

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

BOARD MEMBERS PRESENT

DEB BOWMAN	President
BEV KEANE	Vice President
RALPH ROSENBAUM	Absent With Notice
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.
AMY PETROVITCH	Recording Secretary

CALL TO ORDER

President Bowman, noting the presence of a Board quorum, called the meeting to order at 7:02 p.m.

MINUTES

Director Burton motioned to approve the February 17, 2015 meeting minutes, as amended. Director Keane seconded the motion. The motion passed unanimously.

PRESIDENTS REPORT

No Report

Director Bowman noted that the website has been updated.

TREASURE'S REPORT

The financial statement for the period ended February 28, 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 \$1,278,061 and that total assets are \$1,318,905; total liabilities are \$413,528; accrued replacement reserves are \$1,057,345; negative elevator funding was (175,026); and members' equity was \$15,310. Total liabilities and equity were \$1,318,905.

COMMITTEE REPORTS

City of Alexandria Director Bowman reported that on June 14th, Wegman's will be opening on Telegraph Road.

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

<u>Landscaping</u>	Director Keane reported that she is concerned that the newly planted Crape Myrtles will need to be replaced. This will be discussed over the next couple of months.
<u>Newsletter</u>	Director Bowman reported that per Ginny Long, newsletter additions will need to be submitted by March 21 st .
<u>Covenants</u>	No report
<u>Decorating</u>	The committee reported that a Towne Hall meeting was held on Saturday the 14 th . There were 20 residents in attendance, and the meeting was called to order by Ginny Long. Items that were discussed included Board approval process, building condition, interior decorating, etc.
<u>Social</u>	The committee reported that a new resident has moved into unit #209.
<u>Pool</u>	No report

COMMUNITY FORUM

A resident inquired about repairs to unit #218 from a leak. Management advised that the pipe has been repaired and there is no more water leaking. The tiles will be replaced in the near future.

A resident reported that the garage door is very loud again and is causing vibrating in the unit floor. On Jefferson St. corner side of the garage, there are frozen vents, causing an exhaust smell in the units.

MANAGEMENT REPORT

Management provided a vendor list for the dryer vent/washing machine hose inspections.

Management completed laser building measurements, per the Board and decorating committee's request. A copy of the results were provided to the Board.

Management reported that TKE is requesting final payment for the elevator project.

Management provided five proposals for the Reserve Study at February's meeting. The Board tabled for one month to review the proposals from ETC, REI, MOSAIC, Reserve advisors and USI Commercial.

St. ASAPH SQUARE CONDOMINIUMS
Board of Directors Meeting
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Director Keane motioned to accept the proposal from MOSAIC to complete the Reserve Study, contingent upon them providing an example of their final report. Director Bowman seconded the motion. The motion passed unanimously.

Management addressed the issue of the front door and lock. Cintron Locksmiths suggested a brass colored ADA compliant lever lock. Management suggests both be done at the same time. The cost is \$1,898.00.

Director Burton motioned to accept the proposal from Cintron Locksmiths for a brass lever handled door at a cost of \$1,898.00. Director Keefer seconded the motion. The motion passed unanimously.

BUILDING MANAGER'S REPORT

Mr. Serry presented the On-Site Manager's Report. Highlights are as follows:

- Tree stump removal will be done between March 11th and 12th.
- Several issues occurred from a leak in unit #218 on March 7th. All issues have been addressed and insurance claim filed.
- Patio door installation was discussed briefly.

Miscellaneous

The following motions were read to record:

An email motion in lieu of a meeting was made by Director Keane to approve of the repairs proposed by unit #417. The motion was seconded by Director Burton. The motion passed with all Board members in agreement.

Unfinished Business

Management provided correspondence from Council regarding the roof HVAC system. Council advised that it is not an Association issue.

New Business

Management provided samples of door hangers to advise neighboring units of contractor work that is being done.

Management advised of a 4 inch water main line that will be in repair in the next few days.

St. ASAPH SQUARE CONDOMINIUMS
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Management addressed bulletin board issues regarding notice postings etc. Bulletin boards are under Board of Director control. Everything needs to be approved by the Board or Management before it is posted. Management will have an Administrative Resolution drafted.

Management requested a Board consensus as to their position on a donation of \$150.00 to an educational charity in memory of longtime resident, Ran Hobart.

EXECUTIVE SESSION

The Board of Directors did not convene into executive session.

ADJOURNMENT

At 7:55 pm Director Burton 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)