

ST. ASAPH SQUARE CONDOMINIUMS
MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
01/21/20
801 SOUTH PITT STREET
OLD TOWN ALEXANDRIA, VA 22314

FINAL

BOARD MEMBERS PRESENT

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

OTHERS PRESENT

Scott Hummel	Community Manager, Cardinal Management Group Inc.
Yahya Serry	On-Site Manager, Cardinal Management Group Inc.
Ashley Meehan	Independent Recorder

I. CALL TO ORDER

President Millslagle 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 Keane and seconded by Director Bowman, it was unanimously agreed to approve the minutes of the December 03, 2019 board meeting as presented.

III. OFFICER'S REPORT

- **President's Report**- No Report
- **Vice President's Report**- Vice President Keane wanted to remind all residents that the Board works very hard to do the best they can to please all residents, but wants to also remind everyone they are volunteers; they do not get paid to do this job.
- **Secretary's Report**- No Report
- **Treasurer's Report**- The financial statement for the period ending December 31, 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 \$1,927,099 other assets totaled \$32,399, and total assets were \$1,959,498; total liabilities were \$155,814; accrued replacement reserves were \$1,306,769; reserve elevator funding was (\$109,240); and member's equity was \$27,147. Total equity was \$1,803,684. Total liabilities and equity was \$1,959,498.

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IV. COMMITTEE REPORTS

- **Landscaping Committee-** No report.
- **Covenants Committee-** Mr. Burton reminded residents that holidays are over and all decorations should be down. Unit #125 has an old rotted out umbrella that needs to be removed or replaced and unit #231 has two dead shrubs that need to be removed or replaced also.
- **Pool Committee-** Mr. Burton stated they removed planters on the Pitt Street side of the pool to give a more open space. Mr. and Mrs. Burton have volunteered to lead the pool committee for 2020.
- **Social Committee-** No report
- **Welcome Wagon-** Director Keefer stated there are new residents in the building in unit #416, unit #239, unit #329 and unit #433.
- **Dinner Night Out-** No report

V. OTHER REPORTS

- **City of Alexandria Updates-** No report.
- **Website-** No report.
- **Newsletter-** Toni is working on getting some articles for the next newsletter that will be out soon.

VI. COMMUNITY FORUM

A resident stated she believes some of the residents are experiencing confusion in the garbage area understanding the signs, due to this items are being discarded incorrectly. She stated the signs need visuals because they are confusing. She offered to help out with this project and gave her contact information to the Board to help out, Kathleen Sullivan from unit #124.

A resident stated he had some concerns relating to the pool deck renovation project dumpster area that is in the visitor parking spots, he stated it is very dirty and is left uncovered sometimes. He also observed someone using the port-a-potty that is for workers only. He is also having an issue with his chimney and flu that he would like to discuss with the Board after the meeting, the workers who he contacted to fix the issue stated they could not access the roof when they came and he needs them to. He also wanted an update on if the Board was still interested in getting key fobs.

A resident brought a list of concerns to the Board for review; some key items from the list were getting new mats for in front of the elevator, if everyone got their dryer vents cleaned, if the Board got LED light proposals and entry way door issues.

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A resident stated she met with Alexandria's Storm Water Utility Manager about how the building could apply to have a nutrient management plan but a master gardener is needed to qualify. She shared information she learned about rain barrels and asked the Board if they were interested, it would help patio owners to water plants with collected rain water. She would also like to suggest some type of "Task List/ Action Item List" so she could be notified when things are completed and monitor the progress of projects.

A resident stated sometimes there are pieces of broken glass around the dumpster area and she would like to know if a dustpan and broom could be there so owners could clean it up. The Board also asked Management to check these areas after the trash is picked up.

Multiple residents inquired about pool deck renovation updates; they would like the Board to relay as many updates as they can. They suggested using the building boards in the building. The Board will do their best to update the owners.

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 December 31, 2019 were presented.
- **Trash Service Proposal-** Management contacted Waste Management to inquire about some billing discrepancies they have noticed, they believe they are paying for more trash bins than needed. A representative came out to evaluate this and to discuss the number of days in which the various services have been conducted vs what they could be for less cost. Waste Management presented a proposal for renewal of their services acknowledging these options. Discussion with the Board followed, they would like to **table** this proposal, they would like to explore their options with different vendors and monitor the issues first before approving the renewal contract.
- **Patio Renovation Update-** Mosaic provided updates of the most recent activity in the patio renovation project. The update consisted of field reports, minutes of the last construction meeting, a copy of the most recent approved change order and the most up to date rendering of the plaza design.
- **Elevator Spare Parts Proposal-** An elevator spare parts list and proposal from ThyssenKrupp was presented to the Board for review and approval.

Upon a motion made by Director Burton and seconded by Director Keefer, it was unanimously agreed to approve the elevator spare parts proposal.

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ON SITE MANAGER'S REPORT

- There was a smoke incident on the 4th floor where in the unit owner placed a package on her stove that was still on and went to take a nap. The package caught fire and smoked the entire unit. Luckily the fire did not spread before she was awakened by the fire alarms. The following day a 4th floor resident called to report about strong smoke smell in the common area. I came over and opened the windows on that floor.
- Management received a web link from one of the Board members for a business that sells astragals and weather stripping. Management has ordered the one that may work for our front doors. They may be installed by the meeting date.
- There was a garage incident where in a resident took a sharp right turn and damaged the garage door electronic eye opener. Emergency service was called. I came over and met with the technician who made a temporary repair. A new electronic eye was installed the following work day. The resident has honored both the emergency call and the repair bills, and payment has been made.
- Waste Management's account manager, Ms. Kelly Nelson, visited the property for a pre service agreement contract survey. She will be sending a proposal with different options to choose from. The options will include: 1. reducing the number of pickups from 3 times a week to 2 times a week, 2) reducing the number of dumpster from 3 to 2 per dumpster room, and 3) remaining with the same schedule and number of containers. Written Contract is expected by the meeting for Board action.
- Owner of unit 206 sent an HVAC technician to service her unit after receiving a complaint from her tenants that they do not have heat. The tech came and discovered that the electric wires to the heat pump have been cut off by the crew working on the plaza deck. CW is sending an electrician to repair the wires. The unit owner is sending the service call invoice to Management for payment
- Management solicited and received two (2) quotes from Door Systems and Over Head Doors for the replacement of the garage door operator. Quotes were forwarded to the Board for action.
- Pending for Board action is the quote from Lightility for changing the regular light fixtures in the garage, the stairs and other common areas to LED.
- Site staff has identified three common area doors in high traffic areas that need stripping and repainting. The door between the St. Asaph elevator and the

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maintenance room has been completed. Staff is now working on the door by unit 121. Site staff has also taken care of the following projects:

Both dumpster rooms power washed and painted
The loading dock ramp has been painted
The hand rail by stair E at the garage level has been repaired
The handle on the 4th floor common balcony door was repaired
Wall paper in different areas of the hallway was repaired
Glass on both main entry doors washed.
Several doors and base board painted
Sections of the garage with oil leaks were treated with absorbent and power washed.

- NCore Group had to be called for a fire alarm service. It was a ground fault failure that was caused by a leaky flow switch. The switch was replaced by Simplex Grinnell. Another alarm issue happened a couple of days later caused by a dirty smoke detector on the fourth floor. That was taken care of by site staff.
- 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. OLD BUSINESS

The Board would like an update on the proposal from All Plumbing to clean out the stacks for the toilets with hydro jetting. Management will provide an updated proposal hopefully at the next meeting after meeting with the plumber again to reevaluate.

The Board would like an update on the request for lighting on the ramp. Management recently met with the electrician for this issue. The ramp area lighting will either be repaired by fixing the damaged wiring or completely redoing the wiring to reestablish a connection for the lights to work again. This should be done within the next week.

The Board would also like Management to observe the front entry way doors on the Pitt Street side of the building after the meeting to assist them with coming up with a finalized solution to fix the ongoing issues with rain water being let in.

IX. NEW BUSINESS

A. Electronic vote, read to record- renovation for unit #414.

Upon a motion made by Director Keane and seconded by Director Millsagle, it was

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unanimously agreed to approve the renovation for unit #414.

B. Electronic vote, read to record- renovation for unit #327.

Upon a motion made by Director Keefer and seconded by Director Burton, it was unanimously agreed to approve the renovation for unit #327.

The garage door motor was leaking oil, Management suggested replacing the motor. They will provide proposals at the next meeting.

X. EXECUTIVE SESSION

Upon a motion made by Director Burton and seconded by Director Bowman, it was unanimously agreed to move into Executive Session at 8:25 p.m. to discuss legal matters of the association and delinquencies.

Upon a motion made by Director Keefer and seconded by Director Keane, it was unanimously agreed to move back into open session at 8:48 p.m.

XI. ADJOURNMENT

Upon a motion made by Director Bowman and seconded by Director Keane, it was unanimously agreed to adjourn the meeting at 9:00 p.m.

Respectfully Submitted,

Ashley Meehan

Independent Board Recorder