

The Algonquin Association  
Board of Directors Meeting  
November 28, 2017

The meeting was called to order at 9:30 a.m. The following members were present: Ellie Marasco, President; Sid Roberts, Vice President; Norman Goldwasser, Treasurer; Don Hammer, Secretary; and Margaret Magnussen, at-large. Staff present were Susan Rodriguez, manager, and Edward "Rudy" Barnes, maintenance supervisor.

Unit owners present were: Margaret Ayscue, Brian Campbell, Pat and Harry Carter, Mary Pem Copeland, Ann Felkins, Mona Goldwasser, Henry Gottlieb, Iris Hanson, Ida Becker Hersh, Jaime Kennedy, Barbara Klear, Joe Marasco, Sally McPhillips, Judy McReynolds, Gloria Ornoff, Sally Palmerton, Toni Pridgen, Angie Prolog, Llew Roberts, Barbara Romeo, Heide Schwartz, Mary Jo Sturtevant, Lyn Tucci, Mita Vail, and Meriel Wright.

On motion made by Hammer, and seconded by Magnussen, the minutes of the September 26, 2017 Board Meeting were approved as presented.

On motion made by Goldwasser, and seconded by Magnussen, the minutes of the October 16, 2017 Special Board Meeting were approved as presented.

On motion made by Magnussen, and seconded by Goldwasser, the minutes of the October 25, 2017 Board Organizational Meeting were approved as presented.

On motion made by Magnussen, and seconded by Roberts, the minutes of the October 25, 2017 Annual Membership Meeting were approved as presented.

Treasurer's Report: Norman Goldwasser reported that as of October 31, 2017 we have \$65,592.28 in operating funds and \$771,031.78. in reserve funds. For the month ending October 31, 2017 we had net revenue of \$21,408.11 and for the year to date we have \$64,345.73 net revenue.

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On motion made by Hammer, seconded by Magnussen, the Treasurer's report was approved.

Finance Committee: Not yet constituted. No report.

Covenants Committee: Margaret Ayscue reported that everything is A-OK.

Social: Barbara Romeo reported that Holiday Party tickets are on sale (limited to 50 tickets). The Christmas tree will go up Thursday or Friday, and all residents can donate an ornament if they wish.

Library: Barbara Klear outlined the regular, continuing activities of the committee. The committee is currently seeking donations of large print books.

Fire Safety: Susan reported that over the Thanksgiving weekend there was a gas leak in one of the units. (A resident had "bumped" a stove dial and the gas turned on but was not ignited.). Susan reported that gas detectors are available (e.g., at Home Depot.). Perhaps the Association could purchase a supply of such detectors, install them for residents who request them, and then bill the resident for the detector and the installation.

Newsletter: Sally McPhillips reported that the next newsletter will be distributed on December 1. She requested that articles be submitted by the 20th of the month.

Building Committee: Brian Campbell submitted the committee's report in writing. Of note, the Committee: 1) requested confirmation that the Damuth-Trane contract, specification version 2, has been signed; 2) recommended that the surveyor include the original "as built" elevation of the 1B patio (though Mita Vail pointed out that the patio was replaced in the mid '80s and therefore the elevation would have changed and Don Hammer pointed out that the change from original elevation is not relevant to the issues currently before the Board); 3)

recommended deferral of the LED lighting proposal (which has already been deferred); 4) recommended reserve projects for 2018; 5) recommended that the Association purchase and install stainless steel drip pans for all FCUs; 6) requested permission to research and develop specifications for laundry machine replacements; 7) requested permission to begin creating a specification for parking lot rejuvenation/resealing; 8) requested permission to investigate the process and cost for executing “on-line maintenance requests” through the Select Group.

Grounds: Lyn Tucci is researching the questions submitted regarding the possible oyster reef. Trimming of the trees in the first floor patios will begin in January.

Management Report: Susan Rodriguez reviewed her management report with the Board. Of note:

1. Lintels outside the 12th floor units are rusting and Susan has asked George Compo to investigate and to suggest corrective action.
2. Water Intrusion. ServPro cleanup of 5H has been completed. 6H windows have been fixed.
3. Screen wall - 1A. Proposals have been received and a contract will be awarded
4. Caulking project. A meeting will be scheduled with George Compo to have him report on findings and progress. Pre-cast panels were tested for water absorption. No need to seal.
5. EMF and RF emissions report. Completed satisfactorily.
6. HVAC contracted. Contract awarded to Damuth-Trane. Cox-Powell has been notified of non-renewal.
10. Roof access door. Installed
11. Generator cover. Installed
12. Motion sensor lights. Installed. May need adjustment.
13. Elevator issues. Report submitted by Bayline Lift Technologies. Meeting scheduled for December.

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14. Possible oyster reef. Awaiting more information from Grounds committee.
15. Parking lot flooding. ODU professor working on program to provide advance warning of when the parking lot will flood.
16. Union Bank lockbox and ACH services. Would provide better control of assessment payments, at little cost to the Association
17. Insurance claims. Have been submitted for carpet damage.
18. Workers Comp. insurance audit. In process.
19. In future management reports, Susan will inform the Board of remodeling requests submitted and approved.

The maintenance report was submitted in writing. Rudy reported that the air handler for the south end of the corridors is not operating correctly. Cox-Powell is working on it.

### Board Action:

1. On motion made by Magnussen, seconded by Hammer, the Board unanimously approved the proposal dated September 27, 2017, from AlphaTec Surveyors, Ltd., to provide monitoring of the deflection (if any) of the 1A patio wall or the subsidence of the patio slab, for the price of \$652.50 to establish initial elevations and \$375 for each additional site visit, to be paid from **operating** funds.

2. On motion made by Roberts, seconded by Hammer, the Board tabled consideration of the Signature Pools pool maintenance contract, pending submission of a revised proposal.

3. On motion made by Hammer, seconded by Magnussen, the Board approved (with Roberts abstaining) the proposal from Union Bank, to provide ACH and lockbox services, with the Association to bear the cost of coupon books.

4. On motion made by Hammer, seconded by Magnussen, the Board unanimously approved the proposal dated October 11, 2017,

from Carter Machinery, to provide generator maintenance for 2018, for the price of \$1,356.60, to be paid from **operating** funds.

5. On motion made by Magnussen, seconded by Roberts, the Board unanimously approved renewal of the contract with Powers Business Machines, to provide copier maintenance for 2018, for the price of \$842.00, to be paid from **operating** funds.

6. On motion made by Hammer, seconded by Goldwasser, the Board unanimously approved the proposal from Mita Vail, for remodeling of the 1B bathroom, and to permit her workers to bring equipment and materials through the patio entrance of her unit and to park in the parking space assigned to her unit.

7. On motion made by Hammer, seconded by Magnussen, the Board unanimously approved the proposal dated October 30, 2017, from Shuler Flooring, to provide replacement flooring for the elevators, for the price of \$1200, to be paid from **operating** funds.

8. On motion made by Hammer, seconded by Magnussen, the Board unanimously approved the Committee Members Code of Conduct.

9. The Board discussed materials submitted by Angie Prolog. Pursuant to section 9.9 of the Declarations, the Board approved access to the building by the Service Dog "Harper".

Future business pending:

1. Meeting with George Compo re water intrusion, caulking and lintel repair.
2. 2017 and 2018 reserve projects
3. Elevator maintenance and repair/replacement
4. Questions re possible oyster reef
5. Building Committee projects
6. Pool maintenance contract

7. Forecasting of flooding in the parking lot

The December Board meeting will tentatively be held at 5:40 p.m. on Tuesday, December 19. The Homeowners Forum will be held at 5:30 p.m. (and then for ten minutes following the conclusion of the Board meeting.)

A Special Board meeting will tentatively be held December 6, 2017 at 2:00 p.m. 1) for the purpose of meeting with a representative of Bayline Lift Technologies to discuss the elevators, and 2) for a Board discussion on possible ways to improve security for the building.

Future Board meetings will be held on the third Tuesday of the month at 9:30 a.m., for the first two months of each quarter, and at 5:40 p.m. for the third month of each quarter. The Homeowners Forum will be held 10 minutes before the start of each Board meeting, and for 10 minutes after the conclusion of the Board meeting.

The meeting was adjourned at 11:25 a.m.

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Don Hammer, Secretary

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Ellie Marasco, President