

St. ASAPH SQUARE CONDOMINIUMS  
Board of Directors Meeting  
February 18, 2014  
APPROVED

**BOARD MEMBERS PRESENT**

DEB BOWMAN	President
GINNY LONG	Vice President
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 Long motioned, to approve the January 30, 2014 meeting minutes, as amended. Director Rosenbaum seconded the motion. The motion passed unanimously.*

*Director Long motioned, to approve the February 7, 2014 Special Meeting minutes, as amended. Director Douglas seconded the motion. The motion passed unanimously.*

**PRESIDENTS REPORT**

The President reported that most interior heat pumps have been repaired and that progress is being made on the garage doors (see unfinished business).

**TREASURE'S REPORT**

The financial statement for the period ended January 31, 2014 was included in the Board of Directors Management report. Management reported that as of that period ending date the Association's cash and investments totaled \$1,012,418 and that total assets are \$1,022,854; total liabilities are \$26,624; accrued replacement reserves are \$1,044,193; and members' equity was (\$74,939). Total liabilities and equity were \$1,022,854.

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## COMMITTEE REPORTS

City of Alexandria Director Rosenbaum reported that Chicken Out has no activity and owners have requested a new realtor in efforts to find a new building occupant. Also, interest was expressed in having a police officer in meeting attendance to discuss recent home invasions and shootings.

Landscaping Possibility of one tree removal and one tree installation in the near future.

Newsletter Director Long reported that the next newsletter will go out at the end of March; the deadline for articles is mid-March.

Covenants Picture emailed of plants hanging on balcony. Management will identify the unit and send a violation letter.

Decorating The committee put together a list of site office needs and prices. The total cost to paint, add a shelving closet, counter storage, new blinds, light fixtures, carpet cleaning, microwave and small refrigerator would be roughly \$1,378-\$1,648. It would be an additional \$1,000 for further items such as a credenza.

***Director Rosenbaum motioned to approve a \$1,648 budget for office renovations from reserves. Director Douglas seconded. The motion passed 3-2.***

Social The committee reported that the next dinner night out will be held February 21, 2014 at the Del Ray Café. Interest expressed in community flyers for the next meeting.

## COMMUNITY FORUM

President Bowman prefaced the community forum period with the acknowledgment that the garage door open system would be addressed during the Management Report.

A resident inquired about the possibility of Comcast installing WIFI for the building. Management explained that this installation would not be secure but that a router may be a possibility.

A resident expressed concern about common area cleanliness. Serry assured that he would take care of the issue.

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## MANAGEMENT REPORT

Management reported that pending audit adjustments a significant amount of debt should be cut from the negative equity (about \$4,000).

Management reported that the elevator reading is on schedule for Thursday February 27, 2014. Construction will begin March 24<sup>th</sup> and the contract will extend into December 2014. President Bowman would like the scheduling to appear on the community website.

Management has not heard back from Comcast in regards to the redline agreement previously submitted.

Management and Board discussed garage door access and amended the read to record email motion as stated below under unfinished business.

Management discussed the pool contracts.

Management explained the importance of FHA approval and recommends that the Board renew, as they previously opted out.

## BUILDING MANAGER'S REPORT

Mr. Serry reported that four (4) fire alarm horns will be removed and that other units may be hard wired directly to the units. He will be in contact with the contractor for a proposal.

In regards to the garage door being left open, the situation has been addressed.

A weather strip was installed on the exit door by stairwell #5 due to draft issues.

Unit #216's door was repaired.

### Unfinished Business

The following motions were read to record:

***An email motion in lieu of a meeting was ratified by Director Douglas and seconded by Director Rosenbaum for the garage door openers Option (3) as follows: I move that the Board enter into an agreement (on the terms in the attached estimate) with American Joe for (1) the purchase and installation and programming of a Liftmaster Star 1000 radio control garage door receiver and 120 remotes for a total cost of \$2600 to be installed within 30 days from the Board's***

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*payment of \$1300 deposit; the agreement to be on the terms provided in the attached estimate and to include written instruction of management on the programing and reprograming of the receiver; and (2) the purchase and programing of an additional 50 remotes at a total cost of \$1500 (authorizing an additional \$100 for shipping if not otherwise included in the \$30/per remote price). The motion was passed unanimously.*

*The Board Motioned: (1) that conversion to a remote garage door system is being made in the near future; (2) that remotes will be issued to each parking space owner at no cost; (3) that replacement remotes may be acquired at a cost of \$50 each; (4) that owners and residents will be advised when the remotes are available and a resident or owner must appear in person at Mr. Serry's office, present a photo id, and signature to take delivery of a remote; (5) that each owner is requested to respond by email or letter within ten days if they do not wish to authorize a tenant resident to pick up the remote or to advise if they wish to purchase one or more remotes (in addition to the one remote provided), (6) that if no response is received from the owner, one remote will be issued to the person listed on managements records as the current resident when remotes become available and the current resident presents at Mr. Serry's office with a photo ID and signs to take delivery. Director Douglas motioned approve as amended. Director Rosenbaum seconded the motion. Motion passed 4-1. Director Keane voted against.*

**New Business**

No new business.

**EXECUTIVE SESSION**

The Board of Directors did not convene into executive session.

**ADJOURNMENT**

*At 7:57 pm Director Keane moved to adjourn the meeting. It was seconded by Director Rosenbaum. The motion passed unanimously.*

Respectfully submitted by,

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