

# **The Algonquin Association**

**Board of Directors Meeting**

**Algonquin Room**

**7320 Glenroie Avenue**

**Norfolk, VA 23505**

**July 25, 2023**

**4:00pm**

## **AGENDA**

- I. Call to Order**
- II. Adoption of Agenda**
- III. Homeowners Forum (Limited to 15 minutes)**
- IV. Approval of Minutes**
  - A. June 27, 2023 Board Meeting Minutes**
  - B. July 6, 2023 Special Board Meeting Minutes**
  - C. July 14, 2023 Special Board Meeting Minutes**
  - D. July 18, 2023 Special Board Meeting Minutes**
  - E. July 20 Special Board Meeting 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. Manager's Report**
  
- VIII. Unfinished Business**
  - A. Replacement of Hallway Lights**
  - B. Kitchen Repairs**
    - 1. Insurance Repairs**
    - 2. Non-insurance Repairs**
  - C. Painting of the Pool House**
  - D. Damuth Proposal – Chiller Overhaul**
  - E. Strategic Planning Committee Charter**
  
- IX. New Business**
  - A. Ceiling Tile Report by Don Hammer**
  - B. Unanimous Consent – Parking Lot Pole Lights**
  - C. Unanimous Consent – Electrical Repairs to #6 Pump**
  - D. Annual Meeting Schedule**
  - E. Camera Access for Residents**
  - F. Masonry Repairs**
  - G. Security Guard Patrols**
  - H. Parking Lot Markings**
  - I. Guest Room Sunday Check-ins**
  - J. Irrigation Repairs**
  - K. Johns Brother Proposal for Additional Cameras**
  - L. Cox Communications Proposal for WiFi at Pool**
  - M. Damakaba Proposal to Replace Door Sensor**
  
- X. Announcements**
  
- XI. Homeowners Forum**
  
- XII. Adjourn**

**The next Board of Directors' meeting will be held on Tuesday, August 22nd at 4:00pm in the Algonquin Room.**

The Algonquin Association  
Regular Board Meeting  
June 27, 2023, 4:00 p.m.

I. Call to Order

The regular monthly Board meeting was convened by President Sarah (Sally) McPhillips at 4:01 PM in the Algonquin Room. Board members present were, Secretary Mark (Boring) McElhaney, and At-Large Member Cannon Renfro. Vice President Bill Ballard and Treasurer Barbara Klear were not present. Staff present were Association Manager Patrick Gasser and Maintenance Supervisor Anthony (Tony) Michalek. Homeowners present were Carol Starck, Frances Benson, Debra Roper, Beth Renfro, Margie Thrift, Linda Allen, Renee Wiman, Don Hammer, Shelly Wagner, Margaret Magnussen, Llew Roberts, Glenda Greenhouse, Karen Inman, Ellyn Place, Mary Jo Sturtevant, Susan Jacobson, Betty Duron, Abby Baird, Mita Vail, Margaret Ayscue, Pete Beller, Pat Carter, and Ann Felkin.

II. Adoption of Agenda

It was moved by Sally McPhillips to adopt the agenda with an amendment to add New Business item H to discuss payment of an expense incurred from vandalism on Friday, June 23. The motion was seconded, and The Board unanimously approved the agenda with the stated amendment.

III. Homeowners' Forum

Sally McPhillips described events of Friday evening, 6/23. The incident began at approximately 10:20 PM and involved four young people who came on the property and jumped over the pool fence and threw most of the furniture in the pool, exited the pool and went to the staff parking lot and broke two windows on a staff members car. Possible solutions, to these types of incidents, which were discussed, included better lighting, improved cameras and looking into proposals for hiring a security company to patrol the ground for a few hours each evening.

IV. Approval of Minutes

A motion was made by Cannon Renfro to approve the May 23, 2023, regular minutes. The motion was seconded and the Board unanimously approved.

A motion was made by Cannon Renfro to approve the June 16, 2023, special session minutes. The motion was seconded, and the Board unanimously approved.

V. Treasurer's Report – Mark Boring reported for Treasurer Barbara Klear, for the Period Ending May 31, 2023.

- A. Income of \$139,999.46 for the month and income of \$683,283.75 for the year.
- B. Expenses of \$145,042.31 for the month and expenses of \$628,834.17 for the year
- C. Net income of -\$5,042.85 for the month and net income of \$54,311.33 for the year.
- D. Operating funds of \$367,880.00 and replacement reserve funds of \$463,600.00

VI. Committee Reports

- A. Building Committee – No report
- B. Communications Committee – No report
- C. Covenants Committee – No report

- D. Finance Committee – No report
- E. Fire Safety Committee – Pete Beller reported, it has been another safe and quiet month at the Algonquin House. In addition to previous advice regarding taking your car keys with you when you hear the fire alarm also, if it is close to medication time, take your medication with you. Last of all, remember what Smoky the Bear did not say, only you can prevent condominium fires.
- F. Grounds Committee – No report
- G. Guest Rooms Committee – Margie Thrift reported, for the month of May, there were 10 rooms rented at \$80.00 per night for a total income of \$800.00.
- H. Library Committee – Sally reported for Randy Klear, we received ten new donations this month, including a DVD. The Committee is doing its usual good job of keeping the shelves in order. A note to would-be donors: Due to the lack of shelf space, we don't keep more than one copy of a title on the shelves. This excludes cases in which we have paperback and large print editions of the same work. Also, with paperbacks especially, we stick to recently printed copies (10 years old or less) in good physical condition. Any donations not meeting these criteria will be donated to charity.
- I. Pool Committee – Ellyn Place reported, the Pool Committee wants to thank the maintenance department for their hard work getting the pool up and running last month. And we also want to recognize Jeffrey's efforts in helping restore the pool after the recent vandalism episode. We recommend additional lighting at the pool.
- J. Social Committee –Beth Renfro reported, Coffee and Birthday socials were well attended by 35 to 40 people! We will celebrate ten June birthday this Thursday 6/29 at 4:00 PM. The planning for the 4<sup>th</sup> of July Hotdog roast is complete! Two tickets remain to sell. It will be held Tuesday, July 4<sup>th</sup>, 5:30 to 7:30 PM. June TGIF was a fun time, approximately 50 people attended. When you bring a dish to TGIF, please bring a serving utensil. July's TGIF will be hosted by the 10<sup>th</sup> and 11<sup>th</sup> floors on July 21<sup>st</sup>. Watch the newsletter and signs in the elevators and mailroom for all upcoming events.

#### VII. Maintenance Report

Maintenance Supervisor Tony Michalek shared he had not submitted a written maintenance report due to having been tied up with the water heater issue. The water heater controller had "fried" due to an electrical issue. It took a good bit of time to determine the part needed for the repair. The water heater is currently running in standalone mode and is running just fine. The needed part, for returning the heater to normal operation is on order and the repair is covered under warranty.

#### VIII. Manager's Report

Association Manager, Patrick Gasser delivered the manager's report. The report is available in the meeting packet at the front desk. He did add he had found an anomaly in the operating reserve contribution for the month, usually it is \$1500.00 and entered for this month is the amount of \$821.00. Patrick has a call into accounting to find out why there is this discrepancy.

#### IX. Old Business

- A. Kitchen Repairs – Sally McPhillips explained, the only company that put in a proposal for the work on the kitchen had backed out. So, Patrick has found two other contractors who are willing to put in proposals for the work and these proposals should be available in the next few days.

- B. Damuth Revised Proposal for Domestic Hot Water Leaks – It was moved by Cannon Renfro to accept the proposal from Damuth to repair the two additional domestic hot water leaks at a cost of \$9,894.00, to be taken from reserve funds. The motion was seconded and adopted unanimously by the Board.

X. New Business

- A. Unanimous Consent, Irrigation Repairs – It was moved by Mark Boring to ratify the unanimous consent, which the Board had acted on, to accept the proposal from Ritter Grounds to investigate and repair irrigation system leaks, the amount not to exceed \$3,000.00, to be taken from operational funds. The motion was seconded and adopted unanimously by the Board.
- B. Paint the Pool House – It was moved by Sally McPhillips to table this item with a request to Patrick Gasser to get updated proposals, for the work, which will not include the painting of the interior of the pool house bathrooms. The motion was seconded and adopted unanimously by the Board.
- C. First Floor Hallway Lights – It was moved by Cannon Renfro to accept the proposal from Relay Electric, for replacement of the first floor hallway lights in the amount of \$1,325.00, to be taken from operational funds. The motion was seconded and adopted unanimously by the Board.
- D. Parking Lot Pole Lights – It was moved by Cannon Renfro to direct the manager to purchase two different “Test” lightbulbs, 1 each 3000 kelvin bulb and 1 each 5000 kelvin bulb, for installation in the parking lot, to determine which type of bulb we would like to eventually purchase for replacement in the entire parking lot. The motion was seconded and adopted unanimously by the Board.
- E. Maintenance Equipment, Drain Snake – It was moved by Mark Boring to approve the purchase of a drain snake, for use by maintenance staff from Amazon, at a cost of \$368.00, to be taken from operational funds. The motion was seconded and adopted unanimously by the Board.
- F. Shrub Replacement – It was moved by Cannon Renfro to accept the proposal from Ritter Grounds Maintenance, for October 2023 replacement of the hedge which runs from the pool house to the main building along the sidewalk, in the amount of \$2,391.65, to be taken from operational funds. The motion was seconded and adopted unanimously by the Board.
- G. Damuth Proposal, Chiller Overhaul – It was moved by Mark McElhane to table a decision until further notice, to allow Patrick to do some research to include more information from a commercial HVAC company, other than Damuth. The motion was seconded and adopted unanimously by the Board.
- H. Payment of an Expense Incurred from Vandalism on Friday, June 23 – It was moved by Cannon Renfro to approve payment of vehicle window repairs for staff member Eula Williams for damage to her vehicle while parked in the staff parking lot, in the amount of approximately \$742.00, to be taken from operational funds. Also, to allow her to park under the portico or in Reserved space, number 39, after 5:00 PM, for safety reasons. The motion was seconded and adopted unanimously by the Board.

XI. Announcements

Sally McPhillips encouraged all residents to please consider joining the Board. Elections are held each October. Mark Boring explained how his phone number is incorrectly listed under “A for Alan” in the residents’ directory.

XII. Homeowners’ Forum

Topics discussed included the following:

- A suggestion for creating a more accommodating handicap accessible ramp than the two currently available which are off to each side.

- The development of an online private group for the residents of The Algonquin House.
- Installation of motion lights and/or motion activated alarms at the pool.
- Concern regarding the phrase “up to 2 coats of paint” used in the McKown proposal for painting of the pool house. Patrick Gasser will address this as the updated painting proposals are received.
- Would the replacement of the pressure regulators for heating and cooling system require access to individual units? No, this work would be entirely completed in the boiler room.
- Could the newly approved plumbing snake be used in residents’ units, by maintenance staff, when required? Yes, the new tool would be available for this use.
- A reminder of the Budget Meeting schedule for the upcoming eight meetings. The schedule will be posted in the mailroom.
- How are contractors and other businesses chosen when soliciting bids for various work? Patrick Gasser explained it is contractors which have been used previously, contractors he has worked with in the past and those suggested by residents. He is always open to recommendations.
- An acknowledgement of the work done to give our doorman, Mr. Frank, such a lovely send off. Cannon Renfro presented two copies of the “Mr. Frank’s Algonquin House” book which he created. One copy will be in the library and the second will be given to Mr. Frank.

### XIII. Adjournment

At 5:30 PM it was moved by Cannon Renfro to adjourn the meeting. The motion was seconded and adopted unanimously by the Board.

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Mark McElhaney, Secretary

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Sarah McPhillips, President

The Algonquin Association  
Special Board Meeting  
July 6, 2023

President Sarah (Sally) McPhillips convened the special meeting at 10:00 AM in the Algonquin Room. Board members present were President Sally McPhillips, Treasurer Barbara Klear, and At Large Member Cannon Renfro. Also present was Condo Manager Patrick Gasser. Homeowners present were Mary Jo Sturtevant, Katrina Dozier, Anne Lankford, Henry Gottlieb, Ellie Marasco, Barbara Whitbeck, Toni Pridgen, Margie Thrift, Betty Duran, Linda Allen, Ida Hersh, Renee Wiman, and Mita Vail.

President McPhillips explained the purpose of the meeting was to discuss categories in the budget starting with General & Administration and Utilities. The meeting would be interactive with homeowners asking questions or making comments throughout.

Condo Manager Patrick Gasser presented the General & Administrative categories and explained needs for increases. It was asked that there be a narrative for each line item in each category and Patrick said that would be done. General & Administrative and Utilities were completed. Maintenance will be discussed at the July 14 meeting.

With no further discussion it was moved by Barbara Klear seconded by Cannon Renfro to adjourn. The motion carried unanimously. The meeting adjourned at 11:55 AM.

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Barbara Klear, Acting Secretary

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Sarah McPhillips, President

The Algonquin Association  
Special Board Meeting  
July 14, 2023, 1:30 PM

President Sarah (Sally) McPhillips convened the special meeting at 1:30 PM in the Algonquin Room. Board members present were President Sally McPhillips, Secretary Mark (Boring) McElhaney, Treasurer Barbara Klear and At Large Member Cannon Renfro. Also present was Association Manager Patrick Gasser. Homeowners present were Ellie Marasco, Mary Jo Sturtevant, Henry Gottlieb, Margie Thrift, Linda Allen, Beth Renfro, Katrina Dozier, Karen Inman, and Betty Duron.

President McPhillips explained the purpose of the meeting was to discuss the Maintenance category in the budget. Association Manager, Patrick Gasser would present the category line items and the meeting would be interactive with homeowners asking questions or making comments throughout.

It was determined, the upcoming July 20 meeting would be used to address clarify questions, regarding the Maintenance category, which came up during this meeting.

No budget decisions were made during this meeting and nothing was voted on.

With no further discussion it was moved by Cannon Renfro seconded by Mark Boring to adjourn. The motion carried unanimously. The meeting adjourned at 3:05 PM.

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Mark McElhaney, Secretary

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Sarah McPhillips, President



The Algonquin Association  
Board Meeting, Executive Session  
Tuesday, July 18, 2023, 4:15 p.m.

The special meeting held in the Algonquin Room was convened by President Sarah (Sally) McPhillips at 4:28 PM. Board members present were President Sally McPhillips, Vice President Bill Ballard, Secretary Mark (Boring) McElhaney, Treasurer Barbara Klear and At Large Member Cannon Renfro.

On motion by Bill Ballard, seconded by Mark Boring, the Board unanimously agreed to go into regular session.

President McPhillips explained the purpose of the meeting was to discuss personnel matters. The meeting would be held in executive session.

On motion by Bill Ballard, seconded by Barbara Klear, the Board unanimously agreed to go into executive session.

Following completion of discussion, on motion by Cannon Renfro seconded by Barbara Klear, the Board unanimously agreed to reconvene in open session.

On motion by Barbara Klear, seconded by Mark Boring, the Board unanimously agreed only personnel matters were discussed in executive session and there was no action taken by the board which required action in the open session.

On motion by Cannon Renfro, seconded by Mark Boring, the Board unanimously agreed to adjourn at 5:49 p.m.

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Mark McElhaney, Secretary

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Sarah McPhillips, President

The Algonquin Association  
Special Board Meeting  
July 20, 2023, 10:00 AM

President Sarah (Sally) McPhillips convened the special meeting at 10:00 AM in the Algonquin Room. Board members present were President Sally McPhillips, Vice President Bill Ballard, Treasurer Barbara Klear and At Large Member Cannon Renfro. Also present was Association Manager Patrick Gasser. Homeowners present were Margie Thrift, Ellie Marasco, Henry Gottlieb, Anne Lankford, Karen Inman, and Renee Wiman.

President McPhillips explained the purpose of the meeting was to continue the discussion of the Maintenance category in the budget and start discussion on Personnel. Association Manager, Patrick Gasser would present the category line items and the meeting would be interactive with homeowners asking questions or making comments throughout.

No budget decisions were made during this meeting and nothing was voted on.

With no further discussion it was moved by Bill Ballard seconded by Cannon Renfro to adjourn. The motion carried unanimously. The meeting adjourned at 11:40 AM.

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Barbara Klear, Acting Secretary

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Sarah McPhillips, President

The Algonquin Association  
Treasurer's Report for July 25, 2023  
For the Period Ending June 30, 2023

On June 30, 2023

1. Income of \$135,021.62 for the month and income of \$818,305.37 for the year.
2. Expenses of \$134,673.80 for the month and expenses of \$764,306.86 for the year
  - 2023-2024 Budget > \$1,650,840.12
3. Net income of \$347.82 for the month and net income of \$53,998.51 for the year.
  - 2023-2024 Budget > \$1,651,172.00
4. Operating funds of \$348,567.72 and replacement/reserve funds of \$501,578.78.

Submitted by:

\_\_\_\_\_  
/s/  
Barbara Klear, Treasurer

\_\_\_\_\_  
July 25, 2023

THE ALGONQUIN ASSOCIATION, INC.

As of 06/30/23

BALANCE SHEET

ASSETS:

CASH:			
1015	CIT checking #3372	\$	92,569.38
1025	Southern Addtn'l Operat #2702		61,189.04
1030	Southern Bank G/O Res #4102		193,235.50
1090	Petty Cash		500.00
1091	1st Carolina Petty Cash #2375		1,073.80
	Subtotal Operating Cash		<u>\$ 348,567.72</u>
1045	Southern Bank R/R MMA #3302	\$	144,019.65
1048	Old Point MMA R/R #1101		44,064.98
1057	Live Oak CD#2630 12/18/23 4.5%		57,076.05
1061	Live Oak RR Sav #3180		35.86
1063	LiveOak CD #2804 9/22/23 4.80%		54,446.19
1078	1st Internet R/R MMA #6531		201,936.05
	Subtotal Repl Reserve Cash		<u>\$ 501,578.78</u>
ACCOUNTS RECEIVABLE:			
1310	Assessments Receivable	\$	23,453.92
1316	Cox Cable Fee Receivable		1,862.77
1317	Storage Fee Receivable		40.00
1340	Late Fees Receivable		1,223.00
1350	Legal Fees Receivable		8,474.26
1360	Misc Owner Charges Receivable		340.00
	Subtotal Accts Receivable		<u>\$ 35,393.95</u>
OTHER ASSETS:			
1610	Prepaid Insurance	\$	14,703.96
	Subtotal Other Assets		<u>\$ 14,703.96</u>
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		<u>\$ 22,129.55</u>
TOTAL ASSETS			<u>\$ 922,373.96</u>

THE ALGONQUIN ASSOCIATION, INC.

As of 06/30/23

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LIABILITIES & MEMBERS EQUITY

LIABILITIES:

3010	Accounts Payable	\$	100,519.83	
3015	Accrued Expenses		20,742.89	
3020	Insurance Claims Payable		67,875.16	
3050	A/P-Internal Funds In Transit		20.00	
3180	Employees Garnishment With.		(70.77)	
3310	Prepaid Owner Assessments		46,641.55	
3330	Accelerated Owner Assessments		4,386.00	
	Subtotal Liabilities			\$ 240,114.66

MEMBERS EQUITY:

GENERAL OPERATING RESERVES:

5010	Reserves - General Operating	\$	113,633.27	
5011	Gen. Operating Reserve Deposit		10,500.00	
5012	Gen Operating Reserve Interest		127.07	
	Subtotal Gen Operating Res			\$ 124,260.34

REPLACEMENT RESERVES:

5020	Reserves - Repair & Replacemen	\$	529,455.86	
5021	Replacement Reserves Deposits		224,628.00	
5022	Replacement Reserves Interest		3,616.04	
5023	Repl. Reserve Expense		(421,301.38)	
	Subtotal Replacement Rsrv.			\$ 336,398.52

RETAINED EARNINGS:

5510	Prior Years Income/(Loss)	\$	165,969.50	
	Current Year Net Income/(Loss)		55,630.94	
		\$	221,600.44	

TOTAL LIABILITIES & EQUITY

\$ 922,373.96

THE ALGONQUIN ASSOCIATION, INC.

Period: 06/01/23 to 06/30/23

Actual	Current Period Budget	Variance	Description	Actual	Year-To-Date Budget	Variance	Yearly Budget
<b>INCOME/EXPENSE STATEMENT</b>							
<b>INCOME:</b>							
126,043.00	126,028.00	15.00	06310 Assessment Income	756,258.00	756,168.00	90.00	1,512,336.00
5,828.00	5,844.00	(16.00)	06316 Cox Cable Fee Income	34,968.00	35,064.00	(96.00)	70,128.00
420.00	420.00	.00	06317 Storage Fee Income	2,520.00	2,520.00	.00	5,040.00
60.00	12.50	47.50	06325 Boat Slip Fee	360.00	75.00	285.00	150.00
176.50	25.00	151.50	06340 Late Fee Income	1,156.00	150.00	1,006.00	300.00
.00	.00	.00	06350 Legal Fees Reimbursement	3,659.88	.00	3,659.88	.00
76.00	25.00	51.00	06360 Misc. Owner Income	435.60	150.00	285.60	300.00
.00	200.00	(200.00)	06410 Moving Fees	.00	1,200.00	(1,200.00)	2,400.00
1,440.00	950.00	490.00	06420 Guest Room Fees	4,960.00	5,700.00	(740.00)	11,400.00
795.18	470.00	325.18	06430 Washer/Dryer	3,987.05	2,820.00	1,167.05	5,640.00
.00	200.00	(200.00)	06450 Resale Income	794.00	1,200.00	(406.00)	2,400.00
168.17	700.00	(531.83)	06500 Repair/Cleaning - Owners	6,057.59	4,200.00	1,857.59	8,400.00
.00	2,393.17	(2,393.17)	06725 T-Mobile Lease	.00	14,359.02	(14,359.02)	28,718.00
14.77	330.00	(315.23)	06910 Interest Income	3,149.25	1,980.00	1,169.25	3,960.00
<b>135,021.62</b>	<b>137,597.67</b>	<b>(2,576.05)</b>	<b>TOTAL INCOME</b>	<b>818,305.37</b>	<b>825,586.02</b>	<b>(7,280.65)</b>	<b>1,651,172.00</b>

**EXPENSES:**

**GENERAL & ADMINISTRATIVE:**

8,333.34	8,468.00	134.66	07010 Management Fees	50,000.04	50,808.00	807.96	101,616.00
.00	766.67	766.67	07140 Audit Fees	.00	4,600.02	4,600.02	9,200.00
483.00	500.00	17.00	07160 Legal Fees	893.50	3,000.00	2,106.50	6,000.00
.00	833.33	833.33	07180 Professional Fees	72.00	4,999.98	4,927.98	10,000.00
9.93	30.00	20.07	07260 Postage & Mail	91.43	180.00	88.57	360.00
4,636.25	5,101.72	465.47	07280 Insurance - Property & Liab	27,817.50	30,610.32	2,792.82	61,220.65
393.66	580.95	187.29	07285 Insurance - W/C, Health & Li	2,361.96	3,485.70	1,123.74	6,971.44
182.26	2,292.34	2,110.08	07290 Flood Insurance	5,096.86	13,754.04	8,657.18	27,508.03
139.00	450.00	311.00	07320 Office Supplies	817.35	2,700.00	1,882.65	5,400.00
.00	50.00	50.00	07335 Kitchen/Social Expenses	119.51	300.00	180.49	600.00
.00	83.33	83.33	07338 Guest Rooms	208.91	499.98	291.07	1,000.00
.00	478.67	478.67	07350 Commission Expense - Lease	.00	2,872.02	2,872.02	5,744.00
225.64	300.00	74.36	07400 Printing & Office Equipment	1,602.22	1,800.00	197.78	3,600.00
.00	266.67	266.67	07430 Income Taxes	.00	1,600.02	1,600.02	3,200.00
.00	200.00	200.00	07625 Resala Prep Expense	1,055.00	1,200.00	145.00	2,400.00
105.08	200.00	94.92	07890 Misc. General & Administrati	1,546.83	1,200.00	(346.83)	2,400.00
<b>14,508.16</b>	<b>20,601.68</b>	<b>6,093.52</b>	<b>Subtotal General &amp; Admi</b>	<b>91,683.11</b>	<b>123,610.08</b>	<b>31,926.97</b>	<b>247,220.12</b>

THE ALGONQUIN ASSOCIATION, INC.

Period: 06/01/23 to 06/30/23

Actual	Current Period Budget	Variance	Description	Actual	Year-To-Date Budget	Variance	Yearly Budget
<b>PERSONNEL EXPENSES:</b>							
8,033.89	8,302.00	268.11	08610 Receptionist Salaries	42,145.64	49,812.00	7,666.36	99,624.00
4,691.10	4,829.00	137.90	08620 Housekeeper Salaries	20,237.04	28,974.00	8,736.96	57,948.00
8,321.20	7,928.00	(393.20)	08630 Maintenance Salaries	51,621.70	47,568.00	(4,053.70)	95,136.00
6,599.38	5,053.00	(1,546.38)	08650 Doormen Salaries	27,259.28	30,318.00	3,058.72	60,636.00
1,805.47	2,313.00	507.53	08710 Payroll Taxes	10,250.03	13,878.00	3,627.97	27,756.00
435.56	455.00	19.44	08725 Payroll Processing Fees	2,733.83	2,730.00	(3.83)	5,460.00
<b>29,886.60</b>	<b>28,880.00</b>	<b>(1,006.60)</b>	<b>Subtotal Payroll Expense</b>	<b>154,247.52</b>	<b>173,280.00</b>	<b>19,032.48</b>	<b>346,560.00</b>
<b>UTILITIES:</b>							
11,853.42	12,000.00	146.58	08910 Electricity - House Meter	65,033.33	72,000.00	6,966.67	144,000.00
5,682.69	5,844.00	161.31	08920 Cable	34,094.37	35,064.00	969.63	70,128.00
3,250.61	5,152.00	1,901.39	08930 Water	14,959.87	30,912.00	15,952.13	61,824.00
1,754.82	4,254.00	2,499.18	08940 Sewer	8,179.23	25,524.00	17,344.77	51,048.00
1,027.82	3,309.00	2,281.18	08950 Gas	30,753.81	19,854.00	(10,899.81)	39,708.00
1,388.52	608.00	(780.52)	08960 Storm Water	5,816.77	3,648.00	(2,168.77)	7,296.00
288.91	200.00	(88.91)	08970 Office Internet	1,740.09	1,200.00	(540.09)	2,400.00
604.80	670.00	65.20	08990 Telephone	3,500.81	4,020.00	519.19	8,040.00
<b>25,851.59</b>	<b>32,037.00</b>	<b>6,185.41</b>	<b>Subtotal Utilities</b>	<b>164,078.28</b>	<b>192,222.00</b>	<b>28,143.72</b>	<b>384,444.00</b>
<b>MAINTENANCE:</b>							
1,830.00	1,950.00	120.00	09010 Landscape Maintenance Contra	17,227.45	11,700.00	(5,527.45)	23,400.00
585.00	340.00	(245.00)	09020 Grounds/Common Area	2,604.33	2,040.00	(564.33)	4,080.00
550.00	300.00	(250.00)	09025 Exterminating	1,550.00	1,800.00	250.00	3,600.00
595.23	780.00	184.77	09090 Trash Removal	3,647.47	4,680.00	1,032.53	9,360.00
1,950.00	854.17	(1,095.83)	09095 Pool Maintenance Contract	3,975.00	5,125.02	1,150.02	10,250.00
310.02	416.67	106.65	09096 Pool Expense - Other	5,152.28	2,500.02	(2,652.26)	5,000.00
2,743.52	1,000.00	(1,743.52)	09120 Maintenance & Cleaning Suppl	13,970.87	6,000.00	(7,970.87)	12,000.00
1,987.00	500.00	(1,487.00)	09150 Fire Protection - Alarm Mon.	5,180.97	3,000.00	(2,180.97)	6,000.00
3,336.68	2,000.00	(1,336.68)	09160 Repairs Contract/Other	21,582.07	12,000.00	(9,582.07)	24,000.00
.00	262.50	262.50	09170 Generator Maintenance Contra	1,863.91	1,575.00	(288.91)	3,150.00
.00	300.00	300.00	09180 Electric Repair & Materials	2,471.72	1,800.00	(671.72)	3,600.00
400.00	500.00	100.00	09190 Plumbing Repairs/Supplies	10,929.94	3,000.00	(7,929.94)	6,000.00
.00	1,000.00	1,000.00	09200 Elevator Maintenance/Contrac	.00	6,000.00	6,000.00	12,000.00
.00	500.00	500.00	09225 Elevator Repairs	828.00	3,000.00	2,172.00	6,000.00
11,202.00	5,602.00	(5,600.00)	09260 Heating & Cooling Contract	26,296.00	33,612.00	7,316.00	67,224.00
.00	450.00	450.00	09270 Heating & Cooling Repair	310.00	2,700.00	2,390.00	5,400.00
<b>25,489.45</b>	<b>16,755.34</b>	<b>(8,734.11)</b>	<b>Subtotal Maintenance</b>	<b>117,590.01</b>	<b>100,532.04</b>	<b>(17,057.97)</b>	<b>201,064.00</b>

Run Date: 07/17/23

Run Time: 04:18 PM

The Algonquin Association, Inc.

Period: 06/01/23 to 06/30/23

Actual	Current Period Budget	Variance	Description	Actual	Year-To-Date Budget	Variance	Yearly Budget
The Algonquin Association, Inc.							
<b>RESERVES:</b>							
1,500.00	1,500.00	.00	09910 General Operating Reserves	9,000.00	9,000.00	.00	18,000.00
37,438.00	37,438.00	.00	09920 Replacement Reserves	224,628.00	224,628.00	.00	449,256.00
.00	358.00	358.00	09990 Reserve Interest	3,079.94	2,148.00	(931.94)	4,296.00
<u>38,938.00</u>	<u>39,296.00</u>	<u>358.00</u>	<b>Subtotal Reserves</b>	<u>236,707.94</u>	<u>235,776.00</u>	<u>(931.94)</u>	<u>471,552.00</u>
134,673.80	137,570.02	2,896.22	<b>TOTAL EXPENSES</b>	764,306.86	825,420.12	61,113.26	1,650,840.12
<u>347.82</u>	<u>27.65</u>	<u>320.17</u>	<b>NET INCOME/(LOSS)</b>	<u>53,998.51</u>	<u>165.90</u>	<u>53,832.61</u>	<u>331.88</u>



# The Algonquin Association

## Manager's Report

July 2023

### Financials:

The June 2023 financial reports are included in this packet for your review.

Management holds a debit card associated with a petty cash account which is separate from other association funds and is reimbursed from the Operating Account.

The June Replacement Reserve and Operating Reserve contributions were made in accordance with the budget in the amounts of \$37,438 and \$1,500 respectively.

### Maintenance:

#### Front Sliding Doors

Doormakaba performed their annual preventive maintenance and adjustments on the front sliding doors and identified a faulty door sensor. Management has received a proposal to replace the sensor for \$885 and initially thought that Maintenance could perform this repair in-house by ordering parts online. However, after further research, there are numerous sensors that are very similar and may have propriety programming. As a result, Management is requesting Board approval for the Doormakaba proposal in this packet.

#### Dual Temperature System

The Dual Temperature System has the following concerns:

1. The unit thermostats are supplied either a 15lb or 25lb air pressure to indicate whether the DTS is in cooling or heating mode. The 25lb pressure regulator leaks by and thus supplies a "heating" signal to thermostats. In this condition, When the DTS is in cooling mode, the thermostats would operate on the wrong side of the thermostat's setpoint(s). As a temporary solution, Maintenance is adjusting the system air pressure manually.  
The Damuth Trane proposal to repair this system and install newer components has been approved, but work has not been scheduled (this is not a concern until the DTS starts to transfer from cooling to heating in the fall).
2. The 4 Domestic Hot Water Leaks have been approved but have not been repaired yet. The repair of one of these leaks will require the loss of hot water to the building during the repair and Management will ensure that ample notice is given.

3. There is a minor oil leak on the chiller unit that will require taking the unit offline and evacuating the coolant from the system. This repair will be completed in Fall 2023 during the chiller overhaul.
4. The DTS #6 pump, which provides DTS water flow to the east side of the building, has failed due to faulty wiring. The repair has been approved but Management has not received a repair date yet.  
While #6 pump is inoperable, the flow to the east loop is being provided by the Swing Pump. The Swing Pump is a system back-up and will provide the necessary flow, but this is the back-up and needs to be repaired as soon as possible.
5. The controller that coordinates the combined operation of the two Domestic Hot Water Heaters has failed. The heaters are working independently and providing hot water to the building, but communication with the new digital control system has been lost until this part is replaced. Management expects this repair to be included in the service contract and/or under warranty.

The Damuth Trane proposal for the chiller overhaul is included in your packet. Management attempted to engage an outside company to review the equipment and proposal, but there is either no interest from companies or the cost was too high. In the interest of ensuring that parts are ordered and arrive on time, Management recommends approving the Damuth proposal to overhaul the chiller.

### **Plumbing Leaks**

The only known plumbing leak in the building is an intermittent leak from the Dual Temperature System piping that appears in Unit 1C. Maintenance has recently discovered drawings that show there is an automatic vent valve at the top of each DTS supply pipe that runs from the 1<sup>st</sup> floor to the 12<sup>th</sup> floor. If this valve has failed and is slow to shut, it would create the intermittent leak that is seen in 1C. Unique Plumbing is scheduled to replace the valve on July 24<sup>th</sup>.

Once the work is complete and the old valve is inspected, a determination will be made whether to close the drywall holes in 1C, 2D, 4D and 12D.

Maintenance has started installing drain pan tablets in the convector drains in an effort to prevent drain pan overflows due to growth in the drain pipes, but not all drain pans will be serviced until the fall PM cycle. Residents are encouraged to install leak detectors under their convectors or to inspect the drain pans often.

### **Landscaping and Grounds**

Ritter Grounds is servicing the property every week, normally on Thursdays.

The approval to replace the hedge along the parking lot by the pool has been sent to Ritter with the requirement that it be installed after September 15<sup>th</sup>.

**Irrigation**

Ritter Grounds has provided a proposal to repair the irrigation system around the electric transformers in the rear of the property and this proposal is in your packet for consideration. Management has not received a proposal for the priority areas that were listed in the approved contract (Mall area and around the pool).

**Pool**

Tesla Pools services the pool daily. Management is not aware of any concerns with the service and the Algonquin continues to pass monthly inspections by the city.

There is still a leak in the pool, but after replacing both equalization valves in the bottom of the pool, the leak rate has been reduced significantly, but not stopped. If the Board plans to replace the pool in 2024, Management does not recommend spending more resources to locate and fix the leak.

**Contracts:**

The Condominium’s insurance policies renew on October 15th.

<b>Contractor</b>	<b>Contract Start Date</b>	<b>Next Contract Renewal Date</b>	<b>Renewal Clause</b>	<b>Effective Renewal Date</b>
<b>Dominion Electric</b>	<b>9/3/2020</b>	<b>9/30/2023</b>	<b>90 Days</b>	<b>6/30/2023</b>
<b>S.L Nusbaum (Flood Insurance)</b>	<b>10/15/2022</b>	<b>10/15/2023</b>	<b>N/A</b>	<b>10/15/2023</b>
<b>Beskin-Divers (Liability Insurance)</b>	<b>10/15/2022</b>	<b>10/15/2023</b>	<b>N/A</b>	<b>10/15/2023</b>
<b>Beskin-Divers (Directors and Officers Insurance)</b>	<b>10/15/2022</b>	<b>10/15/2023</b>	<b>N/A</b>	<b>10/15/2023</b>
<b>Beskin-Divers (Workers Compensation)</b>	<b>10/15/2022</b>	<b>10/15/2023</b>	<b>N/A</b>	<b>10/15/2023</b>
<b>Beskin-Divers (Property Insurance)</b>	<b>10/15/2022</b>	<b>10/15/2023</b>	<b>N/A</b>	<b>10/15/2023</b>
<b>Beskin-Divers (Crime/Dishonesty Insurance)</b>	<b>10/15/2022</b>	<b>10/15/2023</b>	<b>N/A</b>	<b>10/15/2023</b>
<b>Boat Slip #3</b>	<b>5/1/2023</b>	<b>10/31/2023</b>	<b>N/A</b>	<b>N/A</b>

<b>Carter Cat (Generator Maintenance)</b>	<b>12/1/2022</b>	<b>12/1/2023</b>	<b>N/A</b>	<b>12/1/2023</b>
<b>Powers Business Machine (Copier Maintenance)</b>	<b>3/1/2023</b>	<b>02/28/2024</b>	<b>30 Days</b>	<b>1/28/2024</b>
<b>Plant Factory (Indoor Plant Maintenance)</b>	<b>3/29/2018</b>	<b>3/29/2024</b>	<b>30 Days</b>	<b>2/28/2024</b>
<b>ChemTreat (Dual Temp System Chemical Treatments)</b>	<b>4/1/2005</b>	<b>4/1/2024</b>	<b>30 Days</b>	<b>3/1/2024</b>
<b>Johns Brothers (Fire Alarm Monitoring)</b>	<b>4/7/2020</b>	<b>4/7/2024</b>	<b>30 Days</b>	<b>3/7/2024</b>
<b>Doormakaba (Front Sliding Doors)</b>	<b>5/1/2023</b>	<b>4/30/2024</b>	<b>60 Days</b>	<b>3/1/2024</b>
<b>Tesla Pools (2023/2024 Season)</b>	<b>5/1/2023</b>	<b>4/30/2024</b>	<b>N/A</b>	<b>N/A</b>
<b>Boat Slip #5</b>	<b>7/1/2023</b>	<b>6/30/2024</b>	<b>N/A</b>	<b>N/A</b>
<b>Select Group Association Management)</b>	<b>7/1/2022</b>	<b>7/1/2024</b>	<b>90 Days</b>	<b>4/1/2024</b>
<b>Cox Communications (Bulk Cable TV)</b>	<b>7/1/2018</b>	<b>7/1/2024</b>	<b>90 Days</b>	<b>4/1/2024</b>
<b>Ritter Grounds (Landscape Maintenance)</b>	<b>8/1/2021</b>	<b>7/31/2024</b>	<b>30-60 Days</b>	<b>5/31/2024</b>
<b>FHA (Federal Housing Administration Certification)</b>	<b>8/17/2021</b>	<b>8/17/2024</b>	<b>N/A</b>	<b>N/A</b>
<b>John Hitch and Associates (Antenna Management)</b>	<b>6/8/2015</b>	<b>6/8/2025</b>	<b>60 Days</b>	<b>4/8/2025</b>
<b>TK Elevators (Elevator Maintenance Service)</b>	<b>7/15/2022</b>	<b>7/15/2025</b>	<b>90-120 Days</b>	<b>4/15/2025</b>
<b>Waste Management (Dumpster Service)</b>	<b>9/1/2022</b>	<b>9/1/2025</b>	<b>90 Days</b>	<b>6/1/2025</b>
<b>CSC (Laundry)</b>	<b>4/26/2019</b>	<b>4/26/2026</b>	<b>30 Days</b>	<b>3/26/2026</b>
<b>Tmobile (Roof Antenna)</b>	<b>2/2017</b>	<b>2/2027</b>	<b>1 year</b>	<b>2/2026</b>
<b>Damuth Trane</b>	<b>9/1/2022</b>	<b>12/31/2027</b>	<b>30 Days</b>	<b>11/31/2027</b>
<b>Guardian Pest Control</b>	<b>1/15/2017</b>	<b>Month to Month</b>	<b>30 Days</b>	<b>N/A</b>

<b>Desroaches (Audit and Taxes)</b>	<b>Ends with audit of 2023 financials</b>	<b>Non-Renewing</b>	<b>N/A</b>	<b>8/1/2024</b>
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**Respectfully submitted,**

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

Can we have a  
handicap accessible ramp  
put at front door?

Mary Ann Copeland

38

## Replacement Hallway Lights

At the June meeting, the Board approved the replacement of the first floor south hallway ceiling lights with LED panel lights. Since this approval, Management has received comments from a few residents that these lights may be too industrial or bright for the location.

The contractor has been given the approval for this project, but the work has not been scheduled yet.



# Wel-Vant Construction & Remodeling

Class "A" Contractor License # 032865A  
expires 9/30/2024



## Proposal/Contract & Specifications

July 09, 2023

### Submitted to:

Algonquin House  
ATT: Patrick Gasser  
7320 Glenroe Ave  
Norfolk, Va 23505  
Business: 757423-5151

### Submitted by:

Wel-Vant Construction & Remodeling  
4858-B Shell Rd  
Va. Beach, Va 23455  
Business: (757)855-7710 Fax: (757)855-7440  
Business: [office@welvant.com](mailto:office@welvant.com) Personal: [puddy@welvant.com](mailto:puddy@welvant.com)  
License Number: Class A # 2710 032865A Exp. Date: 9-30-24

### JOB NAME: Algonquin House Condo Break Room Renovation

JOB LOCATION: 7320 Glenroe Ave  
SUBDIVISION:

### Break Room Renovation

We hereby propose to furnish materials and labor necessary for the completion of:  
**Break Room** renovation as per attached plans & specifications

PLANS: Wel-Vant to provide working drawings after approval by owner/owner's(if required)

PERMITS: W-V to provide all permits(if required) and comply with all local requirements for inspections.

INSURANCE: W-V to provide proof of workmen's compensation and \$1,000,000.00 limit general liability coverage.

### MISCELLANEOUS:

- \* Use owners bathroom: **Yes/No**
- \* Provide on site portable toilet: **Yes/No**
- \* Use of owner's electricity: **Yes/No**
- \* Use of owners water supply: **Yes/No**
- \* Owner to provide access ot work area: as needed **Yes/No**
- \* Wel-Vant To use lockbox for key : **Yes/No**
- \* Remove all construction debris: **Yes/No**
- \* Final clean work areas upon completion: **Yes/No**
- \*Material deliveries through yard or driveway **Yes/No**
- \*Use of dump trailer, as needed:
- Placed in yard, driveway or street. **Yes/No**
- \*Rake and seed all affected areas of yard upon completion: **Yes/No**

~~\*OWNER TO BE RESPONSIBLE FOR ALL UTILITY INSTALLATION & RELOCATION FEE'S (if required)~~





# Wel-Vant Construction & Remodeling

Class "A" Contractor License # 032865A  
expires 9/30/2024



## Project Specifications

### Break Room Renovation

#### 1. Provide and install new sheet vinyl flooring

##### FLOOR COVERING

- Remove up to 60 lin. feet of cove base moulding
- Prep 33.00 Sq. Yard of existing resilient sheet flooring by the sq. yard
- Labor to install 40.00 sq. yards of resilient sheet flooring. No flooring materials included.
- Provide vinyl sheet flooring, 40.00 sq. yards, Travertine Plank Stone Residential/Light Commercial Vinyl Sheet Flooring @ \$13.50 SY Material costs only, labor not included. MTL Allowance \$535.00
- Provide and install 50.00 lin. feet of vinyl base, 4". up to 64 LF

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**Project Price \$2,145.00**

## General Project Contents

### PROJECT PREPARATION

- Cover floors & provide dust control and collection as required 300.00 SF

### GENERAL DEMOLITION

- Remove 8.00 kitchen cabinets, base or wall units.
- Remove 22.00 lin. feet of laminate countertop.

### SYSTEMS DEMOLITION

- Remove 1.00 electric range. and reinstall
- Remove 1.00 dishwasher.
- Remove 2.00 refrigerators. and reinstall

### KITCHEN AND LAUNDRY PLUMBING

- Remove and reinstall 1.00 existing kitchen sink & faucet

### CABINETS & TOPS

- Cabinets Provide by Mosaic Home Interiors Allowance \$4,800.00
- Cabinets Installed by W-V 1.00
- Provide and install 22.00 Cabinet hardware, knobs or pulls Allowance \$ 7.00 ea. Total \$155.00



# Wel-Vant Construction & Remodeling

Class "A" Contractor License # 032865A  
expires 9/30/2024



- Provide and install 22.00 LF of laminate countertop, self-edged, 25" deep, 4" backsplash, **Allowance \$900.00**

### INTERIOR PAINTING

All Interior Paint by Sherwin Williams or Benjamin Moore  
to be Non or Low VOC paints

Ceilings - Flat, ceiling White

Satin/Eggshell, Kitchen & Baths

Walls - Latex, Flat (Off White or Light Color)

Trim - Latex, Semi-gloss White

This proposal is based on (1) ONE interior wall color ) throughout the house or addition.

(There will be \$125.00 charge per paint color change)

If Dark colors or other types of finishes are selected, a change order w/ additional cost could be required.

**Painting Allowance \$ 765.00**

If owner elects to do their own painting', it cannot be started until W-V has completed the project.

- Paint interior flush door(s), 3.00 sides, 2 coats (per side). Includes jamb & casing.
- Paint Brick/BLK wall, 620.00 Sq. Foot of roller, 2 coats,

### PROJECT FINALIZATION

- Clean 300.00 sq. foot kitchen or bath project.
- Load, haul & dump 1.00 load of clean construction debris, 2.25 cubic yards.

**Project Price \$14,910.00**

**Total Project Price \$17,055.00**

### Break Room Renovation

WE PROPOSE to furnish materials and labor - in accordance with the above specifications and plans,  
for the sum of: **Seventeen Thousand Fifty-Five & 00/100**

PRICE            **\$17,055.00**

Draw # 1 Due: Sign Contract	<b>\$5,000.00</b>
Draw # 2 Due: Cabinets delivered	<b>\$5,000.00</b>
Draw # 4 Due: Painting 7 Flooring substantially complete	<b>\$5,000.00</b>
Draw # 5 Due: Work & Cleanup complete	<b>\$2,055.00</b>

Credit Card payments are accepted with an additional 4% user fee.



# Wel-Vant Construction & Remodeling

Class "A" Contractor License # 032865A  
expires 9/30/2024



## THE PROPOSAL IS SUBMITTED BY:

Wel-Vant Construction & Remodeling

G. H. Sturtevant, Pres.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

This proposal may be withdrawn by us if not accepted within 15 days.

## ACCEPTANCE OF PROPOSAL

The prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined in this contract.

Contractor shall have the right to stop work and keep the job idle if payments are not made when due. If any payments due are not made to the contractor within two (2) days of the due date owner shall pay to contractor an additional charge of \$25.00 per day penalty until payment is received. Payments will be brought to Wel-Vant Construction office or given to a designated employee of Wel-Vant Construction.

Owner(s) agree that in the event of breach of this contract or default in payment by them, the contractor or its assignee shall be paid all costs of collection including court costs and all attorney's fees and an interest rate calculated to balance due of one (1%) per month per annum or 12% per year.

Any changes or additions to this contract will be handled through a Additional Work Authorizations .

Additional Work Authorizations will be priced at, cost plus 20% or a minimum fee of \$50.00 / change order.

Payments will be:

Under \$2,000.00 due @ signing

Over \$ 2,000.00 50% due @ signing of authorization

50% due @ completion of authorization.

This constitutes the entire agreement between the parties. No other work is intended or implied.

I/We understand that I/We have (3) three business days to cancel this agreement

Send cancellation notice to Wel-Vant Construction, 4858-B Shell Rd, Va, Beach. Va 23455

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Weather permitting, work is tentatively scheduled to begin within 30 working days of contract signing \_\_\_\_\_

This work will take approximately **15** working days to complete.

and the approximate completion date will be \_\_\_\_\_

## CONCEALED CONDITIONS:

This Agreement is based solely on the observations Contractor was able to make with the structure in its current condition at the time this Agreement was bid. If additional concealed conditions are discovered once work has commenced which were not visible at the time the proposal was bid, Contractor will stop work and point out these unforeseen concealed conditions to Owner so that Owner and Contractor can execute a (AWA) Additional Work Authorization.



# Wel-Vant Construction & Remodeling

Class "A" Contractor License # 032865A  
expires 9/30/2024



## Warranty

Wel-Vant warranties for a period of **two (2) years** that all workmanship shall conform to the guidelines found in the publication **Residential Construction Performance Guidelines - For Professional Builders and Remodelers, (Fifth Edition) National Association of Home Builders, 2015**. If an item is not covered in the publication, standard industry practice and local building codes shall govern.

All material warranties or limited warranties will be as provided by the manufacturer of the products and materials used in construction.

All material is guaranteed to be as specified. There will be no additional charges to owner(s) for work required to complete this specific project. Any work that is not listed as the owner's responsibility or specifically limited or excluded in the contract documents will be the responsibility of the contractor. However, any extra work requested by the owner that is not a part of this project will be considered a change order and will be an extra expense to owner(s). All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, wind and household insurance. Our workers are fully bonded and covered by Workmen's Compensation and General Liability Insurance.

## Dispute Resolution Guidelines

### BBB Arbitration Clause

\* AGREEMENT TO MEDIATE and/or ARBITRATE. Wel-Vant Construction is BBB Accredited and in good standing, Wel-Vant and you agree to submit any dispute arising under this agreement, with the exception of disputes alleging criminal or statutory violations, to Better Business Bureau of Greater Hampton Roads to be resolved through mediation and/or binding arbitration.

Mediators are volunteers are Supreme Court Certified. Decisions reached in mediation are mutually agreed upon between disputing parties.

In accordance with the BBB Rules of Binding Arbitration the Arbitrator's decision will be final and binding on both you and us, and judgment on the decision may be entered in any court having jurisdiction.

This Agreement to Arbitrate affects important legal rights. Neither of us will be able to go to court for disputes that must be arbitrated. Further information about BBB arbitration may be obtained by contacting the BBB at 757-531-9400.

Neither of us will be committed by the terms of this agreement to arbitrate unless you sign below. In which event we will both be committed.

Accepted: \_\_\_\_\_ Date: \_\_\_\_\_  
(Customer Signature)

Wel-Vant Construction

Accepted: \_\_\_\_\_ Date: \_\_\_\_\_  
(Company Signature)

## Kitchen Repairs (PLACEHOLDER)

Management has been in contact with Gregg Sutton concerning his proposal for the kitchen repairs and he expects to submit his proposal prior to the Board meeting. However, the proposal was not available as of this writing.

## Pool House Painting

The following proposals to paint the pool house are from AKK Painting and McKown Pressure Washing and Painting.

If the Board plans to replace the pool in 2024, there will be heavy equipment in the area and the Board may wish to delay this work until after construction.



McKown Pressure Wash, Painting & Contracting  
 3211 Lafayette Blvd  
 Norfolk, VA 23509

# Estimate

Date	Estimate #
7/12/2023	1019180

Contracting Office-757-578-2924  
 Residential Office-757-631-2127  
 Commercial Office-757-224-0879

www.mckownpressurewash.com  
 Class A Contractors: # 2705149366

Financing is available for residential customers.  
 Call today for a free estimate on your next project with us!

**Customer**

Algonquin House  
 7320 Glenroie Ave  
 Norfolk, VA 23505

Description	Qty	Rate	Amount
Scope of Work: Pool House Wash & Paint			
Pressure heated wash to remove dirt, mold, mildew., algae, oxidation & loose/peeling paint to prep surfaces for paint -exterior painted cinder block siding -men's & women's bathroom floor & baseboard areas  Note: Clean up of paint chips included.	1	400.00	400.00
Cinder Block Siding: - Cover & protect all surrounding pool deck pavers - Apply up to (2) coats Sherwin Williams Loxon XP White to painted cinder block  (3) Doors & Frames: - Sand down areas to remove rust as much as possible - Wipe down clean to prep for paint - Apply up to (2) coats Sherwin Williams ProIndustrial Waterbased Alkyd Urethane White *Note: Due to heavy rust on mechanical door, current condition of door & frame is not eligible for warranty.	1	2,960.00	2,960.00
Created by Sharon McKeehan; Inspected by Andy Holland		0.00	0.00

By signing this estimate in approval of stated work this acts as a legally binding contract between McKown and client.  
 Signature: \_\_\_\_\_

**Total**



McKown Pressure Wash, Painting & Contracting  
 3211 Lafayette Blvd  
 Norfolk, VA 23509

# Estimate

Date	Estimate #
7/12/2023	1019180

Contracting Office-757-578-2924  
 Residential Office-757-631-2127  
 Commercial Office-757-224-0879

www.mckownpressurewash.com  
 Class A Contractors: # 2705149366

Financing is available for residential customers.  
 Call today for a free estimate on your next project with us!

**Customer**

Algonquin House  
 7320 Glenroie Ave  
 Norfolk, VA 23505

Description	Qty	Rate	Amount
<p>1 Year Workmanship/Labor Warranty            * This Limited Warranty does not apply to any structural defects or failure of a previous paint application. Please contact our office for specific product warranty information.</p> <p>1 Year Workmanship/Labor Warranty            Limited Lifetime Product Warranty            * This Limited Warranty is valid on product applied by McKown if the coating peels or blisters during the lifetime of the Warranty. This Limited Warranty does not apply to any defect or damage resulting from structural defects, failure of previous paint or improper application.</p> <p>Terms &amp; Conditions:            1. Notices for units will be provided by McKown to management prior to work being done but not distributed by McKown. McKown will distribute notices if given advanced notice &amp; for a minimum fee of \$150.00. If notices are not distributed by management in due time &amp; rescheduling of the work is required, there will be a \$500.00 charge to the Association.            2. Under state law, all discovered deteriorated building members must be removed and replaced and may place a halt on painting work. All due diligence will be done to get prior approval prior to executing change orders. Change orders will be completed on a time and material basis and complimented with photo documentation.            3. This estimate is based solely on a visual inspection. The extent of wood rot is not always visible until work begins. Should any additional repairs be needed, McKown will need to re-evaluate the original scope of work. Upon discovery of additional repairs, McKown will notify you as soon as possible. However, McKown will not ignore nor cover up any safety concerns involved with these repairs.            This estimate is based on current material prices and may fluctuate based on demand at the time of job approval; additional fees may apply. This estimate is an approximation and is not guaranteed. This estimate is based on the information from the client regarding the project requirements during the inspection. Actual cost may change once all project elements are negotiated or finalized. Before any price changes, McKown will notify the client.</p> <p>Exclusions:            A. Any work outside the above proposed scope of work            B. Overtime working hours            C. Furnishment of on-site electric and water            D. Interior repairs other than noted            E. Removal or replacement of deteriorated framing or sheathing other than noted.</p> <p>Payment Terms:            All work to be performed by McKown totaling \$10,000.00 or more will require a 25% (twenty five percent) down payment prior to the commencement of work unless approved otherwise. Final payment is due upon completion of work. A 3% fee will be applied when using a credit card. Estimates totaling \$10,000.00 or more must be signed and returned to McKown.</p>		0.00	0.00
<p>By signing this estimate in approval of stated work this acts as a legally binding contract between McKown and client.            Signature: _____</p>		<p><b>Total</b> \$3,360.00</p>	





# AKK Painting

6306 Orkney Court | Suffolk, Virginia 23435  
757-309-6444 | info@akkpaintingllc.com | www.akkpaintingllc.com

**RECIPIENT:**

**The Algonquin House**

The Select Group  
VA

**SERVICE ADDRESS:**

7320 Glenroe Avenue  
Norfolk, Virginia 23505

Estimate #866	
Sent on	Jun 30, 2023
<b>Total</b>	<b>\$4,650.00</b>

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
Pool pump house	1. Pressure wash all exterior walls and surfaces of pumphouse 2. Front of pumphouse- Scrape all loose paint from walls and shower area. Apply an extreme bonding primer to all previously painted surfaces. Apply two coats of an exterior latex semigloss paint to walls. Shower portion will be an epoxy paint. Door and doorframe will be DTM 3. Rest of exterior walls-Apply two coats of an exterior masonry paint to all exterior surfaces of CMU walls and foundation. Including inside the gated storage area.	1	\$4,650.00	\$4,650.00

**Total** **\$4,650.00**

Price includes all labor & materials, unless otherwise stated.  
All areas not being painted will be covered at all times.  
Payment Upon Completion.  
There is a 3% convenience fee added if paying by credit card.  
This quote is valid for the next 30 days, after which values may be subject to change.

*Client*  
Algonquin House  
7320 Glenroie Avenue  
Norfolk, VA 23505

*Numbers*  
QHI23-9342

*Date*  
June 14, 2023

*Job Name*  
Algonquin House  
Chiller Refurbishment

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

## Intent

It is the intent of this proposal to outline a turn-key effort to refurbish the existing 19 year old chiller that provides cooling to the entire facility during the cooling season. Centrifugal chillers require teardown from a proactive perspective to help prevent unexpected downtime, catastrophic failures and to help increase the life of the machine. This proposal will teardown, inspect and refurbish the chiller to a like new state for improved reliability. Additionally, this proposal upgrades the non-functional display on the chiller for improved visibility and information.

## Scope:

- Coordinate work during winter months
- Isolate Chiller and recover existing Refrigerant charge.
- Distill refrigerant to remove oil and discard used oil.
- Disassemble existing compressor and associated piping.
  - Bull gear to be evaluated at time of disassembly.
- Send motor and rotor to Motor shop for maintenance, cleaning and evaluation.
  - Note, any Stator, Rotor, or shaft issues are a separate cost to be determined after evaluation.
- Remove existing failed display
- Rebuild compressor with new O-rings, seals, bearing, high speed pinion assembly.
  - Test load unload piston/vane assembly prior to reassembly of entire compressor.
  - Rebuilding of compressor also includes internal and external bolt replacements
- Merge compressor and motor assemblies when all components are returned to sit and mount onto chiller.
- Reconnect motor/Compressor to existing Soft Start starter.
- Replace oil sump with new style sump, pump, oil pump motor. (Old pump/sump is obsolete.)
- Replace access valves.
- Install new Electronic Expansion Valve, associated controls and wiring. (Old thermal valve is obsolete.)
- Install new MT-II display upgrade
- Replace all pressure reliefs, oil filters and driers
- Pressure test and repair any leaks from rebuild process
- Evacuate chiller to factory specifications
- Recharge with new oil
- Recharge with recovered refrigerant
- Perform operational test on chiller
- Strip old insulation and re-insulate chiller



# PROPOSAL

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

- Paint new insulation
- Provide 1 year warranty on all work performed

**Damuth Trane's price for the above scope of work is.....\$219,852.00**

**Notes:**

1. Work to be performed during normal working times Monday – Friday 8:00 AM to 4:30 PM

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.

# Unanimous Consent

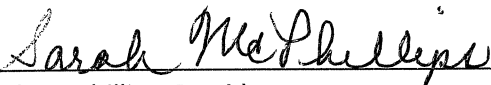
Board of Directors  
The Algonquin Association, Inc.

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 June 27, 2023, Management installed a sample LED in a pole light that the Board has reviewed and wishes install in the parking lot lights throughout the property in order to provide better lighting and security. The cost of 20 bulbs from Amazon is \$1,187.00 and they will be installed by the Algonquin Maintenance Staff. The Board has determined this action is needed before the next scheduled Board meeting,

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

  
\_\_\_\_\_  
Sarah McPhillips, President

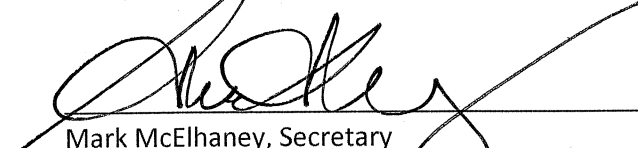
7-13-2023  
Date

  
\_\_\_\_\_  
William P. Ballard, Vice-President

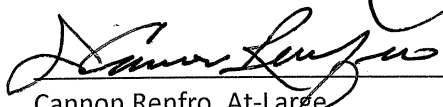
7/13/2023  
Date

  
\_\_\_\_\_  
Barbara Klear, Treasurer

13-Jul-2023  
Date

  
\_\_\_\_\_  
Mark McElhaney, Secretary

7/13/2023  
Date

  
\_\_\_\_\_  
Cannon Renfro, At-Large

7/13/23  
Date

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 June 27, 2023, a recommendation was made to repair the wiring that provides power to #6 pump that provides Dual Temperature System circulation to the East wing. 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 Relay Electric proposal dated July 9, 2023 for a total of \$4,195, and;

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

Sarah McPhillips  
Sarah McPhillips, President

7-18-2023  
Date

William P. Ballard  
William P. Ballard, Vice-President

07/18/2023  
Date

Mark McElhane  
Mark McElhane, Secretary

7/18/2023  
Date

Barbara Klear  
Barbara Klear, Treasurer

18-Jul-2023  
Date

Cannon Renfro  
Cannon Renfro, At-Large

7/18/23  
Date

July 9, 2023

Algonquin House  
Attn: Patrick

RE: Circuit, Algonquin House, Norfolk, Virginia

Dear Patrick:

Relay Electric, LLC is proud to submit a proposal to rerun the circuit for the chiller at Algonquin Hour in Norfolk. To meet your needs, the scope of the electrical services will include:

- Install new conduit and wire to rerun 3-phase, 480v, 30-amp circuit for the chiller.
- Replace fuses in disconnect.
- Replaced starter.
- Conduit will be run on wall to avoid possible asbestos.
- Assumes all existing power, low voltage controllers and line voltage controllers are in working condition. If anything is required other than rerun of circuit, additional fees will be required.

**The fee for the above services is \$4,195. Accepted: \_\_\_\_\_**

### **Terms and Conditions**

This proposal, when accepted, confirms the agreement between the customer and Relay Electric., LLC for the completion of the above-described work and/or changes approved with both parties. Payment terms, Net 30 days. If full payment is not made within 30 days of the date of the invoice date, a late charge of 2% per month will be placed on the outstanding balance. The customer agrees to pay the service charges and the cost of collection, including attorney's fees.

Note: This proposal may be withdrawn by us if not accepted within 30 days

*Relaying Since 2005*

p 757.657.2111

f 757.657.2116

P.O. Box 7158, Suffolk, VA 23437

If you have any questions or concerns, please call. We look forward to working with you on this project.

Very Truly Yours,  
Relay Electric, LLC  
*Shannon R. Lee*  
Shannon R. Lee  
President

*Relaying Since 2005*

p 757.657.2111  
f 757.657.2116

P.O. Box 7158, Suffolk, VA 23437



## Proposed Annual Meeting Schedule

### August 15

- Distribute notice of meeting and need for candidates. This is a notice distributed by hand and email informing residents of the Annual Meeting, how many seats are up for election, and the need for candidates to run for the open seats. This notice would also list any known agenda items such as the IRS Resolution to transfer any excess funds from 2023 to 2024.
- Candidate Forms are posted at the front desk for pick-up

### September 11

- Candidate Forms due to Management.

### September 15

- Distribute and mail notice of Annual Meeting (required at least 21 days before the meeting). This notice is delivered to doors of on-site owners and mailed to off-site owners, and includes a blank proxy with candidate names.

### October 20

- Completed proxies due to management. Proxies may also be brought to the meeting, but may delay the check-in process.

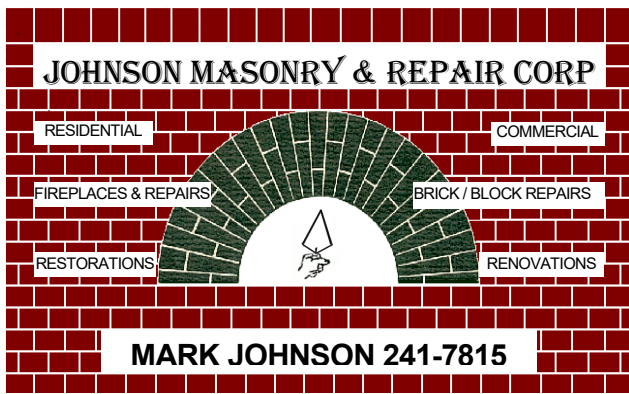
### October 24

- Annual Meeting in the Algonquin Room at 6pm. Check-in starts at 5pm and residents are encouraged to arrive early.

## Camera Access for Residents

The suggestion has been made that allowing residents access to view the camera system may add a level of security by having multiple people watching the cameras at any given time.

If the Board approves, Management and Maintenance would work to set up a log-in account with limited permissions to prevent accidental erasure of the saved videos and changing of system settings. This setup may require some outside expertise, but once complete, Management is not aware of any monthly expense that the condominium would incur.



July 21, 2023

**Proposal submitted to:**  
**Algonquin Association**  
**Attn: Patrick**  
**Work to be performed at:**  
**7320 Glenroie Ave.**  
**Norfolk, Va.**

**We hereby propose to furnish all Material, Equipment & necessary Labor for the completion of:**  
Brick and mortar repairs at various locations for the above owners.

**Front side**

- Grind out all the mortar joints at front entrance 35'-0" long X 10'-0" wide in the middle part and 17'-0" long X 7'-0" wide on the (2) sides and re-tuck with mortar to match existing work.
- Clean all new work and remove all job debris.

**Left side**

- Grind out all the mortar joints on the brick walkway 21'-0" long X 5'-8" wide and (1) brick step tread 5'-8" wide X 1'-0" deep and re-tuck with mortar to match existing work.
- Demo existing Cmu block at entrance area where intercom speaker has been eliminated and re-lay with Cmu block to match existing work.
- Clean all new work and remove all job debris.

**Back side (Back entrance in the middle area)**

- Grind out all the mortar joints on the 3 levels of porch brick paving (15'-0" wide X 3 landings totaling 13'-0) and re-tuck with mortar to match existing work.
- Grind out all the mortar joints on 5 separate areas of border brick paving 15'-0" long X 8" wide, and re-tuck with mortar to match existing work.
- Clean all new work and remove all job debris.

**Back side (Patio on right)**

- Grind out all the mortar joints on 9 separate areas of border brick paving 30'-0" long X 8" wide, and re-tuck with mortar to match existing work.
- Grind out all the mortar joints on 4 separate areas of border brick paving 85'-0" long X 8"-12" wide, and re-tuck with mortar to match existing work.
- Remove and clean loose, settled or lifted brick (trip hazards) at 4 separate locations (50 lineal foot) and re-lay with brick and mortar to match existing work.
- Clean all new work and remove all job debris.

NOTE 1: The mortar joints on all the above areas have deteriorated to the point where it would not be feasible to repair without it looking like a repair and the parts that aren't in need of repair today will need repair within a year or two.

NOTE 2: Johnson Masonry will accept 3 installments of \$6,300 with the 1<sup>st</sup> installment due upon completion & the 2<sup>nd</sup> installment due 30 after job completion and the 3<sup>rd</sup> installment due 60 days after job completion.

**Material, Equipment & Labor cost for the above project \$18,900**

**Acceptance of Proposal/Contract**

\_\_\_\_\_  
Sign

\_\_\_\_\_  
date

**Respectfully yours,**  
***Jason Mark Johnson***  
**Johnson Masonry & Repair Corp.**

## Proposal for Security Services



### PHASE 1 SECURITY

4089 Sherman Oaks Avenue  
Virginia Beach, VA 23456  
757.404.4361  
Phase1sec@gmail.com

## About Us

Phase 1 Security has been offering protection to individuals, businesses, and churches for more than 15 years. We provide a variety of services tailored to meet your security needs to include well trained DCJSS certified armed officers and/or unarmed officers. We are known for customizing solutions that best fit your specific needs and budget.

## Security Services

- Effective July 1, 2023, Phase 1 Security will provide security services through September 2023. Service may be extended via written request.
- One Unarmed Security Guard will patrol the parking lot and grounds on foot every 15 minutes from 9:00pm to 2:00am, 7 days a week
- Unarmed guard will patrol the parking lot closest to the street, and patrol the property on all sides of the building
- Unarmed guard with vehicle will be stationed at the front portico/front entrance of building as requested
- Unarmed guard attire will identify "Security"

## Expectations

- Unarmed guard is not expected to walk the property in inclement weather (i.e., rain, and unfavorable conditions)
- Unarmed guard is not expected to escort resident(s) from their car to entrance of building
- Unarmed guard will be visible and ensure resident safety as they walk across the parking lot

## Payment

The Algonquin Association, Inc. shall pay Phase 1 Security One Thousand Fifty Dollars (\$1,050.00) per week in consideration for the performance of the security services described therein. For major holidays (4<sup>th</sup> of July, Labor Day, Memorial Day, Thanksgiving, Christmas Eve/Christmas Day, and New Year's Eve/New Year's Day) Phase 1 Security will be paid one and a half times our regular hourly rate.

If security services are no longer needed, The Algonquin Associations, Inc., will provide a written two week cancellation letter with the effective date to Leo Hilliard, Owner Phase 1 Security Owner.

---

Print Owner: Phase 1 Security Name

---

Signature Owner: Phase 1 Security Name

---

Date

---

Print: The Algonquin Associations, Inc. Name

---

Signature: The Algonquin Associations, Inc. Name

---

Date

**From:** Chris Stuart <[CStuart@topguardinc.com](mailto:CStuart@topguardinc.com)>  
**Sent:** Thursday, June 29, 2023 3:14 PM  
**To:** Patrick Gasser <[pgasser@theselectgroup.us](mailto:pgasser@theselectgroup.us)>  
**Subject:** Algonquin House Evening Shift Proposal

Dear Mr. Gasser,

Thank you for this opportunity to provide you with information about Top Guard Security and its security officer services. Top Guard is family-owned and the Commonwealth's largest security firm. We have a workforce of 1,000+ professional security officers. Our clients are diverse and include area residential properties, commercial locations, retirement centers, maritime institutions, industrial sites, healthcare facilities, distribution centers, manufacturing facilities, banking institutions, museums and universities. Top Guard also provides or has provided security to the Cities of Norfolk, Chesapeake, Newport News, Portsmouth, Suffolk and Richmond, the Commonwealth of Virginia and Federal installations.

The most important part of our job at Top Guard Security is providing excellent service. In fact, service excellence has made Top Guard Security a leader in the security industry. Our goal is to provide our clients with consistent, professional and knowledgeable service. The Algonquin House deserves professionally managed security services, and that is what sets us apart from other security companies. Several other differences are as follows:

**Largest Security Firm in the Commonwealth (Local & Family-owned)**  
***Substantive Residential/Access Control Security Experience***  
**Locally-Based Human Resources, Training & Quality Assurance Depts.**  
***Award Winning Firm with Premier Regional References***  
**Extensive Background Checks/Pre-employment Screening**  
***Low Turnover/Longevity-based Employee Morale Program***  
**Documented On-The-Job Training**  
***168+ Weekly Hours of Quality Assurance Supervision***

Pursuant to our conversation, Top Guard is pleased to offer the following for services at your Chesapeake location:

<u>Service</u>	<u>Bill Rate</u>
<b>Unarmed Security Officer</b>	<b>\$37.50 hourly</b>

**Options:**

<b>Site CompleteReport2.0-enabled Mobile Phone</b>	<b>\$125 monthly</b>
--	----------------------

The rate is inclusive of all recruitment, selection, uniforms, training, supervision and management expenses. Federal Holidays are invoiced at double time should services be required. Traditionally services are invoiced weekly, with 15 day payment terms.

Again, thank you for allowing me to introduce you to Top Guard Security. I am confident that Top Guard can provide you with the high quality, customized security services it deserves. Should you have any question about our firm or its services, please feel free to contact me directly at 757-592-2308.

Sincerely,



**Chris Stuart**  
**Vice President**

**From:** Tomko, Dylan W <[Dylan.Tomko@norfolk.gov](mailto:Dylan.Tomko@norfolk.gov)>  
**Sent:** Tuesday, July 18, 2023 2:42 PM  
**To:** Patrick Gasser <[pgasser@theselectgroup.us](mailto:pgasser@theselectgroup.us)>  
**Subject:** Algonquin House Security

Patrick,

From our conversation you would like to have one (1) Officer seven (7) days a week. 9pm - 2am.

As I stated on the phone, I do not see any issues with getting coverage with a competitive hourly rate for the Officers. The normal hourly rate right now for this type of security is between \$70.00 - \$90.00 an hour. I wanted to see where you were at with your budget for this and what is comfortable for the association. There is currently a large amount of overtime available for officers, that said with a competitive hourly rate there should be no problem to get the shifts covered.

The officer will be in full police uniform, some officers utilize unmarked vehicles and others use NPD marked vehicles. I am confident that having an officer in the lot will not only put the citizens of the neighborhood at ease, but also deter any crime from occurring in the presence of a Police Officer. If any crime does occur an officer will be able to handle the situation and take appropriate police action immediately.

Please let me know where the association is at with a price point, and I can begin to put this information out to the department.

Also, when would you like to start this? And is there an expected end date?

Once we confirm an hourly rate, I will be requesting some more information for our end.

Best,

D.W. Tomko  
Community Resource Officer  
Second Patrol Division, Red Sector



## Parking Lot Markings

In an effort to limit parking under the portico, Management requested a proposal from Parking Lot Maintenance to paint yellow lines across the concrete under the portico so drivers will recognize it as a no parking area. While the contractor is onsite, Management would also like to have the asphalt markings repainted and have 3 white stop bars painted at the north exit, main exit to Glenroie Ave., and at the south entrance (the south entrance is not an exit, but Management suspects it is often used as one).

# Parking Lot Maintenance, Inc.

Va. Beach - Newport News - Richmond

Sealcoating - Striping - Asphalt - Concrete

Office 757.876.2520 Fax 757.833.0350

## PROPOSAL

### CUSTOMER

Name	The Algonquin House Condominium
Attn	Patrick Gasser
Address	2224 Virginia Beach Blvd., Unit 201
City	Virginia Beach, VA 23454
Phone	757-423-5151 Mobile 757-955-0340
Email	pgasser@theselectgroup.us

Date	7/19/2023
Proposal	1281-23
Job Name	Algonquin Condos
Location	7320 Glenroie Ave., Norfolk VA, 23505

Qty	Description	Unit Price	TOTAL
	<b>Provide all labor, equipment, and material to install the following:</b>		
1	<b>Restripe (misc.)</b> ~Use (2) coats of a commercial grade paint for the following: New large cross hatching on concrete under portico; yellow 4 inch lines with cross hatching 2 ft on center. ~3 white stop bars (2 half of drive lane, 1 full across drive lane). ~Yellow 18" (inch) IN & OUT, speedbumps, 4" (inch) line, NO PARKING FIRE LANE, NO PARKING, DO NOT ENTER & arrows.	\$ 2,888.00	\$ 2,888.00
		Sub Total	\$ 2,888.00
		Shipping & Handling	
		<b>TOTAL</b>	<b>\$ 2,888.00</b>

<b>Acceptance</b>	
Signature	_____
Name & Title	_____
Date	_____

Office Use Only
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*Special Conditions are stipulated on Page 2 of this proposal and are a part hereof. In accepting this proposal it is agreed that the prices, specifications and conditions are satisfactory, we are authorized to perform the work, and that payment will be made as outlined on Page 2.*

Terms & Conditions

1. Payment Terms: Net 30 days upon completion with no retention.
2. A late charge of 5% per month will be applied to any past due balances.
3. This proposal is valid for 30 days
4. All material is warranted for 1 year as specified. All work to be performed in a workmanlike manner in accordance with generally accepted standard practices. No guarantee is made that existing conditions or modifications to existing conditions meet current ADA requirements.
5. All alterations or deviations involving additional costs will only be made upon written authorization.
6. Completion of work is contingent upon unforeseen delays.
7. Customer shall maintain property insurance and any other necessary insurance.
8. Suitable access to work area must be made available during normal business hours, **Monday through Friday, 7:00am to 5:00pm** unless otherwise noted. This includes moving any vehicles, dumpsters, etc. prior to Parking Lot Maintenance, Inc. (PLM) mobilizing. Should work on any agreed upon scheduled work day be canceled by Customer, with less than 48 hr notice, for any reason other than weather, an \$875.00 mobilization fee will be assessed. Any work not able to be completed due to obstructions, etc., that require PLM to remobilize on a separate work day will be treated as a new project with all applicable minimum charges.
9. This proposal does not include permits, fees, handling or disposal of contaminated materials, responsibility for failures caused by poor subgrade or anything not specifically listed on page 1 of this proposal.
10. Customer will be responsible for protecting new work from damage of any kind.
11. If the person who signed this proposal is not authorized to do so by the Customer and the Customer does not make payment in full, the person who signed this proposal agrees by doing so that they will pay any unpaid balances including late charges.
12. Sealer may not adhere properly or have the same useful life if the surface aggregate in the asphalt is polished/exposed.
13. Unless otherwise specified on page 1, cracksealing is only performed on mainline cracks 1/4" wide or wider. Mainline cracks are generally defined as pavement seam separations, shrinkage and reflection cracks. Spidering, alligating, and oxidation cracks are specifically excluded.
14. Due to the high elasticity of crack sealer material, low elasticity materials like sealcoat sealer and striping paint may crack, chip or peel off after application. Consequently, stall line markings made over sealed cracks may wear away quickly after application.
15. Customer is responsible for maintaining work barriers for duration of work.
16. All pavement markings are specified as one coat of latex traffic marking paint recommended for high traffic areas unless otherwise noted page 1. Due to the nature of chemical reactions during the hydration process, traffic marking paint may not properly adhere to concrete poured less than 30 days prior to completion and therefore cannot be guaranteed. Flaking or peeling paint on concrete shall not be removed prior to repainting unless otherwise noted on page 1.
17. Customer shall provide on-site access to water, electricity and disposal if not otherwise noted on page 1.
18. Miss Utility will be notified to mark utilities in public easements/right of ways prior to commencement of project. PLM cannot be responsible for damage to private utilities not marked by Miss Utility. Examples include but are not necessarily limited to: water service lines, site lighting and irrigation.  
**Customer must hire a private utility marking vendor to determine if any of these types of infrastructure are present in the project area prior to commencement of project.**

## Proposal to Allow Guest Room Check-Ins on Sunday

The current policy governing the renting of the Guest Rooms does not allow Sunday check-ins and if a resident has guests arriving on a Sunday, they must start the room rental on Saturday, resulting in an extra \$80 charge for a night that is not used. In addition, the current policy prohibits the same room from being rented on back-to-back days to ensure there is sufficient time for the room to be cleaned between check-out and check-in.

The exact reason for the “No Sunday Check-in” policy is unclear, but the best explanation available is that there was a time when the Board and/or Management were not confident that Housekeeping would be able to clean the room after a Saturday check-out due to employee call-outs.

There are two housekeepers on schedule during weekdays and cleaning the guest rooms is completed without issue. However, there is only one housekeeper on the schedule for Saturdays and if that person is not available to work their shift, the rooms that check-out on Saturday morning are not cleaned ahead of a Sunday check-in. After speaking with housekeeping staff, Management is confident that the Saturday housekeeper shift can be covered, and that there is sufficient back-up in case of a call-out.

Another possible reason for the “No Sunday Check-in” policy is due to a lack of communication between the front desk and the housekeepers. Management has experienced several instances when the housekeepers were not notified of a guest room check-out, and as a result, the room was not cleaned on the day of check-out. This has only resulted in one problem at check-in in the last 7 months, but Management recognizes that this situation is an embarrassment to the resident and the condominium and any delay in check-in is unacceptable. To help prevent this, the Guest Room Reservation Form has been revised to include a signature line for front desk staff to sign when they inform housekeeping of a check-out and when a room needs to be cleaned.

With the new confidence in being able to cover the Saturday housekeeping shift and the better communication, Management is requesting Board approval to revise the Guest Room policies to allow Sunday check-ins, but to maintain the policy of not allowing guest room rentals on back-to-back days.

# Proposal

## Ritter Grounds Maintenance, Inc.

YEARLY LAWN MAINTENANCE & LANDSCAPING

3540 Argonne Avenue  
Norfolk, VA 23509-2155  
(757)853-5900  
FAX: (757)853-5956

Friday, July 21, 2023

Proposal For: Algonquin House	Phone: 757-423-5151	Date: 7/21/23
Street 7320 Glenroie Ave	Job Name	
City, State, and Zip Code Norfolk, VA 23505	Job Location	
Contact	Job Phone:	VA Contractor License # 2705-112484

We hereby submit specifications and estimates for:

### Irrigation Installation

1. Re-construct the irrigation system that was damaged beyond repair to area near the generator utility area.
2. This includes extending the irrigation main line, installing a new valve manifold location and running new pipe along with heads to irrigate that area.

Cost: \$4,595.00

Exclusions: Our quote does not include labor or removal of any underground material(s) including but not limited to concrete, construction debris, large roots, stumps etc. If obstructions are found, owner will be notified and removal will be handled as additional work at an additional cost. Contractor to call Miss Utility as required by law to mark public utilities. Contractor(s) will not be responsible for damage or repair to unmarked private utilities, included but not limited to landscape lights, pole lights, pool plumbing etc. We do not anticipate a problem

**WE PROPOSE** hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of:

Four thousand five hundred five hundred ninety five and no/100                      Dollars    \$4,595.00

Payment to be made as follows:

**Due in full upon completion as time is of the essence. Quote includes a 5% discount for check payment.**

Payment is due as outlined above. A late charge of one and one-half percent (1.5%) per month (eighteen percent [18%] per annum) shall be applied to any balance plus any reasonable attorney=s fees or other expenses incurred by the Contractor to collect any sum due.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are covered by Workman=s Compensation Insurance.

Authorized Signature *Tom Ritter*

Note: This proposal may be withdrawn by us if not accepted within 30 Days.

**ACCEPTANCE OF PROPOSAL** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified. Payment will be made as outlined above.

Authorized Signature \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

Authorized Signature \_\_\_\_\_

July 10, 2023

The Algonquin House  
7320 Glenroie Ave  
Norfolk, VA 23505

Patrick,

We appreciate the opportunity to quote additional surveillance for The Algonquin House. Below is a list of services and equipment that would be provided:

The 'Johns Brothers' Difference

- We are a local, family-owned company serving Hampton Roads since 1892.
- All of our customers are served by one company: sales, installation, and service.
- 24-Hour Emergency Service
- Virginia Class A Contractor's License
- UL-Approved, Central Station (fire and burglary)

### **Additional Camera System**

Our technicians will install additional cameras which will view the areas of interest. This will be a separate system from the one you currently own.

### **Main Building**

Cameras will be located to view the main vehicle entrances into the parking lot. They have license plate recognition features which increases the probability of capturing license plates.

### **Towers**

Cameras will be located on the towers to view the parking lots that are adjacent to the towers.

### **Pool**

Cameras will be located on the pool house to view the pool & parking lots that are adjacent to the pool.

**Tentative Camera Layout**





**Video Recorder & Hard Drive**

(1) – 16-Channel Video Recorder

(1) – 8TB Hard Drive

**Outdoor Cameras**

(8) – Exterior Camera with High-End Adjustable Lens

(2) – License Plate Recognition Cameras

**Mounts and Adapters**

(10) – Camera Mounts

**Wireless Transmission**

(2) – Wireless Video Transmitter

(2) – Wireless Video Receiver

(2) – Wireless Video Power Supply

Notes

\*\*All necessary wire and labor included.

\*\* One-Year Warranty on Parts and Labor

\*\*Clear line of sight is needed for all cameras & wireless transmission.

\*\*The Algonquin House to have electrician provide outlet with constant power at pool house & towers.

**Camera Investment: \$13,860.00**

**Price includes all equipment, wire & labor to install**

*\*\*Please scroll to next page for optional video monitoring\*\**

**Optional Video Monitoring**

If any camera detects a suspicious person or activity after hours, our monitoring center will contact individuals on your call list to inform them of the events. The police department can be dispatched if needed.

**(1) - Video Monitoring License = \$75/month per camera**

Please let me know if you have any questions or concerns.

Sincerely,

Aaron Stacy

astacy@johnsbrothers.com

## WiFi at Pool (PLACEHOLDER)

The Cox Communications proposal to install WiFi at the pool was not received as of this writing.



**dormakaba USA Inc. - Richmond**  
 8506 Sanford Drive  
 Henrico VA 23228

**Phone:** 804-966-9166

# Quotation

**Number:** 15500771916  
**Entered:** 06/22/23

**Site Loc:** ALGONQUIN HOUSE  
 7320 GLENROI AVE  
 NORFOLK VA 23505

**Phone:** 757-423-5151  
**Fax:**  
**Cell:**

**Bill To:** THE ALGONQUIN ASSOCIATION INC  
 # 42648 7320 GLENROI AVE

**Payment Type:** NET 30  
**PO Number:**

NORFOLK, VA 23505  
 757-581-0926

**WO Contact:** PATRICK 757-423-5151

**Scope of Work:**

PM DUE. TWO DOORS MAIN ENTRY INTERIOR/ EXTERIOR.

Qty:	AAADM INSPECTION - ANNUAL	Unit Price:	.00	Ext Price:	.00
Qty:	PM Inspection - ANNUAL	Unit Price:	.00	Ext Price:	.00
Qty: 2.00	Travel Charge	Unit Price:	125.11	Ext Price:	.00
Qty: 1.00	Labor-Service Hours	Unit Price:	125.11	Ext Price:	.00
Qty: 1.00	OPTEX X-ZONE T	Unit Price:	468.00	Ext Price:	468.00
Qty: 1.00	Labor-Service Hours	Unit Price:	125.11	Ext Price:	125.11
Qty: 2.00	Travel Charge	Unit Price:	125.11	Ext Price:	250.22

06/07/23 TIME IN 8:30 TIME  
 OUT 9:30 INSPECTED DOORS  
 (Continued on Next Page)



**dormakaba USA Inc. - Richmond**  
8506 Sanford Drive  
Henrico VA 23228

**Phone:** 804-966-9166

# Quotation

<b>Number:</b> 15500771916
<b>Entered:</b> 06/22/23

**Site Loc:** ALGONQUIN HOUSE  
7320 GLENROI AVE  
NORFOLK VA 23505

**Phone:** 757-423-5151  
**Fax:**  
**Cell:**

**Bill To:** THE ALGONQUIN ASSOCIATION INC  
# 42648 7320 GLENROI AVE

**Payment Type:** NET 30  
**PO Number:**

NORFOLK, VA 23505  
757-581-0926

**WO Contact:** PATRICK 757-423-5151  
FOUND MISSING STICKERS  
CUSTOMER DID NOT WANT THEM  
INSTALLED AND ALSO FOUND  
INTERIOR SENSOR FAILING WILL  
NEED TO ORDER AND REPLACE

**Freight:** 42.12  
**EnergySur:** .00

**Tax:** .00

**Quote Total:** 885.45

**Acceptance Signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**PLEASE SIGN & RETURN TO PROCEED**  
PO# \_\_\_\_\_ (If Required)  
Payment for C.O.D. - Credit Card: \_\_\_\_\_