

**ST. ASAPH SQUARE CONDOMINIUMS
MINUTES OF THE EXECUTIVE SESSION
MEETING OF THE BOARD OF DIRECTORS
5.18.21
ONLINE ZOOM MEETING**

FINAL

BOARD MEMBERS PRESENT

Karen Millslagle	President
Deb Bowman	Vice President
Sharon Keefer	Secretary
Ralph Rosenbaum	Treasurer

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 declared emergency of the COVID-19 Pandemic, the nature of the declared emergency makes it impracticable or unsafe for the governing board to assemble in a single location and the purpose of meeting is to discuss or transact the business necessary to continue operations of the common interest community association and the discharge of its lawful purposes, duties, and responsibilities.***

I. CALL TO ORDER

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

II. DRAFT MINUTES

Upon a motion made by Ms. Bowman and seconded by Ms. Keefer, it was unanimously agreed to approve the April 20, 2021 meeting minutes as amended.

III. OFFICER'S REPORTS

- **President-** Ms. Millslagle reminded everyone to be careful during the upcoming Memorial Day weekend.
- **Treasurer-** The financial statement for the period ending April 30, 2021 was included in the Board of Directors Management report. Director Rosenbaum reported that as of that period ending date the Association's cash and investments totaled \$1,629,733 other assets totaled \$32,372 and total assets were \$1,662,104; total liabilities were \$64,151; accrued replacement reserves were \$1,012,273; reserve elevator funding was (\$13,844); and member's equity was \$40,209. Total equity was \$1,597,953. Total liabilities and equity was \$1,662,104.

IV. COMMITTEE REPORTS

- **Social-** There are new renters in unit #431.

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- **Pool-** the Committee noted they have received the credentials for the reservation software and the app associated with it will also serve as the resident's pool passes this year. They are working to ensure that all of the most recent updates available in connection with the COVID-19 restrictions are in effect; they will be in contact with the community when and if any changes occur.

V. OTHER REPORTS

- **Website-** Any updates pertaining to the pool will be posted on the website including instructions on how to download the app and e-blasted to owners.

VI. OPEN FORUM

A resident noted there was a television left on Jefferson Street and it needs to be removed.

Multiple residents commented and discussed the rules for the upcoming pool season and asked questions about the app for the reservation system. One resident stated that she advocates for the use of guest passes for the 2021 season; the Board noted that with the current capacity restrictions they want to ensure owners have the chance to use the pool but restrictions could be changing soon and the rules will as well.

A resident stated the color of the coat applied to the concrete at the surface parking lot was painted three different times and on the third time the color was altered to a color that does not match the pool deck pavers. She inquired when the Action Item spreadsheet on the website will be updated and when Mr. Burton's name will be removed from Head of the Covenants Committee. The Board and Management took note.

A resident was following up on an email she sent pertaining to trees with infestation. She was inquiring if there was going to be treatment applied to the trees. Management noted the treatment was approved and should be applied soon, he will get an update.

A resident asked if the Agenda that is sent out to residents before the Board Meetings could be more in detail advising what topics and contracts are going to be discussed including some sort of forum or platform residents can ask questions and provide feedback and input for better participation. Director Bowman encouraged residents to use the email form on the contact page of the website. The Board and Management took note and reminded residents that they should always email their questions and concerns whenever they feel the need to, they do not need to wait for the monthly Board Meetings.

VII. MANAGEMENT REPORT

- **Pool Passes and Reservations-** Management has secured a pool pass reservation system for the Community that has an app for owners to download on to their

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phone that will also serve as their pool pass for the 2021 season. Instructions on how to download and use the app will be uploaded to the website and e-blasted to owners in the near future.

- **On-site Management Report-** Mr. Serry's report was provided to the Board for review and discussion.
 - A new water heater was installed at the pool and is now up and running. The next move in preparation to open the pool on Memorial Day weekend will be cleaning the pool house, placing the standing umbrellas out and turning on the payphone by the end of the week.
 - The insurance money was received for the complaint that was filed against the trash company for damaging the doors to the trash room. Proposals were presented for the attic doors and the trash room doors; Management recommended the proposal from Windows Plus.

Upon a motion made by Ms. Keefer and seconded by Mr. Rosenbaum, it was unanimously agreed to approve the proposal from Windows Plus to replace the attic door for \$6,400 and the French frame door in the trash room for \$6,600.

- Temporary repairs were made to the grate under the garage door and in the process it was found that the concrete around the area has gone bad along with other areas in the garage that need concrete repair. Management has received one proposal and is waiting for additional ones.

VIII. EXECUTIVE SESSION

Upon a motion made by Ms. Bowman and seconded by Ms. Keefer, it was unanimously agreed to enter Executive Session at 8:03 p.m. to discuss delinquencies.

Open Session reconvened at 8:24 p.m.

IX. ADJOURNMENT

Upon a motion made by Ms. Bowman and seconded by Ms. Millslagle, it was unanimously agreed to adjourn the meeting at 8:27 p.m.

Respectfully Submitted,

Ashley Meehan

Independent Board Recorder