

St. ASAPH SQUARE CONDOMINIUMS

Board of Directors Meeting

August 19, 2014

APPROVED

BOARD MEMBERS PRESENT

DEB BOWMAN	President
GINNY LONG	Vice President - Absent with notice
BEV KEANE	Secretary
DONNA DOUGLAS	Treasurer
RALPH ROSENBAUM	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 7:01 p.m.

MINUTES

Director Rosenbaum motioned, to approve the July 15, 2014 meeting minutes, as presented. Director Douglas seconded the motion. The motion passed unanimously.

PRESIDENTS REPORT

No President's Report.

President Bowman noted that a picture of the Crepe Myrtle has been added to the website.

TREASURE'S REPORT

The financial statement for the period ended July 31, 2014 was included in the Board of Directors Management report. Director Douglas reported that as of that period ending date the Association's cash and investments totaled \$1,151,253 and that total assets are \$1,184,643; total liabilities are \$421,205; accrued replacement reserves are \$972,707; and members' equity was (\$53,663). Total liabilities and equity were \$1,184,643.

COMMITTEE REPORTS

City of Alexandria No report

Landscaping The committee reported that they would like to walk the property once more, before selecting a contract for tree work. The following trees

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were pruned without prior approval: Willow Oaks, Crepe Myrtle at the corner of Green and St. Asaph St., and a Cherry Tree.

<u>Newsletter</u>	No report
<u>Covenants</u>	Director Keane reported plants on the Juliet balcony of one unit and brown shades in the windows of another unit.
<u>Decorating</u>	The committee reported that surveys are due on the lobby project. President Bowman provided gate number samples on behalf of Director Long. "Gate Brass" style was preferred. Management to provide the cost associated with this project.
<u>Social</u>	The committee reported six (6) new residents; four (4) new owners and two (2) tenants. Director Rosenbaum added that a dinner outing will hopefully be announced for October.
<u>Pool</u>	Director Rosenbaum proposed the possibility of keeping the pool open through September 7 th . Management to provide numbers to extend the contract.

COMMUNITY FORUM

A homeowner reported that one of the AC units on the St. Asaph side won't go below 82°.

A homeowner reported issues with the back door lock on S Pitt St.

Director Douglas reported an issue with pets urinating on the grass and proposes that signs be posted.

Director Keane reported a wet carpet issue, deriving from a leak that has already been taken care of.

Director Keane also reported that the garage door is extremely loud.

A homeowner questioned why the garage pedestal was kept, and advised that the yellow color is not ideal.

Management to look into these issues.

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MANAGEMENT REPORT

Management reported the following:

The draft budget has been prepared and it is recommended that the committee members meet soon to go over it.

The elevator project is ahead of schedule and the second car is anticipated to be complete by weeks end. The St. Asaph car is next, and should be finished in a week to ten days from the start date.

No progress has been made with the Comcast project. They are having funding issues and have not provided a tentative start date.

Garage height restriction signage has been added.

Management has requested a proposal from Simplex Grinnell for sprinkler head cages. This is advised for insurance purposes. The Board noted that the lights are lower than the sprinklers.

Miscellaneous:

Management reported that the owner of unit 121 would like the violation waived for light brown window dressings not being neutral.

Director Rosenbaum motioned to disregard the violation for unit 121, due to lack of clarity in color specifications in the documents. Director Douglas seconded the motion. The motion passed unanimously.

Director Douglas volunteered to provide a guideline revision, to specify neutral colors for window coverings. The Board will vote electronically on this.

BUILDING MANAGER'S REPORT

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

- Update provided on garage door repairs and new signage.
- Per the annual sprinkler and fire alarm inspection, Simplex Grinnell advised that the water based fire extinguishers need to be replaced.
- Site staff repaired the concrete slab by pool entrance.
- Roofer will address chimney cap the week of August 17th.
- (15) Water shut off valves have been identified as needing to be replaced.

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Unfinished Business

The following motions were read to record:

An email motion in lieu of a meeting was ratified by Director Long and seconded by Director Rosenbaum to approve of the structural modifications requested by unit 225. Motion passed unanimously.

Management brought the following to the attention of the Board:

- The elevator loan closed on August 15 at a rate of 5.75% for 7 years.
- No response from PDS for the garage damage.
- No response from St. Mary's regarding driveway blocking.

New Business

Management brought the following to the attention of the Board:

Unit 206 requested approval for window replacement. Management reported that ARB approval is not needed as the window is not visible from the city street.

Director Keane motioned to approve of window replacement for unit 206. Director Douglas seconded the motion. The motion passed unanimously.

- Unit 418 requested approval for window replacement with installation by Anderson.

Director Keane motioned to approve of window replacement for unit 418. Director Rosenbaum seconded the motion. The motion passed unanimously.

EXECUTIVE SESSION

At 8:07 pm a motion was made by Director Keane to convene into executive session to discuss advice of Counsel. Director Douglas seconded the motion. The motion passed unanimously.

At 8:23 pm the Board reconvened into regular session announcing that no motions were made and no votes were taken.

ADJOURNMENT

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At 8:25 pm Director Keane moved to adjourn the meeting. It was seconded by Director Douglas. The motion passed unanimously.

Respectfully submitted by,

Amy Petrovitch
Independent Recorder
(Transcribed from digital recorder and meeting notes)