

St. ASAPH SQUARE CONDOMINIUMS

Board of Directors Meeting

April 19, 2016

**BOARD MEMBERS PRESENT**

BEV KEANE	President
DEB BOWMAN	Vice President
RALPH ROSENBAUM	Secretary
SHARON KEEFER	Treasurer
JACK BURTON	Member at Large – Absent with notice

**OTHER ATTENDEES**

PATRICK M. MAZZEI	Community Manager, Cardinal Management Group, Inc.
YAHYA SERRY	On-Site Manager, Cardinal Management Group, Inc.

**CALL TO ORDER**

President Keane, noting the presence of a Board quorum, called the meeting to order at 7:00 p.m.

**MINUTES**

*Director Rosenbaum motioned to approve the March 15, 2016 meeting minutes as amended. Director Bowman seconded the motion. The motion passed unanimously.*

**PRESIDENTS REPORT**

No Report

**TREASURER'S REPORT**

The financial statement for the period ended March 31, 2016 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 \$958,705, other assets totaled \$ 42,458, and that total assets were \$1,001,163; total liabilities were \$371,352; accrued replacement reserves were \$703,305; reserve elevator funding was (\$339,096); and members' equity was (\$19,581). Total equity was \$629,810. Total liabilities and equity was \$1,001,163.

**COMMITTEE REPORTS**

City of Alexandria Director Rosenbaum reported progress on the construction of a South Washington Street bus shelter. He explained that a current bid effort was underway and the city may have more information by next month. It was noted that the bus shelters must meet the Alexandria Board of Architectural Review (BAR) standards.

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- Landscaping Barbara Ballentine and Bev Keane reported that plants were removed from five large planters in the pool deck area. The planters will likely need replacement plants once the construction is completed.
- Newsletter Ginny Long reported that the last newsletter published last month and the next newsletter will publish next month.
- Covenants No Report
- Design Ginny Long reported that the Design Committee desires closer communication with Design Partners, especially as the renovation is nearing completion. Ms. Long and Ms. Keefer will draft a letter to Nancy Colbert on behalf of the Design Committee requesting that the Design Committee and board of directors be included in future communications. Ms. Long mentioned that the “punch list” will be executed soon. Ms. Bowman stated that she is maintaining a spreadsheet of punch list items and has been communicating them to Design Partners as they come up. She also mentioned that the building furnishings will arrive later this week. The Pitt St. lobby bulletin board will be installed as soon as possible. The lobby chandeliers will be installed in about 3 – 4 weeks. The electrician ordered approximately 15 too few hallway light fixtures and will not charge the condominium for the mistake.
- Social Ginny Long reported that the Social Committee Chair position remains vacant. The Friday Happy Hour remains active, with participating residents taking turns hosting the event. Once the weather becomes favorable, the Happy Hour will be held outside in the courtyard. There was a discussion of access to the locked bulletin boards in each lobby for posting social event fliers. It was decided that the Social Committee can provide the bulletin board key-holders (President Keane and Mr. Serry) with the flyers for posting on the boards.
- Pool The pool surface white coating project has begun. The project is expected to be complete by the start of the pool season.

### **COMMUNITY FORUM**

A resident expressed concern that real estate agents are posting the building security code on posted advertisements for open houses for units that are listed for sale or rent. Recently this has occurred on at least two occasions. President Keane replied that she has addressed this concern with the listing agents when it has come to her attention. There was a suggestion to put a message in the next newsletter asking residents to ensure that

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advertisements that list units for sale or rent do not divulge the security code.

A resident asked if shades will be added to solarium windows. The Board replied that the solar film component of the renovation project is still in progress.

A resident suggested that the monthly Board meeting agenda provide an accurate meeting location. The suggestion was noted and the meeting location will be corrected for next month's meeting.

A resident asked if the window blinds in the stairwells will be replaced. She noted that some are in disrepair and unsightly. Management responded that they will investigate the issue and look into pricing and ordering replacement window blinds for the stairwells.

A resident asked if the air conditioning (A/C) units in the solarium have been serviced recently, noting that one appeared to be not working. Management responded to say that the A/C units are serviced by a twice-a-year maintenance plan. Mr. Serry will investigate the units to determine if additional service is needed.

A resident noted that the exterior doors in and near the garage do not have floor mats inside and excessive dirt is being tracked into the building. Management responded that the appropriate type of mat likely is commercially available. Management will measure the areas and determine the number and size of mats needed. The Board may take an e-vote on the purchase of new mats if the necessary information about the proposed purchase becomes available before the next Board meeting.

A resident expressed concern about the step-down from the loading dock into the trash room, including the removal of the warning "step down" sign on the trash room door as a result of the renovation project. She proposed a construction solution to the problem, offering a sketch drawing of two options to the Board to consider. Management will consider the issue and proposed solutions. In the meantime, management will post a temporary warning "step down" sign on the trash room door.

## MANAGEMENT REPORT

Management reported the following items to the Board:

1. Management drafted a General Policy Resolution to temporarily suspend the Saturday work restriction for the duration of the Plaza Renovation Project as being contracted for by Consolidated Waterproofing. An e-mail motion in lieu of a meeting to approve this resolution was made by Director Bowman and seconded by President Keane. The vote was unanimous. ***The motion was read to record.***
2. A draft audit was prepared by the independent auditing firm, Goldklang Group.

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***Director Rosenbaum motioned to approve the audit. The motion was seconded by Director Bowman. The vote was unanimous.***

3. Director Keefer made a motion by e-mail in lieu of a meeting to accept the recommendation of counsel to capture 68% of the debt (\$3000) of legal account 194053 as proposed by the Unit Owner. President Keane seconded the motion. The motion passed unanimously. ***The motion was read to record.***
4. With regard to finances, two Certificates of Deposit (CDs) will be coming due on April 23, 2016, and April 29, 2016. Management proposed to roll over the CDs to maintain the CD ladder and renew them at the best available yield. ***Director Bowman made a motion to roll over the two CDs maturing on April 23, 2016, and April 29, 2016, at the best available yield. Director Rosenbaum seconded the motion. The vote was unanimous.***
5. The low bidder and recommended contractor for the Plaza Pool Deck project is Consolidated Waterproofing, with a base bid of \$109,640. Based on the recommendation of the engineer, the Board, by e-mail motion in lieu of a meeting, agreed to contract with Consolidated Waterproofing. Director Rosenbaum made a motion to retain this company with the stipulation that if and when the original base bid price is amended due to unforeseen contingencies, that these changes be made by way of a change order to the original contract and the Board should be aware of the changes “prior to their undertaking.” Director Burton seconded the motion. The vote was unanimous. ***The vote was read to record.***
6. Management provided the Board with a proposal for spring and fall gutter cleaning as prepared by VA Contracting. This service has been performed by this contractor for the past 5 years. The item is budgeted for in line item 61200. ***Director Rosenbaum made a motion to accept the spring and fall gutter cleaning proposal from VA Contracting. Director Keefer seconded the motion. The vote was unanimous.***
7. Design Partners submitted a proposal for modification an addition of astragals to the lobby entry doors at a price not to exceed \$500. Funds are to come from the project contingency account. Director Deb Bowman made a motion to accept the proposal from Design Partners to add astragals to the lobby entry doors at a price not to exceed \$500. President Keane seconded the motion. The motion passed unanimously. ***The motion was read to record.***
8. Management returned to the table the proposal submitted by ThyssenKrupp Elevator (TKE) for the complete cleaning of the elevators, from cab to pit, to remove the dust and debris caused by contractors during the construction of the building. Management was successful in negotiating the price to \$6263. Management also

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submitted this proposal to Design Partners for them to pass to their tile installer for payment consideration. At the conclusion of the interior renovation, Management recommends contracting for this unbudgeted expense. The Board decided to table a decision and address TKE's proposal after the completion of the building renovation "punch list." The Board also considered using funds from the design contingency account to pay for the elevator cleaning.

9. Management returned to the table the proposal submitted by Design Partners for repainting the elevator doors at a price of \$1,880.25. Management doesn't recommend accepting this proposal because the elevator doors are coated with baked enamel. Repainting the doors may create a new maintenance issue. The Board tabled the proposal.
10. Director Bowman made a motion by e-mail in lieu of a meeting to accept the proposal submitted by Commercial Express for renewal of the annual HVAC maintenance agreement. The motion was seconded by President Keane. The motion passed unanimously. *The motion was read to record.*

### **BUILDING MANAGER'S REPORT**

Mr. Serry presented a list of community repairs and updates. Highlights included:

- Management met with the maintenance and cleaning contractor about the cleaning list generated by the Design Committee and the Board. Both parties reviewed the list and assigned each task to the appropriate staff member.
- Floor replacement in Unit #420 remains on hold while continuing to investigate the source of the water leak. Mosaic engineering asked Consolidated Waterproofing to provide a time and material proposal to perform a water test and needed repairs.
- There was another staff change at Advantage Landscaping that affects the Association. Management met with the new supervisor, walked the building, and addressed areas of concern. The regular mowing schedule will resume. Mulch application has been scheduled for the end of April to the first week of May, to be confirmed. Management will ask the Landscapers to return to apply mulch as needed to the pool deck once the Plaza Renovation Project has been completed.
- The irrigation system has been turned on. A few irrigation heads were replaced. The technician found a faulty back-up flow valve serving the area between St. Asaph Street entrance and the garage door. The valve was taken to the shop for repairs.
- Replacement of the emergency generator's cooling system has been scheduled for Monday, April 25, 2016.
- The Plaza Renovation Project is going well. With the contractor's request, Management secured two additional parking spaces from residents to accommodate a large dumpster during the demolition week. Site staff has also put together for

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the work crew to use a bathroom accessible for people with physical disabilities. Jackhammer work began Monday. Management acknowledged the temporary disruption caused by the jackhammer noise and dust.

- The fire pump is run weekly and the auxiliary pipes in the garage are drained as needed. All flat roof surfaces and drains are checked and cleaned on a regular basis. The garage door has been lubricated as part of a scheduled PM cleaning service.
- The regular schedule of checking the building for needed repairs, replacement of burnt-out light bulbs and/or ballasts, and cleaning of the common areas, to name a few, continue on a regular basis.

### Miscellaneous

Management received e-mail correspondence from the owner of Unit #314 regarding trash collection and garage door functional noise. Management will investigate the garage motor to determine if it is possible to encapsulate the motor which may help diminish the sound. Management will also contact the trash removal company to request relief.

The Design Committee will develop a cleaning schedule for periodic cleaning of the building.

Director Rosenbaum recommended that residents change the air handling filters inside their units, as it is possible the filters have collected a large amount of dust created by the recent construction inside the building.

### New Business

The Plaza Deck “mock-ups” were presented to the Board to decide on a choice of brick veneer mortar color (lighter or darker) and concrete surface texture/design (with texture border or no border with a broom finish). ***Director Rosenbaum made a motion to select the lighter shade of brick mortar color and no border with a broom finish concrete surface design for the Plaza Deck. Director Bowman seconded the motion. The vote was unanimous.***

Fidelity Power made a proposal to perform the twice-annually load test of the building’s generator system, at a cost of \$750 plus tax for a two-hour test each time, for an annual total cost of \$1660. ***Director Rosenbaum made a motion to accept Fidelity Power’s proposal for the generator service contract at a total annual cost of \$1660. This will come from budget line item 61200. Director Bowman seconded the motion. The vote was unanimous.***

Design Partners proposed to paint the exposed brick on the second floor lobby to the patio for \$600. The Board referred the proposal to the Design Committee for recommendation

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and tabled the issue for a future e-mail vote.

Consolidated Waterproofing made a proposal to evaluate and identify the source of water leak in Unit #420 which caused floor damage in the unit after a large winter snowstorm. The proposal includes a cost of \$60/hour including materials and equipment, and anticipates approximately eight hours during normal business hours to perform the necessary work. ***Director Rosenbaum made a motion to accept the bid from Consolidated Waterproofing to evaluate and identify the source of the water leak in Unit #420 prior to replacing the damaged floor at a total cost of \$1150. Director Bowman seconded the motion. The vote was unanimous.***

The Design Committee will review the pull station sign prototypes provided by Management.

No executive session.

## **ADJOURNMENT**

***At 8:20 pm the Board of Directors adjourned the meeting.***

Respectfully submitted by,

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Celeste Johnston  
Unit Owner and Independent Recorder  
(Transcribed from meeting notes)