

**ST. ASAPH SQUARE CONDOMINIUMS
MINUTES OF THE EXECUTIVE SESSION
MEETING OF THE BOARD OF DIRECTORS
8.17.21
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 July 20, 2021 meeting minutes as amended.

III. OFFICER'S REPORTS

- **Treasurer-** The financial statement for the period ending July 31, 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, 687, 745 other assets totaled \$47,320 and total assets were \$1,720,712; total liabilities were \$54,112; accrued replacement reserves were \$1,599,136; and member's equity was \$86,880. Total equity was \$1,666,600. Total liabilities and equity was \$1,720,712.

IV. COMMITTEE REPORTS

- **Landscaping-** Ms. Keane noted the Committee is currently doing a small landscaping project near the surface lot. Leftover plants from the pool deck remodel project are being removed and the area will be regraded and mulched.

FINAL

- **Pool-** the Committee reminded all owners' they need to be present with their guests at the pool, no exceptions. There is a limit to four guests per visit even if you have purchased additional passes and proper swimming attire is required.
- **City Updates-** A preliminary plan has been issued for the power station on North Washington Street, near the entrance to the city.
- **Website-** Ms. Bowman discussed potential changes to the website proposing upgrading the platform to enable the Association access to all of the tools it offers. After speaking with the developer, she recommended the two year plan from Ascend; it would be \$24 a month totaling \$288 for the platform upgrade plus a one time \$800 fee for an upgrade to the website to use the tools that would be enabled with the platform upgrade. Discussion ensued

Upon a motion made by Mr. Rosenbaum and seconded by Ms. Bowman, it was unanimously agreed to approve the \$800 fee to upgrade the website.

Upon a motion made by Ms. Bowman and seconded by Ms. Millslagle, it was unanimously agreed to approve the Professional Level Ascend plan for \$24 a month for two years, totaling \$288.

V. OPEN FORUM

There was discussion about the recent bike theft that occurred in the garage and residents inquired if there were any additional bikes stolen recently. It was noted Management was made aware of a total of three bikes total that were taken and send a Community wide email advising all residents who were effected to file police reports. The Board asked Management to get a proposal from Force Security to add cameras by all of the exit doors in the garage.

Updates on a resident's questions and topics from prior meetings were discussed such as the status of an Action List, surface parking lot concrete, stairwell LED lighting, issues with the garage door and an engineer being hired to assess the physical structure of the building. She also asked if Serry and Leo could coordinate lunch times so one of them is always present in the building.

An owner asked if all contractors were still required to be issues badges to wear while in the building. Management noted it is not the Association's responsibility to monitor contractors, who are privately hired by homeowners, especially when there is not a 24 hour desk,

A resident stated the chlorine delivery guy for the pool comes on the weekend sometime and accesses the pool on his own. Management advised the pool company has keys to the pool for the whole season.

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A resident stated there was a smell coming from the stairwell near her home and an old air freshener that has been there for a long time. She also noted renters are leaving animal treats in the hallway. Management took note; the old air freshener will be removed and the smell will be reviewed.

VI. MANAGEMENT REPORT

- **Annual Meeting and Elections-** Management will be sending out a Call for Candidates with a 60 day lead time to the upcoming Annual Meeting on October 19, 2021. There are two terms expiring, one vacancy and one year left on the term Mr. Rosenbaum is temporarily filling equaling four positions needing to be filled. Two with two year terms and two with one year. The suggested Nomination Form was provided for the Board's review.
- **Electronic Door Locks-** Management is working with Baldino's Locksmiths to see if there are any available products on the market that are eligible to replace the current lock on the St. Asaph units with little to no modifications needed. Ms. Ross volunteered her home to be used for investigation purposes by Baldino's; they were asked to investigate for possible solutions for both manual and electric locks. Management will verify remote access is included and report back.
- **ESA Policy-** Management provided copies of a policy for Emotional Support Animals that was provided by the Association's attorney for review and consideration. The Board would like to change one line to the document making it read "such as aggressive behavior towards or injuring the resident, other persons or animals..."

Upon a motion made by Mr. Rosenbaum and seconded by Ms. Keefer, it was unanimously agreed to approve the ESA Policy as amended.

- **Garage Door Issues-** Management provided an update on the recent garage issues. We are still waiting on slats from the manufacturer.
 - **On-site Management Report-** Mr. Serry's report was provided to the Board for review and discussion.
 - Consolidated Waterproofing has received the materials for the concrete and are expected to come within the week.

VII. EXECUTIVE SESSION

Upon a motion made by Mr. Rosenbaum and seconded by Ms. Bowman, it was unanimously agreed: to move into Executive Session to discuss violations and to review advice of counsel at 8:32 p.m.

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Open Session reconvened at 8:48 p.m.

Upon a motion made by Mr. Rosenbaum and seconded by Ms. Bowman, it was unanimously agreed to consult with counsel on pet violations.

VIII. ADJOURNMENT

Upon a motion made by Ms. Bowman and seconded by Ms. Millslagle, it was unanimously agreed to adjourn the meeting at 8:52 p.m.

Respectfully Submitted,

Ashley Meehan

Independent Board Recorder