

The Algonquin Association

Board of Directors Meeting

Algonquin Room

7320 Glenroie Avenue

Norfolk, VA 23505

March 28, 2023

4:00pm

AGENDA

- I. Call to Order**
- II. Adoption of Agenda**
- III. Homeowners Forum (Limited to 15 minutes)**
- IV. Approval of February 28, 2023 Minutes**
- V. Treasurer's Report**
- VI. Committee Reports**
 - A. Building Committee**
 - B. Communications Committee**
 - C. Covenants Committee**
 - D. Finance Committee**
 - E. Fire Safety Committee**
 - F. Grounds Committee**
 - G. Guest Rooms Committee**
 - H. Library Committee**
 - I. Pool Committee**
 - J. Social Committee**

VII. Maintenance Report

VIII. Manager's Report

IX. Old Business

- A. Damuth Trane - Status Report on Dual Temp Controls**
- B. Live Oak CD #5348 Update**

X. New Business

- A. Unanimous Consent to Replace Air Handler Coils**
- B. Revision to Guestroom Reservation Form**
- C. Fence Repair**
- D. Power Machine Proposal**
- E. Cox Communications Proposal**
- F. Price Electric Proposal for Repairs**
- G. Strategic Planning Committee**
- H. AEDs**
- I. Photo-Directory**
- J. Emergency Procedures and Policies**
- K. Front Entrance Door Maintenance Proposal**

XI. Announcements

XII. Homeowners Forum

XIII. Adjourn

The next Board of Directors' meeting will be held on Tuesday, April 25th at 4:00pm in the Algonquin Room.

February 28th Minutes

Minutes were not available as of publication and will be distributed as soon as possible.

Proposal for an Illustrated Resident's Directory

It has been brought to my attention by many long-time residents that they would like to see a Residents Directory with not only the residents' name, unit number, and contact information, but also the resident's photograph. New residents are coming in all the time, and it would be nice to put a face to a name.

I am a retired professional photographer. I would volunteer my time and equipment to photograph the images needed. I would suggest printing 1x1 inch head-shot images along with the residents' information on 8.5x11 inch plain paper. This would allow for 8 residents to a side or 16 residents to a sheet of paper printed front and back. Not everyone may want to have their portrait made but their information would still be included. I will provide the residents' data to Fleet in an excel file along with jpeg. images.

Fleet Printing will charge a \$50/hr. set-up fee and 30 cents an 8.5x11 inch color page. The price per page includes both front and back. Based on the current directory, (152 residents) approximately 10 pages are needed. My thoughts are that we just staple the directory together.

Estimated cost:

Set-up:	\$100.00
.30x10x124	<u>\$372.00</u>
	\$472.00

For your consideration,


Cannon Renfro

To the Board at The Algonquin House:

As we begin to prepare for the summer at the pool, I believe that installing a handicap accessible ramp into the pool would be helpful for the older adults that like to use the pool. It would make the pool less daunting to those that need the help getting in and out. It also might attract new pool users who have been too afraid to go in. I have heard that several have slipped or fallen on the steep steps.

Since the liner is soon to be replaced, I thought that this would be a good time to look into it. Thank you for your consideration.

Thank you for all that you for the Algonquin House.

Best, Christie Ritter

THE ALGONQUIN ASSOCIATION, INC.

As of 01/31/23

BALANCE SHEET

ASSETS:

CASH:

1015	CIT checking #3372	\$	127,503.91	
1025	Southern Addtn'l Operat #2702		49,178.64	
1030	Southern Bank G/O Res #4102		113,650.64	
1090	Petty Cash		500.00	
1091	1st Carolina Petty Cash #2375		4,520.33	

Subtotal Operating Cash	\$	295,353.52
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1045	Southern Bank R/R MMA #3302	\$	188,463.46	
1048	Old Point MMA R/R #1101		247,317.94	
1057	Live Oak CD#2630 12/18/23 4.5%		56,052.87	
1059	LiveOak CD #5348 4/30/23 1.30%		54,008.55	
1078	1st Internet R/R MMA #6531		14,253.50	

Subtotal Repl Reserve Cash	\$	560,096.32
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ACCOUNTS RECEIVABLE:

1310	Assessments Receivable	\$	16,744.82	
1316	Cox Cable Fee Receivable		1,381.77	
1340	Late Fees Receivable		928.60	
1350	Legal Fees Receivable		4,814.38	
1360	Misc Owner Charges Receivable		340.00	

Subtotal Accts Receivable	\$	24,209.57
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OTHER ASSETS:

1610	Prepaid Insurance	\$	20,072.92	
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Subtotal Other Assets	\$	20,072.92
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FIXED ASSETS:

2010	Furniture & Fixtures	\$	32,626.00	
2020	Equipment		41,773.26	
2030	Pool Furniture		7,557.02	
2040	Guest Rooms		5,072.00	
2210	Accumulated Depreciation		(64,898.73)	

Subtotal Fixed Assets	\$	22,129.55
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TOTAL ASSETS	\$	921,861.88
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THE ALGONQUIN ASSOCIATION, INC.

As of 01/31/23

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LIABILITIES & MEMBERS EQUITY

LIABILITIES:

3010	Accounts Payable	\$	55,767.42	
3015	Accrued Expenses		27,729.55	
3050	A/P-Internal Funds In Transit		20.00	
3180	Employees Garnishment With.		.01	
3310	Prepaid Owner Assessments		49,540.05	
	Subtotal Liabilities			\$ 133,057.03

MEMBERS EQUITY:

GENERAL OPERATING RESERVES:

5010	Reserves - General Operating	\$	113,633.27	
5012	Gen Operating Reserve Interest		17.37	
	Subtotal Gen Operating Res			\$ 113,650.64

REPLACEMENT RESERVES:

5020	Reserves - Repair & Replacemen	\$	529,455.86	
5022	Replacement Reserves Interest		355.48	
5023	Repl. Reserve Expense		(37,120.00)	
	Subtotal Replacement Rsrv.			\$ 492,691.34

RETAINED EARNINGS:

5510	Prior Years Income/(Loss)	\$	170,005.50	
	Current Year Net Income/(Loss)		12,457.37	
		\$	182,462.87	

TOTAL LIABILITIES & EQUITY

\$ 921,861.88

THE ALGONQUIN ASSOCIATION, INC.

Period: 01/01/23 to 01/31/23

Actual	Current Period Budget	Variance	Description	Actual	Year-To-Date Budget	Variance	Yearly Budget
INCOME/EXPENSE STATEMENT							
INCOME:							
126,043.00	126,028.00	15.00	06310 Assessment Income	126,043.00	126,028.00	15.00	1,512,336.00
5,828.00	5,844.00	(16.00)	06316 Cox Cable Fee Income	5,828.00	5,844.00	(16.00)	70,128.00
420.00	420.00	.00	06317 Storage Fee Income	420.00	420.00	.00	5,040.00
60.00	12.50	47.50	06325 Boat Slip Fee	60.00	12.50	47.50	150.00
(68.20)	25.00	(93.20)	06340 Late Fee Income	(68.20)	25.00	(93.20)	300.00
120.00	25.00	95.00	06360 Misc. Owner Income	120.00	25.00	95.00	300.00
.00	200.00	(200.00)	06410 Moving Fees	.00	200.00	(200.00)	2,400.00
800.00	950.00	(150.00)	06420 Guest Room Fees	800.00	950.00	(150.00)	11,400.00
817.49	470.00	347.49	06430 Washer/Dryer	817.49	470.00	347.49	5,640.00
.00	200.00	(200.00)	06450 Resale Income	.00	200.00	(200.00)	2,400.00
100.75	700.00	(599.25)	06500 Repair/Cleaning - Owners	100.75	700.00	(599.25)	8,400.00
.00	2,393.17	(2,393.17)	06725 T-Mobile Lease	.00	2,393.17	(2,393.17)	28,718.00
368.42	330.00	38.42	06910 Interest Income	368.42	330.00	38.42	3,960.00
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134,489.46	137,597.67	(3,108.21)	TOTAL INCOME	134,489.46	137,597.67	(3,108.21)	1,651,172.00
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EXPENSES:							
GENERAL & ADMINISTRATIVE:							
8,333.34	8,468.00	134.66	07010 Management Fees	8,333.34	8,468.00	134.66	101,616.00
.00	766.67	766.67	07140 Audit Fees	.00	766.67	766.67	9,200.00
.00	500.00	500.00	07160 Legal Fees	.00	500.00	500.00	6,000.00
.00	833.33	833.33	07180 Professional Fees	.00	833.33	833.33	10,000.00
53.71	30.00	(23.71)	07260 Postage & Mail	53.71	30.00	(23.71)	360.00
4,636.25	5,101.72	465.47	07280 Insurance - Property & Liab	4,636.25	5,101.72	465.47	61,220.65
393.66	580.95	187.29	07285 Insurance - W/C, Health & Li	393.66	580.95	187.29	6,971.44
982.92	2,292.34	1,309.42	07290 Flood Insurance	982.92	2,292.34	1,309.42	27,508.03
191.68	450.00	258.32	07320 Office Supplies	191.68	450.00	258.32	5,400.00
.00	50.00	50.00	07335 Kitchen/Social Expenses	.00	50.00	50.00	600.00
208.91	83.33	(125.58)	07338 Guest Rooms	208.91	83.33	(125.58)	1,000.00
.00	478.67	478.67	07350 Commission Expense - Lease	.00	478.67	478.67	5,744.00
609.16	300.00	(309.16)	07400 Printing & Office Equipment	609.16	300.00	(309.16)	3,600.00
.00	266.67	266.67	07430 Income Taxes	.00	266.67	266.67	3,200.00
314.00	200.00	(114.00)	07625 Resale Prep Expense	314.00	200.00	(114.00)	2,400.00
261.23	200.00	(61.23)	07890 Misc. General & Administrati	261.23	200.00	(61.23)	2,400.00
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15,984.86	20,601.68	4,616.82	Subtotal General & Admi	15,984.86	20,601.68	4,616.82	247,220.12

THE ALGONQUIN ASSOCIATION, INC.

Period: 01/01/23 to 01/31/23

Actual	Current Period Budget	Variance	Description	Actual	Year-To-Date Budget	Variance	Yearly Budget
PERSONNEL EXPENSES:							
7,808.33	8,302.00	493.67	08610 Receptionist Salaries	7,808.33	8,302.00	493.67	99,624.00
3,417.00	4,829.00	1,412.00	08620 Housekeeper Salaries	3,417.00	4,829.00	1,412.00	57,948.00
12,103.30	7,928.00	(4,175.30)	08630 Maintenance Salaries	12,103.30	7,928.00	(4,175.30)	95,136.00
4,527.20	5,053.00	525.80	08650 Doormen Salaries	4,527.20	5,053.00	525.80	60,636.00
2,242.28	2,313.00	70.72	08710 Payroll Taxes	2,242.28	2,313.00	70.72	27,756.00
1,021.96	455.00	(566.96)	08725 Payroll Processing Fees	1,021.96	455.00	(566.96)	5,460.00
<u>31,120.07</u>	<u>28,880.00</u>	<u>(2,240.07)</u>	Subtotal Payroll Expense	<u>31,120.07</u>	<u>28,880.00</u>	<u>(2,240.07)</u>	<u>346,560.00</u>
UTILITIES:							
10,835.47	12,000.00	1,164.53	08910 Electricity - House Meter	10,835.47	12,000.00	1,164.53	144,000.00
5,681.25	5,844.00	162.75	08920 Cable	5,681.25	5,844.00	162.75	70,128.00
2,867.45	5,152.00	2,284.55	08930 Water	2,867.45	5,152.00	2,284.55	61,824.00
1,311.76	4,254.00	2,942.24	08940 Sewer	1,311.76	4,254.00	2,942.24	51,048.00
5,432.28	3,309.00	(2,123.28)	08950 Gas	5,432.28	3,309.00	(2,123.28)	39,708.00
262.69	608.00	345.31	08960 Storm Water	262.69	608.00	345.31	7,296.00
290.92	200.00	(90.92)	08970 Office Internet	290.92	200.00	(90.92)	2,400.00
576.68	670.00	93.32	08990 Telephone	576.68	670.00	93.32	8,040.00
<u>27,258.50</u>	<u>32,037.00</u>	<u>4,778.50</u>	Subtotal Utilities	<u>27,258.50</u>	<u>32,037.00</u>	<u>4,778.50</u>	<u>384,444.00</u>
MAINTENANCE:							
5,132.33	1,950.00	(3,182.33)	09010 Landscape Maintenance Contra	5,132.33	1,950.00	(3,182.33)	23,400.00
230.00	340.00	110.00	09020 Grounds/Common Area	230.00	340.00	110.00	4,080.00
200.00	300.00	100.00	09025 Exterminating	200.00	300.00	100.00	3,600.00
617.70	780.00	162.30	09090 Trash Removal	617.70	780.00	162.30	9,360.00
.00	854.17	854.17	09095 Pool Maintenance Contract	.00	854.17	854.17	10,250.00
.00	416.67	416.67	09096 Pool Expense - Other	.00	416.67	416.67	5,000.00
1,074.31	1,000.00	(74.31)	09120 Maintenance & Cleaning Suppl	1,074.31	1,000.00	(74.31)	12,000.00
1,079.56	500.00	(579.56)	09150 Fire Protection - Alarm Mon.	1,079.56	500.00	(579.56)	6,000.00
41.28	2,000.00	1,958.72	09160 Repairs Contract/Other	41.28	2,000.00	1,958.72	24,000.00
.00	262.50	262.50	09170 Generator Maintenance Contra	.00	262.50	262.50	3,150.00
.00	300.00	300.00	09180 Electric Repair & Materials	.00	300.00	300.00	3,600.00
.00	500.00	500.00	09190 Plumbing Repairs/Supplies	.00	500.00	500.00	6,000.00
.00	1,000.00	1,000.00	09200 Elevator Maintenance/Contrac	.00	1,000.00	1,000.00	12,000.00
.00	500.00	500.00	09225 Elevator Repairs	.00	500.00	500.00	6,000.00
.00	5,602.00	5,602.00	09260 Heating & Cooling Contract	.00	5,602.00	5,602.00	67,224.00
.00	450.00	450.00	09270 Heating & Cooling Repair	.00	450.00	450.00	5,400.00
<u>8,375.18</u>	<u>16,755.34</u>	<u>8,380.16</u>	Subtotal Maintenance	<u>8,375.18</u>	<u>16,755.34</u>	<u>8,380.16</u>	<u>201,064.00</u>

The Algonquin Association, Inc.

Period: 01/01/23 to 01/31/23

Actual	Current Period Budget	Variance	Description	Actual	Year-To-Date Budget	Variance	Yearly Budget
The Algonquin Association, Inc.							
RESERVES:							
1,855.48	1,500.00	(355.48)	09910 General Operating Reserves	1,855.48	1,500.00	(355.48)	18,000.00
37,438.00	37,438.00	.00	09920 Replacement Reserves	37,438.00	37,438.00	.00	449,256.00
.00	358.00	358.00	09990 Reserve Interest	.00	358.00	358.00	4,296.00
<u>39,293.48</u>	<u>39,296.00</u>	<u>2.52</u>	Subtotal Reserves	<u>39,293.48</u>	<u>39,296.00</u>	<u>2.52</u>	<u>471,552.00</u>
122,032.09	137,570.02	15,537.93	TOTAL EXPENSES	122,032.09	137,570.02	15,537.93	1,650,840.12
<u>12,457.37</u>	<u>27.65</u>	<u>12,429.72</u>	NET INCOME/(LOSS)	<u>12,457.37</u>	<u>27.65</u>	<u>12,429.72</u>	<u>331.88</u>

A / P O P E N I T E M D E T A I L

Starting vendor: "First"

Ending vendor: "Last"

Cut off date: 01/31/23

Vendor	Vchr #	Invoice	Reference	Date	Amount
ALGONQ THE ALGONQUIN ASSOCIATION	18114	PETTY CASH	replenish petty cash	01/31/23	579.92
BETA VSC FIRE AND SECURITY INC.	18143	03ST28153898	knox boxes	01/29/23	1079.56
DBSSTA DBS STAFFING SERVICES INC	18119	3041	Front Desk 1/16-1/22	01/26/23	360.00
FLEET FLEET PRINTING SERVICES	18118	63137	2023 Directory	01/20/23	429.30
GASSER PATRICK GASSER	18121	011223-	Calendars/flashlights	01/13/23	83.85
	18122	011223-	Mailroom light switch	01/13/23	16.95
	18123	011223-	Kitchen Stove drip pans	01/13/23	20.26
	18124	011223-	laundry detergent	01/13/23	26.98
	18125	011223-	PM Tools/supplies	01/13/23	29.65
			Total:		177.69
GENERA ALGONQUIN ASSOCIATION	18120	JAN 2023	Monthly GOR contribution	01/31/23	1500.00
HRUBS HRUBS	18128	012023-720000	12/13-1/16 7320 glenroie	01/27/23	3128.86
NOSTRK NO STREAKING	18145	013023-	Window Washing - 1/30/23	01/31/23	110.00
PLACE ROBERT PLACE	18129	011223-	Website Domain	01/12/23	30.16
	18130	011223-	Website Hosting	01/13/23	107.88
			Total:		138.04
PRIDGE TONI PRIDGEN	18131	011223-	Guest Room Supplies	01/13/23	208.91
REPLAC THE ALGONQUIN ASSOCIATION	18141	JAN 2023	Monthly RR contribution	01/31/23	37438.00
RITTER RITTER GROUNDS MAINT., INC.	18126	28849	2023-01 Landscape Cont	01/24/23	1866.93
	18127	28944	Contract Correction	01/24/23	360.00
	18134	28614	2022-11 Landscape Cont	01/24/23	2905.40
			Total:		5,132.33
SELECT THE SELECT GROUP, INC.	18116	3B	resale unit 3b	01/26/23	50.00
	18140	3B	resale unit 3b	01/26/23	264.00
	18144	013123-20	Jan misc chages	01/31/23	183.51
			Total:		497.51
SOUTH SOUTHDATA INC	18115	993822910	coupon books	01/24/23	173.25
TESLA TESLA POOLS, LLC	18137	1267	2022-09 Pool Cont	01/31/23	1800.00
	18139	1175	2022-07 Pool Cont	01/31/23	1860.00
			Total:		3,660.00
TONYMI TONY MICHALEK	18132	011223-	Keys for knox box	01/13/23	13.72
	18133	011223-	Tool for Convectector	01/13/23	14.99
			Total:		28.71

A / P O P E N I T E M D E T A I L

Vendor	Vchr #	Invoice	Reference	Date	Amount
VANGAS VIRGINIA NATURAL GAS	18135	012023-21140	12/18-1/19 7320 glenroie	01/23/23	1125.34
Grand total:					55,767.42

-- End of report --

February Financials

The February 2023 financial reports were not available at publication and will be distributed when available.

MARCH 2023 Maintenance Report

Report as of March 21st, 2023

We have completed 35 house work orders with 8 open house orders.

We have completed 28 unit work orders with 4 open unit orders.

Some of the items accomplished under house orders were:

- painting the first floor mens room by the maintenance office
- removing an animals nest from the pool pumphouse eave and replacing the rotted eave
- pressure washer is working and work will start in April
- cleaning iron staining behind washers on several floors
- replacing fishing line along waterfront
- deploying garden houses and turning exterior water back on for summer
- replaced ruptured fitting at pool water fountain and added additional isolation valves

The ruptured drain at the pool is due to be repaired within the next 30 days by Unique Plumbing (JR)

The pole lights by the water front have a wiring issue with the northern pole needing to be reset into the ground. This is being addressed, hopefully within the next 30 days.

PM checks are progressing, currently we are working on 5th floor units.

The Algonquin Association

Manager's Report

March 2023

Financials:

The January financial reports are included for your review. The February financials were not available as of this writing and will be distributed as soon as possible.

Management holds a debit card associated with a petty cash account which is separate from other association funds.

The January Replacement Reserve and Operating Reserve contributions were made in the amounts of \$37,438 and \$1,855 respectively.

Maintenance:

Air Handler Rupture

The replacement coils for the north and south air handlers are on order but an estimated delivery date is not available as of this writing.

Dual Temperature System

Please see the Damuth Trane project updates included in this packet.

The cooling tower valve replacements approved by the Board at the February meeting has been completed at a reduced cost. The valve that burst due to freezing weather has been replaced, but the underground valve that was leaking by and allowed the second valve to burst had an exterior mechanical issue that prevented the valve from fully closing. Once this was determined, the valve was repaired without replacing it. These valves are operating as expected.

Damuth Trane performed a test of the chiller mechanical and software systems on Monday, March 13th and discovered some minor issues with the

programming of the automated system, but these were quickly resolved. The chiller mechanical systems operated as expected.

The Dual Temperature control system upgrade installation and final system testing are complete. Damuth Trane has a few minor installation punch list items to resolve before this project is considered finished.

The drilling of holes in the bottom of the cooling tower concrete vault has not been completed. Although Damuth Trane agreed with the concept of drilling the holes and allowing water to drain into the ground, they have concerns about piping and wiring that may be under the concrete but cannot be located. Although Maintenance Staff could drill these holes, Management agrees that it is not worth the risk to any potential underground systems. As a reminder, the recommendation for a sump pump in this vault was to prevent the newly insulated piping from sitting in water that may accumulate in the vault. After the insulation was installed, there is about 10 inches of space between the bottom of the vault and the insulation, and when the burst valve was leaking, water level did not reach the level of the bottom of the insulation. In lieu of drilling holes or installing the recommended \$5,000 sump pump, Management and Maintenance will monitor the water levels in the vault. If water levels approach the bottom of the insulated piping, Management will install a pool cover pump as a short term solution until a permanent solution is installed.

The first automatic transfer of the Dual Temperature System from heating to cooling was completed on March 25th and although the automated system functioned properly, new setpoints imposed by a Damuth engineer resulted in the transfer taking approximately 39 hours (12pm Thursday to 3am Saturday). Damuth technicians and Management are working to find alternatives to reduce this transfer time. Note: This delay is only for the transfer from heating to cooling. The transfer from cooling to heating does not have any limiting setpoints and can be accomplished within a few hours.

Damuth Trane reports that the new Dual Temperature System boilers will arrive by the end of April. Damuth suggested a Kick-Off Meeting with the Board, but Management has requested a meeting prior to the Kick-Off to

discuss the removal and installation process and its impacts to the building and residents. Once this meeting is held and any questions answered, a meeting with the Board will be scheduled to explain the process and answer any additional concerns.

Management has requested a proposal for the chiller overhaul on several occasions and has not received it. Damuth reports that they are researching parts and costs but do not anticipate any conflicts that will prevent the chiller overhaul from being completed before Spring 2024.

There is a knocking sound coming from one of the Dual Temperature System circulating pump check valves. Damuth is aware of the issue and reports this repair is covered under warranty. This work has not been scheduled yet.

Dual Temperature System Leaks

The only known leak in the Dual Temperature System is in the southwest corner of the building and has appeared intermittently in unit 1C. A hole was cut in the ceiling to aid in locating the leak and a plastic access cover was temporarily installed. The owner of Unit 1C has agreed to allow the hole to remain in their ceiling until the leak can be located and repaired.

Landscaping

Management met with Ritter Grounds on March 14th to walk the property and discuss landscaping concerns as required by contract.

Ritter Grounds performed the first cut of the season on March 24th.

Management took several pictures of concerns and will send these to Ritter for correction.

Pool

Tesla Pools services the pool weekly to maintain cleanliness and chemicals.

The pool was allowed to drain for several weeks in an attempt to determine the location of the leak and the pool drained below the level of the skimmers and vacuum suction line, so the leak is probably in one of the equalization valves in the bottom of the pool. These valves can be serviced without

draining the pool, but the required repair cannot be determined until a diver can enter the pool. Tesla has agreed to complete this work before the pool opens. This leak will not prevent the pool from opening or receiving its city permit.

During efforts to locate the pool leak, Tesla Pools removed the paver bricks that were sinking on the south end of the pool and dug down to the level of the pool light directly below this point, but there was no evidence of a leak. The hole was backfilled and Maintenance replaced the pavers. This area will be monitored in case a sinkhole develops.

Lobby

Maintenance came to work at 3am on March 17th to buff the lobby floors. Although the finished product is better than when they started, Maintenance and Management agree that it can look better and the project will be attempted again.

The front entrance painting project originally scheduled to start on March 21st was delayed due to cold weather and started on March 23rd. The project is not complete and the contractor will return on March 27th to complete the project.

The flower pots at the front entrance windows and in the Algonquin Room have been cleaned as requested by the Grounds Committee. During this work, Maintenance discovered that the plants were root-bound and that the roots extend outside of the pots on some plants. Management spoke to the Plant Factory technician to determine if this was a concern and the technician felt that the plants are healthy and not in any danger but will consult with her management.

Preventive Maintenance

Preventative Maintenance in the units is progressing well with units on the 5th and 4th floors currently being scheduled/completed. Only 5 units on floors 6-12 have not been completed and Management will contact these units by letter to encourage the owners to schedule the service.

Since these services are not required to be completed by the condominium, Management will not force the service upon the resident, but will note the lack of access and will inform the resident of potential issues if maintenance is not completed.

Fire Main Piping

VSC Fire and Security were onsite February 14th to perform a repair to the fire department hose connection on the first floor of the south stairwell. The crew was able to complete the pipe installation, but still has some minor work to complete, such as installing the correct FDC plate on the exterior of the building. Management has been in contact with VSC to confirm this work has not been overlooked and will be completed. This invoice has been issued or paid.

Contracts:

As Management has limited experience with most of the Algonquin contractors, Management encourages the Board to review the performance of each contractor as their contracts approach renewal.

The management contract with Select Group will automatically renew on April 1st if notice of non-renewal is not provided. Management hopes that the community is happy with current services and will allow the contract to renew.

The landscaping contract with Ritter Grounds will automatically renew on May 31st. Management has no objection to allowing this contract to renew, but if the Board wishes to shop this contract, that process should start now.

The Cox Communications contract will automatically renew for one year if notice is not sent by April 1st. Cox Communications has sent a contract proposal for internet and cable service and this proposal is included in this packet for consideration. A survey has been issued to residents and completed surveys are due to Management by 8am March 30th.

Powers Business Machines has sent a contract proposal for maintenance of the office copier and it is included in this packet for consideration.

Contractor	Contract Start Date	Next Contract Renewal Date	Renewal Clause	Effective Renewal Date
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Select Group Association Management)	7/1/2022	7/1/2023	90 Days	4/1/2023
Cox Communications (Bulk Cable TV)	7/1/2018	7/1/2023	90 Days	4/1/2023
Ritter Grounds (Landscape Maintenance)	8/1/2021	7/31/2023	30-60 Days	5/31/2023
Boat Slip #5	7/1/2022	6/30/2023	N/A	N/A
Dominion Electric	9/3/2020	9/30/2023	90 Days	6/30/2023
S.L Nusbaum (Flood Insurance)	10/15/2022	10/15/2023	N/A	10/15/2023
Beskin-Divers (Liability Insurance)	10/15/2022	10/15/2023	N/A	10/15/2023
Beskin-Divers (Directors and Officers Insurance)	10/15/2022	10/15/2023	N/A	10/15/2023
Beskin-Divers (Workers Compensation)	10/15/2022	10/15/2023	N/A	10/15/2023
Beskin-Divers (Property Insurance)	10/15/2022	10/15/2023	N/A	10/15/2023
Beskin-Divers (Crime/Dishonesty Insurance)	10/15/2022	10/15/2023	N/A	10/15/2023
Boat Slip #3	5/1/2023	10/31/2023	N/A	N/A
Carter Cat (Generator Maintenance)	12/1/2022	12/1/2023	N/A	12/1/2023
Plant Factory (Indoor Plant Maintenance)	3/29/2018	3/29/2024	30 Days	2/28/2024
ChemTreat (Dual Temp System Chemical Treatments)	4/1/2005	4/1/2024	30 Days	3/1/2024
Johns Brothers (Fire Alarm Monitoring)	4/7/2020	4/7/2024	30 Days	3/7/2024
Tesla Pools (2023/2024 Season)	5/1/2023	4/30/2024 (non-renewing)	N/A	N/A
Desroaches (Audit and Taxes)	Ends with audit of 2023 financials	Non-Renewing	N/A	8/1/2024
FHA (Federal Housing Administration Certification)	8/17/2021	8/17/2024	N/A	N/A

John Hitch and Associates (Antenna Management)	6/8/2015	6/8/2025	60 Days	4/8/2025
TK Elevators (Elevator Maintenance Service)	7/15/2022	7/15/2025	90-120 Days	4/15/2025
Waste Management (Dumpster Service)	9/1/2022	9/1/2025	90 Days	6/1/2025
Tmobile (Roof Antenna)	2/2017	2/2027	1 year	2/2026
CSC (Laundry)	4/26/2019	4/26/2026	30 Days	3/26/2026
Damuth	9/1/2022	12/31/2027	30 Days	11/31/2027
Powers Business Machine (Copier Maintenance)	Exp	Exp	Exp	Exp
Guardian Pest Control	1/15/2017	Month to Month	30 Days	N/A

Respectfully submitted,

**Patrick Gasser
Association Manager
The Algonquin Association, Inc.**

Project Status Report

Overall Status: **At Risk**

Project Name: Algonquin House Dual Temp Controls

March 3, 2023

Status Code Legend

- On Track: Project is on schedule
 - On Track with Delays: Milestones missed but date intact
- High Risk: At risk, with a high risk of going off track
 - Off Track: Date will be missed if action not taken

<p>The project is AT RISK the weeks of 2/27/2023 - 3/3/2023, due to the following:</p>	<ul style="list-style-type: none"> ● Need to have mixed water valve fixed in the pit so the tower can be filled and insulation and aluminum wrapping can be completed at the cooling tower <ul style="list-style-type: none"> ○ Unable to fill tower until domestic valve is fixed ○ Board approved fix of valve; Damuth Service working with Laser (Bay mechanical) to get this fixed early next week. Coordinating with Laser to follow-up fix with tower fill, temp sensor installation, and changeover. ● Following valve replacement, we can fill tower, install temp sensors and perform checkout of system ● Insulation and wrapping of cooling tower pumps doesn't necessarily need to be done prior to filling tower as weather has warmed
<p>Issues:</p>	<ul style="list-style-type: none"> ● Need valve replaced at cooling tower pit to fill tower ● Standing water in pit at cooling tower preventing insulation and wrapping of pipes
<p>Milestones accomplished to date 2/27/2023 - 3/3/2023:</p>	<ul style="list-style-type: none"> ● Mobilization ● Conduit installed ● Communication wires pulled ● Installed new enclosure ● Relocated existing UC600 to new enclosure and connected existing points ● Identified locations for temp sensors ● Installed LON module ● Landed all points on controllers in new panel ● Installed 5 actuators ● Cooling tower drained ● Power ran to sump heater controls ● Valves installed at cooling tower ● Heat Trace installed ● Insulation on cooling tower pipes (almost complete) ● Repair of temp sensor well on piping in mechanical room ● Install isolation valves for differential pressure sensors ● Installation of differential pressure sensors

<p>Milestones planned this week, but not achieved with variance:</p>	<ul style="list-style-type: none"> ● Complete insulation and aluminum wrapping at cooling tower <ul style="list-style-type: none"> ○ Dependent on domestic valve repair at cooling tower ○ Standing water in pit at cooling tower <ul style="list-style-type: none"> ▪ Can be removed with installation of sump pump at cooling tower ● Fill cooling tower ● Install temp sensors ● Complete point-to-point checkout of HWS and CHWS
<p>Milestones planned for next week:</p>	<ul style="list-style-type: none"> ● Repair valve at cooling tower ● Complete insulation and wrapping of pipes at tower ● Fill cooling tower
<p>Areas/questions for discussion:</p>	
<p>Last report issues forwarded to this week:</p>	<ul style="list-style-type: none"> ● Broken valve in pit at cooling tower ● Standing water in pit at cooling tower



Contact Information

Gerrit Benson

Office: (757) 558-0200

Mobile: (757) 448-5461

Email: gerrit.benson@damuth.com

Project Abstract

The main objective of this project is to upgrade the current building control system at Algonquin House. This project will replace the legacy pneumatic controls with electronic controls to improve the comfort, reliability, and control of the heating and cooling system. The team will install basin heaters in the cooling tower, heat trace for piping and insulation to enable the system for wintertime chilled water usage.

Project Status Report

Overall Status: **High Risk**

Project Name: Algonquin House Dual Temp Controls

March 10, 2023

Status Code Legend

- On Track: Project is on schedule
 - On Track with Delays: Milestones missed but date intact
- High Risk: At risk, with a high risk of going off track
 - Off Track: Date will be missed if action not taken

<p>The project is HIGH RISK the weeks of 3/6/2023 - 3/10/2023, due to the following:</p>	<ul style="list-style-type: none"> ● Need to have mixed water valve fixed in the pit so the tower can be filled and insulation and aluminum wrapping can be completed at the cooling tower <ul style="list-style-type: none"> ○ Unable to fill tower until domestic valve is fixed ○ Board approved fix of valve; Damuth Service working with Laser (Bay mechanical) to get this fixed early next week. Coordinating with Laser to follow-up fix with tower fill, temp sensor installation, and changeover. ○ Scheduled for Monday 3/13/23 ● Following valve replacement, we can fill tower, install temp sensors and perform checkout of system ● Insulation and wrapping of cooling tower pumps doesn't necessarily need to be done prior to filling tower as weather has warmed
<p>Issues:</p>	<ul style="list-style-type: none"> ● Need valve replaced at cooling tower pit to fill tower ● Standing water in pit at cooling tower preventing insulation and wrapping of pipes
<p>Milestones accomplished to date 3/6/2023 - 3/10/2023:</p>	<ul style="list-style-type: none"> ● Mobilization ● Conduit installed ● Communication wires pulled ● Installed new enclosure ● Relocated existing UC600 to new enclosure and connected existing points ● Identified locations for temp sensors ● Installed LON module ● Landed all points on controllers in new panel ● Installed 5 actuators ● Cooling tower drained ● Power ran to sump heater controls ● Valves installed at cooling tower ● Heat Trace installed ● Insulation on cooling tower pipes (almost complete) ● Repair of temp sensor well on piping in mechanical room ● Install isolation valves for differential pressure sensors ● Installation of differential pressure sensors ● Sourced materials for valve replacement at cooling tower

<p>Milestones planned this week, but not achieved with variance:</p>	<ul style="list-style-type: none"> ● Complete insulation and aluminum wrapping at cooling tower <ul style="list-style-type: none"> ○ Dependent on domestic valve repair at cooling tower ○ Standing water in pit at cooling tower <ul style="list-style-type: none"> ▪ Can be removed with installation of sump pump at cooling tower ● Fill cooling tower – Valve fix did not occur this week; scheduled for Monday 3/13/23 ● Install temp sensors – will be done during changeover to new system <ul style="list-style-type: none"> ○ Targeting mid-week next week ● Complete point-to-point checkout of HWS and CHWS <ul style="list-style-type: none"> ○ Targeting mid-week next week
<p>Milestones planned for next week:</p>	<ul style="list-style-type: none"> ● Repair valve at cooling tower ● Fill cooling tower ● Energize heat trace on cooling tower pipes ● Install temp sensors ● Complete point-to-point checkout of HWS and CHWS
<p>Areas/questions for discussion:</p>	
<p>Last report issues forwarded to this week:</p>	<ul style="list-style-type: none"> ● Broken valve in pit at cooling tower ● Standing water in pit at cooling tower



Contact Information

Gerrit Benson

Office: (757) 558-0200

Mobile: (757) 448-5461

Email: gerrit.benson@damuth.com

Project Abstract

The main objective of this project is to upgrade the current building control system at Algonquin House. This project will replace the legacy pneumatic controls with electronic controls to improve the comfort, reliability, and control of the heating and cooling system. The team will install basin heaters in the cooling tower, heat trace for piping and insulation to enable the system for wintertime chilled water usage.

Project Status Report

Overall Status: **On Track**

Project Name: Algonquin House Dual Temp Controls

March 17, 2023

Status Code Legend

- On Track: Project is on schedule
- High Risk: At risk, with a high risk of going off track
- On Track with Delays: Milestones missed but date intact
- Off Track: Date will be missed if action not taken

<p>The project is ON TRACK the weeks of 3/13/2023 - 3/17/2023, due to the following:</p>	<ul style="list-style-type: none"> ● Mixed water valve at cooling tower fixed ● Tower filled, temp sensors installed ● Insulation and wrapping of cooling tower in progress; should be complete early next week
<p>Issues:</p>	<ul style="list-style-type: none"> ● Boiler 1 in alarm state. BAS tech and Damuth Service to address on Monday
<p>Milestones accomplished to date 3/13/2023 - 3/17/2023:</p>	<ul style="list-style-type: none"> ● Mobilization ● Conduit installed ● Communication wires pulled ● Installed new enclosure ● Relocated existing UC600 to new enclosure and connected existing points ● Identified locations for temp sensors ● Installed LON module ● Landed all points on controllers in new panel ● Installed 5 actuators ● Cooling tower drained ● Power ran to sump heater controls ● Valves installed at cooling tower ● Heat Trace installed ● Insulation on cooling tower pipes (almost complete) ● Repair of temp sensor well on piping in mechanical room ● Install isolation valves for differential pressure sensors ● Installation of differential pressure sensors ● Sourced materials for valve replacement at cooling tower ● Cooling Tower filled ● Energize heat trace and sump heater ● Temp sensors installed ● Old enclosures, pneumatic and comm lines demo'd ● Verified point-to-point on HWS and pumps

Milestones planned this week, but not achieved with variance:	<ul style="list-style-type: none">● Testing of the Chiller<ul style="list-style-type: none">○ Plan to test on Monday morning and switch back to HWS when testing complete
Milestones planned for next week:	<ul style="list-style-type: none">● Complete testing of CHWS
Areas/questions for discussion:	
Last report issues forwarded to this week:	<ul style="list-style-type: none">● Standing water in pit at cooling tower



Contact Information

Gerrit Benson

Office: (757) 558-0200

Mobile: (757) 448-5461

Email: gerrit.benson@damuth.com

Project Abstract

The main objective of this project is to upgrade the current building control system at Algonquin House. This project will replace the legacy pneumatic controls with electronic controls to improve the comfort, reliability, and control of the heating and cooling system. The team will install basin heaters in the cooling tower, heat trace for piping and insulation to enable the system for wintertime chilled water usage.

Unanimous Consent

Board of Directors
The Algonquin Association, Inc.

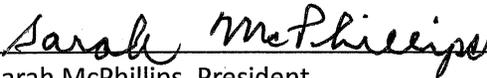
Algonquin Association Bylaws (December 2005)
Section 3.8.13

WHEREAS, the undersigned are the duly elected members of the Board of Directors of the Algonquin Association, Inc., and;

WHEREAS, after the Board Meeting of February 24, 2023, a recommendation was made to repair damage to the air handlers in the north and south hallways resulting from the freezing weather on December 24, 2023. The Board has determined that action is needed before the next scheduled Board meeting, and;

WHEREAS, the Board members reviewed, and approve by unanimous consent, the repairs to be completed per Damuth Trane proposal QBA23-10495, dated January 24, 2023, for a total of \$34,571, and;

NOW THEREFORE, BY THIS UNANIMOUS WRITTEN CONSENT, the Directors signify approval:



Sarah McPhillips, President

3-3-23
Date



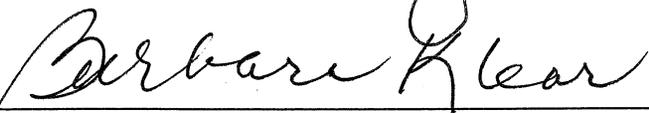
William P. Ballard, Vice-President

3/3/2023
Date



Mark McElhaney, Secretary

3/3/2023
Date



Barbara Klear, Treasurer

03-MAR-2023
Date



Judy McReynolds, At-Large

3/3/2023
Date



PROPOSAL

1100 Cavalier Blvd.
Chesapeake, VA. 23323
(757) 558-0200 Main
(757) 558-9715 Fax
(800) 768-4257 Toll Free
www.damuth.com

Client
Algonquin House
7320 Glenroie Avenue
Norfolk, VA 23505

Numbers
Q23-10495
QBA23-10495

Date
January 24, 2023

Job Name
Algonquin House
Coil Replacements

Attention: Patrick Gasser
PHONE: (757) 955-0340
EMAIL: pgasser@theselectgroup.us

Intent

In the early morning hours of December 24th, 2022, the Hampton Roads area of Virginia experienced an extreme low temperature weather event that caused the gas pressure to be reduced coming from VNG into Algonquin House. This caused the boilers to trip on low gas pressure which lowered the hot water temperature entering the dedicated outdoor air units that provide ventilation air to the North and South end of each floor. This reduced water temperature dropped the system below design parameters which ultimately caused the coils in each air handling unit to freeze and burst. Due to the damage to the internal end of the coils, the coils must be replaced. Additionally the water spraying from the coils has caused damage to the insulation and controls on the units. It is the intent of this proposal to outline a turn-key effort for Damuth Trane to return the building back to proper operation by replacing the two-pipe heating/cooling coils on both the North and South end Air Handling Units.

Scope:

- Perform lockout tagout on equipment
- Drain coils on North and South end AHUs
- Erect scaffold necessary for access to work area for both locations

South End AHU:

- Remove ceiling/grid in way of access to work area on south end AHU
- Disconnect and drain piping up to isolation valves to remove coil
- Remove necessary panels from unit
- Rig dual temp coil from south end unit
- Provide (1) new Trane OEM dual temp coil for South End AHU
- Rig and install new coil into existing air handling unit
- Reconnect existing piping and re-pipe as required
- Fill coil and vent in local area
- Remove failed legacy MP581 controller from south end AHU
- Provide, program and install new UC400 controller and necessary expansion modules
- Integrate new UC400 controller into existing Trane Tracer SC control panel
- Perform start-up of equipment and verify proper operation
- Provide new piping insulation where disturbed

Continued on Next Page





PROPOSAL

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(757) 558-9715 Fax
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www.damuth.com

North End AHU:

- Disconnect and drain piping up to isolation valves to remove coil
- Remove necessary panels from unit
- Rig dual temp coil from North End AHU
- Provide (1) new Trane OEM dual temp coil for North End AHU
- Rig and install new coil into existing air handling unit
- Reconnect existing piping and re-pipe as required
- Fill coil and vent in local area
- Perform start-up of equipment and verify proper operation
- Provide new piping insulation where disturbed
- Correct damaged duct insulation on entering air duct work

Damuth Trane's price for the proposed work is.....\$34,571.00

Notes:

1. Work to be performed during normal working times Monday – Friday 8:00 AM to 4:30 PM
2. Isolate Dual Temp system for coils by means of existing valves. Should these valves not hold adequately other measures may need to be taken at an additional cost.

Prices quoted are FIRM.

If estimates, Damuth Trane reserves the right to revise this quote as the work progresses and we acquire knowledge not available at the time of quote. Customer will be advised at that time of any change and before work progresses.

Authorized
Signature _____

Bryan Whitehorne
Account Manager

ACCEPTANCE OF PROPOSAL – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Signature _____

P.O. # _____

Date of Acceptance _____

Price includes all taxes. See attached for terms and conditions of sale upon which this proposal is based.

General Terms and Conditions

1. **Acceptance and Prices.** This proposal is valid for thirty (30) days from the submittal date. If this proposal is not accepted within thirty (30) days from submission, the proposal is subject to revision or withdrawal.
2. **Payment.** The account is due and payable thirty (30) days from date of invoice. Finance charges of 1½% per month are assessed on account balances after thirty (30) days. In the event the account must be referred to an outside agency for collection, the buyer agrees to pay all fees incurred in the collection of the amounts due and otherwise enforcing these terms and conditions, including reasonable attorney's fees.
3. **Performance.** Damuth Trane will complete all work in a workmanlike manner according to standard trade practices and will guarantee our technical services for 90 days from completion, subject to the exclusions and conditions listed below.
 - a. All parts and equipment supplied by Damuth Trane carry the manufacturer's warranty. Damuth Trane does not separately warrant parts and equipment.
 - b. Provided further, no warranty on parts or labor is made unless the A/C system has been properly "cleaned up" and checked out before start-up in accordance with Damuth Trane recommendations and instructions and/or unless the compressor is rebuilt according to the manufacturer's instructions and specifications.
 - c. The owner/operator has the responsibility and obligation to supply proper and adequate power to the equipment covered by this warranty and to operate it properly according to the manufacturer's instructions. This parts and labor warranty does not apply if failure is caused by power deficiency, lightning, single phasing, phase reversal, negligent operation or maintenance, or circumstances beyond the control of Damuth Trane, such as vandalism, fire, or acts of God.
 - d. Damuth Trane shall have no liability whatsoever until the products or services that have been provided by Damuth Trane are paid in full. Notwithstanding any other provisions of this document, Damuth Trane's total liability shall be limited to the purchase price received for the goods and/or services provided by Damuth Trane.
 - e. THIS WARRANTY AND LIABILITY SET FORTH IN THE PRIOR PARAGRAPHS ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES EXPRESSED OR IMPLIED IN LAW OR IN FACT, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
4. **Access.** Damuth Trane and its subcontractors shall be provided access to the work site during regular business hours, or such other hours as may be requested by Damuth Trane and acceptable to the work site owner or tenant for the performance of the work, including sufficient areas for staging, mobilization, and storage. Damuth Trane's access to correct any emergency condition shall not be restricted.
5. **Indemnification.** Damuth Trane agrees to indemnify and hold harmless the Customer from any and all claims and liability for personal injury or property damage resulting from the acts of negligence or other misconduct by Damuth's employees or any party working under Damuth's direction. Customer likewise agrees to indemnify Damuth from any and all claims and liability for personal injury or property damage resulting from negligence or other misconduct by Customer's employees or any party working under Customer's direction. If the parties are both at fault, then this obligation to indemnify shall be proportionate to the relative fault of each party. The duty to indemnify will continue in full force and effect for two (2) years after Damuth Trane's work is completed, with respect to any claims based on facts or conditions that occurred prior to expiration or termination. NOTWITHSTANDING ANY PROVISION TO THE CONTRARY, NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY SPECIAL, INCIDENTAL, CONSEQUENTIAL (INCLUDING WITHOUT LIMITATION LOST REVENUE OR PROFITS) OR PUNITIVE DAMAGES. EACH PARTY'S LIABILITY TO THE OTHER UNDER THIS SECTION SHALL BE LIMITED TO THE PURCHASE PRICE PAID OR RECEIVED FOR THE PRODUCTS AND/OR SERVICES PROVIDED HEREUNDER. IN NO EVENT SHALL DAMUTH TRANE BE LIABLE FOR ANY DAMAGES (WHETHER DIRECT OR INDIRECT) RESULTING FROM MOLD, FUNGUS, BACTERIA, MICROBIAL GROWTH, OR OTHER CONTAMINATES OR AIRBORNE BIOLOGICAL AGENTS.
6. **Environmental Hazards and Dangerous Substances.** This proposal expressly excludes any work or service of any nature associated or connected with the identification, abatement, clean up, control, removal, or disposal of environmental hazards or dangerous substances, to include but not be limited to asbestos or PCBs, discovered in or on the premises. Any language or provision of this agreement elsewhere contained which may authorize or empower the purchaser to change, modify, or alter the scope of work or services to be performed by Damuth Trane shall not operate to compel Damuth Trane to perform any work related to hazards without Damuth Trane's express written consent.
7. This Agreement and all related contract documents shall be governed by the laws of the Commonwealth of Virginia, without giving effect to its conflict of law principles. Both Customer and Damuth Trane agree that any disputes between them arising out of this Agreement and all related contract documents must be decided by litigation. The parties agree that the exclusive forums for litigating any such disputes will be either the Circuit Court for the City of Chesapeake, Virginia, or the United States District Court for the Eastern District of Virginia, Norfolk Division. The parties agree that they will waive trial by jury and try all matters before a judge in the exclusive forums set forth in the preceding sentence.
8. **Entire Agreement.** This instrument includes the entire agreement between the parties. Any modifications or amendments must be in writing and signed by both parties.

The Algonquin House
Guest Room Reservation / Payment

Resident _____ Unit # _____ Date _____
Print Name

Phone Number: (_____) _____

Date(s) Requested: Arrive: _____ Depart: _____

Room(s) Requested: A _____ B _____ C _____ Any available: _____

Guest Name: _____
Print Name

Employee Signature _____ Date _____

\$80 per night = \$80 x _____ nights = Total \$ _____

Payment is due by check when making the reservation. The resident is to pick up the guest room fob and key after 3 PM on the day of arrival. If a reservation is canceled with less than 24 hours' notice, the resident making the reservation will be held liable for the guest room fee unless the room is subsequently reserved.

RESIDENTS ARE RESPONSIBLE FOR THE COMPLETE COST OF THE ROOM RENTAL AND ANY DAMAGE OR MISSING ITEMS IN THE ROOM BY THEIR GUESTS.

Payment made by: _____

Date Check # Employee Signature

Key/Fob Given To: _____
Resident Signature Date

Key/Fob Returned to Front Desk by: _____
Resident or Guest Name

Date Time Employee Signature

**Check in is 3 PM. Check out is 11 AM.
NO EXCEPTIONS**



Guest Room Information

For the Resident

1. Resident should pick up the fob and key after 3 PM on the day of arrival. Please educate your guest on use of the fob.
2. Check in is 3 PM. NO EXCEPTIONS. This includes requests to store luggage.
3. Check out is 11 AM. NO EXCEPTIONS. This includes requests to store luggage.
4. Resident will be charged for an extra day if check out is after 11 AM.
5. The fee for a lost/unreturned fob or key is \$50 for the fob and \$10 for the key.
6. The resident is responsible for any damaged or missing items by their guests.

For the Guest

1. There is no smoking in the rooms, indoor common areas or pool area.
2. The Pool Rules are in the guest binder and at the pool. Guests must sign the Pool Log located by the Front Desk.
3. There will be no housekeeping service during the guests' stay (change of sheets, towels).
4. The guest is to call the Front Desk for extra supplies (soap, face cleaning wipes, etc.).
5. Guests may use the microwave and refrigerator in the kitchen. All guest items must be removed from the refrigerator prior to check out.
6. Items available in room closet:
 - Extra towels
 - Extra blanket
 - TV trays
 - Iron and ironing board
 - Luggage rack
7. Items available in bathroom:
 - Hair dryer
 - Makeup removal wipes
8. Other available:
 - Cable TV
 - WiFi

The guest rooms shall not be used for COVID quarantine. If a guest tests positive, the guest will be required to vacate the room and cannot return until the guest tests negative.

I agree to all of above:

Signature of Resident

Date

Generator Fence Repair

The generator fence is in need of some attention. There are several broken pickets and one of the vertical 4x4s is severely warped, which has caused the 2x4 cross-member to come loose.

Management is requesting approval to replace a single 4x4 and all of the fence pickets using weather resistant deck screws.

Option 1: Only replace the broken fence pickets

The broken fence pickets can be replaced with matching pressure treated pine for about \$40, including the 4x4 post. The pickets will be the same size and shape, but the color of the new pickets will not match the existing pickets.

Option 2: Replace all fence pickets

Option 2a: Replace all fence pickets with pressure treated pine.

65 pickets x \$1.98 = \$128.70 plus tax. Total materials = \$177

Option 2b: Replace all fence pickets with cedar

65 pickets x \$3.97 = \$258.05 plus tax. Total materials = \$306

Transporting the materials will require a delivery fee or renting a truck. If delivered from Home Depot, the delivery fee is \$79.

Total project cost for pine: \$256

Total project cost for cedar: \$385

Management believes the maintenance staff can complete this project in a day.

TOTAL COPIER
CONTRACT
PROPOSAL

POWERS BUSINESS MACHINES, INC.

9701 WARWICK BOULEVARD
NEWPORT NEWS, VIRGINIA 23601-4298
PHONE: (757) 595-2646 FAX (757) 595-0580

ANNUAL MAINTENANCE AGREEMENT

Agreement No.
TCP ID#10080

By this agreement the technical knowledge and skill of our Customer Service Department is made available to you to assure that your equipment is kept in efficient operating condition. For an annual fee, our factory-trained personnel will perform the following services on the equipment listed below for one year in accordance with the terms and conditions set forth on this page.

Render Emergency Service Calls during regular business hours
Perform periodic inspections

TERMS AND CONDITIONS

In order to assist its customers in maintaining their equipment in efficient operating condition, PBM agrees to furnish maintenance service and install parts for the equipment described at the rates there specified and upon the following terms and conditions.

1. This agreement shall be for an initial period of service and inspections ending on the date shown.
2. Maintenance agreement changes are payable yearly in advance at the annual rate on the annual payment date shown.
3. Powers Business Machines, Inc. will provide N/A inspection(s) yearly at appropriate intervals. Inspections may be made in conjunction with emergency service call. Emergency service calls will be made during regular business hours at no extra charge.
4. Powers Business Machines, Inc. will replace without charge parts which have been broken or worn through normal use and are necessary for machine servicing and maintenance adjustments, except for paper, staples and networking support.
5. Also excluded from this agreement are modifications to the equipment.
6. This agreement shall not apply to repairs made necessary by accident, misuse, abuse, neglect, theft, vandalism, electrical power failure, fire, water, or other casualty, or to repairs made necessary by service performed by personnel other than those of Powers Business Machines, Inc.
7. The equipment shall be in good mechanical condition on the date of commencement of this agreement.
8. This agreement is not assignable and is automatically terminated, with respect to the particular machine, should the equipment it covers be sold to a third party.
9. The amount of this agreement shall be increased by an amount equal to any applicable tax now or hereafter assessed, levied or imposed by any federal, state or local authority.

MAKE & MODEL	SERIAL#	RATE	NOTES
Sharp MX 2630V Color Copier) MX DE25N (Paper Drawer 1x550 sheets) MX FN27N (Finisher/Stapler) AR D5133NT (Surge Protector)	85063500 8E010379 8LA59158 3888401	.0677 per copy	Billed quarterly in arrears. Total color copy usage times per copy rate of \$0.0677. Total color copy usage times per copy rate determine total quarterly billing.
B/W COPY RECORD	B/W COPY RECORD	\$356.72	Annual B/W-Minimum 28,000 annual copies @ .01274 per copy. Overage billed @ .01274 per copy Billed quarterly in arrears -Base \$89.18 to include quarterly minimum 7,000 B/W copies @ .01274 per copy. Overage copies if applicable billed at annual renewal. Includes Parts, Labor, Time & Travel, and Drums, Developer, Waste tanks, Color and B/W toners. Exclusions: Paper, Staples and Network Support.
BEGINNING COLOR COUNT:	19,271		
BEGINNING B/W COUNT:	152,288		

Period Covered 03/01/23 to 02/28/24
Customer
Algonquin House
7320 Glenroie Avenue
Norfolk, VA 23505

X _____
Customer Signature Date

Customer Name (Please Print)

Tax: 3% Total Due* Determined by Color & B/W Base
Equipment Located at SAME _____
POC: Patrick Gasser Ph: 757-423-5151
Email: pgasser.theselectgroup.us

x Kenny Wells SM Kenny Wells 2/28/23
Approved by Service Manager Date

**PLEASE RETURN A SIGNED COPY OF THIS AGREEMENT
TO POWERS BUSINESS, MACHINES, INC.**

OTHER TERMS AND CONDITIONS ON THE REVERSE SIDE ARE PART OF THIS AGREEMENT.

SERVICE AGREEMENT – TERMS AND CONDITIONS

SERVICE AVAILABILITY

Service Availability for each machine will be provided from the Service Commencement Date for an Initial Period of Service Availability as shown on the face of this Agreement.

PBM will provide Service Availability during PBM normal business hours. This service to keep the machine(s) in good maintenance order includes unscheduled, on call remedial maintenance. Maintenance will include lubrication, adjustments, preventive maintenance based upon the specific needs of the individual machine, and replacement of maintenance parts.

PBM shall have full and free access to the machine(s) to provide service thereon. The Customer agrees to provide a suitable installation environment with all the facilities prescribed by PBM including but not limited to, adequate space, electrical power, air conditioning and humidity control.

In the event that PBM determines that it is necessary to remove a machine covered by this Agreement from the Customer's premises to a PBM location in order to perform required service, the Customer shall permit the removal at PBM's expense for that sole purpose subject to the Section entitled "Exclusions." If the Customer refuses to allow such removal, PBM may withdraw the machine from this Agreement on one month's prior written notice to the Customer.

TERM

Except as otherwise provided herein, this Agreement will remain in force until all machines under this Agreement have been withdrawn from service under this Agreement.

Service for each machine will be automatically renewed for applicable Service Charge Period unless the machine is withdrawn from service under this Agreement.

The Customer can terminate this Agreement or withdraw any machine from this Agreement on one month's prior written notice to PBM.

Except as otherwise provided herein, PBM may withdraw any machine from this Agreement upon the expiration of the Initial Period of Service Availability or any subsequent Service Charge Period by providing the Customer one month's prior written notice.

CHARGES

If the Customer requests service to be performed at a time outside PBM's normal business hours there will be no additional charge for maintenance parts; however, the service, if available, will be furnished at PBM's applicable hourly rates then in effect.

Copier relocations are excluded and will be performed on a chargeable basis by PBM. All service following a relocate will be covered under the contract. Relocations not done by PBM - service calls (labor, parts & supplies) will be the responsibility of the customer.

PBM reserves the right to increase contract pricing without prior notification 1-10% annually.

TAXES

In addition to any charges due under this Agreement, the Customer agrees to pay amounts equal to any taxes resulting from this Agreement.

INVOICING

The Service Charge will be invoiced in advance and is not refundable. All charges due hereunder are payable as specified in the invoice.

EXCLUSIONS

PBM service not included in the Service Charge, if available, will be furnished at PBM applicable time and material rates then in effect. Service provided by PBM in the Service Charge does not include:

- (a) Repair of damage or increase in service time caused by failure to continually provide a suitable installation environment.
- (b) Repair of damage or increase in service time caused by the use of the machines for other than ordinary use for which designed.
- (c) Maintenance service due to the use of unsuitable (as

determined by PBM) supplies, including repair of damage, replacement of parts (due to other than normal wear) or repetitive service calls.

- (d) Repair of damage or increase in service time caused by accident, disaster, which include, but not limited to, fire, flood, water, wind and lightning, transportation, neglect misuse.
- (e) Repair of damage or increase in service time caused by conversion from PBM model to another or the installation or removal of a PBM feature whenever any of the foregoing was performed by other than PBM.
- (f) Furnishing supplies or accessories, painting or refinishing the machine(s) or furnishing material therefore, inspecting altered machines, making specification changes, performing services connected with, or as a result of, moving machines, adding or removing accessories, attachments or other devices.
- (g) Performing normal operator functions as described in PBM Operator Manual(s)
- (h) Electrical work external to the machine(s) or maintenance of accessories, alteration, attachments or other devices not furnished by PBM.
- (i) Service calls resulting from use of foreign, generic or rebuilt supplies.

NON PBM PARTS & SERVICES

Service provided by PBM under this Agreement does not include the replacement or adjustment of parts which were not furnished for the machine by PBM.

When PBM determines that a machine under this Agreement contains a part not furnished for machine by PBM which is particularly significant to PBM's ability to provide maintenance service of such machine under this Agreement, PBM may withdraw the machine from this Agreement upon one month's prior written notice to the Customer, unless the Customer replaces the part with a directly interchangeable part furnished for the machine by PBM. PBM will, at the Customer's request, replace such part with a directly interchangeable part at PBM's applicable time and material rates then in effect.

If persons other than PBM representative shall perform maintenance or repair of a machine, and as a result further repair is required, such further repairs will be made at PBM's applicable time and material rates in effect. If such additional repair is required, PBM may withdraw the machine from this Agreement upon one month's prior written notice to the Customer following any repetition of the need for additional repair of such machine caused by non-PBM service activity.

DISCLAIMER AND LIMITATION OF LIABILITY

IN NO EVENT WILL PBM BE LIABLE FOR LOST PROFITS, SAVINGS OR OTHER CONSEQUENTIAL DAMAGES EVEN IF PBM HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OR FOR ANY CLAIM AGAINST THE CUSTOMER BY ANY OTHER PARTY.

GENERAL

Subject to the terms of this paragraph, PBM may, upon prior written notice to the Customer, modify the terms and conditions of this Agreement. Any such modifications will apply on the effective date specified in the notice unless the Customer exercises the option to terminate this Agreement or withdraw the machine(s) affected by such modification. Otherwise, this Agreement can only be modified by a written agreement duly signed by persons authorized to sign agreement on behalf of the Customer and of PBM, and variance from the terms and conditions of this Agreement in any customer order or other written notification will be of no effect.

This Agreement is not assignable; its rights, duties and obligations may not be assigned or transferred by the Customer.

Either party may withdraw any machine or all machines from this Agreement for failure of the other to comply with any of its terms and conditions.

This Agreement will be governed by the laws of the State of Virginia.



Garett Farwell
MDU Account Executive
garett.farwell@cox.com
(703) 480-2845

March 7, 2023

Patrick,

Enclosed is updated Cox Bulk renewal proposal for Algonquin House.

Active bulk video service level will be upgraded to Contour TV Ultimate (all networks & premium channels listed) with 1 Contour HD receiver. As discussed, also including rate for adding bulk internet service level Ultimate with Panoramic Wi-Fi modem. Details last pages of this proposal

Residents will continue to have option for upgrading bulk & billed individually for additional Cox services like Telephone, Homelife, other Video content, etc.

Looking forward to continuing & growing this partnership, thanks for choosing Cox!

Regards,

Garett Farwell

Account Executive, Cox Communities Sales

O: 703-480-2845 garett.farwell@cox.com

13900 Lincoln Park Dr 500, Herndon, VA 20171





About Cox Communications

While Cox is known for our pioneering efforts in cable, telephone and commercial services, we are also proud of our industry-leading customer care and our outstanding workplaces. For ten years, Women in Cable Telecommunications has recognized Cox as the top operator for women. Cox has ranked among DiversityInc's Top 50 Companies for Diversity 13 times. In 2019, Cox Communications earned the No. 11 spot on the 2019 DiversityInc Top 50 Companies for Diversity list. This marks the 14th time the company has been recognized among the nation's corporate diversity leaders.

Cox's Commitment to our Community

Cox has invested more than \$16 billion in the communities we serve. These investments include infrastructure upgrades and more than 125,000 miles of metro fiber and hybrid fiber coax services to homes and businesses in our service area. Our team of over 20,000 employees maintains over six million customer relationships. Cox supports the local communities through cash, grants and in-kind contributions, providing more than \$100 million annually.

Cox Enterprises

Cox Enterprises, Inc. is the parent company of Cox Communications and serves as the model from which we derive our vision and focus as a company, which dates back to 1898 when three-term Ohio Governor James M. Cox bought what is now The Dayton Daily News. In 1935, Governor Cox started Ohio's first radio station, WHIO, just as radio was gaining widespread popularity. In 1939, Cox acquired The Atlanta Journal newspaper and WSB, the South's oldest and most powerful radio station. Cox's innovation continued in 1948 when WSB-TV in Atlanta became the South's first television station; WHIO-TV in Dayton began broadcasting later that year. Cox Communications, the parent company to Cox Business, began with the acquisition of three small cable systems in rural Pennsylvania in 1962.

Cox Communities

Cox Communities is the division of Cox that delivers solutions, value, and trust for MDU owners, managers and developers, SFU developers, and the residents and owners within their communities. The Cox Communities team acts as their client's trusted advisor by supporting them in reaching their business goals of optimizing rents, occupancy, and future proofing their properties.

Footprint Map



Algonquin House Condominium – 128 Units

5 Year Cox Bulk Service Proposal

Bulk Service

Monthly Rate Per-Unit

Cox Bulk Video

Contour TV Ultimate \$35.50
(Contour Starter, Preferred, all Packs & Premiums)

Contour HD Receiver (1 box per unit) \$5.00

Cox Bulk Internet

Internet Ultimate Tier (500 Mbps) \$48.00

Panoramic Wi-Fi modem (1 per unit) \$5.00

Per-Unit monthly total Cox Bulk services: \$93.50

\$0 Activation/Installation Fees for Bulk Services
5% maximum increase per 12-month period
Not including local taxes, surcharges, or government fees

The terms of this proposal are confidential between Algonquin House and Cox Communications, their successors and/or assigns. Unless sooner withdrawn by Cox, the terms of this proposal will be available for acceptance for thirty (30) days from the date hereof. Notwithstanding the foregoing, any binding agreement between the parties is subject to the negotiation and execution of definitive agreements covering the subject matter of this proposal.



Contour TV Ultimate (Includes all networks listed on channel lineup for each section)

Starter
Preferred

Bonus Pack
Variety Pack

Sports & Info Pack
Sports Pack 2

Movie Pack
Premium Networks



January 2023 Channel Lineup
Hampton Roads Area

Contour Starter (Included in all video packages)

Starter

2	My Network TV WTVZ	42	TBS	95	C-SPAN	117	Rewind TV WAVY	131	Daystar
3	CBS - WTKR	49	ION - WPXV	98	HSN	118	Court TV WTKR	133	EWTN
4	WSKY	50	QVC	106	VTC - Higher Education	120	QVC3	137	Quest WVEC
5	Univision	60	Yurview Virginia	107	World WHRO	121	HSN 2	138	Cozi - WVBT
6	UNC TV WUNC *	69	Jewelry TV	108	Kids WHRO	123	Comet TV - WTVZ	139	Rewind TV - WVBT
7	CW - WGNT	70	ShopHQ*	109	Create WHRO	124	Explore Hampton Roads	901-950	Music Choice
10	NBC - WAVY	73	Leased Access	111	Stadium WTVZ	125	The North Carolina		
13	ABC - WVEC	83	QVC2	112	TBD WGNT		Channel WUNC *		
14	Fox WVBT	86	Government Access	113	Antenna TV WGNT	126	PBS Kids UNCTV *		
15	PBS WHRO	87	GovernmentEducational	114	True Crime	127	Explorer UNCTV *		
20	TBN WTPC	88	GovernmentEducational		Network WVEC	128	Start TV - WSKY		
21	QVC	93	C-SPAN 3	115	ME TV WVEC	129	Movies Channel - WSKY		
34	HSN	94	C-SPAN 2	116	Get TV - WAVY	130	SHOPHQ*		

Contour Preferred (Includes Starter channels)

Preferred

8	CNN	32	Comedy Central	61	Bravo	81	MTV Live	171	ACC Network
9	Lifetime	33	CMT	62	Travel Channel	97	POP	200	IFC
11	ESPN2	35	NBC Sports Washington	63	Fox Sports 1	99	WGN America	201	Sundance TV
12	ESPN	36	BET	64	Fox News Channel	103	Investigation Discovery	209	Lifetime Movie Network
16	FX	37	TV Land	65	Golf Channel	105	Nick Jr.	212	WE TV
17	Cartoon / Adult Swim	38	Disney	66	TNT	119	NBC Sports	219	Fox Sports 2
18	USA Network	39	MASN	67	VH1		Washington Plus *	235	Magnolia
19	Freeform	40	Syfy	68	Food Network	132	INSP	240	TV One
22	MTV	41	E! Entertainment	71	National Geographic	134	The Word Network	243	Universal Kids
23	msnbc	43	Animal Planet	72	MoviePlex	135	MASN2	248	Oxygen
24	The Weather Channel	51	FXX	74	Hallmark	140	Newsmax	260	The Cowboy Channel
25	CNBC	53	NBC Sports Network	75	Hallmark Movies	151	Justice Central	264	Great American Family
26	HLN	54	Fox Business Channel		& Mysteries	152	Recipe TV	267	Hallmark Drama
27	HGTV	55	AMC	76	GSN	153	Comedy.TV		
28	A&E	56	Paramount Network	77	STARZ ENCORE Español *	154	Aspire		
29	Nickelodeon	57	truTV	78	Unimas	156	theGrio		
30	TLC	58	OWN	79	Galavision	157	Bounce		
31	Discovery	59	History	80	MotorTrend Network	158	The Impact Network *		

Bonus Pack (Included with subscription to at least one other Pack and Preferred) *

100	Discovery Family	102	Destination America	214	MLB Network
101	Science Channel	104	American Heroes	234	Discovery Life

Contour Preferred (Includes Starter channels)

(Continued from other side)

Variety Pack (Optional) *

155	Africa Channel	241	BET Her	249	Logo TV	255	BET Soul	269	National Geographic
187	Crime & Investigation	242	UP	250	Cooking Channel	256	CMT Music		Wild
188	Lifetime Real Women	244	Disney XD	251	Smithsonian Channel	257	BET Jams	291	Disney Jr.
189	Military History	245	Nicktoons	252	BBC America	265	CLEO TV	292	TR3S: MTV, Musica y Mas
197	NBC Universo	246	TeenNick	253	NickMusic	268	MTV2		
236	Baby First	247	Boomerang	254	MTV Classics				

Sports & Info Pack (Optional) *

53	NBC Sports Network	220	NHL Network	224	NFL Network	229	Viceland	238	NASA
165	Pursuit Network	221	CNNi	225	SEC Network	231	ESPNNews		
216	CBS Sports	222	Tennis Channel	226	SEC Network 2 *	232	ESPNU		
217	Outdoor Channel	223	TUDN	228	FYI	233	NBA TV		

Sports Pack 2 (Optional) *

159	Longhorn Network	162	MLB Network	167	Sportsman Channel	170	World Fishing Channel	233	NBA TV
160	NFL RedZone *	163	MLB Strikezone *	168	Big Ten Network	173	Zona Futbol		
161	NFL Network	165	Pursuit Network	169	Pac-12	223	TUDN		

Movie Pack (Optional) *

179	MGM Hits	192	RetroPlex	204	STARZ ENCORE	206	STARZ ENCORE Action	211	Turner Classic Movies
180	MGM Marquee	193	IndiePlex		Westerns	207	STARZ ENCORE Black	213	MGM+
181	MGM+ Drive-in	202	Flix	205	STARZ ENCORE	208	STARZ ENCORE Family		
191	FXM	203	STARZ ENCORE Classic		Suspense	210	STARZ ENCORE		

Latino Pack (Optional) *

182	FOROtv	258	TUDN	273	CNN en Español	283	Discovery Familia	295	Cine Estelar
185	CentroamericaTV	261	Nuestra Tele	274	Discovery en Español	284	Disney XD (SAP)	296	Univision
186	Hola TV	262	Nicktoons	275	Galavisión	285	Bandamax	297	Baby TV
190	Hogar de HGTV	263	Cartoon / Adult Swim	277	Fox Deportes	286	History En Español	299	tNovelas
194	Baby First	266	VePlus	279	Boomerang (SAP)	287	TR3S: MTV, Musica y Mas		
195	EWTN en Español	270	Telemundo	280	Cine Latino	288	NBC Universo		
198	Pasiones	271	UniMas	281	de Pelicula	290	WAPA		
199	Telefe	272	ESPN Deportes	282	de Pelicula Clasico	293	Sony Cine		

Premium Networks (Optional)

179	MGM Hits	307	HBO Comedy	328	Playboy en Espanol	346	SHOWTIME Next	362	Starz Edge
180	MGM Marquee	308	HBO Latino	329	Playboy	348	The Movie Channel (East)	363	Starz in Black
181	MGM+ Drive-in	309	HBO Signature (West)	330	More MAX (West)	349	TMC Extra	364	Starz Cinema
213	MGM+	312	HBO2 (West)	331	Cinemax (West)	351	SHOWTIME (West)	365	Starz Kids & Family
301	HBO (East)	321	Cinemax (East)	332	Action Max (West)	352	SHOWTIME Women	367	Starz Edge (West)
302	HBO2 (East)	322	More MAX (East)	341	SHOWTIME (East)	353	SHOWTIME Family Zone	368	Starz in Black (West)
303	HBO Signature	323	Action MAX	342	SHOWTIME 2	354	SHOWTIME 2 (West)	371	Starz (West)
304	HBO Family (East)	324	Thriller MAX	343	SHO*BET	357	The Movie Channel	380	STARZ ENCORE
305	HBO (West)	325	Movie MAX	344	SHOWTIME Extreme		(West)	381	AMC+
306	HBO Zone	326	Outer MAX	345	SHOWTIME Showcase	361	Starz (East)		

Contour TV Ultimate (Includes all networks listed on channel lineup for each section)

**Starter
Preferred**
**Bonus Pack
Variety Pack**
**Sports & Info Pack
Sports Pack 2**
**Movie Pack
Premium Networks**



834 Poquoson Avenue
 Poquoson, VA 23662
 757-342-6412
 billing@priceelectricalva.com

ESTIMATE

ADDRESS
 THE ALGONQUIN ASSOCIATION - TSG
 C/O THE SELECT GROUP
 2224 VIRGINIA BEACH BLVD.
 VIRGINIA BEACH, VA 23454 USA

ESTIMATE PE5403
 DATE 03/21/2023
 EXPIRATION DATE 04/20/2023

DEPOSIT REQUIRED
 NO

SIGNATURE REQUIRED
 YES

DESCRIPTION	AMOUNT
ELECTRICAL WORK AS FOLLOWS:	
INSTALL NEW GFCI OUTLET WITH USB PORTS IN SPECIFIED LOCATION - EXISTING WIRING TO BE USED	
INSTALL WEATHER RESISTANT OUTLET AND COVER ON SPECIFIED POLE LIGHT IN FRONT CORNER OF PARKING LOT - EXISTING WIRING TO BE USED	
INSTALL SWITCH ON PUMP IN 12th FLOOR CEILING - EXISTING WIRING TO BE USED	
REPLACE EXISTING MOTION SENSOR IN MAIL ROOM CEILING	
INSTALL NEW GROUND BOX FOR POLE LIGHTS IN BACK OF BUILDING - PRICE ELECTRICAL DOES NOT GUARANTEE THIS WILL CORRECT CURRENT ISSUE	
TOTAL:	1,780.00

PLEASE NOTE: This estimate is for completing the job(s) described above, based on our evaluation. It does not include unforeseen price increases or additional labor and materials which may be required should problems arise.

You must confirm the acceptance of the estimate by signing and dating below

TOTAL \$1,780.00

Accepted By

Accepted Date



Sales & Support 1-800-884-6480

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HOME SHOP OUR AEDs AED SOLUTIONS CPR & AED TRAINING AED ACCESSORIES HEALTH & SAFETY REQUEST A QUOTE SPECIALS

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Your Complete AED Package Includes:

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- **8 Year Warranty**
- 1 Pair Of Adult Smart Pads
- 1 Battery With 4 Year Warranty
- 1 User Manual
- 1 Quick Use Guide
- Philips HeartStart Review Express [Details](#)
- 1 **FREE** Philips HeartStart OnSite Carrying Case
- 1 **FREE** Demonstration & Training Video
- 1 **FREE** Premium AED+CPR Responder Kit (\$50 value) [Details](#)
- 1 **FREE** Inspection / Maintenance Tag [Details](#)
- 2 **FREE** AED "Equipped Facility" Decal / Sticker [Details](#)
- 1 **Double Sided Flanged AED Sign**
- 1 **Premium AED Storage Wall Cabinet**
- 1 **AMERICAN AED Instructional Wall AED Poster** [Details](#)
- **AMERICAN AED Lifetime Maintenance Notification & Support**
- **FREE** FedEx Ground Shipping [Details](#)

Use coupon code TAKEOFF100 at checkout and Get \$100.00 Off.

#1 Best Seller - Buy Now!

<p>Choose Type of Wall Cabinet</p> <p>Premium AED Wall Cabinet <input type="button" value="v"/></p>
<p>Do You Need Infant / Child Pads?</p> <p>No, I Do Not Need Infant / Child F <input type="button" value="v"/></p>
<p>Would You Like To Add CPR/AED Training?</p> <p>No, I Do Not Need CPR/AED Trair <input type="button" value="v"/></p> <p>Clear</p>

~~\$1,791.99~~ \$1,564.00

Recommended Add Ons

 AED Management Program (1 Year Subscription)

Add for **\$99.00**

1 ADD TO CART

Part #: AA-M5066A-WC280-100-SL-A

Categories: AED Manufacturers, Philips Defibrillators, Business, Complete AED Packages

Tag: HeartStart OnSite

Available To Order

- [Print This Offer & Order Form](#)

Got any questions?

Our experts are here to assist you.

- Choose preferred option:

- [Live Chat](#)
- [1-800-884-6480](#)
- [Email Us](#)

Your Complete Package Includes Everything You Need To Set-up Your Own AED Station.

Ships Pre-Assembled – Sets Up In Minutes – Easy And Straightforward

Includes [The Philips HeartStart OnSite AED](#), a Wall Cabinet and Double Sided AED Sign to store, display, and quickly locate the AED when needed.

Note: If your organization has young children, 8 years old or younger and/or 55lbs and under, consider adding a set of infant / child smart pads. (Adult pads are used for adults or children 8 years old and older and/or 55lbs and OVER. Infant / child smart pads are for children 8 years old or younger and/or 55lbs and UNDER).

Also included in your Complete AED package:



Premium AED+CPR Responder Kit

The Premium AED+CPR Kit contains:

- 1 Zippered Red Carry Pouch
- 1 Clear Mouth-To-Mouth Barrier
- 1 Pair Of Nitrile Gloves
- 1 Antiseptic Wipes
- 2 Absorbent Non Woven Sponge
- 1 Preparation / Shaving Razor
- 1 Pair Clothing Shears

Inspection / Maintenance Tag

Our specially designed Automated external defibrillator inspection / maintenance tag are like those commonly found with fire extinguishers. Heavy duty 15 mil. vinyl. – Dirt, grease and moisture resistant. – 3/8 inch metal eyelet – Includes an 8 inch cable tie.



Planned Maintenance Program

Algonquin House

Opportunity #537026

dormakaba 

Date: March 23, 2023
 (This quote is valid for 30 days)

Proposal Number: 537026

Algonquin House
 7320 Glenroi Avenue
 Norfolk, VA 23505
 Customer #42648

Main Site Location: Algonquin House
 7320 Glenroi Avenue
 Norfolk, VA 23505
 Additional Sites listed in Appendix B

SILVER
PLANNED MAINTENANCE PROGRAM

dormakaba is pleased to offer you, the Customer, our Planned Maintenance Program ("PMP") with the intent to reduce the frequency of operational failures and help to enhance the life expectancy of your facility's automatic door equipment, which may help to lower the cost of ownership. The PMP program will consist of:

- Work will be performed by AAADM certified, factory trained technicians.
- Once annual AAADM (American Association of Automatic Door Manufacturers) safety examination of automatic swinging, sliding or revolving doors.
- Scheduled periodic Planned Maintenance inspections per the terms of the contract. Inspections include:
 - Motor, Operator, Gear-box, Control, Sensors, Function Switches, Belt, Rollers, Bottom Guides, Break-Out Assembly..
 - Documented safety certificate denoting the compliance status of each of the automatic door devices.
 - Essential cleaning & lubrication.
 - Minor controller adjustments as required; re-program & tune.
 - Minor mechanical adjustments as required; check fastening; tighten if needed.
 - Check glass and glazing of the complete unit.
- Door Opening Inventory - Asset Registration & Database creation.
- Priority scheduling for Service Calls.
- Preferred pricing "For Service Calls Outside of Contract" (See Rate Schedule below).
- Unlimited Access to dormakaba Care Center Call Line 24/7.

** Exclusions sections 3

1. PROGRAM TO INCLUDE

Openings Covered		
Swing - Single		Manual Revolver
Swing - Pair		Automatic Revolver
Slide - Single or Bi-part	2	ICU
Slide - Telescopic Single		In-Ground Swing
Slide - Telescopic Bipart		
Bifolding		

**Detailed list provided in Appendix A*

PM Visits Per Year	Annual
Waived Service Fees	No
Agreement Length (in Years)	3
Contract Value Per Year	\$494.62
Total Contract Value	\$1,483.86
Average Cost per Door per Year	\$247.31
Contract Start Date	5/1/2023
Contract Expiration Date	4/30/2026

Contract Invoice Frequency	Annual
Contract Invoice Amount	\$494.62

Hourly Rate (Service Outside Plan)	\$125.11	} For Service Outside of Contract
Travel Rate (Service Outside Plan)	\$125.11	
After-Hours/Overtime	\$187.67	
Sundays & Holidays	\$250.23	
Hourly Rate Applies for Calls Received Between	8:00 AM - 4:00 PM	

CUSTOMER SIGNATURE

This contract document consists of the PMP and the Terms & Conditions and any applicable Appendix attached hereto and incorporated herein by reference.

Signature on this page indicates acceptance of the same without alteration.

ACCEPTED AND APPROVED BY:

Sincerely,
Michelle Clemens
 (317) 999-8606

Michelle.Clemens@dormakaba.com



TITLE:

PRINTED NAME:

DATE:

P.O. # (IF REQUIRED):

***Terms & Conditions continued on next page.

2. GENERAL PROGRAM

- A. All PMP scheduled visits included in this program shall take place weekdays during normal dormakaba hours of operation (holidays excluded, list provided upon request).
- B. All maintenance inspections will include testing door speeds and quality of performance, analysis of relays, instrument testing of other electrical functions, tightening of all electrical and mechanical connections, necessary lubrication of mechanical parts, and inspection and minor repair of accessories.
- C. Should it be determined during the PMP program that any repair service or parts replacement is needed, the cost thereof, including installation labor, shall be quoted to you and if approved, billed separately.
- D. Any Service Calls outside of the Scheduled Planned Maintenance Inspection or on equipment not covered by this agreement, will be completed per the terms below:
 - 1. Standard service calls will be made on an as requested basis during hours as defined above, and will be billed at your preferred hourly service and travel rates, plus any applicable service fees.
 - 2. For emergency calls outside of the hours as defined above, a travel charge and labor as applicable will be charged at your preferred After-Hours/Overtime rates. Charges for Sundays and Holidays shall be billed at your preferred rates as defined above. Modifications to this billing may be made in locations requiring union labor. In those cases, the prevailing labor union agreement will prevail. Emergency repair service calls will be given priority and billed at the prevailing minimums required, at dormakaba's sole discretion at premium of up to four hours (1-hour call could be billed at 4 hours for emergency service call) up to four hours. An emergency repair service call is one in which the situation meets one of the following conditions:
 - A) The door itself is unsafe during your hours of operation.
 - B) The door cannot be closed and secured which results in a security threat
 - C) Any safety device is found to be malfunctioning or inoperative.
- E. Any parts found to be requiring replacement during the course of the program will be quoted to you at Supplier's suggested list price and if approved, billed separately.

3. QUALIFICATIONS & EXCLUSIONS

- A. This contract covers planned maintenance inspections only and does not cover any repair services and/or parts as may be periodically suggested and/or requested by the customer.
- B. Only equipment specifically listed below is covered by this PMP program, and excludes the scope of any structural, integration and electrical overlaps, door, frame or hardware.
- C. This contract does not cover sensor upgrades if required to meet current ANSI Standards.
- D. Customer is to inspect doors daily for proper operation in accordance with Daily Safety Checklists as defined within AAADM guidelines and provided by the manufacturer at the time of purchase. It is the Customer's responsibility to, among other things, monitor and notify dormakaba if an unsafe condition exists, to disable any door that is operating in an unsafe manner, and to provide dormakaba with twenty-four (24) hours written notice of any accident, alteration, or change affecting the equipment directly associated with the AAADM compliance. dormakaba will not be held responsible for any damages, injuries, or liability as a result of the Customer's failure to fulfill its responsibilities.
- E. You, the accepted party, agree not to perform or permit others to make alterations, additions, adjustments, repairs, or replace any component or part of the equipment during the term of this agreement unless expressly authorized to do so in writing by a dormakaba representative.
- F. This contract does not include travel, labor and/or parts required as a result of damage caused by abuse, misuse, accident, fire, vandalism, riot, strikes, or natural disasters.
- G. The scope of this contract pertains only to that of the assets listed above and excludes the scope of any structural, integration and electrical overlaps, door, frame or hardware. This contract does not include damage and parts to the header box.

4. WARRANTY

dormakaba agrees to supply only genuine parts which are warranted to be free from defects in workmanship for a period of 30 days and in material for a period of 1 Year from their installation. Neither the supplier nor dormakaba shall be liable for consequential damage. dormakaba, its distributors or representatives assume no responsibility for materials provided by others without specific written consent or approval.

5. INVOICING & PAYMENT

- A. The charge for this program will be invoiced at the time it is accepted by the Customer and will cover the equipment as designated herein. Invoicing for the program will be in accordance with the terms established with the dormakaba Credit Team.
- B. The charge for any service not covered by this agreement will be at your preferred rate indicated on page One "For Service Outside of Contract" with after-hours, Sunday, or holiday rates as applicable.
- C. In the event legal or other action is instituted by dormakaba to collect any money due under this contract or damages for its breach, it shall be entitled to recover all third party collection expenses, legal fees, and costs incurred by it with interest in conjunction with such action whether or not a lawsuit is filed or concluded.
- D. This contract pricing is based upon all equipment fully functioning and up to current industry standards prior to accepting the doors for contract. Charges for parts and labor not included in this agreement will be billed on an "as needed" basis. Non-payment by the Purchaser of any monies owing under this agreement shall result in the accrual of interest on the delinquent monies at the maximum rate allowable by law.
- E. Periodic adjustment of this pricing may be necessary from year to year. Contract pricing will be held for the initial term of the contract and will increase upon auto renewal thereafter at a rate of 4.5% per year.
- F. dormakaba reserves the right to terminate this contract at any time by written notice should payments not be made in accordance with the terms stated and agreed upon.
- G. **Taxes are excluded from contract value. If taxes apply, such amount will be added at the local rate for a total beyond the contract value.**

6. TERMS & CONTRACT TERMINATION

Contract will commence per the dates identified on page One. This contract may only be terminated by the Customer with 60 days written notice prior to the annual contract anniversary date as indicated in "Agreement Length (in Years)" on page One, except in the event of material breach by dormakaba. This contract will be automatically renewed for successive one (1) year periods, unless either party serves written notice upon the other party of its intention to cancel at least sixty (60) days prior to the end of the term. In the event that the door has a transfer of ownership, the pre-paid contract term shall transfer with the doors covered under this contract until the end of the current period. Transfer of door ownership will void the automatic renewal.

The provisions, terms and conditions of this contract will govern and supersede any other contracts applicable to the subject matter, including but not limited to the terms of any purchase order issued by Customer or Owner or any other entity.

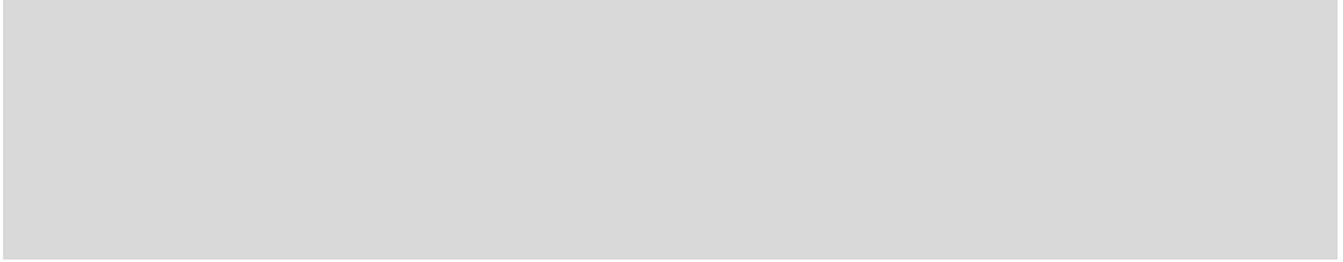
7. LEGAL

dormakaba agrees to defend, through counsel of our choosing, and indemnify the Owner for claims, damages, or suits for personal injury (including death) or property damage arising out of damages or claims which occurs during the period that this contract is in effect which involves a door covered by this contract, but only to the extent that the damages or claims were caused by the negligent act or omission of dormakaba's workmen or employees, or by a defect in materials supplied by dormakaba and only if no service, maintenance, or repair has been performed on the automatic door involved in the damages or claims by the Owner or by any person or company other than dormakaba. The Owner shall fully cooperate with dormakaba in the investigation and defense of any claim or lawsuit in which this indemnity provision applies. dormakaba shall not be required to defend or indemnify the Owner for any negligence, act, omission, willful misconduct or other fault of any nature of the Owner or the Owner's employees or agents. dormakaba shall be harmless in respect to any claim made by any employee of dormakaba under worker's compensation laws. dormakaba will indemnify against infringement of any Letters of Patent, Trademarks, or Copyrights regarding products or services provided by dormakaba.

The maximum liability, if any, of dormakaba for all damages, including without limitation contract damages and damages for injuries to persons or property, whether arising from dormakaba's breach of this contract, breach of warranty, negligence, strict liability, or other tort, with respect to the services, is limited to an amount not to exceed the annual amount of the services charged hereunder. The right to recover damages within the limitations specified is Owner's exclusive alternative remedy in the event that any other contractual remedy fails its essential purpose.

Insurance certificates will be provided upon request. Coverage is limited to the types and amounts that will be detailed on dormakaba's certificate. Cost for special insurance requirements such as OCIP, CCIP, is excluded from this contract.

APPENDIX A - OTHER NOTES



APPENDIX B - SITE LOCATIONS

Site locations are as follows:

Site	Street Address	City, State, Zip
Algonquin House	7320 Glenroi Avenue	Norfolk, VA 23505

APPENDIX C - COVERED EQUIPMENT

Equipment covered under this contract:

Door No.	Door Brief Description	Door Location (In Building)	Model (if known)	Site Location
1	DORMA ESA100 BI-PART	Main Entry - Interior	ESA100	Algonquin House
2	DORMA ESA200 BI-PART	Main Entry - Exterior	ESA200	Algonquin House

You Don't Have Time for Downtime



Automated doors are intricate pieces of equipment that are subject to punishing wear and tear. A regular maintenance program ensures that wearing components are replaced, or a malfunction is addressed before it becomes a problem.

Regular Maintenance:

- Helps prevent accidents
- Prolongs the life of the product
- Ensures the safety of users
- Reduces breakdowns and the accompanying inconvenience

We Service All Brands

Our specialized service covers not just the highly technical products in your building, but also all brands of revolving, automatic, and manual doors, including architectural hardware and access solutions to offer you a complete solution from the front to the back of the house.

Understanding the urgency of your needs and building a response team to accommodate them is our passionate commitment to you, our customer. And with this foundation, we want to remain at your side as a skilled partner you can trust with your building.

Why Regular Maintenance?



Functionality

Fixing wearing components and malfunctions ensures that your building's access and security solutions run smoothly.



Enjoy the silence

We offer consultation in noise and vibration reduction, ensuring tranquility in your critical areas of work.



Uptime and usability

Regular maintenance reduces breakdowns and avoids accidents - ensuring your building is secure and your people are safe at all times.



Compliance

Assistance in meeting the requirements of your local regulations in a cost effective way.



People flow

Well maintained access products and solutions enable a smooth people flow.



Building's value

Well maintained access products and solutions increase your building's value.



Sustainability

We help you manage your energy costs and prolong the product lifecycle for greater sustainability.



Savings

Spend more on the wearable items now rather than expensive midnight calls later.

Service Plans Tailored to Your Needs

dormakaba is uniquely qualified to service all entrances in your building. Our Maintenance Service programs enable you to choose the level of service you need: Silver, Gold, Platinum, and Platinum Elite.

Flexible Solutions

Plans are flexible and can be customized. Ask your representative!

Service Package Options	Silver Saver	Gold Plan	Platinum	Platinum Elite
Work Warranty	90 days	1 year	1 year	1 year
Parts Warranty	90 days	1 year	1 year	1 year
Holiday/Emergency After Hours Coverage	4 hour response	3 hour response	2 hour response	2 hour response
Parts Discount		2%	5%	10%
Labor Rates Discount		5%	10%	10%
Planned Preventative Maintenance (PPM)	•	•	•	•
Rectify Any Faults in Closing Speeds, Sensors, Backcheck And Latching	•	•	•	•
Nationwide Parts Inventory Network Access	•	•	•	•
Comprehensive Site Report Following Every Visit	•	•	•	•
Capital Planning - Budget Report For Future Expenses	•	•	•	•
Unlimited Access to the 24/7 dormakaba Care Center Call Line	•	•	•	•
Labor Used For Faults Rectified During Service Calls		•	•	•
Overnight Emergency Replacement Of Critical Parts for Emergency Graded Openings (Freight Included)			•	•
Business Hours Service Covered Within The Price Of The Contract			•	•
Parts Used For Faults Rectified During Business Hours			•	•
Unlimited Remedial Services *during business hours on contracted equipment			•	•
Daily On-Site Safety Checks				•