

St. ASAPH SQUARE CONDOMINIUMS

Board of Directors Meeting

September 20, 2016

**BOARD MEMBERS PRESENT**

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

**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 7:02 p.m.

**MINUTES**

*Director Rosenbaum motioned to approve the August 16, 2016 meeting minutes as written. Director Keefer seconded the motion. The motion passed unanimously.*

**PRESIDENTS REPORT**

President Keane mentioned that the budget committee met and there will be a vote on the 2017 budget recommendations. She also stated there has been an interest in updating the condominium association's bylaws. The board will be seeking to sanction an *ad hoc* committee to review and propose changes to the bylaws to make sure they are current and relevant. She noted the importance of keeping the meeting on schedule due to the numerous business items to address.

**TREASURER'S REPORT**

The financial statement for the period ended August 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 \$857,544, other assets totaled \$ 42,516, and that total assets were \$900,060; total liabilities were \$346,198; accrued replacement reserves were \$474,522; reserve elevator funding was (\$315,402); and members' equity was (\$19,581). Total equity was \$553,862. Total liabilities and equity was \$900,060.

**COMMITTEE REPORTS**

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City of Alexandria Ralph Rosenbaum reported that the City has awarded a contract to build a new South Washington Street bus shelter. The bus shelter should be in place by this November or December.

Landscaping No report.

Newsletter Ginny Long asked that newsletter content contributors provide their columns by mid-September. The newsletter will publish at the end of the month.

Covenants A unit appears to have blue window drapes visible from the street. The committee will follow-up with management to identify the unit.

Design No report.

Social No report. Ginny Long stated that the committee is still seeking a new chair and co-chair. She agreed to provide coffee at the 2016 Annual Meeting scheduled for October 18.

Ms. Long also reported that the Welcome Wagon welcomed residents to four units – Kevin and Edna Chavez in #225, Frank Cianfrani in #235, Sara Broadwater in #412, and Shirley McKnight in #420.

Website No report.

Pool Ralph Rosenbaum reported that the pool is closed now that the pool season has ended. He reported that we had a good pool season and good lifeguards.

## COMMUNITY FORUM

A resident noticed that spots appear and disappear on the large rug on the garage elevator lobby. This is an expensive rug and cleaning the rug is also expensive. Someone proposed an idea to move the rug to another location in the building where there may be a reduced likelihood that it gets soiled so frequently. Less expensive commercial rugs could be used instead in its current location near the garage.

A resident suggested placing stepping stones between the Jefferson Street side terrace to the nearby sidewalk. Ms. Keane responded to say that type of landscaping project hasn't been included in this year's landscaping budget, and there is no money available this year to implement that suggestion.

A resident reported heavy fruit fly infestation in the trash room near the management

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office. Management responded that they will look into it.

A resident had a comment with regard to the request the Board received regarding a waiver to the pet rule that restricts unit owners to one pet only. The resident asked the Board members to consider the reason why the pet limit rule is in place. The Board was asked how fair it would be to waive the rule for a new resident when current residents abide by the rule. It was suggested that if the Board voted in favor of the waiver, then they should consider removing the pet rule altogether. There was concern about the amount of noise that multiple dogs in a unit would create. The Board acknowledged the comment.

A resident noted that the brick exterior on the Jefferson Street side of the building is dirty. The Board responded that there are no resources available now to clean it.

A resident mentioned that there will be a St. Asaph Square community yard sale this Saturday, September 24, 2016, from 9 am – 1 pm.

## MANAGEMENT REPORT

Management reported the following items to the Board:

1. Management presented two versions of a 2017 budget for the Board's consideration. During the Budget Committee meeting, the Committee was split on which version to recommend to the board. The difference between the two versions is the amount to be put into the reserve fund. One version of the budget proposes a 3.598% increase and the other proposes a 2.833% increase to the residents' condominium fees. The higher version amounts to an additional increase in reserves of approximately \$10,000. Management reminded the Board that the budget approval deadline is soon. ***Director Rosenbaum made a motion to approve the budget with a 2.833% increase. Director Keefer seconded the motion. The vote was unanimous.***
2. Consolidated Waterproofing & Construction Company began work to install two additional drains on the plaza pool deck on September 12<sup>th</sup>. The drains worked well after a recent rainstorm. Also, the contractors used extra precautions to minimize dust exposure to the residents.
3. Door Systems, Inc. has submitted a specification and estimate proposal for the Board's review. The proposal is a service contract for quarterly preventative maintenance on the garage door, with a quarterly cost of \$120/yearly cost \$480. ***Director Rosenbaum made a motion to accept the proposal from Door Systems, Inc. for a quarterly preventative maintenance service contract for***

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***the garage door in the amount of \$120 per quarter/\$480 annually. Director Burton seconded the motion. The vote was unanimous.***

4. Precision Doors & Hardware provided the Association with a quote and specification sheet to install astragals on the Pitt Street and St. Asaph Street lobby doors. Management requested a few additional items, such as push plates and weather sweeps. The astragals are brush sweeps attached to the doors that touch when the doors are closed, with the purpose of keeping weather and debris from entering the lobby area through the space between the exterior doors. A discussion ensued regarding the appearance of the astragals and whether there were alternative solutions. Action on the proposal was tabled.
5. Management forwarded a proposal from The Care of Trees to the Landscaping Committee. The proposal is for pruning five trees around the building to crown and remove dead material two inches and three inches or greater in diameter, at a cost estimate of \$1,400. ***Director Rosenbaum made a motion to accept The Care of Trees contract to crown and prune trees in the amount of \$1,400. Director Keefer seconded the motion. The vote was unanimous.***
6. Management solicited a proposal from VA Contracting to clean the gutters and downspouts and re-spike and secure any loose gutters or downspouts for \$2,400. Management suggested that the work begin after the leaves have fallen this season. Also, a resident suggested checking the pitch above unit #323 for overflowing gutters. ***Director Rosenbaum made a motion to accept the VA Contracting proposal to clean the gutters and downspouts for \$2,400. Director Burton seconded the motion. The vote was unanimous.***
7. Director Rosenbaum asked if it is necessary to add snow guards to the roof. Management replied that yes, about 150 – 175 additional guards are needed. Management will have the work assessed by contractors.

## **BUILDING MANAGER'S REPORT**

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

- The cleaning company proposed putting down runners on the floor during inclement weather. If that is to be done, the runners must be taken up when the conditions improve and are not to be left on the floor indefinitely.

### **Unfinished Business**

The Board received an e-mail message from the owner of unit #124 who is hoping to sell

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the unit. The potential buyers have two dogs, and the unit owner is requesting a waiver of the rule that limits residents to one pet per unit. A discussion ensued regarding the request. ***Director Burton made a motion to deny the request from the owner of unit #124 for a waiver of the pet restriction rule that limits residents to one pet per unit. Director Keefer seconded the motion. The vote was unanimous.***

The Association's bylaws were last revised in 1996. They contain out-of-date provisions for insurance, building maintenance, and responsibilities held by the Association and Unit Owners. A change to the bylaws requires a 66 and 2/3% affirmative vote to make the changes. The section of the bylaws regarding the requirement for insurance can be addressed by a policy resolution. The Board proposes to sanction an *ad hoc* Committee to review the bylaws and propose changes. Mr. Mazzei will write a column for the newsletter to alert owners about this effort. A copy of the bylaws is available on the Association's Owner's-Only website. ***Director Rosenbaum made a motion to establish a Committee to research the Association's bylaws and provide recommendations to the Board regarding changes to the Association's bylaws in nine (9) months, and provide the Board with quarterly progress updates. Director Burton seconded the motion. The vote was unanimous.***

### New Business

1. The Goldklang Group recommends that the Board pass a deferred assessment resolution prior to the end of the fiscal year. The resolution is intended to strengthen the income tax filing position. The proposed deferred assessment resolution states, "The Association elects to apply all or part of the excess assessment income to the following year's assessments and that such final amount shall be at the Board's discretion." ***Director Rosenbaum made a motion to pass a resolution as proposed by the Goldklang Group. Director Keefer seconded the motion. The vote was unanimous.***

### Miscellaneous

Owners are reminded that the 2016 Annual Meeting will be held October 18. Owners are encouraged to attend in person and if they cannot attend to submit their vote by proxy.

### **EXECUTIVE SESSION**

No executive session.

### **ADJOURNMENT**

***Director Rosenbaum made a motion to adjourn the meeting. Director Burton***

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***seconded the motion. The vote was unanimous. At 8:06 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)