



# ST. ASAPH SQUARE Newsletter

August 2018

St. Asaph Square Website has lots of news and information! Just go to <http://www.st-asaph-square.com>

## **Board President's Report**

*Bev Keane, President*



Hello Neighbors,

As announced in the last board meeting, the security company, Force, has been selected to provide surveillance cameras in our building. The installation work will begin in the early fall.

The Board is looking for owners to join the Budget Committee this year. **The first meeting will be held in August.** Your input on financial priorities is essential. Look for flyers soon regarding the date and time of the first meeting. You can contact Bev Keane for additional information.

**Annual election of Board members will be held on October 17.** This is the most important Board meeting of the year. Please attend or have your proxy submitted. This is your opportunity to let the Board know how we are doing. Three Board positions are up for election this year. Please consider running for the Board. Owner participation is vital in setting priorities for Saint Asaph Square.

Updates related to the building and other announcements can be found at the Saint Asaph Square website at <http://www.st-asaph-square.com>

Please join us at the monthly Board meetings held every the third Tuesday of every month on the third

floor solarium, S. Pitt Street side. Looking forward to seeing you there.

## **Welcome Wagon**



Several new residents have moved into Saint Asaph Square during March.

## **Welcome to the New Residents**

Jeanette Snider	Unit 230
Andrew and Stephanie Messenger	Unit 410
Sandra Lawrence	Unit 415

A fond farewell to David and Kathy Helfert.

## **Landscape Committee**

*Bev Keane, Chair*



The rain continues and the work on S. Pitt Street beds has been delayed. When the weather cooperates, we plan to clean out the beds and replant Liriope.

## **Happy Hour**

All are welcome to continue in that friendly spirit with Happy Hour each Friday at about 5:30. We're meeting in the South Pitt Street Lobby if the weather is inclement, but when the weather is warmer, Happy Hour will meet on the St. Asaph patio. Just bring a beverage of your choice -- soda, lemonade, wine, water, or whatever sounds good to you at the end of a long week!



*Patrick M. Mazzei, CMCA, AMS  
Chief Human Resource Officer  
and Community Manager*

*From: The Cardinal Management Group of  
Companies!*

### **The St. Asaph Square Budget**

July and August are probably the busiest month for your management team! Why? because it's the beginning of the budget preparation season. While the association's routine business continues in the background Management is gearing up in the preparation of next year's fiscal budget. The budget process begins in July and is a long and arduous process requiring many hours of preparation prior to its final presentation to the Budget Committee and Board of Directors. To help owners and residents understand the cycle, Management has outlined some key steps in the delivery process.

#### **Collection of raw data**

The Association has entered into many contracts for services. Management assembles all contracts and

service agreements to analyze increases and expiration dates.

#### **Wants and needs of the Association**

Management analyses from this data as well as input from residents/owners and the Board of Directors are used to determine the financial "needs" of the Association. The "wants" are classified as "nice to have's", and are considered into the budget if they benefit the Association as a whole; and not an individual or group of individuals. An example of a 'want'...might be, a resident makes a request to Management, or to the Board, that they would like the installation of a hot tub on the Pool Plaza deck. After a realistic list of betterments and improvements are presented (if any), Management would then reach out to expert professional colleagues and or service providers in many trades, to garner approximate prices to complete these requests and then include those numbers in the budget.

#### **Cumulative general ledger**

Management produces a cumulative general ledger of all expenses incurred for the year up to and including the beginning month of the budget preparation cycle. As a way of predicting the future expenses through the end of the year, a regression analysis is completed as a forecast indicator. The examination of the raw data provides management percentages or dollar figures, to project future expenses in the next fiscal year.

#### **Reserve analysis:**

A comprehensive reserve analysis is performed by independent engineers to determine the remaining useful life of components within the associations building. This study (recently completed June 2015) is examined for reserve funding levels.

· Presentation of draft budget to Budget Committee

In August, Management presents a draft of the budget to the Budget committee. It is Management's best estimate of the money required to operate the Association for the next fiscal year. The draft is then reviewed by the Budget

committee. After the Budget committee has reviewed it, a recommendation is made to the Board of Directors.

### ***Timelines and deadlines for adoption and distribution***

Within the association governing documents, there are strict guidelines for adopting a draft budget, as well as guidelines for its distribution to all the unit owner members. In most cases, the draft budget is adopted by the Board of Directors prior to the October annual meeting.

### ***Volunteers***

Management would like to remind all the residents that the members of the Board of Directors, as well as the members of the Budget Committee, are volunteers. They volunteer their time and expertise to make your community fiscally sound. If you wish to volunteer for the Budget Committee, please contact Management.

### **BICYCLE STORAGE**

The Association provides bike racks for the use by all residents. Every year racks become overcrowded with bikes that are in disrepair. The Board would like to remind residents that all bikes must be contained inside the rack space and that no bike should be stored on the common area of the building. Bicycles that are chained to rails and not in rack space will be removed by the Association.

### **SUMMER HOURS**

Cardinal Management Group's Corporate Office hours will change beginning June 4, 2018 through Labor Day. The office hours will be from 8:00 am - 5:00 pm Monday – Thursday, and from 8:00 am - 12:00 (Noon) on Fridays.

On behalf of all our Cardinal Management Group Team, servicing your Association, we wish you all a very *Happy Summer 2018*

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Remember, there are certain guidelines that all contractors must follow when working inside the building. Mr. Serry in the site office has identification badges for your contractors to wear along with a complete set of rules and regulation for your contractor to follow. Please give him a call at 703-683-5858 or visit him during regular office.

Management thanks all the residence at St Asaph Square for their support during 2017. If anyone has a particular issue or concern please reach out and contact me by phone (703-565-5011) or by email ([p.mazzei@cardinalmanagementgroup.com](mailto:p.mazzei@cardinalmanagementgroup.com)).

Best regards,  
*Patrick M. Mazzei*



### **Around the Building**

By Yayah Serry

You may or may not have noticed how clean the building's exterior concrete is this summer. Management made it a priority to give the building's brick and masonry a fresh, clean, new look! Site staff has been very busy in the month of July making this possible.

As of early July, the entire courtyard, the brick walls on both lobby entrances, the garage entrance ramp and brick walls have all been power washed. This was followed by the power washing of the parking garage, which has just been completed. Also as you approach the garage door from the street, take a look at both sides of the ramp leading to the garage door. You will be amazed by the look of the newly



installed brick borders, which will help keep dirt away from the ramp, giving it a more finished look. Due to heavy rains last week, Management thought it would be wise to come up with a temporary solution to prevent the rain from leaking in through the lobby doors on St. Asaph Street by installing a black strip. Therefore, please excuse the look of the exterior lobby door on that side of the building, as this is only a temporary fix while Management and the Board look for a more permanent solution to eliminate water from leaking through the exterior lobby doors and flooding the vestibules. The black strip will be removed soon. Also, if you have any ideas, please share them with Management and the Board.

The Bicycle racks have been cleaned. Except for a few, most residents have been very cooperative by removing their vehicles and labeling their bicycles during the garage power washing. Residents who have not labeled their bicycles have been given an extension until August 24<sup>th</sup> to do so.

Due to limited guest parking spaces, the Board has decided that contractors should no longer park in the visitor spaces. Management has been working with contractors on this, but it will be more effective if this information is shared between contractors and their clients. If you are working with a contractor, please be sure to share this information with them.

Management continues to wish for you to enjoy the rest of the summer season and to have a nice gentle *fall into autumn*.



Date: September 8<sup>th</sup>

There is currently no organizer for this event. If anyone is willing to organize the community sale please contact Antoinette (Toni) Hando at [ahando@hotmail.com](mailto:ahando@hotmail.com).



## Getting to Know You...

*By Mary Ann Radebach*

### *Meeting Pat Gonzalez*

There are many paths to take in life. Pat Gonzalez is one of the lucky ones who discovered her path early and followed it to provide assistance to people with disabilities.

Pat was born in Mishawaka, Indiana. South Bend, Indiana shares a border with Mishawaka and is probably more familiar to most people. Her sister, Liane, was 11 years older. Her mother was a homemaker and her dad worked for a manufacturing company in Mishawaka.

Pat started on her path to help people with disabilities in college. She graduated from Indiana University at South Bend, majoring in philosophy and psychology. It was in her psychology courses that she realized that she had an interest in working with people with disabilities. This was the beginning of a life path that led her to a successful career in researching and applying effective programs for people with disabilities.

In college, as part of her psychology degree, she worked in a residential facility for children ranging from 8 years to 18 years. She set up programs,

based upon behavior techniques, for the staff to use to teach life skills that would help the children transition to the community. Going to class, working at the residential facility, and being married was very stressful and time consuming, but she managed to complete her undergraduate degree in four years.

After graduation, she moved to Baltimore and worked at Kennedy Krieger Institute at John Hopkins Hospital. There she had the opportunity to work with children with all kinds of disabilities who were both in-patients and out-patients at the hospital. Her work was to try to come up with effective treatments for behavior disorders. She looked at behavior problems and tried to develop effective interventions that would change those behaviors.

Returning to school, she earned a master's degree in Behavior Analysis and Therapy from Southern Illinois University at Carbondale, IL. She served her internship for that program in Bainbridge, Georgia working for Behavior Management Consultants. She lived in Tallahassee, Florida and commuted to her job every day. For 3 ½ years she worked with adults with intellectual disabilities to teach the vocational and life skills they needed to live in the community.

Still wanting to become more knowledgeable in her field, Pat earned a Ph.D. from the University of Illinois at Champaign in education. Her emphasis was in vocational special education for youth with intellectual disabilities. The purpose was to aid them in transitioning into community life and work. The following year she did post-doctoral work at the University of Illinois focusing on program evaluation.

In 1990, Pat moved to Alexandria, Virginia where she worked at The National Association of State Directors of Special Education. For seven years she examined special education policy and practices across the fifty states and territories. She

researched what worked and didn't work with special needs programs. Her evaluations and reports were circulated throughout the country in an effort to disseminate programs and practices that are effective for children with disabilities in school and community environments.

In 1997, Pat's skills were recognized and she was hired as an Education Research Specialist for the United States Office of Special Education Programs. One job responsibility was as a Contracting Officer's Representative. That meant she competed, awarded, and managed contracts for studies examining different programs and practices in special education and how they affected student's post school outcomes. In addition, she gave grants to universities for doctoral training in special education. Many of the changes in special education policies and procedures came about through programs that were sponsored by her office.

Pat retired June 30, 2018. Now she has time for herself. She likes to read, go to the Smithsonian Museums, and enjoys programs and books on history, especially military history. She enjoys eating out with friends and likes to exercise. She has lived at St. Asaph Square since October 2001 and served as treasurer on St. Asaph's Board. She is looking forward to volunteering at organizations that can use her skills. In the meantime, she just enjoys being retired.



## Community Reminders and Notices

- Elevator Emergency protocol: If the elevator gets stuck, use the emergency call button. Press the button only **once**. Pressing it multiple times will interrupt the communication.
- Charitable donations to be picked up should not be left in vestibules or lobbies. Please arrange for pickup outside the manager's office or the loading dock.
- Parquet flooring-If you are pulling up the parquet floor tiles and replacing them with new flooring in your unit, please consider providing usable tiles to St Asaph Square. The tiles can be reused by other owners, which can save the association a lot of money in floor replacements when there are needed repairs.
- A large bulletin board for posting notices, such as 'for sale' items, etc., is located outside Mr. Serry's office. Residents may also forward any items you believe to be of interest for posting in the new Community Bulletin Board.
- Shopping carts in the basement are the property of specific owners and are located at their respective parking spaces. Please return all carts to their original location. They are for the sole use of the individual who owns the parking space unless otherwise authorized.
- Dogs must be kept on leashes in common areas.
- REMINDER: To maintain the trash chutes please refrain from placing loose trash down the shoots. Please ensure that all trash and recycling items are placed in the receptacles in the garage trash rooms and that trash chute rooms are kept free of non-bagged waste. Boxes should be flattened before placing in all receptacles. Note: Single Stream Recycling is in effect.



- An excellent website with lots of information about recycling in Alexandria is....

<http://alexandria.gov/tes/solidwaste/info/default.aspx?>

- Residents are reminded not to park in designated parking spaces unless they have the owner's prior approval. Visitors who use the outdoor visitors' parking spots need to register their vehicles with the office. If the office is closed, please put a sign on the dashboard indicating which unit the car is visiting. The complex reserves the right to tow non-registered vehicles.
- Residents with balconies and patios are reminded that they must be uncluttered and attractive. Please refer to balcony rules on our website.
- There is a 'NO SMOKING' policy in common areas and common patios of St. Asaph Square, including open-air balconies.
- Here's a handy link to the *City of Alexandria* site - you can submit online requests for the city to do something. Click here and let your voice be heard:  
<http://request.alexandriava.gov/CCC/#tab=Find>

## ***Serry's Office Hours***

Monday - Wednesday and Friday:  
8:30 A.M – 5:30 P.M.

Thursday: 10:30 A.M. – 7:30 P.M.

*For emergencies during office hours,*  
please contact Cardinal at 703-569-5797.

***For after-hours emergencies,***  
**call 1-866-370-2989**

## **CARDINAL MANAGEMENT GROUP, INC**

*4330 Prince William Parkway, Suite 201  
Woodbridge, VA 22192*

***Office Hours:*** *Monday – Friday*  
*8:30 AM – 5:30 PM*

***Office Phone Number:*** 703-569-5797  
***FAX Number:*** 803-866-3156

**EMERGENCY NUMBER: 1-866-370-2989**



Our Saint Asaph Square website has all kinds of helpful information. You can find a calendar plus St. Asaph forms & rules on the **Owners/Residents** tab, links to help you move around the DC metro area on the **Neighborhood Links** tab, weather, and more. Just go to <http://www.st-asaph-square.com>.

# ***MEET THE TEAM***

## **ST. ASAPH SQUARE BOARD**

***Bev Keane, President***

***Deb Bowman, Vice President***

***Karen Millslagle, Treasurer***

***Shari Keefer, Secretary***

***Jack Burton, Member at Large***

Board email:  
[saintasaphsquareboard@gmail.com](mailto:saintasaphsquareboard@gmail.com)

## **CARDINAL MANAGEMENT**

***Patrick M. Mazzei, CMCA, AMS***

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***Yahya M. Serry, CMCA***

*On-Site Manager*

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***Veronica Reyes, Housekeeping staff***

***Leodan Reyes, Maintenance staff***

*Saint Asaph Square Newsletter team,  
Antoinette Hando, Editor  
Yahya M. Serry,  
Production and Distribution*

To minimize printing costs, our goal is to provide the newsletter electronically as much as possible. If you would like to receive a copy of the newsletters via *email*, please submit your email address to Serry at [Stasaph801@verizon.net](mailto:Stasaph801@verizon.net). If you would like to receive the newsletters using our *website*, just log onto <http://www.st-asaph-square.com> and go to the *Owners/Residents'* tab where the newsletters are posted (please see Serry for the password you will need to access that page). Deb Bowman, creator of the website, will be happy to assist you if you have any problems or questions. If you do not have a computer and would like hard copies of the newsletter to be delivered to you, please notify Serry.

Please note that this newsletter is for the purpose of disseminating information that may be useful, important to know, or interesting to residents. The Editor and Board reserve the right to control content of the newsletter. Residents with complaints or dissatisfactions should please direct them to the Board, either in person or in writing. Such issues are then brought up and discussed during the *Community Forum* session of every Board meeting.