

**ST. ASAPH SQUARE CONDOMINIUMS
MINUTES OF THE EXECUTIVE SESSION
MEETING OF THE BOARD OF DIRECTORS
04/21/20
ONLINE ZOOM MEETING**

FINAL

BOARD MEMBERS PRESENT

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

OTHERS PRESENT

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| Scott Hummel | Community Manager, Cardinal Management Group Inc. |
| 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 COVID-19 Pandemic****

I. CALL TO ORDER

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

Management introduced Terry McGuire to the Board; he will be the new manager for St. Asaph after Mr. Hummel leaves in June.

II. CONTRACTS

- **Mosaic Engineering-** Management provided minutes and field report updates from Mosaic Engineering for review. The two brick bands located at transition areas were discussed, the Board agrees with the placement of them and advised management to proceed.
- **Exterior Patio Update-** A proposal from Consolidated Water-Proofing for additional brick and concrete repairs near the parking lot entrance was presented to the Board for review. The Board would like confirmation on if this is an extra expense or included in the initial plaza project proposal. The Board would also like Management to give the owner's a 24 hour "heads-up" if there is going to be noisy work occurring.
- **Garage/Stairwell Lighting-**A proposal from Lightlity was presented for converting old lighting to LED to the Board.
- **Garage Door-** Proposals were presented to the Board from Academy Door and Control Corp., Just-Rite Equipment, and Door Systems, Inc. for installation of a new, lighter, high-speed garage door for review. Discussion followed, the Board would like to find locations where the different doors are installed to view them

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first before proceeding.

III. HOMEOWNER'S CORRESPONDANCE

- A resident complained about a strong urine smell in the 3rd floor hallway. Management placed air fresheners there to relieve the smell previously but the Board would like them to be removed due to the strength and scent of them (other residents could be allergic), and monitor the issue accordingly.
- A resident inquired about getting the glass replaced on his balcony doors. Management will need to inspect the doors before approving this in order to make sure they actually need to be replaced, they will arrange this. He also complained that people are using the dumpster that is on the property for the deck project that should not be using it; he stated items are also being placed outside the dumpster instead of inside. Management will take care of this.

IV. NEW BUSINESS

- Electronic vote - renovation for unit #205- will be read to record at the next regular board meeting.
- The Board would like Management to look into when the Reserve Study will be updated.
- American Pools will be onsite on May 4th to begin the pool work- pool opening will be delayed and exact opening date is subject to COVID-19 Pandemic status.
- The Board has asked that all contractors working in the building wear masks due to the COVID-19 Pandemic, a letter will be placed on the entry doors.

V. EXECUTIVE SESSION

Upon a motion made by Director Keefer and seconded by Director Keane, it was unanimously agreed to move out of executive session at 8:21 p.m.

Upon a motion made by Director Bowman and seconded by Director Burton, it was unanimously agreed to approve the proposal from Consolidated Water-Proofing pending Management's clarification if it was included in the original scope of work.

Upon a motion made by Director Burton and seconded by Director Keane, it was unanimously agreed to approve the proposal from Lightlity to convert lighting in hallways, common areas, stairwells and garage to LED lighting.

VI. ADJOURNMENT

Upon a motion made by Director Bowman and seconded by Director Keane, it was unanimously agreed to adjourn the meeting at 8:23 p.m.

Respectfully Submitted,

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Ashley Meehan

Independent Board Recorder