

**ST. ASAPH SQUARE CONDOMINIUMS  
MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS  
03/19/2019  
801 SOUTH PITT STREET  
OLD TOWN ALEXANDRIA, VA 22314**

**FINAL**

**BOARD MEMBERS PRESENT**

Bev Keane	Vice President
Sharon Keefer	Secretary
Deb Bowman	Treasurer
Jack Burton	Member-at-Large

**BOARD MEMBERS ABSENT**

Karen Millslagle	President
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**OTHERS PRESENT**

Patrick Mazzei	Community Manager, Cardinal Management Group, Inc.
Scott Hummel	Community Manager, Cardinal Management Group Inc.
Ashley Meehan	Independent Recorder

**I. CALL TO ORDER**

Vice President Keane called the meeting to order at 7:00 pm, noticing the presence of a quorum.

**II. APPROVAL OF PRIOR MEETING MINUTES**

*Upon a motion made by Director Bowman and seconded by Director Keane, it was unanimously agreed to approve the minutes of the February 19, 2019 board meeting as amended.*

**III. OFFICER'S REPORT**

- **President's Report**- No Report
- **Vice President's Report**- No Report
- **Secretary's Report**- No Report
- **Treasurer's Report**- The financial statement for the period ending February 28, 2019 was included in the Board of Directors Management report. Director Bowman reported that as of that period ending date the Association's cash and investments totaled \$1,715,402 other assets totaled \$27,480, and total assets were \$1,742,882; total liabilities were \$189,293; accrued replacement reserves were \$1,037,984; reserve elevator funding was (\$148,477); and member's equity was \$84,918. Total equity was \$1,553,589. Total liabilities and equity was \$1,742,882.

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**IV. COMMITTEE REPORTS**

- **Landscaping Committee-** Bev Keane stated a name needs to be removed off of the landscaping committee because the person is moving and stated they are always looking for new volunteers. The next project will be updating the pool planters.
- **Covenants Committee-** No report
- **Pool Committee-** No report
- **Social Committee-** No report
- **Welcome Wagon-** Director Keefer reported two new residents in unit #404.
- **Dinner Night Out-** No report

**V. OTHER REPORTS**

- **City of Alexandria Updates-** No report
- **Website-** The 2018 items have been removed from the website to a new location and there is now space for the 2019.
- **Newsletter-** Toni Hando recommended having a couple copies of printed the newsletter printed as well as online.

**VI. COMMUNITY FORUM**

- A resident inquired about a “buddy system” of some sort for cases of emergency and residents who have mobility issues using the stairs. She also suggested getting a list of all of the resident’s pets as well in case of an emergency.
- A resident had questions regarding when the Annual Minutes will be posted and posting of the Exhibits, questions regarding the On-Site Manager’s duties, when the benches would be repaired, the quality and application of the new mulch that was laid, the status of the entry door repairs, landscaping lighting not being used, oil on the concrete leading into the garage and sprinkler heads being covered with mulch and the community possibly purchasing a rain gauge. She also had questions about what an acceptable response time is for the Board members to reply to an e-mail, who cleans up the entry way to the building and homeowner’s docs that are on the website being paraphrased better and archiving the history for better reading.
- A resident had questions and complaints regarding not being able to leave magazines and newspapers in the common areas for other residents to read and the previous e-mail all residents received about not moving furniture in the

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common areas.

- Multiple residents stated they are having an ant problem.

**VII. MANAGEMENT REPORT**

Management reported the following to the Board:

- Finances- The financial statement of income and expenses for the association through the close of business on February 28, 2019 was presented and discussed. Management stated a CD is maturing on March 23 and they obtained some rates for the Board to review. The Board would like Management to find out about a 13 month term before making any decisions.
- Engineering Concrete- Mosaic Engineering has been on site to inspect and evaluate the plaza deck concrete. In a meeting held on site there were a number of Board members and Management present to discuss the next phase of replacement. The proposal for concrete work was presented to the Board from Mosaic.

***Upon a motion made by Director Bowman and seconded by Director Burton, it was unanimously agreed to approve the proposal from Mosaic Engineering and Consulting for renovation in the amount of \$59,000.00.***

- Additional Concrete- Management solicited proposals from Brother's Concrete, and Property Service Group. The scope of work includes the replacement of the patio concrete of unit #124.

***Upon a motion made by Director Burton and seconded by Director Keefer, it was unanimously agreed to approve the proposal from Brother's Paving and Concrete Corporation for \$6,400.00 for concrete work.***

- Brick Entryway of South Pitt Street- Management presented proposals from Property Service Group, Inc. and Affordable Home Services for the tuck-pointing and refurbishment of the motor joints at the South Pitt Street entrance to the Board.

***Upon a motion made by Director Keefer and seconded by Director Keane, it was unanimously agreed to approve the proposal from Affordable Home Services for \$4,650.00 for the brick walkway repair project.***

- Concrete Grinding- Management presented proposals from Property Service Group, Inc. and Morales Masonry to grind the trip hazard located on the walkway near the surface parking lot.

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***Upon a motion made by Director Burton and seconded by Director Keane, it was unanimously agreed to approve the proposal from Morales Masonry for \$250.00.***

- Gutter Cleaning- Spring and fall seasonal gutter cleaning has been completed by Virginia Contracting for the past ten years. This process is completely done by hand and requires the use of a ladder. They have proposed \$3,500 per cleaning.

***Upon a motion made by Director Burton and seconded by Director Bowman, it was unanimously agreed to approve the proposal for Virginia Contracting for \$7,000.00.***

**On Site Manager's Report-**

- The insurance company for Waste Management made a loss settlement offer for the damage that was done to the dumpster rooms' doors, that management deemed unreasonable. Management made a counter offer that has not yet been responded to by the insurance adjuster. Management has sent them a reminder.
- A sample of the astragal to be used on the lobby entry doors has been acquired by Management. Installation demo has been completed on the Pitt Street side doors. Management is requesting Board approval for purchase and installation.
- Management was able to locate a wallpaper repair person for the common area wallpaper repair needed across from unit 126. The repair was completed to Management's satisfaction. Management intends to use this repair person in the future for additional repairs.
- Management has received proposals to resolve the building settlement drainage issue in a unit patio along Pitt Street. Also to address the brick entry on Pitt Street and to grind a portion of concrete slab near the surface parking lot. Proposals are included in the Board package for Board action.
- Replacement of the aging drip pans in the garage has been completed. Affected ceiling tiles were also replaced.
- Management has acquired the replacement wood trim for unit 417's door. Installation was done by site staff.
- The Billy Goat (garage sweeper) has been repaired by Daycon.
- Professional Grounds has completed the cleaning, edging and mulching of the building exterior.
- American Pool has made multiple visits to the property to check for needed repairs. Plumbing repairs have been completed. Pool passes are in the process of

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being made. Notices will be sent out soon for new residents to submit photos to obtain pool ID cards.

- Industrial inclement weather mats to be used in both lobbies during inclement weather were purchased by Management and have been delivered on site.
- Site staff is in the process of stripping and repainting all trash chute doors.
- 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 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, continues on a regular basis.

**VIII. UNFINISHED BUSINESS**

- Handicapped Parking Lot- Management and the Board previously discussed placing a handicapped parking space on the surface lot. After discussion with the Board this idea was tabled for further review.

**IX. EXECUTIVE SESSION**

*Upon a motion made by Director Burton and seconded by Director Bowman, it was unanimously agreed to move into Executive Session to discuss attorney client correspondence at 8:34 p.m.*

*Upon a motion made by Director Keane and seconded by Director Burton, it was unanimously agreed to move back into Open Session at 8:36.*

**X. ADJOURNMENT**

*Upon a motion made by Director Keefer and seconded by Director Burton, it was unanimously agreed to adjourn the meeting at 8:40 p.m.*

Respectfully Submitted,

*Ashley Meehan*

Independent Board Recorder