

The Algonquin Association

Board of Directors Meeting

Algonquin Room

7320 Glenroie Avenue

Norfolk, VA 23505

May 23, 2023

4:00pm

AGENDA

- I. Call to Order**
- II. Adoption of Agenda**
- III. Homeowners Forum (Limited to 15 minutes)**
- IV. Approval of Minutes**
 - A. April 25, 2023 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. Maintenance Report

VIII. Manager's Report

IX. New Business

- A. Unanimous Consent – North Hallway Repairs**
- B. Establish Amazon Prime account**
- C. Policy Concerning Filling Front Desk and Doorman Positions When Staff are Out**
- D. Pool hours**
- E. Damuth Proposal – Air Pressure Regulators**

X. Announcements

XI. Homeowners Forum

XII. Adjourn

The next Board of Directors' meeting will be held on Tuesday, June 27th at 4:00pm in the Algonquin Room.

The Algonquin Association
Regular Board Meeting
April 25, 2023, 4:00 PM.

I. Call to Order. The regular monthly Board meeting was convened by President Sarah (Sally) McPhillips at 4:04 PM in the Algonquin Room. Board members present were Vice President Bill Ballard, Secretary Mark (Boring) McElhaney, and Treasurer Barbara Klear. Staff present was Association Manager Patrick Gasser. Homeowners present were Debbie Roper, Karen Inman, Margie Thrift, Susan Jacobson, Don Hammer, Llew Roberts. Mary Pem Copeland, Maggie Hurd, Mary Jo Sturtevant, Henry Gottlieb, Linda, Allen, Betty Duran Glenda Greenhouse, Mita Vail, Frances Benson, Ida Becker Hersh, Pete Beller, Beth Renfro, Dean Rogis, Anne Lankford, and Abby Baird.

II. Adoption of Agenda

- A. It was moved by Mark Boring to adopt and amend the agenda with the addition of a new IIB to elect a new Board member and a new XF to discuss the pool opening. The motion was seconded, and the Board unanimously approved the amended agenda.
- B. President McPhillips announced that Board member Judy McReynolds had submitted her resignation due to health reasons. Mark Boring nominated Cannon Renfro. The nomination was seconded and the Board unanimously elected Cannon Renfro.

III. Homeowners' Forum. Topics discussed included the recent fire alarm (Why did the alarm run for so long when we knew there was no fire? The alarm can only be turned off by Fire-Rescue.) and how are we handling residents who cannot make it downstairs (Residents with mobility Issues should have a silver square on their door. The list is available to Fire-Rescue in the Knox lock box.), when will the water damaged hallway be fixed? (On today's agenda.),

III. Approval of Minutes. A motion was made by Bill Ballard to approve the March 23, 2023 special, the March 28, 2023 regular, and the March 30, 2023 special minutes. The motion was seconded and the Board unanimously approved.

IV. Treasurer's Report. Barbara Klear reported, for the Period Ending March 31, 2023.

- A. Income of \$134,213.91 for the month and income of \$404,771.87 for the year.
- B. Expenses of \$114,398.51 for the month and expenses of \$358,536.21 for the year
 - 2023-2024 Budget > \$1,650,840.12
- C. Net income of \$19,815.40 for the month and net income of \$46,235.60 for the year.
 - 2023-2024 Budget > \$1,651,172.00
- D. Operating funds of \$254,515.64 and replacement reserve funds of \$643,322.12.

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 on the recent fire alarm. Eula had everything under control when he made it to the lobby. It was due to an oven fire. He reminded everyone that he cannot turn off the alarm. Only Fire-Rescue can do that once they have inspected the source. Our fire panel in the mail room indicates the source of the alarm. Pete reminded everyone that “only you can prevent a condo fire.”
- F. Grounds Committee – Frances Benson said that the committee was asked to research the condition of our patio furniture. There are 3 benches in need of rehab. The committee held a garden day to do general spring cleanup. She thanked Shelly Wagner for the large artificial display and Beth Renfro for the live arrangements in the lobby.
- G. Guest Rooms Committee – Margie Thrift reported that 14 rooms had been rented during the month for \$840 in income.
- H. Library Committee – Barbara Klear reported for Randy Klear. The library is full of books. Come check one out.
- I. Pool Committee – No report.

- J. Social Committee – Beth Renfro provided a list of social events for April and May. The Birthday social will be April 26, the Tuesday Coffee will be May 13, and T.G.I.F will be April 28. There were 53 residents who attended the March T.G.I.F. Thanks to Mark Boring and Cannon Renfro for their great photography of all our events.
- VII. Maintenance Report - Association Manager Patrick Gasser reported for Tony Michalek. The maintenance report is incorporated in the manager's report and available in the meeting packet at the front desk.
- VIII. Manager's Report - The manager's report is available in the meeting packet at the front desk
- IX. Old Business
- A. Damuth Trane - Status Report on Dual Temp Controls: The system is working as expected and adjustments are being made.
 - B. Emergency Procedures Committee Charter: It was moved by Barbara Klear to table for further discussion. The motion was seconded and approved unanimously.
 - C. Strategic Planning Committee Charter: It was moved by Bill Ballard to table for further discussion. The motion was seconded and approved unanimously.
- X. New Business
- A. Balcony Ceiling Painting – It was moved by Barbara Klear to accept the proposal from Willie Decroux for \$4465.00 to paint the eight balcony undersides of the 2nd floor units and a second proposal for \$590 for the portico ceiling. The motion was seconded and adopted unanimously. This is out of operating funds. It was noted that the 2nd floor balcony undersides are the responsibility of the Association. Barbara Klear commented that Mr. Decroux may be willing to do other balcony undersides at the same time and residents should be notified.
 - B. Domestic Hot Water Tank Leak Repair – The tank has two leaks. Damuth can isolate the work and not affect the domestic water. They have submitted a proposal of \$9,697.00. It was moved by Bill Ballard to approve the proposal. The motion was seconded and unanimously adopted by the Board. This is out of the reserve fund.
 - C. South Hallway Repairs - This involves repairing the hallway baseboards and walls damaged by the kitchen and air handler floods. The north hallway adjacent to the Algonquin Room will need the wallpaper removed, new drywall, and a chair rail installed due to the height of the damage. J.T. Mitchell made a proposal for both hallways and was asked to split the work into two projects. We also have a proposal from 1stAtlantic for the north hallway. It was moved by Bill Ballard to accept J.T. Mitchell's proposal of \$1,100 to repair the south hallway. The motion was seconded and adopted unanimously by the Board. It was moved by Barbara Klear to table the work for the north hallway and ask 1st Atlantic to include the additional wallpaper removal and dry wall installation in their proposal. The motion was seconded and adopted unanimously by the Board. This work is paid for with funds from insurance claims.
 - D. Sidewalk Trip Hazard Repair – There are four areas along the sidewalk to the pool that have concrete trip hazards. We have a proposal from Concrete Jack to lift the sidewalk (\$3,3960) or to grind the concrete (\$2,800). The Board discussed both options. It was moved by Bill Ballard to accept the proposal to grind the concrete. The motion was seconded and adopted unanimously by the Board. This is out of reserves.
 - E. Fire Extinguisher Maintenance – During our annual fire extinguisher inspection, Virginia Sprinkler four extinguishers were found to need maintenance. During the Fire Marshall's inspection, he found several 2.5 lb. extinguishers that should be 5 lb. extinguishers. Virginia Sprinkler has submitted a proposal of \$1,987.00 to correct these deficiencies. . It was moved by Bill Ballard to accept the proposal of \$1,987.00. The motion was seconded and adopted unanimously by the Board. This is out of operating funds. It was mentioned to see if it was feasible to give away the 2.5 lb. extinguishers to residents.
 - F. Pool Opening – The Board discussed the date to open the pool. It was moved by Barbara Klear to open the pool on May 26, 2023. The motion was seconded and adopted unanimously by the Board. The Board will determine the hours of operation closer to the opening date. Association Manager Patrick Gasser was complimented for opening the pool deck.

XI. Announcements. There were no announcements.

XII. Homeowners' Forum. Topics discussed included 1) An inquiry as to why we couldn't buy additional 2.5 lb. extinguishers. (Patrick provided the Fire Marshalls explanation), 2) do we have a "cheat sheet" for painting the balcony – type of paint, color, etc.? (There are guidelines in the Rules & Regulations.), 3) Eula did not answer the phone during the fire alarm. (Staff is instructed not to answer the phone. Residents need to exit the building.)

XIII. Adjournment. At 5:32 PM it was moved to adjourn the meeting. The motion was seconded and adopted unanimously by the Board.

Mark McElhaney, Secretary

Sarah McPhillips, President

The Algonquin Association
Treasurer's Report for May 23, 2023
For the Period Ending April 30, 2023

On April 30, 2023

1. Income of \$138,512.42 for the month and income of \$543,284.29 for the year.
2. Expenses of \$121,862.46 for the month and expenses of \$358,536.21 for the year
 - 2023-2024 Budget > \$1,650,840.12
3. Net income of \$16,649.96 for the month and net income of \$483,773.73 for the year.
 - 2023-2024 Budget > \$1,651,172.00
4. Operating funds of \$362,968.03 and replacement reserve funds of \$454,721.69.

Submitted by:

/s/
Barbara Klear, Treasurer

May 23, 2023

THE ALGONQUIN ASSOCIATION, INC.

As of 04/30/23

BALANCE SHEET

ASSETS:

CASH:

1015	CIT checking #3372	\$	111,103.98	
1025	Southern Addtn'l Operat #2702		57,591.11	
1030	Southern Bank G/O Res #4102		190,177.95	
1090	Petty Cash		500.00	
1091	1st Carolina Petty Cash #2375		3,594.99	

Subtotal Operating Cash	\$	362,968.03
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1045	Southern Bank R/R MMA #3302	\$	69,112.27	
1048	Old Point MMA R/R #1101		222,958.81	
1057	Live Oak CD#2630 12/18/23 4.5%		56,657.72	
1061	Live Oak RR Sav #3180		35.62	
1063	LiveOak CD #2804 9/22/23 4.80%		54,021.22	
1078	1st Internet R/R MMA #6531		51,936.05	

Subtotal Repl Reserve Cash	\$	454,721.69
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ACCOUNTS RECEIVABLE:

1310	Assessments Receivable	\$	16,166.92	
1316	Cox Cable Fee Receivable		1,627.77	
1340	Late Fees Receivable		1,087.20	
1350	Legal Fees Receivable		4,814.38	
1360	Misc Owner Charges Receivable		315.00	

Subtotal Accts Receivable	\$	24,011.27
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OTHER ASSETS:

1510	Deposit in Transit	\$	150,000.00	
1610	Prepaid Insurance		16,650.96	
1620	Prepaid Other		347.93	

Subtotal Other Assets	\$	166,998.89
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FIXED ASSETS:

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

Subtotal Fixed Assets	\$	22,129.55
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TOTAL ASSETS		\$ 1,030,829.43
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THE ALGONQUIN ASSOCIATION, INC.

As of 04/30/23

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LIABILITIES & MEMBERS EQUITY

LIABILITIES:

3010	Accounts Payable	\$	19,714.52	
3015	Accrued Expenses		20,905.53	
3020	Insurance Claims Payable		68,975.16	
3050	A/P-Internal Funds In Transit		20.00	
3180	Employees Garnishment With.		.01	
3310	Prepaid Owner Assessments		38,089.65	
	Subtotal Liabilities			\$ 147,704.87

MEMBERS EQUITY:

GENERAL OPERATING RESERVES:

5010	Reserves - General Operating	\$	113,633.27	
5011	Gen. Operating Reserve Deposit		7,500.00	
5012	Gen Operating Reserve Interest		69.52	
	Subtotal Gen Operating Res			\$ 121,202.79

REPLACEMENT RESERVES:

5020	Reserves - Repair & Replacemen	\$	529,455.86	
5021	Replacement Reserves Deposits		149,752.00	
5022	Replacement Reserves Interest		2,158.52	
5023	Repl. Reserve Expense		(144,924.67)	
	Subtotal Replacement Rsrv.			\$ 536,441.71

RETAINED EARNINGS:

5510	Prior Years Income/(Loss)	\$	165,969.50	
	Current Year Net Income/(Loss)		59,510.56	
		\$	225,480.06	

TOTAL LIABILITIES & EQUITY

\$ 1,030,829.43

THE ALGONQUIN ASSOCIATION, INC.

Period: 04/01/23 to 04/30/23

Actual	Current Period Budget	Variance	Description	Actual	Year-To-Date Budget	Variance	Yearly Budget
INCOME/EXPENSE STATEMENT							
INCOME:							
126,043.00	126,028.00	15.00	06310 Assessment Income	504,172.00	504,112.00	60.00	1,512,336.00
5,828.00	5,844.00	(16.00)	06316 Cox Cable Fee Income	23,312.00	23,376.00	(64.00)	70,128.00
420.00	420.00	.00	06317 Storage Fee Income	1,680.00	1,680.00	.00	5,040.00
60.00	12.50	47.50	06325 Boat Slip Fee	240.00	50.00	190.00	150.00
73.10	25.00	48.10	06340 Late Fee Income	654.20	100.00	554.20	300.00
120.00	25.00	95.00	06360 Misc. Owner Income	284.60	100.00	184.60	300.00
.00	200.00	(200.00)	06410 Moving Fees	.00	800.00	(800.00)	2,400.00
2,160.00	950.00	1,210.00	06420 Guest Room Fees	3,520.00	3,800.00	(280.00)	11,400.00
846.75	470.00	376.75	06430 Washer/Dryer	2,711.15	1,880.00	831.15	5,640.00
58.00	200.00	(142.00)	06450 Resale Income	372.00	800.00	(428.00)	2,400.00
(58.00)	.00	(58.00)	06451 post closing	.00	.00	.00	.00
2,951.11	700.00	2,251.11	06500 Repair/Cleaning - Owners	5,616.99	2,800.00	2,816.99	8,400.00
.00	2,393.17	(2,393.17)	06725 T-Mobile Lease	.00	9,572.68	(9,572.68)	28,718.00
10.46	330.00	(319.54)	06910 Interest Income	721.35	1,320.00	(598.65)	3,960.00
138,512.42	137,597.67	914.75	TOTAL INCOME	543,284.29	550,390.68	(7,106.39)	1,651,172.00

EXPENSES:

GENERAL & ADMINISTRATIVE:

8,333.34	8,468.00	134.66	07010 Management Fees	33,333.36	33,872.00	538.64	101,616.00
.00	766.67	766.67	07140 Audit Fees	.00	3,066.68	3,066.68	9,200.00
182.00	500.00	318.00	07160 Legal Fees	182.00	2,000.00	1,818.00	6,000.00
72.00	833.33	761.33	07180 Professional Fees	72.00	3,333.32	3,261.32	10,000.00
8.84	30.00	21.16	07260 Postage & Mail	69.39	120.00	50.61	360.00
4,636.25	5,101.72	465.47	07280 Insurance - Property & Liab	18,545.00	20,406.88	1,861.88	61,220.65
393.66	580.95	187.29	07285 Insurance - W/C, Health & Li	1,574.64	2,323.80	749.16	6,971.44
982.92	2,292.34	1,309.42	07290 Flood Insurance	3,931.68	9,169.36	5,237.68	27,508.03
222.78	450.00	227.22	07320 Office Supplies	678.35	1,800.00	1,121.65	5,400.00
.00	50.00	50.00	07335 Kitchen/Social Expenses	.00	200.00	200.00	600.00
.00	83.33	83.33	07338 Guest Rooms	208.91	333.32	124.41	1,000.00
.00	478.67	478.67	07350 Commission Expense - Lease	.00	1,914.68	1,914.68	5,744.00
98.77	300.00	201.23	07400 Printing & Office Equipment	1,073.58	1,200.00	126.42	3,600.00
.00	266.67	266.67	07430 Income Taxes	.00	1,066.68	1,066.68	3,200.00
.00	200.00	200.00	07625 Resale Prep Expense	430.00	800.00	370.00	2,400.00
123.95	200.00	76.05	07890 Misc. General & Administrati	1,357.68	800.00	(557.68)	2,400.00
15,054.51	20,601.68	5,547.17	Subtotal General & Admi	61,456.59	82,406.72	20,950.13	247,220.12

THE ALGONQUIN ASSOCIATION, INC.

Period: 04/01/23 to 04/30/23

Actual	Current Period Budget	Variance		Description	Actual	Year-To-Date Budget	Variance	Yearly Budget
PERSONNEL EXPENSES:								
6,815.60	8,302.00	1,486.40	08610	Receptionist Salaries	25,896.20	33,208.00	7,311.80	99,624.00
3,710.26	4,829.00	1,118.74	08620	Housekeeper Salaries	11,414.26	19,316.00	7,901.74	57,948.00
9,044.80	7,928.00	(1,116.80)	08630	Maintenance Salaries	35,229.15	31,712.00	(3,517.15)	95,136.00
4,909.00	5,053.00	144.00	08650	Doormen Salaries	16,108.00	20,212.00	4,104.00	60,636.00
1,817.89	2,313.00	495.11	08710	Payroll Taxes	6,745.07	9,252.00	2,506.93	27,756.00
364.66	455.00	90.34	08725	Payroll Processing Fees	1,933.61	1,820.00	(113.61)	5,460.00
26,662.21	28,880.00	2,217.79		Subtotal Payroll Expense	97,326.29	115,520.00	18,193.71	346,560.00
UTILITIES:								
18,002.82	12,000.00	(6,002.82)	08910	Electricity - House Meter	42,864.80	48,000.00	5,135.20	144,000.00
5,682.58	5,844.00	161.42	08920	Cable	22,728.99	23,376.00	647.01	70,128.00
2,496.21	5,152.00	2,655.79	08930	Water	9,255.35	20,608.00	11,352.65	61,824.00
1,559.25	4,254.00	2,694.75	08940	Sewer	4,972.97	17,016.00	12,043.03	51,048.00
250.92	3,309.00	3,058.08	08950	Gas	5,084.35	13,236.00	8,151.65	39,708.00
1,388.32	608.00	(780.32)	08960	Storm Water	4,428.05	2,432.00	(1,996.05)	7,296.00
288.91	200.00	(88.91)	08970	Office Internet	1,162.27	800.00	(362.27)	2,400.00
575.03	670.00	94.97	08990	Telephone	2,321.33	2,680.00	358.67	8,040.00
30,244.04	32,037.00	1,792.96		Subtotal Utilities	92,818.11	128,148.00	35,329.89	384,444.00
MAINTENANCE:								
1,830.00	1,950.00	120.00	09010	Landscape Maintenance Contra	12,452.33	7,800.00	(4,652.33)	23,400.00
510.00	340.00	(170.00)	09020	Grounds/Common Area	1,515.00	1,360.00	(155.00)	4,080.00
200.00	300.00	100.00	09025	Exterminating	800.00	1,200.00	400.00	3,600.00
606.15	780.00	173.85	09090	Trash Removal	2,451.78	3,120.00	668.22	9,360.00
.00	854.17	854.17	09095	Pool Maintenance Contract	1,360.00	3,416.68	2,056.68	10,250.00
3,800.00	416.67	(3,383.33)	09096	Pool Expense - Other	3,800.00	1,666.68	(2,133.32)	5,000.00
1,598.22	1,000.00	(598.22)	09120	Maintenance & Cleaning Suppl	8,862.79	4,000.00	(4,862.79)	12,000.00
1,346.00	500.00	(846.00)	09150	Fire Protection - Alarm Mon.	2,425.56	2,000.00	(425.56)	6,000.00
823.33	2,000.00	1,176.67	09160	Repairs Contract/Other	16,534.79	8,000.00	(8,534.79)	24,000.00
.00	262.50	262.50	09170	Generator Maintenance Contra	1,863.91	1,050.00	(813.91)	3,150.00
.00	300.00	300.00	09180	Electric Repair & Materials	691.72	1,200.00	508.28	3,600.00
.00	500.00	500.00	09190	Plumbing Repairs/Supplies	7,113.55	2,000.00	(5,113.55)	6,000.00
.00	1,000.00	1,000.00	09200	Elevator Maintenance/Contrac	.00	4,000.00	4,000.00	12,000.00
.00	500.00	500.00	09225	Elevator Repairs	828.00	2,000.00	1,172.00	6,000.00
.00	5,602.00	5,602.00	09260	Heating & Cooling Contract	14,733.00	22,408.00	7,675.00	67,224.00
250.00	450.00	200.00	09270	Heating & Cooling Repair	310.00	1,800.00	1,490.00	5,400.00
10,963.70	16,755.34	5,791.64		Subtotal Maintenance	75,742.43	67,021.36	(8,721.07)	201,064.00

The Algonquin Association, Inc.

Period: 04/01/23 to 04/30/23

Actual	Current Period Budget	Variance	Description	Actual	Year-To-Date Budget	Variance	Yearly Budget
The Algonquin Association, Inc.							
RESERVES:							
1,500.00	1,500.00	.00	09910 General Operating Reserves	6,678.31	6,000.00	(678.31)	18,000.00
37,438.00	37,438.00	.00	09920 Replacement Reserves	149,752.00	149,752.00	.00	449,256.00
.00	358.00	358.00	09990 Reserve Interest	.00	1,432.00	1,432.00	4,296.00
<u>38,938.00</u>	<u>39,296.00</u>	<u>358.00</u>	Subtotal Reserves	<u>156,430.31</u>	<u>157,184.00</u>	<u>753.69</u>	<u>471,552.00</u>
121,862.46	137,570.02	15,707.56	TOTAL EXPENSES	483,773.73	550,280.08	66,506.35	1,650,840.12
<u>16,649.96</u>	<u>27.65</u>	<u>16,622.31</u>	NET INCOME/(LOSS)	<u>59,510.56</u>	<u>110.60</u>	<u>59,399.96</u>	<u>331.88</u>

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

Starting vendor: "First"

Ending vendor: "Last"

Cut off date: 04/30/23

Vendor	Vchr #	Invoice	Reference	Date	Amount
BETA VSC FIRE AND SECURITY INC.	18391	03ST28913545	Annual Insp and BFPs	04/26/23	1346.00
DBSSTA DBS STAFFING SERVICES INC	18353	3168	FrntDsk&House4/10-4/16	04/24/23	759.38
GENERA ALGONQUIN ASSOCIATION	18244	JULY 2023-6	Monthly GOR contribution	07/01/23	1500.00-
GUARDI GUARDIAN TERMIT&PEST CONTROL	18352	15298	Pest Control March 2023	04/20/23	200.00
NOSTRK NO STREAKING	18355	9535	4/24/23 windows cleaning	04/25/23	110.00
RITTER RITTER GROUNDS MAINT., INC.	18350	29200	Landscape April 2023	04/21/23	1830.00
SELECT THE SELECT GROUP, INC.	18359	043023-20	April misc charges	04/27/23	231.56
SEVA SEVA-CAI	18200	505914	CA Day	02/17/23	65.00
UNIQUE UNIQUE PLUMBING	18351	34341523	DTS Make-up water rpr	04/25/23	250.00
	18354	34241823	Pool drain repair	04/25/23	3800.00
			Total:		4,050.00
VAPOWER DOMINION ENERGY VIRGINIA	18388	800600022568	3/9-4/12 7320 glenroie	04/30/23	12622.58

Grand total: 19,714.52

✓
BA

-- End of report --

MAY 2023 Maintenance Report

Report as of May 21st, 2023

We have completed 20 house work orders with 8 open house orders.

We have completed 17 unit work orders with 9 open unit orders.

Some of the items accomplished under house orders were:

- painting reception room at the front office
- replacing freeze damaged water fountain lines in pool area and adding isolation valves
- reseating pavers in pool area
- repairing wall damage in second floor north stairwell
- rerouting piping for front dripline irrigation to better hide it from view
- repairing/replacing loose board on dock

We intend to begin repainting numbers in the parking lot this week.

As I'm writing this Damuth has begun removal of the old DTS boilers in preparation of installing the new DTS boilers (Dual Temperature System)

PM checks are finished. If your unit was not checked please contact the office so we can get it done if you wish to have it done.

The Algonquin Association

Manager's Report

April 2023

Financials:

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

Maintenance:

Pest Control

Management was informed by the Guardian Pest Control technician in early May that Guardian Pest Control was closing its doors and would not be servicing clients after June 1, 2023. Management informed the Board of Directors and immediately sought a replacement contractor. Management met with several contractors, including Getem Services. On May 22nd, Management received the attached letter stating that Getem Services would be taking over Guardian Pest Control contracts.

Office painting

Maintenance painted the front office on May 17-19 and with the exception of a few touch-ups, did an excellent job. In addition to the painting, the outlets and switches were replaced and Management plans to replace the fluorescent lighting fixtures with LED panels as time and funds allow.

Air Handler Rupture

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

Dual Temperature System

The DTS boiler replacements started on May 22. The first 3 days of this work will include the removal and dismantling of the three boilers and will, at times, be noisy. Once the boilers are removed, the remaining work will take about 3 weeks and noise is expected to be minimal.

The Dual Temperature System is operating as expected and has the following minor issues for resolution:

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. As a result, when in cooling mode, the thermostats would operate on the wrong side of the thermostat’s setpoint(s). Please see the Damuth Trane proposal included in this packet for review and consideration.
2. There is a leak in the inlet piping to Domestic Hot Water Tank #1. This work has been approved for repair but has not been scheduled.
3. There is a leak in the Domestic Hot Water piping that will require the replacement of a T section of piping and the valves immediately connected to it. This work has been approved for repair but has not been scheduled.
4. While technicians were reviewing the Domestic Hot Water system in preparation to start work on items 2 and 3 above, they found 2 additional leaks. Damuth is working to provide a proposal to correct.
5. There is a “knocking” coming from a pump discharge check valve that was replaced last year. The original diagnosis was a loose connection in the check valve internals, but further inspections show that the valve may have been installed too close to the pump discharge and pump turbulence may be causing the knocking in the check valve. Regardless of which is correct, Damuth Trane has acknowledged the work as a warranty repair.
6. 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 not be completed until Fall 2023 when the boilers are brought online, but Damuth is closely monitoring oil levels until the repair is made (this unit has a large oil reservoir and the machinery is not in danger of failing).

The Dual Temperature Control System is installed and functioning and has automatically transferred the DTS heating and cooling modes on several occasions. However, the setpoints needed to control when the system decides to transfer operating modes needs adjustment to suit the uniqueness of the Algonquin and as with any complex and unique system, Maintenance, Management and Damuth Trane are working together to find the “perfect” combination of setpoints and delays.

Damuth Trane has offered an 8 hour training course at their facilities on the operation of the DTS control system and Management and Maintenance are working to make arrangements to attend.

Management has requested a proposal for the chiller overhaul on several occasions and has not received it. Damuth reports that they are researching parts and costs but do not anticipate any conflicts that will prevent the chiller overhaul from being completed before Spring 2024. However, Management will continue to request the proposal in order to provide costs for planning purposes.

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. A hole was cut in the ceiling to aid in locating the leak and a plastic access cover was temporarily installed. The owner of Unit 1C has agreed to allow the hole to remain in their ceiling until the leak can be located and repaired.

During the latest leak, Unique Plumbing and Maintenance worked to locate the leak but the insulation dried before it could be located. The next step is to drain and flush this section of piping in an effort to cause the leak to return so it can be located and repaired.

At approximately 5:30pm on Wednesday, May 10th, Management received a call that the kitchen sink in 6A was backing up. Maintenance, who had left for the day, was called back in and attempted to clear the blockage but the in-house equipment was not adequate to clear the mainline blockage. Once this was determined, Premier Plumbing was called and they cleared the blockage around 9:30pm. The technician reported that they ran approximately 75 feet of cable down the drain line, which should have cleared the entire drain line to the crawlspace.

Late on Thursday afternoon, a leak appeared at the doorway from the 1st floor hallway to the laundry room. Maintenance and Management worked to identify the leak and eventually Maintenance cut a hole in the laundry room ceiling and was able to locate the leak from the same drain line that was cleared on the previous night. Maintenance used an epoxy putty to seal the leak for the night and Unique Plumbing replaced the section of pipe on Monday. The following pictures show the extent of the blockage.

Maintenance is researching professional grade drain snakes with the understanding that one or two afterhours service calls will likely pay for the equipment.



Landscaping and Grounds

Ritter Grounds is servicing the property every week on Thursdays.

The seasonal plants, including the potted plants in front and back, have been planted.

Management is working with Maintenance to schedule the mulching of the 6 trees on the south end of the building, between the building and the pool. Ritter Grounds has presented a proposal of \$580, but Management and Maintenance believe the work can be completed for about half of this cost.

Maintenance removed several low hanging tree limbs from the pine trees on the far south end of the property. There are several other tree limbs that overhang the water that should be removed and Management will discuss this work with Sweat Brothers the next time they service the property.

Irrigation

Maintenance and Management ran the irrigation system to review the operation of the individual zones and found several faults, the most significant issues being:

- 1) There is a leak in the irrigation zone at the southwest corner of the mall that results in water bubbling up from a crack in the sidewalk at the front entrance.
- 2) The zone in the rear of the building near the electrical transformers is not working.

Mark Tefft with Custom Irrigation was contacted on April 19th for a proposal to fix these issues but did not answer. On May 5th, Ritter Grounds was asked for the same since Custom Irrigation is requiring that all work/communication be routed through Ritter Grounds, but Ritter later stated that the email was not received. The email request was sent again on May 11th and a reply was received on May 16th. However, since Management must communicate with Custom Irrigation through Ritter Grounds, it's a slow process.

Pool

Tesla Pools services the pool weekly to maintain cleanliness and chemicals and the pool and this service will switch to daily at the end of the week. The pool is scheduled to open on Friday, May 26th.

The pool still has an active leak that is believed to be in one of the equalization valves in the bottom of the pool. These valves can be serviced without draining the pool, but requires a diver to enter the pool. Tesla has agreed to complete this work before the pool opens but regardless of when it is repaired, it will not prevent the pool from opening or receiving its operating permit.

Preventive Maintenance

Preventative Maintenance in the units is complete with the exception of one unit that is scheduled for June 9th.

Contracts:

Management has limited experience with most of the Algonquin contractors and the Board is encouraged to review the performance of each contractor as their contracts approach renewal.

Contractor	Contract Start Date	Next Contract Renewal Date	Renewal Clause	Effective Renewal Date
Boat Slip #5	7/1/2022	6/30/2023	N/A	N/A
Ritter Grounds (Landscape Maintenance)	8/1/2021	7/31/2023	30-60 Days	5/31/2023
Dominion Electric	9/3/2020	9/30/2023	90 Days	6/30/2023
S.L Nusbaum (Flood Insurance)	10/15/2022	10/15/2023	N/A	10/15/2023
Beskin-Divers (Liability Insurance)	10/15/2022	10/15/2023	N/A	10/15/2023
Beskin-Divers (Directors and Officers Insurance)	10/15/2022	10/15/2023	N/A	10/15/2023
Beskin-Divers (Workers Compensation)	10/15/2022	10/15/2023	N/A	10/15/2023
Beskin-Divers (Property Insurance)	10/15/2022	10/15/2023	N/A	10/15/2023
Beskin-Divers (Crime/Dishonesty Insurance)	10/15/2022	10/15/2023	N/A	10/15/2023
Boat Slip #3	5/1/2023	10/31/2023	N/A	N/A
Carter Cat (Generator Maintenance)	12/1/2022	12/1/2023	N/A	12/1/2023
Powers Business Machine (Copier Maintenance)	3/1/2023	02/28/2024	30 Days	1/28/2024
Plant Factory (Indoor Plant Maintenance)	3/29/2018	3/29/2024	30 Days	2/28/2024
ChemTreat (Dual Temp System Chemical Treatments)	4/1/2005	4/1/2024	30 Days	3/1/2024
Johns Brothers (Fire Alarm Monitoring)	4/7/2020	4/7/2024	30 Days	3/7/2024
Dormakaba (Front Sliding Doors)	5/1/2023	4/30/2024	60 Days	3/1/2024
Tesla Pools (2023/2024 Season)	5/1/2023	4/30/2024	N/A	N/A

Select Group Association Management)	7/1/2022	7/1/2024	90 Days	4/1/2024
Cox Communications (Bulk Cable TV)	7/1/2018	7/1/2024	90 Days	4/1/2024
FHA (Federal Housing Administration Certification)	8/17/2021	8/17/2024	N/A	N/A
John Hitch and Associates (Antenna Management)	6/8/2015	6/8/2025	60 Days	4/8/2025
TK Elevators (Elevator Maintenance Service)	7/15/2022	7/15/2025	90-120 Days	4/15/2025
Waste Management (Dumpster Service)	9/1/2022	9/1/2025	90 Days	6/1/2025
CSC (Laundry)	4/26/2019	4/26/2026	30 Days	3/26/2026
Tmobile (Roof Antenna)	2/2017	2/2027	1 year	2/2026
Damuth Trane	9/1/2022	12/31/2027	30 Days	11/31/2027
Guardian Pest Control	1/15/2017	Month to Month	30 Days	N/A
Desroaches (Audit and Taxes)	Ends with audit of 2023 financials	Non-Renewing	N/A	8/1/2024

Respectfully submitted,

Patrick Gasser
Association Manager
The Algonquin Association, Inc.

Guardian Pest Control
8022 Chesapeake Blvd.
Norfolk, Va. 23518

Dear Client

Please know that effective June 1st 2023, that Peter Wall, and Anthony Wall , Will retire from Guardian

And have arranged to have Getem pest services, take over our accounts. Getem, is also a family owned and operated business.

Getum Pest Services , has been in business for over 100 years in the Tidewater area. The owner is

Charlie Church he is a very personable individual , with a great reputation in the pest control industry.

Charlie and his staff, have the expertise, and capability to continue to meet all of your pest control service needs.

So it is with a great amount of appreciation, that I say thank you for the many years of work, patronage and friendship.

I know Charlie will continue to deliver you quality pest services at a fair price.

With The Most Sincere Appreciation

A handwritten signature in black ink that reads "Peter Wall". The signature is written in a cursive, flowing style.

Peter Wall

April 20, 2023

QUESTION CRAWL SPACE ANY NEW BIDS??

MEETING.

- OCT 26, 2021 INSPECTION OF THE CRAWL SPACE
AUG 23, 2022 VIRGINIA FOUNDATION SOLUTIONS.
THEY SUBMITTED A BID TO FINALIZE
THE CRAWL SPACE WORK. THE
BOARD ASKED THE MANAGER TO
OBTAIN A SECOND BID
- JAN 24, 2023 - PROPOSAL TO ESCAPULATE THE
CRAWL SPACE

Henry 106

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 April 25, 2023, a proposal was presented to repair damage to the first floor north hallway by installing new drywall on the bottom 40" of the wall and installing a chair rail at the seam of the old and new drywall. 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 JT Mitchell Construction proposal 1626 dated 4/24/23, for a total of \$7,400 to be paid from insurance claim funds, and;

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

Sarah McPhillips
Sarah McPhillips, President

May 4, 2023
Date

William P. Ballard, Vice-President

Date

Barbara Klear
Barbara Klear, Treasurer

04-May-2023
Date

Mark McElhaney
Mark McElhaney, Secretary

05 May 2023
Date

Cannon Renfro
Cannon Renfro, At-Large

5/5/23
Date

Patrick Gasser

From: Bill Ballard <bsquared49@gmail.com>
Sent: Friday, May 5, 2023 1:05 AM
To: Patrick Gasser; Cannon Renfro; Mark McElhaney Boring; Sally McPhillips; Barbara Klear
Subject: Re: Unanimous Consent Request - North Hallway

I agree. Back on Tuesday, May 9.
Bill

From: Patrick Gasser <pgasser@theselectgroup.us>
Date: Thursday, May 4, 2023 at 11:32 PM
To: Cannon Renfro <cannonrenfro@gmail.com>, Bill Ballard <bsquared49@gmail.com>, Mark McElhaney Boring <mcelhaney1964@gmail.com>, Sally McPhillips <sbmphil@gmail.com>, Barbara Klear <klearb@gmail.com>
Subject: Unanimous Consent Request - North Hallway

Good afternoon Board,
Please see the attached Unanimous Consent to award the north hallway repairs to JT Mitchell Construction for \$7,400 (proposal attached).

Also attached is the First Atlantic insurance estimate that includes replacing the approximately 12" of drywall for \$7,245. JT Mitchell is \$200 more than the First Atlantic proposal, but FA does not include the chair rail and replacement of the bottom 40" of drywall.

McKown Pressure Washing and Painting was also asked to bid on this project and declined.

If you approve the proposal, please sign the UC at the front desk.

Thank you and please let me know if you have any questions or concerns.

Patrick Gasser, CMCA®, AMS®
Association Manager
The Algonquin Association, Inc.
Office: (757) 423-5151
Email: pgasser@theselectgroup.us
<http://www.thealgonquinhouse.com/>



<https://www.theselectgroup.us/>

From: Cannon Renfro <cannonrenfro@gmail.com>
Sent: Thursday, April 27, 2023 10:31 AM
To: Bill Ballard <bsquared49@gmail.com>

Amazon Prime Account

By opening a Petty Cash Debit Card Account, Management has been able to shop for items online from various sources, but with shipping costs added, the best source is often Amazon Prime. Management has been using his personal Amazon Prime account to reduce shipping costs and does not have any objection to continuing. However, if the relationship between Select Group and the manager, or between Algonquin and Select Group is ever severed, Algonquin will lose the purchase history.

Management recommends that the Algonquin open its own Amazon Prime account at a cost of \$14.99/month in order to save this history.

As a single example of how much money Algonquin has saved by being able to shop various sources online, a case of Odoban cleaner from Birsch Industries is \$93.03 and only costs \$54.96 through Amazon Prime.

Policy Concerning the Filling of Front Desk and Doorman Positions When Staff Call Out

The Board is asked to consider whether or not the Front Desk and Doorman positions should be filled by temporary staffing when staff members call out.

Pool Hours of Operation

Management seeks Board direction concerning the setting of hours of operation of the pool.

Pool Opening: The opening of the pool each day is only limited by Tesla Pool's daily service. The pool may open early, but all swimmers must exit the pool if Tesla Pools arrives while they are there.

Pool Closing: The pool closing is only limited by the Board's discretion and residents' agreement to not produce excessive noise that interrupts residents on the south end of the building.

Damuth Trane Proposal to Regulate Air Pressure to Unit Thermostats

There is a valve in each convector that starts and stops the flow of water through the convector for heating and cooling, and this valve is opened and closed by an air signal from the room's thermostat.

The thermostat has either one or two setpoints for heating and cooling, but it does not know whether the Dual Temperature System is in heating or cooling mode without some additional information. It determines which mode the DTS is in by the air pressure that it receives from the boiler room. If a low air pressure is received, the thermostat knows that the plant is in cooling mode and it should keep room temperatures below the setpoint. If a higher air pressure is received, the thermostat will operate on the higher side of the setpoint (this is accomplished with switched inside the thermostat).

This air pressure leaving the boiler room has been controlled through an older system that included one pressure regulator for each of the high and low air pressures. However, the high pressure regulator has failed and needs to be replaced (this is why either Management or Maintenance had to be onsite when the DTS transferred operation).

One portion of the DTS control system upgrade was to install an electronic interface to determine whether to send a high or low air pressure signal to the thermostats and then to operate the system accordingly, but due to the design of air system, the control system cannot be used as intended.

With the need to replace the high pressure regulator and the loss of the electronic interface with the current design, Management requested a proposal from Damuth to install a new air pressure regulator system that will be opened and closed with solenoids (electric operated valves) instead of the antiquated air operated valves, and to tie this upgrade into the new control and monitoring system. The proposal follows.



PROPOSAL

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

Client
Algonquin House
7320 Glenroie Avenue
Norfolk, VA 23505

Numbers
QBA23-11025

Date
May 5, 2023

Job Name
Algonquin House
Pneumatic Pressure Valve Replace

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

Intent

The existing pneumatic changeover valves for sending heating/cooling air pressure from the central plant out to all of the resident's fan coil units have failed causing manual operation/changeover of the system. The solution outlined below will replace the existing failed valves for the east and west pneumatic system to ensure that the proper air pressures are delivered to the fan coil units based on the mode of the system.

Scope:

- Discuss and plan work with Algonquin House personnel
- Isolate pneumatic air being delivered to the valves
- Demo associated copper piping and failed 3-way valves
- Provide and install (2) 3-way electronic diverting valves
- Provide required piping/tubing to connect new valves to pneumatic system
- Provide wiring and terminate wiring on existing UC600 panel in mechanical room
- Perform point to point testing and programming of valves
- Update templates or controller in Tracer SC+ panel
- Update as-built control drawings
- Provide (1) year parts and labor warranty on work performed

Damuth Trane's price for the scope above is \$3,329.00

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.