

The Algonquin Association

Board of Directors Meeting

Algonquin Room

7320 Glenroie Avenue

Norfolk, VA 23505

August 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. July 25, 2023 Board Meeting**
 - B. August 4, 2023 Special Board Meeting Minutes**
 - C. August 15, 2023 Special Board Meeting Minutes**
 - D. August 16, 2023 Special Board Meeting Minutes**
- V. Treasurer's Report**
- VI. Committee Reports**
 - A. Building Committee**
 - B. Communications Committee**
 - C. Covenants Committee**
 - D. Finance Committee**
 - E. Fire Safety Committee**
 - F. Grounds Committee**
 - G. Guest Rooms Committee**
 - H. Library Committee**
 - I. Pool Committee**

- J. Social Committee**

- VII. Manager's Report**

- VIII. Old Business**
 - A. Strategic Planning Committee Charter**
 - B. Irrigation Repairs**
 - C. Kitchen Repairs**

- IX. New Business**
 - A. Results of Algonquin Room Survey**
 - B. Proposals to Paint the Algonquin Room**
 - C. Pool Pump Room Door Replacement**
 - D. Finance Committee Recommendations**
 - 1. Placement of CD Maturing in September**
 - 2. Transfer of Bank Accounts**
 - 3. Replacement Reserve Payments and Contributions**
 - E. Guest Room A Bathroom Repairs**
 - F. 12J Drywall Repairs**

- X. Announcements**

- XI. Homeowners Forum**

- XII. Adjourn**

The next Board of Directors' meeting will be held on Tuesday, September 26th at 4:00pm in the Algonquin Room.

The agenda for the September Board meeting is scheduled to include a vote of the Board of Directors to approve the 2024 budget.

The Algonquin Association
Regular Board Meeting
July 25, 2023, 4:00 p.m.

I. Call to Order

The regular monthly Board meeting was convened by President Sarah (Sally) McPhillips at 4:00 PM in the Algonquin Room. Board members present were, Vice President Bill Ballard, Treasurer Barbara Klear, Secretary Mark (Boring) McElhaney, and At-Large Member Cannon Renfro. Association Manager Patrick Gasser was present. Homeowners present were, Bob Place, Don Hammer, Margie Thrift, Mary Pem Copeland, Katrina Dozier, Gloria Ornoff, Betty Duron, Mita Vail, Anne Lankford, Linda Allen, Pete Beller, Pat Carter, Glenda Greenhouse, Llew Roberts, and Dean Rogis.

II. Adoption of Agenda

It was moved by Mark Boring to adopt the agenda. The motion was seconded, and The Board unanimously approved.

III. Homeowners' Forum

Topics covered included a handicap accessible ramp at the front door, a suggestion for hallway lighting outside of unit 1B, trimming of the trees just outside of the pool area, free steering wheel clubs available from the Norfolk police for Kia and Hyundai vehicles and the possibility of resident volunteers offering to make deliveries from the lobby to units to prevent delivery drivers wandering the building.

IV. Approval of Minutes

A motion was made by Mark Boring to approve the minutes from the five meetings listed below. The motion was seconded, and the board unanimously approved.

1. June 27, 2023, Board Meeting Minutes
2. July 6, 2023, Special Board Meeting Minutes
3. July 14, 2023, Special Board Meeting Minutes
4. July 18, 2023, Special Board Meeting Minutes
5. July 20, 2023, Special Board Meeting Minutes

V. Treasurer's Report – Treasurer Barbara Klear reported, for the Period Ending June 30, 2023.

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

VI. Committee Reports

- A. Building Committee – No report
- B. Communications Committee – Barbara Klear reported, she appreciates all the inputs for the newsletter and Bob Place reported he has continued to keep the website updated.
- C. Covenants Committee – No report
- D. Finance Committee – Katrina Dozier reported, the next budget meeting will be Friday, August 4 and encouraged all residents to attend.
- E. Fire Safety Committee – Pete Beller reported, it has been another safe and quiet month at the Algonquin House. Remember the golden rule, all fire drills are announced. So, if that alarm goes off, get out of the building. There will be a fire drill as soon as the weather breaks, about the end of September early October.
- F. Grounds Committee – No report
- G. Guest Rooms Committee – Margie Thrift reported, for the month of June, there were 8 rooms rented at \$80.00 per night for a total income of \$640.00.
- H. Library Committee – Barbara Klear reported for Randy Klear, the library is hunky-dory.
- I. Pool Committee – Bob Place reported, a continuing problem is residents failing to close the pool deck umbrellas when they are done. He encouraged all to do so. He also announced, the pool rules indicate pool deck furniture can only be moved with the assistance of staff members.
- J. Social Committee – Sally McPhillips reported for Beth Renfro, a reminder to all about the Birthday Social on Thursday 7/27 at 4:00 PM.

VII. Manager's Report

Association Manager, Patrick Gasser delivered the manager's report. The report is available in the meeting packet at the front desk. He did include 2 updates.

1. The work on air pressure regulators on the dual temperature systems, which the Board previously approved for replacement, is scheduled for the week of October 9. This work is being delayed in the hope the weather will be cooler in the early fall.
2. Work continues to determine the cause of the plumbing leak in unit 1C. Unfortunately, the valve shown on drawings is not there. So, the maintenance department is back to square one in determining the cause of the leak.

VIII. Old Business

- A. Replacement of Hallway Lights - It was moved by Bill Ballard to replace the one damaged light fixture on the first floor south hallway with a light fixture from the north end and replace all the north end hallway lights with new LEDs. The motion was seconded and adopted unanimously by the Board.
- B. Kitchen Repairs
 1. Insurance Repairs and 2. Non-insurance Repairs - It was moved by Bill Ballard to work, going forward, with Wel-Vant Construction for kitchen repairs, with the conditions listed below (a & b). The motion was seconded and adopted unanimously by the Board.
 - a) If the project start date given by Wel-Vant is unacceptable, i.e., 6 months out, check with Greg Sutton for a possible earlier start date.

- b) With the understanding the current proposals from Wel-Vant and Greg Sutton cover replacement cost for repairs. The discussion with the contactor(s), going forward, should include the discussed upgrades and changes (not included in the insurance) including but not limited to, higher grade and additional cabinets (possibly to replace current metal stand-alone storage cabinet with lockable space in installed cabinetry), replacing the dishwasher with a commercial icemaker, upgraded flooring from vinyl sheeting to another preferred option and painting of the kitchen.
- C. Painting of the Pool House – It was moved by Cannon Renfro to delay action on painting of the pool house at this time. The motion was seconded and adopted unanimously by the Board.
- D. Damuth Proposal Chiller Overhaul - It was moved by Mark Boring to accept the chiller overhaul proposal from Damuth Trane, in the amount of \$219,852.00, to be taken from reserve funds. The motion was seconded and adopted unanimously by the Board.
- E. Strategic Planning Committee Charter - This item was tabled.

IX. New Business

- A. Ceiling Tile Report by Don Hammer – Don reported, committee members were himself, Pat Tayloe, and Mita Vail. Approximately 11 other residents attended the three meetings which were held. The tasking given to the committee was to make a recommendation to the Board for one standard replacement ceiling tile which could be used throughout the building. The additional mission was to, as needed, make a recommendation for a secondary ceiling tile. It was determined the ceiling tiles in the lobby would require a different type of tile than the rest of the building. He provided a sample of the *Eclipse* ceiling tile. He explained the kitchen has a 2' x 4' tile grid which may require a third type of tile. Since the kitchen is about to undergo other refurbishment, it may be a good time to change that grid to 2' x 2' to match the rest of the building and thus eliminate the need for a third type and size of tile. He then opened the floor to questions. One question concerned the amount of ceiling tile replacements planned. Patrick Gasser explained replacements would start as needed and continue from there, dependent upon funds available. Sally McPhillips thanked Don and the committee for all their work on this matter.
- B. Unanimous Consent - Parking Lot Pole Lights - It was moved by Barbara Klear to ratify the unanimous consent, which the Board had acted on, for the purchase of the LED lights for the parking lot, at a cost of \$1,187.00, to be taken from operating funds. The motion was seconded and adopted unanimously by the Board.
- C. Unanimous Consent – Electrical Repairs to #6 Pump - It was moved by Bill Ballard to ratify the unanimous consent, which the Board had acted on, to accept the proposal from Relay Electric, to repair the wiring that provides power to #6 Pump which provides Dual Temperature System circulation to the east wing, in the amount of \$4,195.00, to be taken from operating funds. The motion was seconded and adopted unanimously by the Board.
- D. Annual Meeting Schedule – The Board directed Patrick Gasser to send out an announcement to residents, regarding the date of the annual meeting, encouraging residents to run for the three available seats, and a general overview of the process, during the week of 7/24 or 7/31/23.

- E. Camera Access for Residents – Sally McPhillips requested Patrick Gasser to explore what it would take to give residents access to review security camera footage, including cost and how the access would be arranged.
- F. Masonry Repairs – It was moved by Bill Ballard to approve payment for repairs to damaged sidewalk brick work under the portico and repointing of bricks in the same area, to Kelly Kruse of K&J Brick Repair LLC, in the amount of \$1,550.00, to be taken from operating funds. The motion was seconded and adopted unanimously by the Board.
- G. Security Guard Patrols– It was moved by Bill Ballard to approve the Phase 1 Security Proposal for coverage by one unarmed security officer, between the hours of 9 PM and 2 AM every evening, at a cost of \$30.00/hr., \$1,050.00/wk., beginning as soon as possible and last shift to begin the evening of Sunday, Sept. 10. To be taken from operating funds. The motion was seconded and adopted unanimously by the Board.
- H. Parking Lot Markings - It was moved by Sally McPhillips to direct Patrick Gasser to contact Parking Lot Maintenance, Inc. to amend their proposal to include the yellow cross hatching under the portico. The motion was seconded, and the Board approved the motion with four members voting in the affirmative and one member voting in the negative.
- I. Guest Room Sunday Check-ins– It was moved by Bill Ballard to approve a change to allow guest room Sunday check ins. The motion was seconded, and the Board approve the motion.
- J. Irrigation Repairs – This item was tabled.
- K. Johns Brothers Proposal for Additional Cameras – No action was taken on this item.
- L. Cox Communications Proposal for Wi-Fi at Pool – No action was taken on this item.
- M. Dormakaba Proposal to Replace Door Sensor - It was moved by Barbara Klear, to accept the Dormakaba proposal to replace the front sliding door sensor, in the amount of \$885.45, to be taken from operating funds. The motion was seconded and adopted unanimously by the Board.

X. Announcements

Patrick Gasser expressed an appreciation of the fact that there was a very full agenda, and all involved worked through it in two hours.

XI. Homeowners’ Forum

Topics discussed included the requirement for any contract which is entered into with Wel-Vant, for kitchen repairs, needs to include a start date and projected end date, the importance of ensuring those who work the front desk, especially on Sundays, know what key to give those checking into the guest rooms, a request to have any new flooring in the kitchen and Algonquin Room to match, the cost of a commercial ice machine at approximately \$350.00 as the association considers replacing the seldom used kitchen dishwasher with an ice machine, concern about security personnel having access to the building, the warranty for the chiller overhaul and a question as to what the General Operating (GO) Reserve Fund is how those funds might be used to cover upcoming expenses.

XII. Adjourn

At 6:20 PM it was moved by Bill Ballard to adjourn the meeting. The motion was seconded and adopted unanimously by the Board.

Mark McElhane, Secretary

Sarah McPhillips, President

The Algonquin Association
Special Board Meeting
August 15, 2023, 4:00 PM

President Sarah (Sally) McPhillips convened the special meeting at 4:00 PM in the Algonquin Room. Board members present were President Sarah (Sally) McPhillips, Vice President Bill Ballard, Secretary Mark McElhaney (Boring), Treasurer Barbara Klear and At Large Member Cannon Renfro. Also present was Association Manager Patrick Gasser. Homeowners present were Ellie Marasco, Mary Jo Sturtevant, Henry Gottlieb, Margie Thrift, Katrina Dozier, Karen Inman, Mita Vail, Linda Allen, Betty Duron, and Anne Lankford.

Treasurer Klear explained the purpose of the meeting was to continue the discussion of the Reserve category of the budget. Association Manager, Patrick Gasser would present the budget topic and the meeting would be interactive with homeowners asking questions or making comments throughout.

It was determined, the upcoming August 25 meeting would be used to discuss the income category of the budget.

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

With no further discussion it was moved by Cannon Renfro to adjourn, the motion was seconded. The motion carried unanimously. The meeting adjourned at 5:31 PM.

Mark McElhaney, Secretary

Sarah McPhillips, President

THE ALGONQUIN ASSOCIATION, INC.

As of 07/31/23

BALANCE SHEET

ASSETS:

| | | | |
|-----------------------------|--------------------------------|----|----------------------|
| CASH: | | | |
| 1015 | CIT checking #3372 | \$ | 109,096.90 |
| 1025 | Southern Addtn'l Operat #2702 | | 62,963.97 |
| 1030 | Southern Bank G/O Res #4102 | | 193,265.04 |
| 1090 | Petty Cash | | 500.00 |
| 1091 | 1st Carolina Petty Cash #2375 | | 3,260.67 |
| | Subtotal Operating Cash | \$ | 369,086.58 |
| | | | |
| 1045 | Southern Bank R/R MMA #3302 | \$ | 83,914.92 |
| 1048 | Old Point MMA R/R #1101 | | 44,175.76 |
| 1057 | Live Oak CD#2630 12/18/23 4.5% | | 57,289.83 |
| 1061 | Live Oak RR Sav #3180 | | 35.98 |
| 1063 | LiveOak CD #2804 9/22/23 4.80% | | 54,663.44 |
| 1078 | 1st Internet R/R MMA #6531 | | 201,936.05 |
| | Subtotal Repl Reserve Cash | \$ | 442,015.98 |
| | | | |
| ACCOUNTS RECEIVABLE: | | | |
| 1310 | Assessments Receivable | \$ | 25,813.82 |
| 1316 | Cox Cable Fee Receivable | | 1,862.77 |
| 1317 | Storage Fee Receivable | | 80.00 |
| 1332 | Resale Rec'v HO | | 387.00 |
| 1340 | Late Fees Receivable | | 1,380.50 |
| 1350 | Legal Fees Receivable | | 8,474.26 |
| 1360 | Misc Owner Charges Receivable | | 340.00 |
| | Subtotal Accts Receivable | \$ | 38,338.35 |
| | | | |
| OTHER ASSETS: | | | |
| 1610 | Prepaid Insurance | \$ | 14,830.33 |
| | Subtotal Other Assets | \$ | 14,830.33 |
| | | | |
| 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 | | | \$ 886,400.79 |
| | | | ===== |

THE ALGONQUIN ASSOCIATION, INC.

As of 07/31/23

PAGE TWO

LIABILITIES & MEMBERS EQUITY

LIABILITIES:

| | | | | |
|------|-------------------------------|----|-----------|---------------|
| 3010 | Accounts Payable | \$ | 73,835.95 | |
| 3015 | Accrued Expenses | | 20,752.24 | |
| 3020 | Insurance Claims Payable | | 67,875.16 | |
| 3050 | A/P-Internal Funds In Transit | | 20.00 | |
| 3180 | Employees Garnishment With. | | (212.33) | |
| 3310 | Prepaid Owner Assessments | | 53,186.75 | |
| 3330 | Accelerated Owner Assessments | | 3,655.00 | |
| | Subtotal Liabilities | | | \$ 219,112.77 |

MEMBERS EQUITY:

GENERAL OPERATING RESERVES:

| | | | | |
|------|--------------------------------|----|------------|---------------|
| 5010 | Reserves - General Operating | \$ | 113,633.27 | |
| 5011 | Gen. Operating Reserve Deposit | | 10,500.00 | |
| 5012 | Gen Operating Reserve Interest | | 156.61 | |
| | Subtotal Gen Operating Res | | | \$ 124,289.88 |

REPLACEMENT RESERVES:

| | | | | |
|------|--------------------------------|----|--------------|---------------|
| 5020 | Reserves - Repair & Replacemen | \$ | 529,455.86 | |
| 5021 | Replacement Reserves Deposits | | 262,066.00 | |
| 5022 | Replacement Reserves Interest | | 4,165.19 | |
| 5023 | Repl. Reserve Expense | | (421,301.38) | |
| | Subtotal Replacement Rsrv. | | | \$ 374,385.67 |

RETAINED EARNINGS:

| | | | | |
|------|--------------------------------|----|------------|--|
| 5510 | Prior Years Income/(Loss) | \$ | 165,969.50 | |
| | Current Year Net Income/(Loss) | | 2,642.97 | |
| | | \$ | 168,612.47 | |

TOTAL LIABILITIES & EQUITY

\$ 886,400.79

=====

THE ALGONQUIN ASSOCIATION, INC.

Period: 07/01/23 to 07/31/23

| 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 | 882,301.00 | 882,196.00 | 105.00 | 1,512,336.00 |
| 5,828.00 | 5,844.00 | (16.00) | 06316 Cox Cable Fee Income | 40,796.00 | 40,908.00 | (112.00) | 70,128.00 |
| 420.00 | 420.00 | .00 | 06317 Storage Fee Income | 2,940.00 | 2,940.00 | .00 | 5,040.00 |
| 60.00 | 12.50 | 47.50 | 06325 Boat Slip Fee | 420.00 | 87.50 | 332.50 | 150.00 |
| 306.30 | 25.00 | 281.30 | 06340 Late Fee Income | 1,462.30 | 175.00 | 1,287.30 | 300.00 |
| .00 | .00 | .00 | 06350 Legal Fees Reimbursement | 3,659.88 | .00 | 3,659.88 | .00 |
| 15.00 | 25.00 | (10.00) | 06360 Misc. Owner Income | 450.60 | 175.00 | 275.60 | 300.00 |
| 200.00 | 200.00 | .00 | 06410 Moving Fees | 200.00 | 1,400.00 | (1,200.00) | 2,400.00 |
| 1,280.00 | 950.00 | 330.00 | 06420 Guest Room Fees | 6,240.00 | 6,650.00 | (410.00) | 11,400.00 |
| 104.47 | 470.00 | (365.53) | 06430 Washer/Dryer | 4,091.52 | 3,290.00 | 801.52 | 5,640.00 |
| 984.00 | 200.00 | 784.00 | 06450 Resale Income | 1,778.00 | 1,400.00 | 378.00 | 2,400.00 |
| 275.26 | 700.00 | (424.74) | 06500 Repair/Cleaning - Owners | 6,332.85 | 4,900.00 | 1,432.85 | 8,400.00 |
| .00 | 2,393.17 | (2,393.17) | 06725 T-Mobile Lease | .00 | 16,752.19 | (16,752.19) | 28,718.00 |
| 11.55 | 330.00 | (318.45) | 06910 Interest Income | 3,160.80 | 2,310.00 | 850.80 | 3,960.00 |
| 135,527.58 | 137,597.67 | (2,070.09) | TOTAL INCOME | 953,832.95 | 963,183.69 | (9,350.74) | 1,651,172.00 |

EXPENSES:

GENERAL & ADMINSTRATIVE:

| | | | | | | | |
|------------------|------------------|-----------------|------------------------------------|-------------------|-------------------|------------------|-------------------|
| 8,583.34 | 8,468.00 | (115.34) | 07010 Management Fees | 58,583.38 | 59,276.00 | 692.62 | 101,616.00 |
| .00 | 766.67 | 766.67 | 07140 Audit Fees | .00 | 5,366.69 | 5,366.69 | 9,200.00 |
| 782.50 | 500.00 | (282.50) | 07160 Legal Fees | 1,676.00 | 3,500.00 | 1,824.00 | 6,000.00 |
| .00 | 833.33 | 833.33 | 07180 Professional Fees | 72.00 | 5,833.31 | 5,761.31 | 10,000.00 |
| 9.71 | 30.00 | 20.29 | 07260 Postage & Mail | 101.14 | 210.00 | 108.86 | 360.00 |
| 4,636.25 | 5,101.72 | 465.47 | 07280 Insurance - Property & Liab | 32,453.75 | 35,712.04 | 3,258.29 | 61,220.65 |
| 393.66 | 580.95 | 187.29 | 07285 Insurance - W/C, Health & Li | 2,755.62 | 4,066.65 | 1,311.03 | 6,971.44 |
| 182.26 | 2,292.34 | 2,110.08 | 07290 Flood Insurance | 5,279.12 | 16,046.38 | 10,767.26 | 27,508.03 |
| .00 | 450.00 | 450.00 | 07320 Office Supplies | 817.35 | 3,150.00 | 2,332.65 | 5,400.00 |
| 82.98 | 50.00 | (32.98) | 07335 Kitchen/Social Expenses | 202.49 | 350.00 | 147.51 | 600.00 |
| .00 | 83.33 | 83.33 | 07338 Guest Rooms | 208.91 | 583.31 | 374.40 | 1,000.00 |
| .00 | 478.67 | 478.67 | 07350 Commission Expense - Lease | .00 | 3,350.69 | 3,350.69 | 5,744.00 |
| 77.67 | 300.00 | 222.33 | 07400 Printing & Office Equipment | 1,679.89 | 2,100.00 | 420.11 | 3,600.00 |
| .00 | 266.67 | 266.67 | 07430 Income Taxes | .00 | 1,866.69 | 1,866.69 | 3,200.00 |
| 984.00 | 200.00 | (784.00) | 07625 Resale Prep Expense | 2,039.00 | 1,400.00 | (639.00) | 2,400.00 |
| 97.16 | 200.00 | 102.84 | 07890 Misc. General & Administrati | 1,643.99 | 1,400.00 | (243.99) | 2,400.00 |
| 15,829.53 | 20,601.68 | 4,772.15 | Subtotal General & Admi | 107,512.64 | 144,211.76 | 36,699.12 | 247,220.12 |

THE ALGONQUIN ASSOCIATION, INC.

Period: 07/01/23 to 07/31/23

| Actual | Current Period Budget | Variance | Description | Actual | Year-To-Date Budget | Variance | Yearly Budget |
|----------------------------|-----------------------|--------------------|------------------------------------|-------------------|---------------------|--------------------|-------------------|
| PERSONNEL EXPENSES: | | | | | | | |
| 7,921.91 | 8,302.00 | 380.09 | 08610 Receptionist Salaries | 50,067.55 | 58,114.00 | 8,046.45 | 99,624.00 |
| 4,135.50 | 4,829.00 | 693.50 | 08620 Housekeeper Salaries | 24,372.54 | 33,803.00 | 9,430.46 | 57,948.00 |
| 8,100.80 | 7,928.00 | (172.80) | 08630 Maintenance Salaries | 59,722.50 | 55,496.00 | (4,226.50) | 95,136.00 |
| 4,671.85 | 5,053.00 | 381.15 | 08650 Doormen Salaries | 31,931.13 | 35,371.00 | 3,439.87 | 60,636.00 |
| 1,648.77 | 2,313.00 | 664.23 | 08710 Payroll Taxes | 11,898.80 | 16,191.00 | 4,292.20 | 27,756.00 |
| 428.20 | 455.00 | 26.80 | 08725 Payroll Processing Fees | 3,162.03 | 3,185.00 | 22.97 | 5,460.00 |
| <u>26,907.03</u> | <u>28,880.00</u> | <u>1,972.97</u> | Subtotal Payroll Expense | <u>181,154.55</u> | <u>202,160.00</u> | <u>21,005.45</u> | <u>346,560.00</u> |
| UTILITIES: | | | | | | | |
| 14,419.98 | 12,000.00 | (2,419.98) | 08910 Electricity - House Meter | 79,453.31 | 84,000.00 | 4,546.69 | 144,000.00 |
| 5,878.66 | 5,844.00 | (34.66) | 08920 Cable | 39,973.03 | 40,908.00 | 934.97 | 70,128.00 |
| 6,935.38 | 5,152.00 | (1,783.38) | 08930 Water | 21,895.25 | 36,064.00 | 14,168.75 | 61,824.00 |
| 5,030.37 | 4,254.00 | (776.37) | 08940 Sewer | 13,209.60 | 29,778.00 | 16,568.40 | 51,048.00 |
| 841.13 | 3,309.00 | 2,467.87 | 08950 Gas | 31,594.94 | 23,163.00 | (8,431.94) | 39,708.00 |
| 1,405.65 | 608.00 | (797.65) | 08960 Storm Water | 7,222.42 | 4,256.00 | (2,966.42) | 7,296.00 |
| 289.02 | 200.00 | (89.02) | 08970 Office Internet | 2,029.11 | 1,400.00 | (629.11) | 2,400.00 |
| 545.03 | 670.00 | 124.97 | 08990 Telephone | 4,045.84 | 4,690.00 | 644.16 | 8,040.00 |
| <u>35,345.22</u> | <u>32,037.00</u> | <u>(3,308.22)</u> | Subtotal Utilities | <u>199,423.50</u> | <u>224,259.00</u> | <u>24,835.50</u> | <u>384,444.00</u> |
| MAINTENANCE: | | | | | | | |
| 1,830.00 | 1,950.00 | 120.00 | 09010 Landscape Maintenance Contra | 19,057.45 | 13,650.00 | (5,407.45) | 23,400.00 |
| 4,120.00 | 340.00 | (3,780.00) | 09020 Grounds/Common Area | 6,724.33 | 2,380.00 | (4,344.33) | 4,080.00 |
| 200.00 | 300.00 | 100.00 | 09025 Exterminating | 1,750.00 | 2,100.00 | 350.00 | 3,600.00 |
| 593.61 | 780.00 | 186.39 | 09090 Trash Removal | 4,241.08 | 5,460.00 | 1,218.92 | 9,360.00 |
| 2,015.00 | 854.17 | (1,160.83) | 09095 Pool Maintenance Contract | 5,990.00 | 5,979.19 | (10.81) | 10,250.00 |
| .00 | 416.67 | 416.67 | 09096 Pool Expense - Other | 5,152.28 | 2,916.69 | (2,235.59) | 5,000.00 |
| 2,590.36 | 1,000.00 | (1,590.36) | 09120 Maintenance & Cleaning Suppl | 16,561.23 | 7,000.00 | (9,561.23) | 12,000.00 |
| .00 | 500.00 | 500.00 | 09150 Fire Protection - Alarm Mon. | 5,834.38 | 3,500.00 | (2,334.38) | 6,000.00 |
| 742.99 | 2,000.00 | 1,257.01 | 09160 Repairs Contract/Other | 22,325.06 | 14,000.00 | (8,325.06) | 24,000.00 |
| .00 | 262.50 | 262.50 | 09170 Generator Maintenance Contra | 1,863.91 | 1,837.50 | (26.41) | 3,150.00 |
| .00 | 300.00 | 300.00 | 09180 Electric Repair & Materials | 2,471.72 | 2,100.00 | (371.72) | 3,600.00 |
| 1,355.00 | 500.00 | (855.00) | 09190 Plumbing Repairs/Supplies | 12,284.94 | 3,500.00 | (8,784.94) | 6,000.00 |
| 11,622.40 | 1,000.00 | (10,622.40) | 09200 Elevator Maintenance/Contrac | 11,622.40 | 7,000.00 | (4,622.40) | 12,000.00 |
| .00 | 500.00 | 500.00 | 09225 Elevator Repairs | 828.00 | 3,500.00 | 2,672.00 | 6,000.00 |
| 45,773.00 | 5,602.00 | (40,171.00) | 09260 Heating & Cooling Contract | 72,069.00 | 39,214.00 | (32,855.00) | 67,224.00 |
| .00 | 450.00 | 450.00 | 09270 Heating & Cooling Repair | 310.00 | 3,150.00 | 2,840.00 | 5,400.00 |
| <u>70,842.36</u> | <u>16,755.34</u> | <u>(54,087.02)</u> | Subtotal Maintenance | <u>189,085.78</u> | <u>117,287.38</u> | <u>(71,798.40)</u> | <u>201,064.00</u> |

The Algonquin Association, Inc.

Period: 07/01/23 to 07/31/23

| 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 | 10,500.00 | 10,500.00 | .00 | 18,000.00 |
| 37,438.00 | 37,438.00 | .00 | 09920 Replacement Reserves | 262,066.00 | 262,066.00 | .00 | 449,256.00 |
| .00 | 358.00 | 358.00 | 09990 Reserve Interest | 3,079.94 | 2,506.00 | (573.94) | 4,296.00 |
| 38,938.00 | 39,296.00 | 358.00 | Subtotal Reserves | 275,645.94 | 275,072.00 | (573.94) | 471,552.00 |
| 187,862.14 | 137,570.02 | (50,292.12) | TOTAL EXPENSES | 952,822.41 | 962,990.14 | 10,167.73 | 1,650,840.12 |
| (52,334.56) | 27.65 | (52,362.21) | NET INCOME/(LOSS) | 1,010.54 | 193.55 | 816.99 | 331.88 |

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: 07/31/23

| Vendor | Vchr # | Invoice | Reference | Date | Amount |
|------------------------------------|--------|---------------|---------------------------|----------|-----------|
| AMLEAK AMERICAN LEAK DETECTION | 18588 | 774SM | 1C Leak Insp | 07/25/23 | 250.00 |
| DAMUTH DAMUTH TRANE | 18586 | SRVCE0112311 | Damuth Contract-07/2023 | 07/13/23 | 5601.00 |
| | 18597 | SRVCE00112150 | Coil Repl (Ins Claim) | 07/07/23 | 34571.00 |
| | | | Total: | | 40,172.00 |
| DBSSTA DBS STAFFING SERVICES INC | 18587 | 3311 | Temp Staff - 7/10-7/16 | 07/19/23 | 1087.88 |
| | 18589 | 3324 | Temp Staff - 7/17-7/23 | 07/26/23 | 851.63 |
| | | | Total: | | 1,939.51 |
| GASSER PATRICK GASSER | 18600 | 122822- | Tablecloths (Dec 2022) | 07/13/23 | 61.46 |
| GENERA ALGONQUIN ASSOCIATION | 18596 | W156237 | Trans from OP to RR | 06/23/23 | 653.41 |
| GETEM GETEM MANUFACTURING CO INC | 18598 | 897043 | Pest Control - 7/3/2023 | 07/11/23 | 100.00 |
| | 18601 | 898874 | Pest Control - 7/17/23 | 07/19/23 | 100.00 |
| | | | Total: | | 200.00 |
| GRAING GRAINGER | 18605 | 9658404125 | Filter Roll | 07/25/23 | 143.94 |
| | 18609 | 9593766570 | Filter Roll | 07/25/23 | 143.94 |
| | 18610 | 9593766588 | snow fence (boat ramp) | 07/25/23 | 61.91 |
| | 18611 | 9664965127 | Thermostat knobs | 07/25/23 | 32.81 |
| | | | Total: | | 382.60 |
| HRUBS HRUBS | 18576 | 071423-670006 | 5/18-7/13 7320 glenroie | 07/21/23 | 1401.37 |
| | 18577 | 071923-720000 | 6/10-7/14 7320 glenroie | 07/25/23 | 10910.03 |
| | | | Total: | | 12,311.40 |
| JENK ESTATE OF ANNE JENKINS | 18602 | 11F | Refund after Sale of 11F | 07/20/23 | 1365.00 |
| RITTER RITTER GROUNDS MAINT., INC. | 18603 | 29611 | Land Contract - July 2023 | 07/21/23 | 1830.00 |
| SELECT THE SELECT GROUP, INC. | 18579 | 073023-20 | pst cln 10J | 07/31/23 | 70.00 |
| | 18580 | 073123-20 | July misc charges | 07/31/23 | 184.54 |
| | | | Total: | | 254.54 |
| SEVA SEVA-CAI | 18200 | 505914 | CA Day | 02/17/23 | 65.00 |
| THYSSE TK ELEVATOR CORP | 18599 | 3007333925 | TKE Annual Contract | 07/12/23 | 11622.40 |
| UNIQUE UNIQUE PLUMBING | 18582 | 3424 | 9thFL drain rpr | 07/25/23 | 190.00 |
| | 18583 | 34242723 | Repair roof drain | 07/28/23 | 735.00 |
| | 18604 | 3424 | 1stFL toilet rpr | 07/25/23 | 180.00 |
| | | | Total: | | 1,105.00 |
| VANDEV VANDEVENTER BLACK LLP | 18581 | 494790 | Registered Agent Fee | 07/24/23 | 175.00 |
| | 18613 | 494791 | Gottlieb (10G) Review | 07/24/23 | 607.50 |
| | | | Total: | | 782.50 |

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

| Vendor | Vchr # | Invoice | Reference | Date | Amount |
|-----------------------------|--------|---------------|-----------------|----------|--------|
| VANGAS VIRGINIA NATURAL GAS | 18590 | 072023-521140 | VNG - July 2023 | 07/26/23 | 841.13 |

Grand total: 73,835.95

✓
Bk

-- End of report --

Prepaid Insurance Schedule
Algonquin
 2023

| Policy Dates | 10/22-10/23 | 10/22-10/23 | 10/22-10/23 | 10/22-10/23 |
|--|-------------|----------------------------|-----------------------------|----------------------------|
| Type (Umbrella, Master, Flood, etc) | Master | Workers Comp | Crime | Flood |
| Company Name, Policy # and address if needed | CAU502847-6 | Westguard EIG5092549-00 | Liberty Mutual 017249339 | Hartford 87050955482019 |
| Total Premium | \$55,635.00 | \$2,998.00 | \$1,726.00 | \$11,795.00 |
| Monthly Expense | \$4,636.25 | \$249.83 | \$143.83 | \$982.92 |
| Bal Fwd at Year-end | \$13,345.18 | \$463.84 | \$1,294.54 | \$5,643.66 |
| Jan Payment | \$4,639.00 | \$699.53 | \$0.00 | \$0.00 |
| Expense | \$4,636.25 | \$249.83 | \$143.83 | \$982.92 |
| Feb Payment | \$4,639.00 | \$0.00 | \$0.00 | \$0.00 |
| Expense | \$4,636.25 | \$249.83 | \$143.83 | \$982.92 |
| March Payment | \$4,639.00 | \$0.00 | \$0.00 | \$0.00 |
| Expense | \$4,636.25 | \$249.83 | \$143.83 | \$982.92 |
| April Payment | \$4,639.00 | \$699.53 | \$0.00 | \$0.00 |
| Expense | \$4,636.25 | \$249.83 | \$143.83 | \$982.92 |
| May Payment | \$4,639.00 | \$0.00 | \$0.00 | \$0.00 |
| Expense | \$4,636.25 | \$249.83 | \$143.83 | \$982.92 |
| June Payment | \$4,639.00 | \$0.00 | \$0.00 | \$0.00 |
| Expense | \$4,636.25 | \$249.83 | \$143.83 | \$182.26 |
| July Payment | \$4,639.00 | \$699.54 | \$0.00 | \$0.00 |
| Expense | \$4,636.25 | \$249.83 | \$143.83 | \$182.26 |
| August Payment | | | | |
| Expense | | | | |
| Sept Payment | | | | |
| Expense | | | | |
| Oct Payment | | | | |
| Expense | | | | |
| Nov Payment | | | | |
| Expense | | | | |
| Dec Payment | | | | |
| Expense | | | | |
| Bal Fwd at Year-end | \$13,364.43 | \$813.63 | \$287.72 | \$364.55 |

TOTAL
\$14,830.33

✓
 BA

The Algonquin Association

Manager's Report

August 2023

Financials:

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

Maintenance:

Front Sliding Doors

Doormakaba has replaced the sensor for the outside sliding door.

Boiler Room Equipment

The Boiler Room has the following concerns:

1. The unit thermostats are supplied either a 15lb or 25lb air pressure to indicate whether the DTS is in cooling or heating mode. The 25lb pressure regulator leaks by and thus supplies a "heating" signal to thermostats. In this condition, When the DTS is in cooling mode, the thermostats would operate on the wrong side of the thermostat's setpoint(s). As a temporary solution, Maintenance is adjusting the system air pressure manually.
The Damuth Trane proposal to repair this system and install newer components has been approved, but work has not been scheduled (this is not a concern until the DTS starts to transfer from cooling to heating in the fall).
2. The 4 Domestic Hot Water Leaks have been approved but have not been repaired yet. The repair of one of these leaks will require the loss of hot water to the building during the repair and Management will ensure that ample notice is given.
3. There is a minor oil leak on the chiller unit that will require taking the unit offline and evacuating the coolant from the system. This repair will be completed in Fall 2023 during the chiller overhaul.
4. The DTS #6 pump, which provides DTS water flow to the east side of the building, has failed due to faulty wiring. The repair is scheduled to be completed on August 23rd.

5. The controller that coordinates the combined operation of the two Domestic Hot Water Heaters has failed. The heaters are working independently and providing hot water to the building, but communication with the new digital control system has been lost until this part is replaced. Management expects this repair to be included in the service contract and/or under warranty.
6. The moisture bleed valve on the bottom of the compressed air tank has failed and the tank was found to be about 1/3 full of water. Damuth is aware and is working to correct. This is not a significant operational concern, but draining the air tank should have been accomplished on a regular basis and wasn't.
7. The majority of the boiler replacements is complete, but Damuth and Bay Mechanical are still working to finish some final details and connections. This is not a concern as final testing of the boilers cannot take place until the chiller is taken off line.

Damuth Trane has scheduled the chiller overhaul to start the week of October 9th.

Management has received several complaints about the warm temperatures in the upper floor units and hallways. Since the chiller is operating at approximately 10 degrees above typical for this unit, Management has requested Damuth's opinion on decreasing the chiller temperature by 5 degrees and they have agreed. This will likely result in additional condensate "leaks", but these can be addressed as needed and if the condensate problem is significant, the chiller temperature can be increased.

Additionally, Management has requested that Damuth investigate regulating the airflow to the hallways to force more air into the upper floor hallways.

Plumbing Leaks

There is a slight leak from a domestic hot water valve in the 6th floor ceiling. An attempt was made on August 18th to isolate and repair the valve, which required securing hot water to floors 1-6, but there is a cross-connect that prevented the system from being depressurized and drained. Maintenance and Unique Plumbing worked to locate the cross-connect, but ran out of time before having to return hot water service to the building. Maintenance and Management are working on a plan to incrementally isolate hot water in the building in order to locate the cross-connect.

The intermittent leak from the Dual Temperature System piping that appears in Unit 1C appears to have been solved with a convector leak repair in 12D, but the drywall holes will remain open until confirmed.

Maintenance has started installing drain pan tablets in the convector drains in an effort to prevent drain pan overflows due to growth in the drain pipes, but not all drain pans will be

serviced until the fall PM cycle. Residents are encouraged to install leak detectors under their convectors or to inspect the drain pans often.

Irrigation

Ritter has provided proposals to repair two areas of irrigation and to rebuild the irrigation system around the electrical transformers. Please see the proposals in this packet for your review and consideration.

Pool

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

The pool light has failed due to a leak in the housing and needs replacement. Relay Electric quoted approximately \$900 to replace the light, however, since the pool is scheduled for replacement, Management requested that Maintenance attempt to seal the light fixture housing and replace the bulb. If Maintenance is successful, it is likely that the housing cannot be reopened if the light fails again.

Management anticipated that the pool light repair would be completed quickly, but it has taken longer than expected. For safety and liability concerns, the pool will close at 8:30pm until further notice.

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

North Hallway

The north hallway repairs are schedule to start on August 25th and is expected to extend into the following week.

Parking Lot

Maintenance has received 3 stops signs and is working to install them at the three exits. In addition, white stop bars will be painted on the asphalt.

Fall Preventive Maintenance

The Fall PMs are expected to start in early September, and like the Spring PMs, Maintenance will start on the 12th floor and work down. This round of PMs will only test the smoke alarms and service the convectors, so are expected to proceed much faster than the Spring PMs. Please look for additional notices and expect a call from Jeffrey to schedule your PM.

Contracts:

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

| Contractor | Contract Start Date | Next Contract Renewal Date | Renewal Clause | Effective Renewal Date |
|---|----------------------------|-----------------------------------|-----------------------|-------------------------------|
| 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 |
| Doormakaba (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 |
| Boat Slip #5 | 7/1/2023 | 6/30/2024 | 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 |

| | | | | |
|---|---|---------------------------|------------------------|-------------------|
| Ritter Grounds (Landscape Maintenance) | 8/1/2021 | 7/31/2024 | 30-60 Days | 5/31/2024 |
| 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, CMCA, AMS
Association Manager
The Algonquin Association, Inc.**

THE ALGONQUIN ASSOCIATION

STRATEGIC PLANNING COMMITTEE CHARTER Revised August 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 with relevant experience and willing to serve the community, and shall serve at the pleasure of the Board.

PURPOSE

The Committee is responsible for providing recommendations to the Board to identify and accomplish the condominium's goals in a 5-year format. Items to consider in determining a 5 year plan include the association's current and future financial position, the physical condition of the property, and the morale of the residents.

FUNCTIONS

The functions of the Committee include:

- Conduct Committee meetings as needed but no less than every 6 months.
- Work with Management to gather relevant information and develop a strategic plan for the next 5 years
- Consult with government and private agencies to determine best practices in developing a strategic plan
- Monitor the progress of Board approved plans and provide updates to the Board every 6 months.
- Submit written recommendations to the Board as appropriate.
- 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 seven members.
- Record and file 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.

This charter is open to revision with Board approval. If the Strategic Planning Committee determines that a revision of this charter will benefit the committee and/or condominium, a written recommendation should be submitted to Management for Board review and approval.

Irrigation Repairs

The following are excerpts from an email from Tom Ritter regarding recommended irrigation repairs:

- 1) Irrigation heads along the bulkhead that spray toward the building are now spraying the backs of the maturing seagrasses. These heads need to be capped and the heads closer to the building that spray towards the water need to be adjusted to throw water further.

During the Evaluation, it was found that plants along the bulkhead are under the grasses now that they are mature. That project was done by The Chesapeake Bay Foundation and there was no regard to how the irrigation would be effected once to plants are fully grown. Custom recommended capping off those heads in that bed and putting in newer more effective heads to replace existing ones along the sidewalk. The new heads would cover the grasses and the turf and that cost would be \$2,995.00 +/-

- 2) Custom Irrigation recommends replacing the heads in zone #7.

Zone #7 needs new heads as the existing ones are old and not operating as they should and that cost would be \$525.00.

Proposal

Ritter Grounds Maintenance, Inc.

YEARLY LAWN MAINTENANCE & LANDSCAPING

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

Friday, July 21, 2023

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

We hereby submit specifications and estimates for:

Irrigation Installation

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

Cost: \$4,595.00

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

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

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

Payment to be made as follows:

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

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

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

Authorized Signature *Tom Ritter*

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

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

Authorized Signature _____

Authorized Signature _____

Date of Acceptance: _____

Algonquin Room Painting

AKK Painting and McKown Pressure Washing and Painting were asked for proposals to paint the Algonquin Room. Please see the following pages for their proposals.



AKK Painting

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

RECIPIENT:

The Algonquin House

The Select Group
VA

SERVICE ADDRESS:

7320 Glenroe Avenue
Norfolk, Virginia 23505

| Estimate #949 | |
|---------------|-------------------|
| Sent on | Aug 17, 2023 |
| Total | \$3,537.00 |

| PRODUCT / SERVICE | DESCRIPTION | QTY. | UNIT PRICE | TOTAL |
|-------------------------|--|------|------------|------------|
| Interior - Walls & Trim | <p>Prep, patch and sand areas needed in preparation for painting. Caulk trim. Apply 2 coats of interior latex Satin paint to walls. Apply 1 coat of interior latex Semi-gloss paint to trim. Room will have 2 accent walls. First wall is on your right as you enter the room in between the 2 bump outs only (approximately 12x8). Second wall is directly opposite on the left side of the room and painted side to side to include 3 doors/jambes and a small bar area(color possible green). Remainder of room will be painted in an off-white. NO CEILINGS.</p> | 1 | \$3,537.00 | \$3,537.00 |

Total **\$3,537.00**

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



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

Estimate

| Date | Estimate # |
|-----------|------------|
| 8/18/2023 | 1019657 |

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

www.mckownpressurewash.com
 Class A Contractors: # 2705149366

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

Customer

Algonquin House
 7320 Glenroie Ave
 Norfolk, VA 23505

| Description | Qty | Rate | Amount |
|--|-----|----------|----------|
| Scope of Work: Interior Painting | | | |
| Algonquin Room: Walls, Trim & Doors - Cover & protect all furniture & flooring using drop clothes & plastic sheathing as needed - Repair all holes & dings in drywall as needed - Sand down to a smooth finish - Caulk all cracks in trim utilizing Sherwin Williams 1050QD - Apply up to (2) coats Sherwin Williams Cashmere Satin on all walls - Apply up to (2) coats Sherwin Williams ProIndustrial Waterbased Alkyd Urethane on doors & frames - Apply up to (2) coats Sherwin Williams Cashmere Satin on all walls - Apply up to (2) coats Sherwin Williams Cashmere Medium Lustre on baseboards & bar | 1 | 2,980.00 | 2,980.00 |
| Project Timeline: 2 Days | | | |
| Note: All Color Specifications/Codes to be provided to McKown upon approval | | | |
| Created by Sharon McKeehan; Inspected by Andy Holland | | 0.00 | 0.00 |

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

Total



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

Estimate

| | |
|-----------|------------|
| Date | Estimate # |
| 8/18/2023 | 1019657 |

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

www.mckownpressurewash.com
 Class A Contractors: # 2705149366

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

Customer

Algonquin House
 7320 Glenroie Ave
 Norfolk, VA 23505

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

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

| | |
|--------------|------------|
| Total | \$2,980.00 |
|--------------|------------|



JT Mitchell Incorporated
 847 Seahawk Cir, Suite 101
 Virginia Beach, VA 23452
 757-689-6251
 jtmitchellconstruction@gmail.com

Estimate

ADDRESS

The Algonquin
 c/o The Select Group
 2224 VA Beach Blvd. #201
 VA Beach, VA 23454

ESTIMATE # 1770
DATE 08/03/2023
EXPIRATION DATE 09/02/2023

WO NUMBER

email

CONTACT

Patrick Gasser

JOB ADDRESS

Pool Pump Room Door

| DESCRIPTION | QTY | AMOUNT |
|---|-----|----------|
| Remove the existing door hardware; save. Remove the existing door unit and frame; haul away to dispose of at legal dump site. Order and install a new 3/0 x 6/8 steel door with steel jambs; to match existing size and style. Cut out and install a new vent in the door. Prime the door with DTM (direct to metal) primer. Paint the door semi-gloss white. Reinstall the door hardware. Labor and Materials = | 1 | 2,375.00 |

WE ONLY ACCEPT CASH OR CHECK PAYMENTS

| | |
|--------------|-------------------|
| SUBTOTAL | 2,375.00 |
| TAX | 0.00 |
| TOTAL | \$2,375.00 |

All information contained in this estimate/quote is to be considered to be of a confidential nature. This information is to be considered the exclusive property of JT Mitchell Incorporated and the recipient of this information agrees that this information will only be used for the purpose permitted and will not be used for any purpose that may be directly or indirectly detrimental to JT Mitchell Incorporated. In addition, the recipient of this information agrees that this confidential information will not be shared or disclosed to any third party without the express written permission of JT Mitchell Incorporated.

Accepted By

Accepted Date

Finance Committee Recommendations

Here is our summary recommendations for our cash accounts:

1. Operating Accounts

- a. Open two new high yield MMA/Business Saving accounts.
 - i. One to replace Southern Bank #2702
 - ii. One to replace G/O Southern Bank #4102

2. Capital/Reserve Accounts

- a. Move all funds from the Southern Bank #3302 to First Internet Bank #6531. The account can be closed.
- b. Open a new MMA or Business savings account. We suggest opening a Business Savings Account with Live Oak.
- c. Move all funds from Old Point #1101 to new account and close account.

3. Regarding Capital/Reserve accounts. Should balances exceed FDIC \$250K, risk of losing funds is minimal and large disbursements will occur in Fall 2023, thus lowering the balances.

4. We recognize that opening new accounts can be time consuming, to optimize Capital account interest, funds from both Old Point and Southern Bank could be moved to First Internet now. Once the new Capital account is opened, funds could be moved from First Internet to fund the new account.

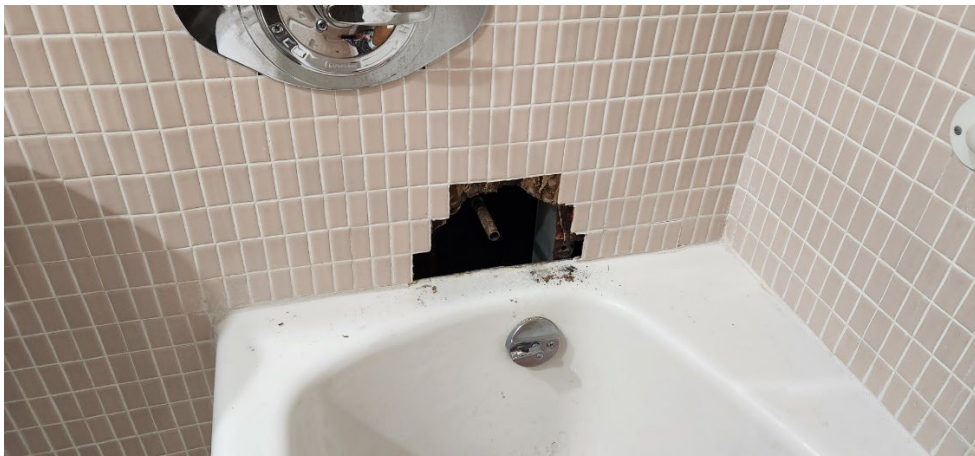
Please reach out us if you have any questions or concerns,
Katrina

Guest Room A Bathroom Repairs

Guest Room A has bathroom wall damage around the tub faucet and the pictures below show the result after Maintenance removed the loose and cracked tiles. Management met with Darren Allen with Tandom Handyman Services (Contractor has previously completed drywall repairs and painting for the association and has provided excellent service) and he advised that there is flexing in the tile wall that indicates that there is a larger problem than the missing tiles. Darren Allen recommends removing the wall and rebuilding it, but cannot provide a quote to complete the work without knowing the full extent of the damage that is likely caused by a long term leak.

Darren and Management discussed several options, with Management eventually asking for a quote to remove the tile wall from the edge of the tub to the corner of the shower to expose the framing and plumbing. Once complete, a quote to rebuild the wall and repair any leaks can be provided.

The quote to demo the wall is \$930.



Drywall Repairs to 12J

The owner of 12J reports that the damage to the drywall around the window was caused by a roof leak that has since been repaired (moisture readings and infrared images support this). The unit owner is requesting that the association pay to repair the drywall.







JT Mitchell Incorporated
 847 Seahawk Cir, Suite 101
 Virginia Beach, VA 23452
 757-689-6251
 jtmitchellconstruction@gmail.com

Estimate

ADDRESS

The Algonquin
 c/o The Select Group
 2224 VA Beach Blvd. #201
 VA Beach, VA 23454

ESTIMATE # 1685
DATE 06/06/2023
EXPIRATION DATE 07/05/2023

WO NUMBER

met onsite with Patrick

JOB ADDRESS

Unit 12 J

| DESCRIPTION | QTY | AMOUNT |
|--|-----|--------|
| Cover the floors and furniture as needed. Repair the damage to the wall and ceiling. Apply Kilz to the water stains. Paint the rear wall and ceiling. Remove the damaged window sill and replace. Repair any damage around the window. Paint the new window sill. Labor and Materials = | 1 | 975.00 |

WE ONLY ACCEPT CASH OR CHECK PAYMENTS

SUBTOTAL 975.00
TAX 0.00
TOTAL **\$975.00**

All information contained in this estimate/quote is to be considered to be of a confidential nature. This information is be considered the exclusive property of JT Mitchell Incorporated and the recipient of this information agrees that this information will only be used for the purpose permitted and will not be used for any purpose that may be directly or indirectly detrimental to JT Mitchell Incorporated. In addition, the recipient of this information agrees that this confidential information will not be shared or disclosed to any third party without the express written permission of JT Mitchell Incorporated.

Accepted By

Accepted Date