

**ST. ASAPH SQUARE CONDOMINIUMS
MINUTES OF THE EXECUTIVE SESSION
MEETING OF THE BOARD OF DIRECTORS
10/20/20
ONLINE ZOOM MEETING**

FINAL

BOARD MEMBERS PRESENT

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

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 COVID-19 Pandemic****

I. CALL TO ORDER

President Millslagle called the meeting to order at 7:01 pm, noticing the presence of a quorum.

II. DRAFT MINUTES

Upon a motion made by Director Bowman and seconded by Director Burton, it was unanimously agreed to approve the September 15, 2020 meeting minutes as amended.

III. OFFICER'S REPORTS

- **President-** Ms. Millslagle reminded everyone that winter is approaching and COVID is still on the rise and to please remember to wear masks in the building.
- **Treasurer-** The financial statement for the period ending September 30, 2020 was included in the Board of Directors Management report. Director Bowman reported that as of that period ending date the Association's cash and investments totaled \$1,505,265 other assets totaled \$31,865, and total assets were \$1,537,129; total liabilities were \$100,205; accrued replacement reserves were \$851,845; reserve elevator funding was (\$53,023); and member's equity was \$49,706. Total equity was \$1,436,924. Total liabilities and equity was \$1,537,129.

IV. COMMITTEE REPORTS

- **Landscaping-** Ms. Keane noted new replacement plants in the containers outside the St. Asaph entrance are needed, Management is checking with Community Landscape about replacing them and possibly the ones on the Pitt St. side as well. She also stated there was a request from a resident to remove some shrubs from

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the front of his patio that faces the surface parking lot, this is being done in-house. Shrubs are also being removed from the front of unit 207 and the side entrance, these residents also sent in a request. The large tree on Pitt St. has been removed and the stump ground and Management has been asked to get a proposal for a replacement tree, possibly an American Red Oak. Also, she mentioned there are two current proposals for the pool plantings from Meadows Farms and Community Landscape for the Board to review and discuss later in the meeting.

- **Social Committee-** Ms. Keefer reported three new move-ins in September, an owner in unit 218#, an owner in unit #208 and a new renter in unit #332.
- **Pool-** Management continues working with American Pools to get the pool cover installed with the new pavers on the patio; they are waiting for the final recommendation and anticipate something soon.

V. OTHER REPORTS

- **Website-** the “Owners and Residents” tab has been updated to show voter information and Zoom information for the meetings. The COVID-19 flyer was also updated and there has been improvement made to the mobile version of the website. Ms. Bowman encouraged residents to view the mobile site and provide feedback if possible.

VI. OPEN FORUM

Multiple residents noted they are many owners in the building who are older in age and are at high risk for COVID; it has been mentioned that there are still residents who are not wearing masks in the building and in the elevator even though there is a city ordinance. The residents inquired if there was any action that could be taken to make wearing masks required.

A resident inquired on the status of his replacement door glass that was ordered for his unit. He also inquired on the process of how the upcoming Annual Meeting will be conducted virtually and noted that the community’s bylaws state the Board nominations and candidate form should be sent to all owners 60-day in advance to the meeting date, Management noted this has already been sent out to all owners.

A resident thanked the onsite manager for taking care of multiple projects while he was on vacation. She then followed up on many items she brought to management’s attention previously such as water filtration for the main water supply in the building and if the idea could be entertained if not, management will look into this. She also inquired if the rest of the building will be hydro jetted and the status of the replacement glass for unit #307.

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VII. MANAGEMENT REPORT

- **Annual Meeting-** Management sent out the call for candidates for the three seats up for election at the upcoming annual meeting in November. Jack Burton and Deb Bowman intend to rerun, hopefully one more volunteer will run to round out the Board. Another reminder email with the call for candidates will be sent out tomorrow October 21, 2020.
- **Garage Door-** Management is having a check drawn and will get the application to the City next week.

On-site Management Report- Mr. Serry's report was provided to the Board for review and there was discussion. Action Items discussed were-

- Property Service Group completed the caulking of the patios facing the pool area; a couple of the patios were skipped due to moisture. These will be addressed when the weather permits. PSG also completed the concrete repairs on four balconies, the 5th one will be done while the garage is being repaired and it only requires a minor repair. PSG has also been contacted to build two new patio gates for units 210 and 211.
- There was discussion regarding hydro jetting the remaining stacks and laterals in the building. The Board asked Management to get an updated official proposal showing the price to complete the job.

VIII. UNFINISHED BUSINESS

- None

IX. NEW BUSINESS

- **Landscape Proposals-** Two proposals were presented to the Board for review and discussion for pool plantings. Discussion followed on the budget allowance for landscaping.

Upon a motion made by Director Keefe and seconded by Director Keane, it was unanimously agreed to approve the proposal from Meadows Farms for pool plantings. Ms. Bowman abstained.

X. EXECUTIVE SESSION

Upon a motion made by Director Keane and seconded by Director Burton, it was unanimously agreed to move into Executive Session at 8:01 to discuss violations and delinquencies.

XI. ADJOURNMENT

FINAL

Upon a motion made by Director Keane and seconded by Director Millslagle, it was unanimously agreed to adjourn the meeting at 8:21 p.m.

Respectfully Submitted,

Ashley Meehan

Independent Board Recorder