook page invite be added to the community newsletter. The Board had no objection to this.

- Surveillance Proposals- The previous surveillance camera proposals are still pending and have most likely expired. The Board has decided to go with a phased approach on surveillance. The initial areas of concern in Phase 1 are the garage, the two lobby entrances, and the back door/grilling station. Management will request from the ESSI and Force Security scaled down versions of their initial proposals for the Board to review at the next monthly meeting.

X. EXECUTIVE SESSION

None

XI. ADJOURNMENT

Upon a motion made by Director Bowman and seconded by Director Burton, it was unanimously agreed to adjourn the meeting at 7:58 p.m.

Respectfully Submitted,

Ashley Meehan

Independent Board Recorder