

The Algonquin Association

Board of Directors Meeting

Algonquin Room

7320 Glenroie Avenue

Norfolk, VA 23505

April 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. March 23, 2023 Minutes**
 - b. March 28, 2023 Minutes**
 - c. March 30, 2023 Minutes**
- V. Treasurer's Report**
- VI. Committee Reports**
 - A. Building Committee**
 - B. Communications Committee**
 - C. Covenants Committee**
 - D. Finance Committee**
 - E. Fire Safety Committee**
 - F. Grounds Committee**
 - G. Guest Rooms Committee**

- H. Library Committee**
- I. Pool Committee**
- J. Social Committee**

VII. Maintenance Report

VIII. Manager's Report

IX. Old Business

- A. Damuth Trane - Status Report on Dual Temp Controls**
- B. Emergency Procedures Committee Charter**
- C. Strategic Planning Committee Charter**

X. New Business

- A. Balcony Ceiling Painting**
- B. Domestic Hot Water Tank Leak Repair**
- C. South Hallway Repairs**
- D. Sidewalk Trip Hazard Repair**
- E. Fire Extinguisher Maintenance**

XI. Announcements

XII. Homeowners Forum

XIII. Adjourn

The next Board of Directors' meeting will be held on Tuesday, May 23rd at 4:00pm in the Algonquin Room.

The Algonquin Association
Special Board Meeting
March 23, 2023

The special meeting held in the Algonquin Room was convened by President Sarah (Sally) McPhillips, at 1:12 PM. Board members present were: President Sally McPhillips, Vice President Bill Ballard, Treasurer Barbara Klear, and At Large Member Judy McReynolds. Also present were condo manager Patrick Gasser and guest Roy Beskin.

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

It was moved by Barbara Klear, seconded by Bill Ballard to go into executive session. The motion passed unanimously.

Following completion of discussion, it was moved by Barbara Klear, seconded by Bill Ballard that the board reconvene in open session. The motion passed unanimously.

It was moved by Barbara Klear , seconded by Judy McReynolds that only contract matters were discussed.in executive session and there was no action taken by the board that required action in the open session. The motion carried unanimously.

With no further discussion it was moved by Barbara Klear seconded by Bill Ballard to adjourn. The motion carried unanimously. The meeting adjourned at 2:47 PM.

Barbara Klear, Acting Secretary

Sarah McPhillips, President

The Algonquin Association
Regular Board Meeting
March 28, 2023, 4:00 p.m.

The regular monthly Board meeting was convened by President Sarah (Sally) McPhillips in the Algonquin Room. Board members present were Vice President Bill Ballard, Treasurer Barbara Klear, Secretary Mark (Boring) McElhaney, and At-Large Member Judy McReynolds.

Staff present was Association Manager Patrick Gasser. Maintenance Supervisor Anthony (Tony) Michalek was unable to attend due to taking care of a water leak in the building. Homeowners present were Margaret Magnussen, Anne Lankford, Margie Thrift, Carol Starck, Abby Baird, Virginia Henderson, Llew Roberts, Betty Duron, Shelly Wagner, John Wagner, Anne Segar, Frances Benson, Barbara Whitbeck, Renee Wiman, Linda Allen, Katrina Dozier, Karen Hoy, Debra Hoy, Roy Darnell, Bettie Jean Darnell, Mita Vail and Beth Renfro.

Mark Boring announced the meeting would be recorded to facilitate the writing of the minutes and the recording would be deleted once the minutes were completed.

A motion was made to adopt the agenda with amendments to add a New Business, item, L to include action on the money market and the addition of New Business, item M, to discuss the results of the Cox Survey. The motion was seconded, and The Board unanimously approved the agenda with the stated amendment.

Homeowners' Forum was held, topics discussed included a compliment on the painting of north end doors and a question as to when and if there was a plan to paint the south end doors, compliment to the maintenance staff on how thoroughly they completed the PM in an apartment.

A motion was made by Mark Boring to approve the February 28, 2023, minutes with an amendment adding Tandem Handyman & Remodeling as payee for New Business items A and B, the Board unanimously approved the minutes with the stated amendments.

Treasurer's Report: Barbara Klear reported, the Treasurer's Report for the Period Ending January 31, 2023. The January financials were received from The Select Group on March 3, 2023. We have not yet received the February financials.

On January 31, 2023, net income of \$12,457.37 for the month and net income of \$12,457.37 for the year.

On January 31, 2023, operating funds of \$295,353.52 and reserve funds of \$560,096.32.

The Live Oak CD #5348 was ended early to take advantage of higher interest rates. We went from a .11 percent rate to a 4.08 percent rate. The penalty will be determined at the end of the month.

The Finance Committee met with Board members and Anna Shumate of The Select Group. The committee will be presenting recommendations for moving the money market accounts to take advantage of higher interest rates.

Committee Reports

Building Committee – No report

Communications Committee – Mark Boring reported for Bob Place, the website has been updated and pictures from the St. Patrick's Day TGIF have also been posted on the website.

Covenants Committee – No report

Finance Committee – Katrina Dozier reported, the finance committee had met on March 27 with a good turnout. The purpose of the meeting was to look at bank accounts and discuss interest rates. Also

discussed was spreading out of the amount in one account to not be above the FDIC coverage limit of \$250,000.00.

Fire Safety Committee – No report

Grounds Committee – No report

Guest Rooms Committee – Margie Thrift reported, 6 rooms had been rented for the month of February for a total of \$360.00.

Library Committee – Barbara Klear reported for Randy Klear, business in the library as usual.

Pool Committee – No report

Social Committee – Beth Renfro reported, two new social events are being added, a welcome and/or goodbye coffee the second Tuesday of each month at 10:00 a.m., and a birthday celebration the fourth Wednesday of the month. Also, the March 17 TGIF had 50 people in attendance. The April TGIF will be hosted by the 4th and 5th floors and as always will be on the third Friday of the month, provided we are able to use The Algonquin room, if repairs are not in progress.

Maintenance Report

Maintenance Report: In the absence of Maintenance Supervisor Tony Michalek, Patrick Gasser delivered the Maintenance Report. The report is available in the meeting packet located at the Front Desk.

Manager's Report: Association Manager, Patrick Gasser, delivered his report. The report is available in the meeting packet located at the Front Desk.

Old Business

- A. Damuth Trane - Status Report on Dual Temp Controls – The project is complete except for working out kinks which will be done during an ongoing testing process.
- B. Live Oak CD #5348 Update - The Live Oak CD #5348 was ended early to take advantage of higher interest rates. We went from a .11 percent rate to a 4.08 percent rate. The penalty will be determined at the end of the month.

New Business

- A. Unanimous Consent to Replace Air Handler Coils - A motion was made and seconded to ratify the March 3, Board's unanimous consent to replace the damaged air handler coils using the insurance payment of \$34,571.00 from the replacement reserve account paid to Damuth Trane. The Board unanimously approved.
- B. Revision to Guestroom Reservation Form - A motion was made and seconded to approve a revision to the Guestroom Reservation Form indicating payment is due, by check from the resident when making the reservation. The Board unanimously approved.
- C. Fence Repair - A motion was made and seconded to replace all generator fence pickets with cedar pickets at an approximate total cost of \$400.00, out of operating funds. The Board unanimously approved.
- D. Power Business Machine Proposal - A motion was made and seconded to approve the Power Business Machine one year copier machine maintenance contract, for \$356.00, out of operating funds. The Board unanimously approved.
- E. Cox Communications Proposal - A motion was made and seconded to table any discussion of the Cox Communications Proposal. The Board unanimously approved.
- F. Price Electric Proposal for Repairs - A motion was made and seconded to approve the Price Electric proposal to repair outdoor lights and bring other interior electrical issues up to code, for \$1780.00, out of operating account. The Board unanimously approved.

- G. Strategic Planning Committee - A motion was made and seconded to approve the formation of a Strategic Planning Committee. The Board unanimously approved.
- H. AEDs (Automated External Defibrillators) - A motion was made and seconded to investigate the need for and possible purchase of AED's. The Board unanimously approved.
- I. Photo-Directory - A motion was made and seconded to approve the concept of a photo directory. The Board unanimously approved.
- J. Emergency Procedures and Policies - A motion was made and seconded to establish an ad hoc committee to examine the Association's existing emergency procedures and policies for the purpose of updating as needed. The Board approved the motion with four members voting in the affirmative and one member voting in the negative.
- K. Front Entrance Door Maintenance Proposal - A motion was made and seconded to approve the Dormakaba 3 year maintenance contract proposal, for \$1483.86, out of operating funds. The Board unanimously approved.
- L. Finance Committee Actions
- A motion was made and seconded, to direct the Select Group to deposit the monthly reserve deposit to the money market account with the lowest balance and to withdraw reserve payments from the money market account with the highest balance. The Board unanimously approved.
 - A motion was made and seconded to move \$150,000.00 from the Southern Bank replacement reserve MMA #3302 to First Internet RRMMA #6531. The Board unanimously approved.
- M. Cox Surveys Results – As of 12:00 p.m. today, March 28, approximately 50% of residents have responded. Residents have until 8:00 a.m. March 31 to turn in surveys. The discussion included current partial survey results, Cox contract details and homeowners were asked to contact Patrick Gasser with any questions they might have for the Cox representative.

Homeowners' Forum was held. Topics discussed included potential savings from the new Cox proposal, resident picture directory, Cox survey, the possibility of having some type of robocall system to alert residents of emergencies situations in the building and AED's.

At 6:10 p.m., Sally McPhillips adjourned the meeting.

Mark McElhanev, Secretary

Sarah McPhillips, President

The Algonquin Association
Board Meeting, Executive Session
Thursday, March 30, 2022, 4:30 p.m.

The special meeting held in the Algonquin Room was convened by President Sarah (Sally) McPhillips, Board members present were President Sally McPhillips, Secretary Mark (Boring) McElhaney, Treasurer Barbara Klear and At Large Member Judy McReynolds. Vice President Bill Ballard was not present due to travel.

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

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

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

On motion by Barbara, the Board unanimously agreed only contract items were discussed in executive session.

On motion by Judy McReynolds, the Board unanimously agreed to continue the association's current contract with Cox Cable, for one year, to allow time to explore other options.

With no further discussion, on motion by Barbara Klear, the Board unanimously agreed to adjourn at 5:22 p.m.

Mark McElhaney, Secretary

Sarah McPhillips, President

THE ALGONQUIN ASSOCIATION, INC.

As of 02/28/23

BALANCE SHEET

ASSETS:

CASH:			
1015	CIT checking #3372	\$	97,915.19
1025	Southern Addtn'l Operat #2702		51,352.63
1030	Southern Bank G/O Res #4102		116,666.47
1090	Petty Cash		500.00
1091	1st Carolina Petty Cash #2375		4,568.27
	Subtotal Operating Cash		<u>\$ 271,002.56</u>
1045	Southern Bank R/R MMA #3302	\$	225,928.59
1048	Old Point MMA R/R #1101		284,776.25
1057	Live Oak CD#2630 12/18/23 4.5%		56,242.46
1059	LiveOak CD #5348 4/30/23 1.30%		54,062.09
1078	1st Internet R/R MMA #6531		14,285.76
	Subtotal Repl Reserve Cash		<u>\$ 635,295.15</u>
ACCOUNTS RECEIVABLE:			
1310	Assessments Receivable	\$	14,721.92
1316	Cox Cable Fee Receivable		1,477.77
1340	Late Fees Receivable		1,010.30
1350	Legal Fees Receivable		4,814.38
1360	Misc Owner Charges Receivable		305.00
	Subtotal Accts Receivable		<u>\$ 22,329.37</u>
OTHER ASSETS:			
1610	Prepaid Insurance	\$	18,699.09
1620	Prepaid Other		851.86
	Subtotal Other Assets		<u>\$ 19,550.95</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>\$ 970,307.58</u>

THE ALGONQUIN ASSOCIATION, INC.

As of 02/28/23

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LIABILITIES & MEMBERS EQUITY

LIABILITIES:

3010	Accounts Payable	\$	38,094.39	
3015	Accrued Expenses		31,081.74	
3020	Insurance Claims Payable		(22,658.01)	
3050	A/P-Internal Funds In Transit		20.00	
3180	Employees Garnishment With.		.01	
3310	Prepaid Owner Assessments		41,510.25	
	Subtotal Liabilities			\$ 88,048.38

MEMBERS EQUITY:

GENERAL OPERATING RESERVES:

5010	Reserves - General Operating	\$	113,633.27	
5011	Gen. Operating Reserve Deposit		3,000.00	
5012	Gen Operating Reserve Interest		33.20	
	Subtotal Gen Operating Res			\$ 116,666.47

REPLACEMENT RESERVES:

5020	Reserves - Repair & Replacemen	\$	529,455.86	
5021	Replacement Reserves Deposits		74,876.00	
5022	Replacement Reserves Interest		678.31	
5023	Repl. Reserve Expense		(37,120.00)	
	Subtotal Replacement Rsrv.			\$ 567,890.17

RETAINED EARNINGS:

5510	Prior Years Income/(Loss)	\$	170,005.50	
	Current Year Net Income/(Loss)		27,697.06	
		\$	197,702.56	

TOTAL LIABILITIES & EQUITY

\$ 970,307.58

THE ALGONQUIN ASSOCIATION, INC.

Period: 02/01/23 to 02/28/23

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	252,086.00	252,056.00	30.00	1,512,336.00
5,828.00	5,844.00	(16.00)	06316 Cox Cable Fee Income	11,656.00	11,688.00	(32.00)	70,128.00
420.00	420.00	.00	06317 Storage Fee Income	840.00	840.00	.00	5,040.00
60.00	12.50	47.50	06325 Boat Slip Fee	120.00	25.00	95.00	150.00
325.30	25.00	300.30	06340 Late Fee Income	257.10	50.00	207.10	300.00
44.60	25.00	19.60	06360 Misc. Owner Income	164.60	50.00	114.60	300.00
.00	200.00	(200.00)	06410 Moving Fees	.00	400.00	(400.00)	2,400.00
400.00	950.00	(550.00)	06420 Guest Room Fees	1,200.00	1,900.00	(700.00)	11,400.00
517.31	470.00	47.31	06430 Washer/Dryer	1,334.80	940.00	394.80	5,640.00
314.00	200.00	114.00	06450 Resale Income	314.00	400.00	(86.00)	2,400.00
58.00	.00	58.00	06451 post closing	58.00	.00	58.00	.00
1,725.90	700.00	1,025.90	06500 Repair/Cleaning - Owners	1,826.65	1,400.00	426.65	8,400.00
.00	2,393.17	(2,393.17)	06725 T-Mobile Lease	.00	4,786.34	(4,786.34)	28,718.00
332.39	330.00	2.39	06910 Interest Income	700.81	660.00	40.81	3,960.00
136,068.50	137,597.67	(1,529.17)	TOTAL INCOME	270,557.96	275,195.34	(4,637.38)	1,651,172.00

EXPENSES:

GENERAL & ADMINISTRATIVE:

8,333.34	8,468.00	134.66	07010 Management Fees	16,666.68	16,936.00	269.32	101,616.00
.00	766.67	766.67	07140 Audit Fees	.00	1,533.34	1,533.34	9,200.00
.00	500.00	500.00	07160 Legal Fees	.00	1,000.00	1,000.00	6,000.00
.00	833.33	833.33	07180 Professional Fees	.00	1,666.66	1,666.66	10,000.00
3.84	30.00	26.16	07260 Postage & Mail	57.55	60.00	2.45	360.00
4,636.25	5,101.72	465.47	07280 Insurance - Property & Liab	9,272.50	10,203.44	930.94	61,220.65
393.66	580.95	187.29	07285 Insurance - W/C, Health & Li	787.32	1,161.90	374.58	6,971.44
982.92	2,292.34	1,309.42	07290 Flood Insurance	1,965.84	4,584.68	2,618.84	27,508.03
199.07	450.00	250.93	07320 Office Supplies	390.75	900.00	509.25	5,400.00
.00	50.00	50.00	07335 Kitchen/Social Expenses	.00	100.00	100.00	600.00
.00	83.33	83.33	07338 Guest Rooms	208.91	166.66	(42.25)	1,000.00
.00	478.67	478.67	07350 Commission Expense - Lease	.00	957.34	957.34	5,744.00
222.46	300.00	77.54	07400 Printing & Office Equipment	831.62	600.00	(231.62)	3,600.00
.00	266.67	266.67	07430 Income Taxes	.00	533.34	533.34	3,200.00
58.00	200.00	142.00	07625 Resale Prep Expense	372.00	400.00	28.00	2,400.00
893.15	200.00	(693.15)	07890 Misc. General & Administrati	1,154.38	400.00	(754.38)	2,400.00
15,722.69	20,601.68	4,878.99	Subtotal General & Admi	31,707.55	41,203.36	9,495.81	247,220.12

THE ALGONQUIN ASSOCIATION, INC.

Period: 02/01/23 to 02/28/23

Actual	Current Period Budget	Variance	Description	Actual	Year-To-Date Budget	Variance	Yearly Budget
PERSONNEL EXPENSES:							
6,636.94	8,302.00	1,665.06	08610 Receptionist Salaries	14,445.27	16,604.00	2,158.73	99,624.00
2,622.00	4,829.00	2,207.00	08620 Housekeeper Salaries	6,039.00	9,658.00	3,619.00	57,948.00
9,249.30	7,928.00	(1,321.30)	08630 Maintenance Salaries	21,352.60	15,856.00	(5,496.60)	95,136.00
4,362.10	5,053.00	690.90	08650 Doormen Salaries	8,889.30	10,106.00	1,216.70	60,636.00
1,748.18	2,313.00	564.82	08710 Payroll Taxes	3,990.46	4,626.00	635.54	27,756.00
364.66	455.00	90.34	08725 Payroll Processing Fees	1,386.62	910.00	(476.62)	5,460.00
24,983.18	28,880.00	3,896.82	Subtotal Payroll Expense	56,103.25	57,760.00	1,656.75	346,560.00
UTILITIES:							
6,784.17	12,000.00	5,215.83	08910 Electricity - House Meter	17,619.64	24,000.00	6,380.36	144,000.00
5,682.58	5,844.00	161.42	08920 Cable	11,363.83	11,688.00	324.17	70,128.00
1,833.48	5,152.00	3,318.52	08930 Water	4,700.93	10,304.00	5,603.07	61,824.00
996.67	4,254.00	3,257.33	08940 Sewer	2,308.43	8,508.00	6,199.57	51,048.00
(1,703.72)	3,309.00	5,012.72	08950 Gas	3,728.56	6,618.00	2,889.44	39,708.00
.00	608.00	608.00	08960 Storm Water	262.69	1,216.00	953.31	7,296.00
291.52	200.00	(91.52)	08970 Office Internet	582.44	400.00	(182.44)	2,400.00
592.58	670.00	77.42	08990 Telephone	1,169.26	1,340.00	170.74	8,040.00
14,477.28	32,037.00	17,559.72	Subtotal Utilities	41,735.78	64,074.00	22,338.22	384,444.00
MAINTENANCE:							
1,830.00	1,950.00	120.00	09010 Landscape Maintenance Contra	6,962.33	3,900.00	(3,062.33)	23,400.00
230.00	340.00	110.00	09020 Grounds/Common Area	460.00	680.00	220.00	4,080.00
200.00	300.00	100.00	09025 Exterminating	400.00	600.00	200.00	3,600.00
617.70	780.00	162.30	09090 Trash Removal	1,235.40	1,560.00	324.60	9,360.00
1,360.00	854.17	(505.83)	09095 Pool Maintenance Contract	1,360.00	1,708.34	348.34	10,250.00
.00	416.67	416.67	09096 Pool Expense - Other	.00	833.34	833.34	5,000.00
3,431.69	1,000.00	(2,431.69)	09120 Maintenance & Cleaning Suppl	4,506.00	2,000.00	(2,506.00)	12,000.00
.00	500.00	500.00	09150 Fire Protection - Alarm Mon.	1,079.56	1,000.00	(79.56)	6,000.00
8,760.00	2,000.00	(6,760.00)	09160 Repairs Contract/Other	8,801.28	4,000.00	(4,801.28)	24,000.00
1,082.89	262.50	(820.39)	09170 Generator Maintenance Contra	1,082.89	525.00	(557.89)	3,150.00
180.00	300.00	120.00	09180 Electric Repair & Materials	180.00	600.00	420.00	3,600.00
2,893.55	500.00	(2,393.55)	09190 Plumbing Repairs/Supplies	2,893.55	1,000.00	(1,893.55)	6,000.00
.00	1,000.00	1,000.00	09200 Elevator Maintenance/Contrac	.00	2,000.00	2,000.00	12,000.00
828.00	500.00	(328.00)	09225 Elevator Repairs	828.00	1,000.00	172.00	6,000.00
4,911.00	5,602.00	691.00	09260 Heating & Cooling Contract	4,911.00	11,204.00	6,293.00	67,224.00
60.00	450.00	390.00	09270 Heating & Cooling Repair	60.00	900.00	840.00	5,400.00
26,384.83	16,755.34	(9,629.49)	Subtotal Maintenance	34,760.01	33,510.68	(1,249.33)	201,064.00

The Algonquin Association, Inc.

Period: 02/01/23 to 02/28/23

Actual	Current Period Budget	Variance	Description	Actual	Year-To-Date Budget	Variance	Yearly Budget
The Algonquin Association, Inc.							
RESERVES:							
1,822.83	1,500.00	(322.83)	09910 General Operating Reserves	3,678.31	3,000.00	(678.31)	18,000.00
37,438.00	37,438.00	.00	09920 Replacement Reserves	74,876.00	74,876.00	.00	449,256.00
.00	358.00	358.00	09990 Reserve Interest	.00	716.00	716.00	4,296.00
<u>39,260.83</u>	<u>39,296.00</u>	<u>35.17</u>	Subtotal Reserves	<u>78,554.31</u>	<u>78,592.00</u>	<u>37.69</u>	<u>471,552.00</u>
120,828.81	137,570.02	16,741.21	TOTAL EXPENSES	242,860.90	275,140.04	32,279.14	1,650,840.12
<u>15,239.69</u>	<u>27.65</u>	<u>15,212.04</u>	NET INCOME/(LOSS)	<u>27,697.06</u>	<u>55.30</u>	<u>27,641.76</u>	<u>331.88</u>

THE ALGONQUIN ASSOCIATION, INC.

As of 03/31/23

BALANCE SHEET

ASSETS:

CASH:		
1015	CIT checking #3372	\$ 99,691.94
1025	Southern Addtn'l Operat #2702	52,355.90
1030	Southern Bank G/O Res #4102	97,020.20
1090	Petty Cash	500.00
1091	1st Carolina Petty Cash #2375	4,947.60
	Subtotal Operating Cash	\$ 254,515.64
1045	Southern Bank R/R MMA #3302	\$ 196,419.81
1048	Old Point MMA R/R #1101	284,800.44
1057	Live Oak CD#2630 12/18/23 4.5%	56,453.11
1061	Live Oak RR Sav #3180	35.51
1063	LiveOak CD #2804 9/22/23 4.80%	53,813.44
1078	1st Internet R/R MMA #6531	51,799.81
	Subtotal Repl Reserve Cash	\$ 643,322.12
ACCOUNTS RECEIVABLE:		
1310	Assessments Receivable	\$ 15,151.92
1316	Cox Cable Fee Receivable	1,480.77
1340	Late Fees Receivable	1,088.50
1350	Legal Fees Receivable	4,814.38
1360	Misc Owner Charges Receivable	315.00
	Subtotal Accts Receivable	\$ 22,850.57
OTHER ASSETS:		
1610	Prepaid Insurance	\$ 17,325.26
1620	Prepaid Other	598.85
	Subtotal Other Assets	\$ 17,924.11
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
	TOTAL ASSETS	\$ 960,741.99

THE ALGONQUIN ASSOCIATION, INC.

As of 03/31/23

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LIABILITIES & MEMBERS EQUITY

LIABILITIES:

3010	Accounts Payable	\$	24,239.10	
3015	Accrued Expenses		13,824.36	
3020	Insurance Claims Payable		(22,658.01)	
3050	A/P-Internal Funds In Transit		20.00	
3180	Employees Garnishment With.		.01	
3310	Prepaid Owner Assessments		53,166.65	
	Subtotal Liabilities			\$ 68,592.11

MEMBERS EQUITY:

GENERAL OPERATING RESERVES:

5010	Reserves - General Operating	\$	113,633.27	
5011	Gen. Operating Reserve Deposit		6,000.00	
5012	Gen Operating Reserve Interest		44.94	
	Subtotal Gen Operating Res			\$ 119,678.21

REPLACEMENT RESERVES:

5020	Reserves - Repair & Replacemen	\$	529,455.86	
5021	Replacement Reserves Deposits		112,314.00	
5022	Replacement Reserves Interest		1,153.81	
5023	Repl. Reserve Expense		(81,782.10)	
	Subtotal Replacement Rsrv.			\$ 561,141.57

RETAINED EARNINGS:

5510	Prior Years Income/(Loss)	\$	165,094.50	
	Current Year Net Income/(Loss)		46,235.60	
		\$	211,330.10	

TOTAL LIABILITIES & EQUITY

\$ 960,741.99

THE ALGONQUIN ASSOCIATION, INC.

Period: 03/01/23 to 03/31/23

Actual	Current Period Budget	Variance	Description	Actual	Year-To-Date Budget	Variance	Yearly Budget
INCOME/EXPENSE STATEMENT							
INCOME:							
126,043.00	126,028.00	15.00	06310 Assessment Income	378,129.00	378,084.00	45.00	1,512,336.00
5,828.00	5,844.00	(16.00)	06316 Cox Cable Fee Income	17,484.00	17,532.00	(48.00)	70,128.00
420.00	420.00	.00	06317 Storage Fee Income	1,260.00	1,260.00	.00	5,040.00
60.00	12.50	47.50	06325 Boat Slip Fee	180.00	37.50	142.50	150.00
324.00	25.00	299.00	06340 Late Fee Income	581.10	75.00	506.10	300.00
.00	25.00	(25.00)	06360 Misc. Owner Income	164.60	75.00	89.60	300.00
.00	200.00	(200.00)	06410 Moving Fees	.00	600.00	(600.00)	2,400.00
160.00	950.00	(790.00)	06420 Guest Room Fees	1,360.00	2,850.00	(1,490.00)	11,400.00
529.60	470.00	59.60	06430 Washer/Dryer	1,864.40	1,410.00	454.40	5,640.00
.00	200.00	(200.00)	06450 Resale Income	314.00	600.00	(286.00)	2,400.00
.00	.00	.00	06451 post closing	58.00	.00	58.00	.00
839.23	700.00	139.23	06500 Repair/Cleaning - Owners	2,665.88	2,100.00	565.88	8,400.00
.00	2,393.17	(2,393.17)	06725 T-Mobile Lease	.00	7,179.51	(7,179.51)	28,718.00
10.08	330.00	(319.92)	06910 Interest Income	710.89	990.00	(279.11)	3,960.00
134,213.91	137,597.67	(3,383.76)	TOTAL INCOME	404,771.87	412,793.01	(8,021.14)	1,651,172.00

EXPENSES:

GENERAL & ADMINISTRATIVE:

8,333.34	8,468.00	134.66	07010 Management Fees	25,000.02	25,404.00	403.98	101,616.00
.00	766.67	766.67	07140 Audit Fees	.00	2,300.01	2,300.01	9,200.00
.00	500.00	500.00	07160 Legal Fees	.00	1,500.00	1,500.00	6,000.00
.00	833.33	833.33	07180 Professional Fees	.00	2,499.99	2,499.99	10,000.00
3.00	30.00	27.00	07260 Postage & Mail	60.55	90.00	29.45	360.00
4,636.25	5,101.72	465.47	07280 Insurance - Property & Liab	13,908.75	15,305.16	1,396.41	61,220.65
393.66	580.95	187.29	07285 Insurance - W/C, Health & Li	1,180.98	1,742.85	561.87	6,971.44
982.92	2,292.34	1,309.42	07290 Flood Insurance	2,948.76	6,877.02	3,928.26	27,508.03
64.82	450.00	385.18	07320 Office Supplies	455.57	1,350.00	894.43	5,400.00
.00	50.00	50.00	07335 Kitchen/Social Expenses	.00	150.00	150.00	600.00
.00	83.33	83.33	07338 Guest Rooms	208.91	249.99	41.08	1,000.00
.00	478.67	478.67	07350 Commission Expense - Lease	.00	1,436.01	1,436.01	5,744.00
143.19	300.00	156.81	07400 Printing & Office Equipment	974.81	900.00	(74.81)	3,600.00
.00	266.67	266.67	07430 Income Taxes	.00	800.01	800.01	3,200.00
58.00	200.00	142.00	07625 Resale Prep Expense	430.00	600.00	170.00	2,400.00
79.35	200.00	120.65	07890 Misc. General & Administrati	1,233.73	600.00	(633.73)	2,400.00
14,694.53	20,601.68	5,907.15	Subtotal General & Admi	46,402.08	61,805.04	15,402.96	247,220.12

THE ALGONQUIN ASSOCIATION, INC.

Period: 03/01/23 to 03/31/23

Actual	Current Period Budget	Variance	Description	Actual	Year-To-Date Budget	Variance	Yearly Budget
PERSONNEL EXPENSES:							
4,635.33	8,302.00	3,666.67	08610 Receptionist Salaries	19,080.60	24,906.00	5,825.40	99,624.00
1,665.00	4,829.00	3,164.00	08620 Housekeeper Salaries	7,704.00	14,487.00	6,783.00	57,948.00
4,831.75	7,928.00	3,096.25	08630 Maintenance Salaries	26,184.35	23,784.00	(2,400.35)	95,136.00
2,309.70	5,053.00	2,743.30	08650 Doormen Salaries	11,199.00	15,159.00	3,960.00	60,636.00
936.72	2,313.00	1,376.28	08710 Payroll Taxes	4,927.18	6,939.00	2,011.82	27,756.00
182.33	455.00	272.67	08725 Payroll Processing Fees	1,568.95	1,365.00	(203.95)	5,460.00
14,560.83	28,880.00	14,319.17	Subtotal Payroll Expense	70,664.08	86,640.00	15,975.92	346,560.00
UTILITIES:							
7,242.34	12,000.00	4,757.66	08910 Electricity - House Meter	24,861.98	36,000.00	11,138.02	144,000.00
5,682.58	5,844.00	161.42	08920 Cable	17,046.41	17,532.00	485.59	70,128.00
2,058.21	5,152.00	3,093.79	08930 Water	6,759.14	15,456.00	8,696.86	61,824.00
1,105.29	4,254.00	3,148.71	08940 Sewer	3,413.72	12,762.00	9,348.28	51,048.00
253.01	3,309.00	3,055.99	08950 Gas	4,833.43	9,927.00	5,093.57	39,708.00
2,777.04	608.00	(2,169.04)	08960 Storm Water	3,039.73	1,824.00	(1,215.73)	7,296.00
290.92	200.00	(90.92)	08970 Office Internet	873.36	600.00	(273.36)	2,400.00
577.04	670.00	92.96	08990 Telephone	1,746.30	2,010.00	263.70	8,040.00
19,986.43	32,037.00	12,050.57	Subtotal Utilities	62,574.07	96,111.00	33,536.93	384,444.00
MAINTENANCE:							
3,660.00	1,950.00	(1,710.00)	09010 Landscape Maintenance Contra	10,622.33	5,850.00	(4,772.33)	23,400.00
120.00	340.00	220.00	09020 Grounds/Common Area	1,005.00	1,020.00	15.00	4,080.00
200.00	300.00	100.00	09025 Exterminating	600.00	900.00	300.00	3,600.00
610.23	780.00	169.77	09090 Trash Removal	1,845.63	2,340.00	494.37	9,360.00
.00	854.17	854.17	09095 Pool Maintenance Contract	1,360.00	2,562.51	1,202.51	10,250.00
.00	416.67	416.67	09096 Pool Expense - Other	.00	1,250.01	1,250.01	5,000.00
2,758.57	1,000.00	(1,758.57)	09120 Maintenance & Cleaning Suppl	7,264.57	3,000.00	(4,264.57)	12,000.00
.00	500.00	500.00	09150 Fire Protection - Alarm Mon.	1,079.56	1,500.00	420.44	6,000.00
3,535.18	2,000.00	(1,535.18)	09160 Repairs Contract/Other	12,336.46	6,000.00	(6,336.46)	24,000.00
781.02	262.50	(518.52)	09170 Generator Maintenance Contra	1,863.91	787.50	(1,076.41)	3,150.00
511.72	300.00	(211.72)	09180 Electric Repair & Materials	691.72	900.00	208.28	3,600.00
4,220.00	500.00	(3,720.00)	09190 Plumbing Repairs/Supplies	7,113.55	1,500.00	(5,613.55)	6,000.00
.00	1,000.00	1,000.00	09200 Elevator Maintenance/Contrac	.00	3,000.00	3,000.00	12,000.00
.00	500.00	500.00	09225 Elevator Repairs	828.00	1,500.00	672.00	6,000.00
9,822.00	5,602.00	(4,220.00)	09260 Heating & Cooling Contract	14,733.00	16,806.00	2,073.00	67,224.00
.00	450.00	450.00	09270 Heating & Cooling Repair	60.00	1,350.00	1,290.00	5,400.00
26,218.72	16,755.34	(9,463.38)	Subtotal Maintenance	61,403.73	50,266.02	(11,137.71)	201,064.00

The Algonquin Association, Inc.

Period: 03/01/23 to 03/31/23

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	5,178.31	4,500.00	(678.31)	18,000.00
37,438.00	37,438.00	.00	09920 Replacement Reserves	112,314.00	112,314.00	.00	449,256.00
.00	358.00	358.00	09990 Reserve Interest	.00	1,074.00	1,074.00	4,296.00
<u>38,938.00</u>	<u>39,296.00</u>	<u>358.00</u>	Subtotal Reserves	<u>117,492.31</u>	<u>117,888.00</u>	<u>395.69</u>	<u>471,552.00</u>
114,398.51	137,570.02	23,171.51	TOTAL EXPENSES	358,536.27	412,710.06	54,173.79	1,650,840.12
<u>19,815.40</u>	<u>27.65</u>	<u>19,787.75</u>	NET INCOME/(LOSS)	<u>46,235.60</u>	<u>82.95</u>	<u>46,152.65</u>	<u>331.88</u>

The Algonquin Association

Manager's Report

April 2023

Financials:

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

Per the Board's approval on March 28, 2023, accounting has been tasked with moving \$150,000 from Southern Bank Replacement Reserve account #3302 to First Atlantic Internet Replacement Reserve account #6531. The Board and Finance Committee will be informed when complete.

Maintenance:

Air Handler Rupture

The replacement coils for the north and south air handlers are on order but an estimated delivery date is not available as of this writing but is expected in time for the April 28th Board meeting.

Dual Temperature System

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). Damuth Trane is aware of the problem and is working to order and install the correct parts. However, until this is resolved, the 25lb pressure regulator has been isolated and Maintenance is manually adjusting the 15lb pressure regulator to the correct pressure as the DTS mode is changed.
2. There is a leak in the inlet piping to Domestic Hot Water Tank #1. Please see the Damuth Trane proposal included in this packet for details.

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. Please see the Damuth Trane proposal included in this packet for details.
4. 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.
5. 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).
6. #1 Boiler has a faulty switch that cannot be installed and tested until the boiler is brought online. Since the boilers are scheduled for replacement this summer and will likely not operate for any significant amount of time, this switch will probably not be installed.

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.

Damuth Trane reports that the new Dual Temperature System boilers will arrive by the end of April. Damuth suggested a Kick-Off Meeting with the Board, but Management has requested a meeting prior to the Kick-Off to discuss the removal and installation process and its impacts to the building and residents. Once this meeting is held and Maintenance’s and Management’s questions are answered, a meeting with the Board will be scheduled to explain the process and answer any additional concerns.

Management has requested a proposal for the chiller overhaul on several occasions and has not received it. Damuth reports that they are researching parts and costs but do not anticipate any conflicts that will prevent the chiller overhaul from being completed before Spring 2024. 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 in 1C and is believed to be in the Dual Temperature System. A hole was cut in the ceiling to aid in locating the leak and a plastic access cover was temporarily installed. The owner of Unit 1C has agreed to allow the hole to remain in their ceiling until the leak can be located and repaired.

Landscaping and Grounds

Ritter Grounds is servicing the property every week on Thursdays.

The Algonquin Room patio has been pressure washed and Maintenance is working to pressure wash all ground level horizontal and vertical surfaces this summer.

During a recent inspection, Management recognized the three benches on the south side of the building could use some attention. The two black benches are aluminum and the white bench is cast iron. Management contacted VanWin Coatings and received a proposal of \$300/bench to sandblasted and powder coat them, but a quick internet search shows that comparable benches can be purchased new for \$150-\$250. The Grounds Committee has been tasked with recommending either refurbishing or replacing the benches based on cost, funds available in the budget and Replacement Reserves, and any possible sentimental value the benches may have.

During this discussion, it was also recognized that the patio furniture is showing its age and may be a higher priority than the grounds benches.

Irrigation

Maintenance and Management installed the irrigation controllers the week of April 10th and discovered the mainline leak in the mall area from last season had not been repaired, only covered. This leak was originally found a few days after the Maintenance Manager was hired and a few days before the transfer in the Management position, and although Maintenance and Management both understood the leak had been repaired, a review of the invoices shows the work was not invoiced or paid for. Maintenance worked to uncover the leak and found the cause of the leak was a disconnected PVC elbow, which was easily and quickly repaired.

Maintenance and Management then ran the irrigation system to review the operation of the individual zones and found several faults with 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 as of this writing has not responded.

Pool

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

Management has confirmed that Tesla Pools has submitted the annual pool permit request to the city and does not anticipate anything preventing the pool from opening on Memorial Day weekend.

The pool furniture has been cleaned and placed on the pool deck, and the deck is available for use, but there are still a few minor maintenance items to complete before Management will consider the pool area ready for the season.

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 progressing well with units on the 3rd and 2nd floors currently being scheduled/completed. Only 4 units on floors 5-12 have not been completed and Management will contact these units by letter to encourage the owners to schedule the service.

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

Although Maintenance is noting many maintenance issues in units, the ones of greatest concern are:

- 1) Some units have removed the batteries from their smoke detectors or otherwise rendered them useless. As seen with the April 20th fire alarm, smoke detectors are essential to the safety of you and your neighbors and MUST stay active.
- 2) The front desk does not have all keys required to access units and in the event of an emergency, family and emergency responders have to either wait for a locksmith or breakdown the door. Please provide keys to the front desk to all locks on your hallways doors.

Fire Prevention

Virginia Sprinkler Company Fire and Security (VSC) was onsite February 14th to perform a repair to the fire department hose connection in the first floor south stairwell. The crew was able to complete the pipe installation but still had some minor cosmetic work to complete and they returned on April 16th. However, priming and painting the pipe was not included in the proposal and Maintenance has been tasked with painting the new piping.

VSC completed their annual inspection of the fire extinguishers on April 21st. Please see the proposal included in this packet for details.

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.

The Ritter Grounds landscaping contract will automatically renew on May 31st.

Management has no objection to allowing this contract to renew.

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.**

Damuth Trane Dual Temperature System Controls Update

Damuth Trane has not provided any official updates since the March board meeting. Please see the Manager's Report for a current update.

THE ALGONQUIN ASSOCIATION

EMERGENCY PROCEDURES COMMITTEE CHARTER APRIL 2023

AUTHORIZATION

The Emergency Procedures Committee (Committee) is established by The Algonquin Association Board of Directors (Board) under Section 3.3.1.3 of the By-Laws (Amended and Restated December 2005). The Committee members shall be appointed by the Board from volunteers willing to serve the community, and shall serve at the pleasure of the Board.

PURPOSE

The Committee is responsible for advising the Board in the development and revision of procedures governing the preparation and actions of the Board, Management, staff, and owners during emergency situations.

FUNCTIONS

The functions of the Committee include:

- Conduct Committee meetings as needed but no less than quarterly
- Work with Management to review current emergency procedures
- Recommend new emergency procedures to the Board and develop procedures per Board approval
- Consult with government and private agencies to determine best practices in emergency situations
- Monitor the physical condition of the property with respect to how it may affect the emergency procedures and recommend improvements
- Submit written recommendations to the Board as appropriate
- ~~Provide a written and/or verbal report to the Board at each Board meeting~~
- Provide a written and/or verbal report at each Annual Meeting of the Association

MEMBERSHIP

The Committee shall:

- Have a minimum of three members and a maximum of 7 members
- ~~Consist wholly of unit owners in good standing with the Association~~
- ~~Record meeting minutes and distribute approved minutes to the Board and Management (electronic distribution is preferred)~~
- Recommend new members to the Board for appointment (The Chairperson has final authority in recommending new Committee members to the Board but a Committee discussion is encouraged)

MEETINGS

Meetings of the Committee shall:

- Be noticed as required by the Virginia Condominium Act and open to all Unit Owners.
- Held in Algonquin House common areas and shall not be held in a private residence
- Include a Homeowners Forum for owner comments
- Include the approval of the prior meeting minutes if applicable

THE ALGONQUIN ASSOCIATION

STRATEGIC PLANNING COMMITTEE CHARTER APRIL 2023

AUTHORIZATION

The Strategic Planning Committee (Committee) is established by The Algonquin Association Board of Directors (Board) under Section 3.3.1.3 of the By-Laws (Amended and Restated December 2005). The Committee members shall be appointed by the Board from volunteers willing to serve the community, and shall serve at the pleasure of the Board.

PURPOSE

The Committee is responsible for advising the Board in the physical and financial planning of future projects and recommending the priority level of these projects. It is expected that the Committee would work closely with the Replacement Reserve Study and the Financial Committee in this task.

FUNCTIONS

The functions of the Committee include:

- Conduct Committee meetings as needed but no less than quarterly
- Review the Replacement Reserve Study and Replacement Reserve funding on a regular basis.
- Make recommendations to the Board about which projects to pursue and in what order while observing the current Replacement Reserve account balances and expected monthly funding.
- Monitor the physical condition of the property with respect to what projects need to be completed soonest.
- Submit written recommendations to the Board as appropriate
- ~~Provide a written and/or verbal report to the Board at each Board meeting~~
- Provide a written and/or verbal report at each Annual Meeting of the Association

MEMBERSHIP

The Committee shall:

- Have a minimum of three members and a maximum of 7 members
- ~~Consist wholly of unit owners in good standing with the Association~~

- Recommend new members to the Board for appointment (The Chairperson has final authority in recommending new Committee members to the Board but a Committee discussion is encouraged)

MEETINGS

Meetings of the Committee shall:

- Be noticed as required by the Virginia Condominium Act and open to all Unit Owners.
- Held in Algonquin House common areas and shall not be held in a private residence
- Include a Homeowners Forum for owner comments
- Include the approval of the prior meeting minutes if applicable.

Balcony Ceiling Painting

The condominium is responsible for the bottom of the eight second floor balconies that do not have a first floor unit and each of them needs some attention.

Management has requested proposals from Willie Decoux and AKK Painting and both proposals are included in your packet for review and consideration.

While walking the property, it was noticed that the first floor brick lentils around the building need attention. AKK Painting has included this work as part of their proposal.

Management reviewed the requirement with both contractors to ensure that any paint chips were collected.

Patrick Gasser

From: William Decoux <wjdecoux@hotmail.com>
Sent: Monday, April 10, 2023 5:36 PM
To: Patrick Gasser
Subject: paint estimates

Patrick,
Following are the estimates for the work we discussed recently.

Est.1 -

Areas to be painted include 8 balcony undersides of the 2nd floor Units, including the L-shaped end caps.
Labor - scrape all loose and peeling paint where necessary from underside and end caps, spot prime these areas, and apply two topcoats to all areas.

Clean up all paint chips. (drop cloths will be used to minimize spread)

Materials - I will be using Cover Stain Oil-based primer and, for the topcoats, Behr Premium Plus Flat White. This is a primer/paint combo with excellent coverage and durability.

Labor and materials - \$4465.00

Suggested payment schedule -

Materials Draw at start of job - \$465.00

Balance - \$4000.00 upon completion

Est.2 -

apply two topcoats to ceiling section immediately outside the entry doors.

Labor and materials - \$590.00 -(due upon completion)

Please contact me if you have any questions or would like to schedule. Looking forward to hearing from you.

Thanks,
Willie



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 Glenroie Avenue
Norfolk, Virginia 23505

Estimate #757	
Sent on	Apr 14, 2023
Total	\$9,220.00

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
8 Balconies	Pressure wash ceilings under balconies. Scrape all loose paint and patch where needed. Grounds will be protected and paint flakes will be picked up. Apply two coats of an exterior masonry paint to underside/ceiling of first floor balconies. Four in the front and four in the back.	1	\$6,500.00	\$6,500.00
Lentils	Wire brush all lentils on the first floor under balconies and other areas throughout the building. Apply stop rust. Apply two coats of an exterior DTM paint to all lentils described above. This process will take one painter almost a whole week.	1	\$2,720.00	\$2,720.00

Total **\$9,220.00**

Approximate duration of project for balconies is 4 days.

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.

Domestic Hot Water Leak Repairs

The Domestic Hot Water system has two minor leaks that need to be repaired before they become significant.

One leak is at a 3" T-junction and is a fairly straight-forward repair. However, the other leak is at the inlet to Domestic Hot Water Tank #1 and will require draining the tank. The system is designed to allow one tank to be bypassed, so no interruption to hot water service is anticipated.

Management questioned Damuth Trane as to why these repairs are not included in the service contract. Damuth replied that the contract only includes the maintenance and repair of listed components and the contract does not include piping repairs. A review of the contract confirms this assertion.



PROPOSAL

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

Client
Algonquin House
7320 Glenroie Avenue
Norfolk, VA 23505

Numbers
Q23-10936
Rev 1
Job Name
Algonquin House
Leak Repairs

Date
April 21, 2023

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

Scope:

- LOTO for safe execution of work
- Perform supervision of all trades during work
- Isolate hot water tank to be drained
- Drain tank to facilitate repairs
- Remove and dispose of 3" copper line from the bottom of the tank up to and including the first 90° elbow on the vertical section of the pipe
- Remove and dispose of two 3" isolation valves on the discharge side of the tank to include tee fitting
- Provide and install two new 3" brass valves for domestic water use
- Provide and install 3" copper pipe and fittings as needed to make connections
- Pipe and fittings to be pro-press copper
- Fill water tank
- Test for leaks and cleanup work area
- All piping repairs will utilize Pro Press fittings and valves and other means as needed
- Check for leaks and place back in service
- Provide insulation of pipe to match existing materials where disturbed

Damuth Trane's price for the proposed work is.....\$9,697.00

Notes:

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

Prices quoted are FIRM.

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

Authorized Signature _____

Bryan Whitehorne
Account Manager

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

Signature _____

P.O. # _____

Date of Acceptance _____

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



General Terms and Conditions

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

South Hallway Repairs

JT Mitchell Construction was contacted to provide proposals for the north and south hallway repairs. The proposal they provided is for a lump sum for both areas and Management has requested that the proposals be separated. The revised proposals are not available as of this writing but are expected before the April 25th Board meeting.

The south hallway repair includes removing the existing baseboards up to the edge of the carpet and then installing 4-1/4" baseboards, which are about 1/2" taller than the current baseboards. The taller baseboards will hide any rough edges caused by the baseboard removal during the December 24th flooding event.

The north hallway repairs include removing 40" of drywall on both sides of the hall from the door frame just north of the Algonquin Room double doors to the hallway double doors; installing a chair rail, new drywall, baseboard molding, and toe molding; and then painting the drywall and chair rail. The replacement drywall will be left smooth and can be covered at a later date if desired.

Sidewalk Trip Hazards

Concrete Jacks has provided the following proposal to lift the sidewalk trip hazards and a set of steps on the southwest of the building for \$3,960.

The cost to grind the same trip hazards (minus the steps) is \$2,800.

Considering that there is an interest in replacing all concrete in the next couple of years, grinding the trip hazards would be a more economical option to provide an ADA compliant surface. However, please be aware that the end result will appear similar to the pictures below.





CONCRETE JACK

Quotation

Project Information	
Opportunity Number	4127
Company Name	Select Group
Property Name	Algonquin Condominiums
Property Address	7320 Glenroie Ave, Norfolk, VA 23505, USA
Date	04/20/2023 10:50 AM

Polyurethane Grouting Items	
Repair Type	Quantity
Mobilization	
Lift	312 Sq Ft
	312 Sq Ft

GRAND TOTAL	\$3,959.80
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Notes: * Pricing subject to change if items are added or deleted from the scope of work, * Parking spots in front of areas of service need to be vacant on day of service, * Point of contact must be available via phone on day of service for questions and/or change orders, * Customer rescheduling date of service within 5 days of schedule date may result in mobilization charges, * New concrete will not match existing concrete, *Private utilities in areas of work must be marked by customer prior to days of work *ConcreteJack is not responsible for damages to unmarked/mismarked private or public utilities. *Flat rates include mobilization to site, manpower, materials to complete, etc.

Initials _____

3402 Acorn St. Ste 202, Williamsburg, VA 23188 | P: 757-566-1534

Repair Item # 1

Address	7320 Glenroie Ave Norfolk, VA 23505
Type of Repair	Lift
Size of Repair	1"
Length of Repair	12
Width of Repair	7
Square Footage	84
# of Reserved Parking Spaces	5
Notes	



Repair Item # 2

Address	7320 Glenroie Ave Norfolk, VA 23505
Type of Repair	Lift
Size of Repair	1 1/2"
Length of Repair	12
Width of Repair	6
Square Footage	72
# of Reserved Parking Spaces	5
Notes	Lift/Grind



Repair Item # 3

Address	7320 Glenroie Ave Norfolk, VA 23505
Type of Repair	Lift
Size of Repair	1"
Length of Repair	10
Width of Repair	6
Square Footage	60
# of Reserved Parking Spaces	5
Notes	Lift/Grind



Repair Item # 4

Address	7320 Glenroie Ave Norfolk, VA 23505
Type of Repair	Lift
Size of Repair	1"
Length of Repair	12
Width of Repair	8
Square Footage	96
# of Reserved Parking Spaces	5
Notes	Lift/Grind



Initials _____

Terms & Conditions:

General:

Contracts/subcontracts should be made to "Preston H. Roberts, Inc dba Concrete Jack". Quoted price is based on customer providing Concrete Jack at least 8 hours of consecutive work time per calendar day. Changes to terms & conditions may require repricing.

This quotation may be withdrawn by Concrete Jack or the customer at any time prior to commencement of work. Scope/quantity changes may result in unit price changes.

Insurance & Bonding:

Quoted price is based on insurance coverage detailed in bidding COI available at www.concretejack.com/COI. No bond is included in quoted price; bond billed at cost if desired, on AIA forms. Payment in full is due within 30 days of completion, with 30 day draws if project is phased.

Payment:

Payment in full is due within 30 days of completion. Interest will accrue at 1.5% per month after 30 days. Customer shall pay all costs and expenses of collection incurred by Preston H. Roberts, Inc., including reasonable attorneys' fees.

Customer Responsibilities:

1. Provide a safe, hazard free work environment.
2. Provide and maintain construction entrance, sanitary facilities & all erosion/sediment control.
3. Provide utility locating for all private utilities within work area/zone of influence.
4. Facilitate access for Concrete Jack-initiated 811 public utility marking.
5. Cleaning beyond broom clean, such as power washing, vacuuming, etc.
6. Repair to any asphalt or landscaping adjacent to repair areas.
7. Marking & providing temporary protection for any irrigation, landscape lighting or other utilities within 5' of any work area, and the repair of those utilities if unmarked, embedded in concrete, or otherwise damaged.
8. Caulking or expansion joint replacement, including sealing or caulking of saw cuts required as part of the repair process.
9. Cracked, spalled, chipped or damaged concrete repair, unless specifically noted.

Safety: _____ Initials

Customer is responsible for providing vehicle and pedestrian traffic control during full duration of work. Customer must remove any personal property such as potted plants, furniture, etc. from the work area prior to arrival of Concrete Jack crew. All vehicles must be moved at least 10 feet from the work area. Customer is responsible for providing safe access to the work area, which includes addressing personal health hazards such as insect infestations, animal waste, garbage/trash, etc.

Due to OSHA regulations, only Concrete Jack employees shall be permitted within 20 feet of the work area during work. All vehicles must be moved at least 10 feet from each work area.

In the case of Concrete Jack crew arriving at a job and work hazards being present, area not cleared or other things prohibiting safe work, Concrete Jack crew will leave, and mobilization charge of 40% of quoted price, or \$2500, which ever is less, will be charged.

This quotation and supplementary materials are the result of inspecting the property as requested, which may have been limited by weather, ground cover, debris, inaccessibility, or other obstructions. Any trip hazards on the property associated with this work order that are not included for repair in this quote, or hazards that are included in this quote but not chosen for repair by the customer, are not the responsibility of Concrete Jack. Concrete Jack is not liable for any damages which may occur because of not fixing these trip hazards, or delays in fixing trip hazards.

Parking: _____ Initials

Concrete Jack is not responsible for damage to any vehicles not moved per Concrete Jack's request prior to mobilization. If vehicles prevent continuous work by Concrete Jack, remobilization will be charged.

Estimated Time to Complete Project:

Hours/Days to Complete Polyurethane Grouting 6 hours

Hours/Days to Complete Replacement

Permitting:

No building or other permits are included in quoted price.

Inspections & Engineering:

No third party testing or engineering is included.

Initials _____

3402 Acorn St. Ste 202, Williamsburg, VA 23188 | P: 757-566-1534

Concrete Lifting & Grinding:

General:

Quoted price is based on customer providing Concrete Jack at least 10 hours of consecutive work time per calendar day. Lifting and grinding may be used interchangeably or in combination based on found conditions.

Material Limit: _____ Initials

Quoted price includes up to 146 pounds of polyurethane grout, which is based on inches of combined void filling and lifting over 312 square feet. Additional material may be required, if average void size or lift is greater, and is \$7.95 per pound, placed. There is no discount if less material is required.

Incomplete Lifting:

In the case of incomplete lifting, for trip hazard repair, Concrete Jack will use grinder for touch up work unless otherwise directed by customer. If concrete cannot be raised and must be replaced, cost of lifting will be credited towards replacement if completed as an alternative.

Warranty:

On concrete over 10 years old, Preston H. Roberts, Inc will return once, if necessary, to raise as possible the areas originally worked on per this document if they have settled more than 1/4" over a period of one year from the date of completion. There is no resettlement guarantee on concrete less than 10 years old. This guarantee does not include any patches. This guarantee is void if the customer does not maintain backfill along repair area, if resettling occurs as a result of flooding (including utility failure), tree root upheaval, animal burrowing or other acts of nature, or if payment is not received per terms.

Cracks & Damage:

Concrete that has settled or has voids typically cracks. However, these cracks are typically in compression and may not be visible. Concrete Jack is not responsible for damage such as cracks in concrete being repaired, damage to adjacent plumbing or electrical, cracks in the floor or walls or any damage which has occurred or might occur because of settlement void filling, raising or any tasks associated with completing the repairs as quoted.

This quotation was prepared by:

Tom Prusak

757-634-1412

tom@concretejack.com

This quotation expires 30 days from 04/20/2023

Touch-up Grinding For Incomplete Lifting:

Initial here to accept grinding for touchup of incomplete lifting. No discount is given if slab is within ADA standard (0.25") for transverse elevation change.

Grinding is OK, initial here: _____ Grinding is not OK, initial here: _____

Credit card payments: Initial here to acknowledge 3.5% convenience fee for credit card payment: _____

Day of Job Contact: Initial here to acknowledge that day of job contact must be available beginning 8 am on the job start date throughout project entirety for change orders, parking issues, and other items pertinent to completion of a successful project: _____

To accept this quotation: Initial all pages, sign below and return to preparer listed above. By signing below, you acknowledge and accept this quotation and its attachment(s) in their entirety, and agree to pay within 30 days of completion.

Initials _____

3402 Acorn St. Ste 202, Williamsburg, VA 23188 | P: 757-566-1534

Sign: _____

Print & Title: _____

Date: _____

Please provide contact info below for your organization for this project.

SCHEDULING

Name: _____

Title: _____

Phone: _____

Email: _____

DAY OF JOB CONTACT

Name: _____

Title: _____

Phone: _____

Email: _____

BILLING CONTACT

Name: _____

Title: _____

Phone: _____

Email: _____

Fire Extinguisher Inspection and Maintenance

Virginia Sprinkler Company (VSC) has performed their annual inspection on the Algonquin's fire extinguishers. During this inspection, 4 fire extinguishers were found in need of routine maintenance (hydrostatic tests). In addition, when the Norfolk Fire Marshal performed his inspection in February, he noted that the building had several 2.5lb fire extinguishers that should be 5lb extinguishers.

The following VSC proposal is to perform maintenance on 4 fire extinguishers and replace 16 2.5lb extinguishers with 5lb fire extinguishers.



FIRE · SECURITY

From | **VSC Fire & Security, Inc.**
 1417 Miller Store Road
 Virginia Beach VA 23455
 757-213-3660

Quote No. | **2057437**
 Type | Repair
 Prepared By | Maria Peskopos
 Created On | 04/21/2023
 Valid Until | 05/15/2023

Quote For | **The Algonquin Association**
 Algonquin and Associates
 0300110
 7320 Glenroie Avenue
 Norfolk VA 23505

Description of Work

Exclusions:

1. WORK TO BE PERFORMED DURING NORMAL BUSINESS HOURS.
2. ANY ADDITIONAL WORK OTHER THAN THAT NOTED ABOVE SHALL BE DONE AT VSC T&M RATES.

Services to be completed

[Portable Extinguishers] Location - Building

Requested quote for 16-5lb abc to replace all 2.5lb in building. Fire marshal requested to be changed to 5lb. - repair

[Portable Extinguishers] Portable Fire Extinguisher - 15 lb CO2 Penthouse/ elevator equipment # 13. Hydro

Needs Hydro - repair

[Portable Extinguishers] Portable Fire Extinguisher - 5 lb ABC Rec. Room Back Door # 14. 6yr

Needs 6 Yr Maintenance - repair

[Portable Extinguishers] Portable Fire Extinguisher - 10 lb ABC Storage Room # 21. Hydro

Needs Hydro - repair

[Portable Extinguishers] Portable Fire Extinguisher - 5 lb CO2 Clock Room # 25. Hydro

Needs Hydro - repair

Parts, labor, and fees	Quantity	Unit Price	Tax	Total
5# ABC ADV.EXTG W/WALL HOOK	17	\$65.00	\$66.30	\$1,171.30
10# ABC ADV.EXTG W/WALL HOOK	1	\$95.00	\$5.70	\$100.70
5# Co2 hydro/refill	1	\$145.00	--	\$145.00
15# Co2 hydro/refill	1	\$285.00	--	\$285.00
ST01-Service Tech	3	\$95.00	--	\$285.00
			SUBTOTAL	\$1,915.00
			TAX @ 6.0%	\$72.00
			GRAND TOTAL	\$1,987.00

Parts, labor, and fees	Quantity	Unit Price	Tax	Total
			SUBTOTAL	\$1,915.00
			TAX @ 6.0%	\$72.00
			GRAND TOTAL	\$1,987.00

Terms and Conditions

General: VSC Fire & Security, Inc. warrants that the Products furnished hereunder will be free from defects in materials and workmanship for a period of one (1) year from the date of furnishing. Products or services not in conformance with the above warranty shall be repaired, replaced, re-performed or subject to refund, at VSC Fire & Security, Inc.'s election, as Customer's sole remedy.

Terms of Payment: Monthly invoices will be rendered representing the value of materials delivered to the site and work performed. All such invoices are payable in full within thirty (30) days. All sums not paid when due shall bear interest at a rate of 1½ % per month, or the maximum allowed by law in the jurisdiction where the Work is performed, whichever is greater.

Our full terms and conditions can be found at the following link. <https://www.vscfire.com/terms/>

By my signature below, I authorize work to begin and agree to pay the Grand Total according to the terms and conditions of this agreement.

Name: _____ Date: _____

Signature: _____