

The Algonquin Association
Board of Directors Meeting
September 26, 2017

The meeting was called to order at 9:35 a.m. The following members were present: Glenda Greenhouse, President; Norman Goldwasser, Treasurer; Don Hammer, Secretary; and Margaret Magnussen, at-large. Staff present: Susan Rodriguez, manager.

Unit owners present were: Margaret Ayscue, Therese Butterfield, Brian Campbell, Mary Pem Copeland, Ann Felkins, Mona Goldwasser, Joan Hammer, Ida Becker Hersh, Loftus Hitchens, Jaime Kennedy, Joe Kennedy, Joe Marasco, Ellie Marasco, Sally McPhillips, Melba Old, Gloria Ornoff, Carol Parks, Sally Palmerton, Toni Pridgen, Roy Sheckells, Mary Jo Sturtevant, Lyn Tucci, Renee Wiman, and Meriel Wright.

On motion made by Magnussen, and seconded by Hammer, the minutes of the August 31, 2017 Board Meeting were approved as presented.

Treasurer's Report: Norman Goldwasser reported that as of August 31, 2017 we had operating funds of \$107,728.00, and reserve funds of \$787,108.00. We had net operating income from operations (not including T-Mobile, and after adjusting for accruals) of \$31,148 for the year and \$10,440.91 for the month of August.

Finance Committee: Lyn Tucci reported that Virginia has been busy and has been unable to attend the meetings. Don Hammer reported that Virginia had nonetheless helped research CD rates and financial entities. Susan reported that the Xenith CD has been redeemed, \$50,000 has been reinvested at Langley FCU, and the remainder has been put into the money market account. Also some funds had been moved out of Southern Bank because we were about to exceed the FDIC limits.

Covenants Committee: Margaret Ayscue reported that 1) residents using the laundry room should keep the light switch on (which keeps the fan operating) and the door closed, and that the light switch should be turned off when the laundry is finished (and the door should be closed, NOT propped open); and 2) plants should not be thrown down

Board of Directors meeting
September 26, 2017
Page 2

the trash chute or put in the recycling bins; they should be carried downstairs and put in the trash dumpster. She also encouraged all residents, when they notice a problem, to promptly report the problem to the front desk.

Social: Lyn Tucci reported that the Italian Night is scheduled for Thursday, September 28. She also noted that the storage area which contains the social committee decorations and equipment needs to be cleaned out.

Library: No report.

Fire Safety: Pete Beller submitted a written report that “All has been quiet on the Algonquin front.” He will make a presentation on fire safety and procedures at the annual meeting in October.

Newsletter: Lyn Tucci reported that many residents prefer paper newsletters. Volunteers will deliver the newsletters. Please sign up for the Red Cross blood drive. Sign up sheet is in the mail room.

Civic League: Toni Pridgen will be the new liaison to the Civic League. The League will probably meet here in the Algonquin Room quarterly.

Building Committee: Brian Campbell submitted the committee’s report in writing.

Grounds: Lyn Tucci reported that the Committee will be distributing a survey about the parking lot trees. Roses will be moved in the spring. The drainage channel at the northwest facade should be cleaned out once a week. Several lights are inoperable in the landscaping area.

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

1. Water intrusion. Being monitored as storm events occur.
2. Screen Wall. Susan has contacted several surveyors. Awaiting proposals.
3. Cellular antenna. Work completed. Antenna is operating.
4. Caulking contract. Work is ongoing.
5. Electro-magnetic field and RF emissions. Awaiting documents from T-Mobile.
6. Landscaping/front areas. Completed
7. FHA approval. Renewed.

The maintenance report was submitted in writing:

Board Action:

1. On motion made by Hammer, seconded by Goldwasser, the Board unanimously approved the 2016 Audit by DesRoches and Company.
2. On motion made by Hammer, seconded by Magnussen, the Board unanimously approved the proposal dated July 3, 2017, from Allied Door, to provide a replacement door from the stairwell to the roof, for the price of \$1,799, to be paid from **reserve** funds.
3. On motion made by Hammer, seconded by Magnussen, the Board unanimously approved the proposal dated September 19, 2017, from Carter Machinery, to install replacement sheathing for the generator, for the price of \$2,102.72, to be paid from **reserve** funds.
4. On motion made by Magnussen, seconded by Hammer, the Board unanimously approved the resolution establishing the Association Complaint Procedures.
5. On motion made by Hammer, seconded by Magnussen, the Board unanimously approved the resolution establishing the Records Request Procedures.

Future business pending:

1. HVAC contract (deferred)
2. Elevator maintenance contract (deferred).
3. Design Electric lighting proposal (deferred).
4. 2018 budget
5. Determine proposed motion (if any) regarding application of excess revenue.
6. Amendment of caulking contract to include sealant (Tabled July)
7. Parking lot sealant/rejuvenation
8. Retain surveyor to monitor 1A screen wall (July).
9. Algonquin Room windows.

The meeting was adjourned at 11:05 a.m.

The Annual Meeting is scheduled for October 25. An organizational Board meeting will follow immediately after the Annual Meeting. No date has been set for the next regular Board meeting.

Don Hammer, Secretary

Glenda Greenhouse, President