

The Algonquin Association

Board of Directors Meeting

Algonquin Room

7320 Glenroie Avenue

Norfolk, VA 23505

September 26, 2023

4:00pm

AGENDA

- I. Call to Order**
- II. Adoption of Agenda**
- III. Homeowners Forum (Limited to 15 minutes)**
- IV. Approval of Minutes**
 - A. August 22, 2023 Board Meeting Minutes**
 - B. August 15, 2023 Special Board Meeting Minutes**
 - C. August 25, 2023 Special Board Meeting Minutes**
 - D. August 29, 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. MMA/CD Update**
- B. Appointment of Strategic Planning Committee**
- C. Emergency Procedures Committee Charter**
- D. Wel-Vant Kitchen Repairs**
- E. 12J Drywall Repairs**

IX. New Business

- A. Unanimous Consents**
 - 1. Guest Room A Bathroom Repairs**
 - 2. Kitchen and Algonquin Room Flooring**
- B. 2024 Budget Approval**
- C. Colonial Metal Works Proposal to Repair Trash Chute**
- D. Ceiling Tile Purchase**
- E. Damuth Proposal to Repair Hot Water Heater Controls**
- F. Clarification of \$200 Move-In/Out Fee**
- G. Guest Room Rental Fee**
- H. Work Order Labor Rate**
- I. Ritter Proposal for Camellia Installation**
- J. Employee Handbook**
 - 1. Revision to Employee Holiday Pay**
 - 2. Revision to Employee PTO Calculation**
- K. Duke Bother Proposal (unsolicited)**
- L. Master Kleen Proposal (unsolicited)**

X. Announcements

XI. Homeowners Forum

XII. Adjourn

The Annual Meeting of the Association will be held on Tuesday, October 24th at 7pm in the Algonquin Room (Sign-in starts at 6pm). The next Board of Directors meeting is scheduled for Tuesday, November 28th at 4pm in the Algonquin Room.

The Algonquin Association
Special Board Meeting
August 15, 2023, 10:00 AM

President Sarah (Sally) McPhillips convened the special meeting at 10:00 AM in the Algonquin Room. Board members present were President Sarah (Sally) McPhillips, Vice President Bill Ballard, Treasurer Barbara Klear and At Large Member Cannon Renfro. Also present were Association Manager Patrick Gasser and Finance Committee members Katrina Dozier and Mary Jo Sturtevant. Homeowners present were Karen Inman, Henry Gottlieb, Linda Allen, and Margie Thrift.

The Finance Committee presented and led the discussion on current savings accounts and sources of interest income. The discussion included expenses and organization of data in a monthly report. The meeting was interactive with all attendees having the opportunity to participate.

It was determined, the upcoming meeting, later in the day on August 15, 4:00 PM, would be used to discuss the reserve 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 11:48 AM.

Barbara Klear, Acting Secretary

Sarah McPhillips, President

The Algonquin Association
Regular Board Meeting
August 22, 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, Mita Vail, Anne Felkins, Deb Roper, Glenda Greenhouse, Linda Allen, Susan Jacobsen, Margaret Magnussen, Mary Pem Copeland, Beth Renfro, Karen Inman, Lorraine Dufour, Dean Rogis, Betty Duron, Llew Roberts, Carol Starck, Margie Thrift, Barbara Nachman, Anne Lankford, Frances Benson, Pete Beller, Bruce Laderberg, Margaret Ayscue, Mary Jo Sturtevant, and Shelly Wagner.

II. Adoption of Agenda

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

III. Homeowners' Forum

Topics covered included the improper towing of a resident's vehicle from their assigned spot and an explanation, from Patrick Gasser, as to the details of the miscommunication that caused the vehicle to be towed, the function and locations of the dual temperature control sensors, a comment declaring the temperatures in at least one apartment were cooler during hot weather than they had been in five years, an explanation of how building gossip is not helpful especially when proper answers to questions and problems can be provided by a simple conversation with the association manager, and a question as to when the work would start on the north hallway repairs. The resident was informed the work would start the coming Friday, August 25.

IV. Approval of Minutes

A motion was made by Barbara Klear to approve, en masse, the minutes from the four meetings listed below. The motion was seconded, and the board unanimously approved.

1. July 25, 2023, Board Meeting Minutes
2. August 4, 2023, Special Board Meeting Minutes
3. August 15, 2023, Special Board Meeting Minutes
4. August 16, 2023, Special Board Meeting Minutes

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

1. Net income of -\$52,334.56 for the month and net income of \$1,010.54 for the year
2. Expenses of \$187,862.14 for the month and expenses of \$952,822.41 for the year
3. 2023 Budget is \$1,650,840.12

4. Operating funds of \$369,086.58 and Replacement/Reserve funds of \$442,015.98

Addressing the negative net income amount - Two insurance checks covering insured losses were deposited into the G/O Fund (General Operating Account) and not in the Operating account. The first checks that were issued to pay for the repairs to the air handlers, a loss covered by insurance, were paid from the Operating account. Later in the meeting, the issue of transferring funds between the accounts to cover the insurance claims amount will be addressed.

VI. Committee Reports

- A. Building Committee – No report
- B. Communications Committee – Mark Boring reported, Bob Place has sent an email informing residents he had updated the website and posted the Board packet on the website.
- C. Covenants Committee – Mary Jo Sturtevant reported, the committee did not have a meeting in August, but they will be issuing the September Good Neighbor flyer next month.
- D. Finance Committee – Mary Jo Sturtevant reported, the committee met on 8/15 at 10 AM, purpose was to discuss CD's coming due and presented a review of the current operating and reserve funding. Reserves are underfunded and an evaluation was provided to the Board, and they will be reevaluating requirements as part of the budget preparation.
- E. Fire Safety Committee – Pete Beller reported, it has been another quiet and safe month here at the Algonquin House. We will have our annual announced fire drill in September or October when the weather is cooler. Remember, when the fire alarm does go off, do not call the front desk. The line must be kept available for other essential communications. He thanked residents for their cooperation.
- F. Grounds Committee – Frances Benson thanked the members of the grounds committee for the work they do to keep the Algonquin House grounds so beautiful.
- G. Guest Rooms Committee – Margie Thrift reported, guestrooms B and C have an adjoining door for those who may use such a feature when renting rooms for families especially those with children. And, for the month of July, which was a big month, there were 32 rooms rented at \$80.00 per night for a total income of \$2,560.00.
- H. Library Committee – Barbara Klear reported for Randy Klear, all is well and when making donations remember to stick to fiction titles.
- I. Pool Committee – No report
- J. Social Committee –No report

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 light in the pool is out and for related safety concerns the pool will temporarily be closing at 8:30 PM.
- 2. The fall preventive maintenance (PM's) will be starting the first week of September. This is an abbreviated version of the PM's residents saw in the spring.

Bill Ballard asked when the pool would close for the season and was informed the last day would be 9/30.

VIII. Old Business

- A. Strategic Planning Committee Charter – It was moved by Bill Ballard to adopt the Strategic Planning Committee Charter with a change to the Authorization paragraph, fourth line removing “with relevant experience and”. The motion was seconded and adopted unanimously by the Board.
- B. Irrigation Repairs - It was moved by Barbara Klear to table action on this item to allow Patrick Gasser time to investigate getting an irrigation repair quote from a company other than Custom Irrigation. The motion was seconded and adopted unanimously by the Board.
- C. Kitchen Repairs – This was a discussion with no decisions made and nothing was voted on. The items covered included plans for possible upgrades to the kitchen beyond what will be covered under insurance costs and items that may be handled later. These items included possibly buying a new refrigerator and new table and chairs for the kitchen.

IX. New Business

- A. Results of Algonquin Room Survey – Sally McPhillips explained the survey was completed by 29 participating homeowners. Of the 29, 26 completely agreed with the green paint and the lighter color flooring, and the remaining 3 homeowners disagreed. Thanks to Shelly Wagner’s negotiating skills, the flooring company owner agreed to sell us the higher grade chosen flooring at cost, which is the same price as the lower grade flooring option.
- B. Proposals to Paint the Algonquin Room - It was moved by Barbara Klear to accept the proposal from McKown Pressure Wash, Painting & Contracting, to paint the Algonquin Room, in the amount of \$2,980.00, to be paid from operating funds. The motion was seconded and adopted unanimously by the Board.
- C. Pool Pump Room Door Replacement - It was moved by Cannon Renfro to table action on this item until after other work on the pool area is completed next year. The motion was seconded and adopted unanimously by the Board.
- D. Finance Committee Recommendations
 - 1. a. Placement of CD Maturing in September – It was moved by Barbara Klear to reinvest Live Oak CD #2804 maturing on 9/22, in the amount of \$54,663.00 as of 7/31, for a period of 6-12 months, to a higher rate, if need be, with an institution other than Live Oak, to get the highest interest return. The motion was seconded and adopted unanimously by the Board.
 - b. Transfer of Funds Between Accounts - It was moved by Barbara Klear to transfer insurance funds, 2 checks, in the amounts of \$33,846.68 and \$58,316.49 from the G/O Fund to the operating account, to allow for payment of repairs covered under insurance. The motion was seconded and adopted unanimously by the Board.
 - 2. & 3. Transfer of Bank Accounts & Replacement Reserve Payments and Contributions - It was moved by Bill Ballard to approve action in accordance with the four finance committee recommendations as listed on page 32 of the Board packet, to include, 1.) Opening two new high yield MMA/Business Saving accounts, 2.) Action on Capital Reserve accounts 3.)

Understanding of minimal risk if exceeding FDIC limit of \$250,000.00 for a short time before large disbursements in fall of 2023 4.) Recommendations for order of transfer of funds between accounts with Old Point, Southern Bank and First Internet Bank. The motion was seconded and adopted unanimously by the Board.

- E. Guest Room A Bathroom Repairs - It was moved by Bill Ballard to approve, pending a formal written proposal, Tandom Handyman Service's proposal to demo guest room A bathroom wall, in the amount of \$930.00, to be paid from operating funds. The motion was seconded and adopted unanimously by the Board.
- F. 12J Drywall Repairs - It was moved by Bill Ballard to table action on this issue to review the applicable association documents. The motion was seconded and adopted unanimously by the Board.

X. Announcements

Sally McPhillips explained an emotional support animal (ESA) request has been approved for a resident who has recently closed on the purchase of a unit. She referenced page 12 of the association's rules and regulations, so residents could know the expectations for those having an animal at The Algonquin House. She clarified this is not a pet, but a properly authorized emotional support animal. There are no pets allowed. The state of Virginia dictates properly vetted ESA's with required documentation be permitted.

XI. Homeowners' Forum

Topics discussed included a thank you to Board member, Cannon Renfro, for asking for a second estimate for irrigation work being done by the association, displaying good stewardship of the building's finances, a question about an assigned area for the ESA to be taken to relieve itself. There will be no designated spot. Also discussed was the budget for the kitchen repairs beyond the amount paid by insurance. The amount is \$25,000.00. There was a question about the purpose of irrigation. The purpose of irrigation is to keep the grass watered and healthy in the hottest times of the year.

XII. Adjourn

At 5:46 PM it was moved by Bill Ballard to adjourn the meeting. The motion was seconded and adopted unanimously by the Board.

Mark McElhaney, Secretary

Sarah McPhillips, President

The Algonquin Association
Special Board Meeting
August 25, 2023, 1:30 PM

President Sarah (Sally) McPhillips convened the special meeting at 1:30 PM in the Algonquin Room. Board members present were President Sarah (Sally) McPhillips, Vice President Bill Ballard, Secretary Mark (Boring) McElhaney, Treasurer Barbara Klear and At Large Member Cannon Renfro. Also present was Association Manager Patrick Gasser. Homeowners present were, Mary Jo Sturtevant, Henry Gottlieb, Margie Thrift, Anne Lankford, Mita Vail, and Karen Inman.

President McPhillips explained the purpose of the meeting was to discuss the 2024 budget. Association Manager, Patrick Gasser would present the budget topic and the meeting would be interactive with homeowners asking questions or making comments throughout.

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

With no further discussion it was moved by Cannon Renfro seconded by Bill Ballard to adjourn. The motion carried unanimously. The meeting adjourned at 3:01 PM.

Mark McElhaney, Secretary

Sarah McPhillips, President

The Algonquin Association
Special Board Meeting
August 29, 2023

The special meeting held in the kitchen was convened by President Sarah (Sally) McPhillips, at 3:00 P.M. Board members present were: President Sally McPhillips, Vice President Bill Ballard, Treasurer Barbara Klear, and At Large Member Cannon Renfro. Staff present was association manager Patrick Gasser.

President McPhillips explained the purpose of the meeting was to discuss matters concerning a pending contract.

It was moved by Barbara Klear, seconded by Cannon Renfro to go into executive session for the purpose of discussing a contract. The motion passed unanimously.

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

It was moved by Barbara Klear, seconded by Cannon Renfro 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 Cannon Renfro seconded by to adjourn. The motion carried unanimously. The meeting adjourned at 4:01 PM.

Barbara Klear, Acting Secretary

Sarah McPhillips, President

I would like to Discuss
The check in times for
the rooms downstairs

Brvee Laderberg 2E

Hi Bob!

WOULD YOU PLEASE
CONSIDER SAVING THE PARQUET
SLATS AFTER FLOOR IS REMOVED
SO THAT IT CAN BE AVAILABLE TO
OWNERS WITH DAMAGED FLOORS
NEEDING (HARD TO GET) REPLACE-
MENT PIECES.

THANKS,
JANE IIG

THE ALGONQUIN ASSOCIATION, INC.

As of 08/31/23

BALANCE SHEET

ASSETS:

CASH:			
1015	CIT checking #3372	\$	80,785.38
1025	Southern Addtn'l Operat #2702		63,446.64
1030	Southern Bank G/O Res #4102		193,876.56
1090	Petty Cash		500.00
1091	1st Carolina Petty Cash #2375		1,686.59
	Subtotal Operating Cash		<u>\$ 340,295.17</u>
1045	Southern Bank R/R MMA #3302	\$	83,921.33
1048	Old Point MMA R/R #1101		44,286.82
1057	Live Oak CD#2630 12/18/23 4.5%		57,504.41
1061	Live Oak RR Sav #3180		36.10
1063	LiveOak CD #2804 9/22/23 4.80%		54,881.55
1078	1st Internet R/R MMA #6531		204,148.63
	Subtotal Repl Reserve Cash		<u>\$ 444,778.84</u>
ACCOUNTS RECEIVABLE:			
1310	Assessments Receivable	\$	26,220.12
1316	Cox Cable Fee Receivable		1,706.47
1317	Storage Fee Receivable		100.00
1325	Boat Slip Fee Receivable		30.00
1340	Late Fees Receivable		1,428.40
1350	Legal Fees Receivable		8,474.26
1360	Misc Owner Charges Receivable		425.00
	Subtotal Accts Receivable		<u>\$ 38,384.25</u>
OTHER ASSETS:			
1610	Prepaid Insurance	\$	9,618.16
	Subtotal Other Assets		<u>\$ 9,618.16</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>\$ 855,205.97</u>

THE ALGONQUIN ASSOCIATION, INC.

As of 08/31/23

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LIABILITIES & MEMBERS EQUITY

LIABILITIES:

3010	Accounts Payable	\$	43,640.80	
3015	Accrued Expenses		33,325.25	
3020	Insurance Claims Payable		62,057.13	
3050	A/P-Internal Funds In Transit		20.00	
3180	Employees Garnishment With.		(212.33)	
3181	Employee Rec'v		80.00	
3310	Prepaid Owner Assessments		48,578.15	
3330	Accelerated Owner Assessments		2,924.00	
	Subtotal Liabilities			\$ 190,413.00

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		186.16	
	Subtotal Gen Operating Res			\$ 124,319.43

REPLACEMENT RESERVES:

5020	Reserves - Repair & Replacemen	\$	529,455.86	
5021	Replacement Reserves Deposits		262,066.00	
5022	Replacement Reserves Interest		6,928.05	
5023	Repl. Reserve Expense		(428,269.23)	
	Subtotal Replacement Rsrv.			\$ 370,180.68

RETAINED EARNINGS:

5510	Prior Years Income/(Loss)	\$	165,969.50	
	Current Year Net Income/(Loss)		4,323.36	
		\$	170,292.86	

TOTAL LIABILITIES & EQUITY

\$ 855,205.97

THE ALGONQUIN ASSOCIATION, INC.

Period: 08/01/23 to 08/31/23

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	1,008,344.00	1,008,224.00	120.00	1,512,336.00
5,828.00	5,844.00	(16.00)	06316 Cox Cable Fee Income	46,624.00	46,752.00	(128.00)	70,128.00
420.00	420.00	.00	06317 Storage Fee Income	3,360.00	3,360.00	.00	5,040.00
240.00	12.50	227.50	06325 Boat Slip Fee	660.00	100.00	560.00	150.00
177.70	25.00	152.70	06340 Late Fee Income	1,640.00	200.00	1,440.00	300.00
.00	.00	.00	06350 Legal Fees Reimbursement	3,659.88	.00	3,659.88	.00
25.00	25.00	.00	06360 Misc. Owner Income	475.60	200.00	275.60	300.00
.00	200.00	(200.00)	06410 Moving Fees	200.00	1,600.00	(1,400.00)	2,400.00
1,600.00	950.00	650.00	06420 Guest Room Fees	7,840.00	7,600.00	240.00	11,400.00
440.74	470.00	(29.26)	06430 Washex/Dryer	4,532.26	3,760.00	772.26	5,640.00
70.00	200.00	(130.00)	06450 Resale Income	1,848.00	1,600.00	248.00	2,400.00
360.20	700.00	(339.80)	06500 Repair/Cleaning - Owners	6,693.05	5,600.00	1,093.05	8,400.00
28,657.26	2,393.17	26,264.09	06725 T-Mobile Lease	28,657.26	19,145.36	9,511.90	28,718.00
11.08	330.00	(318.92)	06910 Interest Income	3,171.88	2,640.00	531.88	3,960.00
<u>163,872.98</u>	<u>137,597.67</u>	<u>26,275.31</u>	TOTAL INCOME	<u>1,117,705.93</u>	<u>1,100,781.36</u>	<u>16,924.57</u>	<u>1,651,172.00</u>

EXPENSES:**GENERAL & ADMINISTRATIVE:**

8,583.34	8,468.00	(115.34)	07010 Management Fees	67,166.72	67,744.00	577.28	101,616.00
9,745.00	766.67	(8,978.33)	07140 Audit Fees	9,745.00	6,133.36	(3,611.64)	9,200.00
.00	500.00	500.00	07160 Legal Fees	1,676.00	4,000.00	2,324.00	6,000.00
.00	833.33	833.33	07180 Professional Fees	72.00	6,666.64	6,594.64	10,000.00
190.25	30.00	(160.25)	07260 Postage & Mail	291.39	240.00	(51.39)	360.00
4,636.25	5,101.72	465.47	07280 Insurance - Property & Liab	37,090.00	40,813.76	3,723.76	61,220.65
2,119.66	580.95	(1,538.71)	07285 Insurance - W/C, Health & Li	4,875.28	4,647.60	(227.68)	6,971.44
11,419.26	2,292.34	(9,126.92)	07290 Flood Insurance	16,698.38	18,338.72	1,640.34	27,508.03
213.06	450.00	236.94	07320 Office Supplies	1,030.41	3,600.00	2,569.59	5,400.00
.00	50.00	50.00	07335 Kitchen/Social Expenses	202.49	400.00	197.51	600.00
.00	83.33	83.33	07338 Guest Rooms	208.91	666.64	457.73	1,000.00
5,731.45	478.67	(5,252.78)	07350 Commission Expense - Lease	5,731.45	3,829.36	(1,902.09)	5,744.00
262.83	300.00	37.17	07400 Printing & Office Equipment	1,942.72	2,400.00	457.28	3,600.00
.00	266.67	266.67	07430 Income Taxes	.00	2,133.36	2,133.36	3,200.00
.00	200.00	200.00	07625 Resale Prep Expense	2,039.00	1,600.00	(439.00)	2,400.00
(183.61)	200.00	383.61	07890 Misc. General & Administrati	1,460.38	1,600.00	139.62	2,400.00
<u>42,717.49</u>	<u>20,601.68</u>	<u>(22,115.81)</u>	Subtotal General & Admi	<u>150,230.13</u>	<u>164,813.44</u>	<u>14,583.31</u>	<u>247,220.12</u>

THE ALGONQUIN ASSOCIATION, INC.

Period: 08/01/23 to 08/31/23

Actual	Current Period Budget	Variance	Description	Actual	Year-To-Date Budget	Variance	Yearly Budget
PERSONNEL EXPENSES:							
8,451.94	8,302.00	(149.94)	08610 Receptionist Salaries	58,879.49	66,416.00	7,536.51	99,624.00
4,006.50	4,829.00	822.50	08620 Housekeeper Salaries	28,379.04	38,632.00	10,252.96	57,948.00
8,201.50	7,928.00	(273.50)	08630 Maintenance Salaries	67,924.00	63,424.00	(4,500.00)	95,136.00
5,689.33	5,053.00	(636.33)	08650 Doormen Salaries	38,734.21	40,424.00	1,689.79	60,636.00
1,584.98	2,313.00	728.02	08710 Payroll Taxes	13,483.78	18,504.00	5,020.22	27,756.00
378.70	455.00	76.30	08725 Payroll Processing Fees	3,540.73	3,640.00	99.27	5,460.00
28,312.95	28,880.00	567.05	Subtotal Payroll Expense	210,941.25	231,040.00	20,098.75	346,560.00
UTILITIES:							
13,986.95	12,000.00	(1,986.95)	08910 Electricity - House Meter	93,440.26	96,000.00	2,559.74	144,000.00
5,878.66	5,844.00	(34.66)	08920 Cable	45,851.69	46,752.00	900.31	70,128.00
4,108.36	5,152.00	1,043.64	08930 Water	26,003.61	41,216.00	15,212.39	61,824.00
3,574.56	4,254.00	679.44	08940 Sewer	16,784.16	34,032.00	17,247.84	51,048.00
809.09	3,309.00	2,499.91	08950 Gas	32,404.03	26,472.00	(5,932.03)	39,708.00
4,776.80	608.00	(4,168.80)	08960 Storm Water	11,999.22	4,864.00	(7,135.22)	7,296.00
289.08	200.00	(89.08)	08970 Office Internet	2,318.19	1,600.00	(718.19)	2,400.00
574.75	670.00	95.25	08990 Telephone	4,620.59	5,360.00	739.41	8,040.00
33,998.25	32,037.00	(1,961.25)	Subtotal Utilities	233,421.75	256,296.00	22,874.25	384,444.00
MAINTENANCE:							
1,830.00	1,950.00	120.00	09010 Landscape Maintenance Contra	20,887.45	15,600.00	(5,287.45)	23,400.00
667.28	340.00	(327.28)	09020 Grounds/Common Area	9,594.26	2,720.00	(6,874.26)	4,080.00
200.00	300.00	100.00	09025 Exterminating	1,950.00	2,400.00	450.00	3,600.00
596.26	780.00	183.74	09090 Trash Removal	4,837.34	6,240.00	1,402.66	9,360.00
2,015.00	854.17	(1,160.83)	09095 Pool Maintenance Contract	8,005.00	6,833.36	(1,171.64)	10,250.00
101.74	416.67	314.93	09096 Pool Expense - Other	5,254.02	3,333.36	(1,920.66)	5,000.00
1,677.49	1,000.00	(677.49)	09120 Maintenance & Cleaning Suppl	18,238.72	8,000.00	(10,238.72)	12,000.00
.00	500.00	500.00	09150 Fire Protection - Alarm Mon.	5,834.38	4,000.00	(1,834.38)	6,000.00
910.25	2,000.00	1,089.75	09160 Repairs Contract/Other	23,235.31	16,000.00	(7,235.31)	24,000.00
516.02	262.50	(253.52)	09170 Generator Maintenance Contra	2,379.93	2,100.00	(279.93)	3,150.00
1,325.00	300.00	(1,025.00)	09180 Electric Repair & Materials	3,796.72	2,400.00	(1,396.72)	3,600.00
(250.00)	500.00	750.00	09190 Plumbing Repairs/Supplies	12,034.94	4,000.00	(8,034.94)	6,000.00
.00	1,000.00	1,000.00	09200 Elevator Maintenance/Contrac	11,622.40	8,000.00	(3,622.40)	12,000.00
.00	500.00	500.00	09225 Elevator Repairs	828.00	4,000.00	3,172.00	6,000.00
.00	5,602.00	5,602.00	09260 Heating & Cooling Contract	75,979.00	44,816.00	(31,163.00)	67,224.00
.00	450.00	450.00	09270 Heating & Cooling Repair	310.00	3,600.00	3,290.00	5,400.00
9,589.04	16,755.34	7,166.30	Subtotal Maintenance	204,787.47	134,042.72	(70,744.75)	201,064.00

The Algonquin Association, Inc.

Period: 08/01/23 to 08/31/23

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	12,000.00	12,000.00	.00	18,000.00
37,438.00	37,438.00	.00	09920 Replacement Reserves	299,504.00	299,504.00	.00	449,256.00
.00	358.00	358.00	09990 Reserve Interest	3,079.94	2,864.00	(215.94)	4,296.00
<u>38,938.00</u>	<u>39,296.00</u>	<u>358.00</u>	Subtotal Reserves	<u>314,583.94</u>	<u>314,368.00</u>	<u>(215.94)</u>	<u>471,552.00</u>
153,555.73	137,570.02	(15,985.71)	TOTAL EXPENSES	1,113,964.54	1,100,560.16	(13,404.38)	1,650,840.12
<u>10,317.25</u>	<u>27.65</u>	<u>10,289.60</u>	NET INCOME/(LOSS)	<u>3,741.39</u>	<u>221.20</u>	<u>3,520.19</u>	<u>331.88</u>

Appointment of the Strategic Planning Committee Members

The following residents have volunteered to serve on the Strategic Planning Committee:

Bob Place

Ann Lankford

Patty Graydon

Mita Vail

Bette Edwards

Susan Bundy

THE ALGONQUIN ASSOCIATION

EMERGENCY PROCEDURES COMMITTEE CHARTER Revised September 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 such as fires, loss of power, and storms, etc.

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 changes or improvements
- 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 Emergency Procedures 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.



Wel-Vant Construction & Remodeling

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



Proposal/Contract & Specifications

September 14, 2023

Submitted to:

Algonquin House Condo Assoc.
7320 Glenroie Ave
Norfolk, Va 23505
Business: 757-423-5151

Submitted by:

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

JOB NAME: Algonquin House Condo Assoc. Break Room Renovation

JOB LOCATION: 7320 Glenroie Ave Condo Break Room
SUBDIVISION:

Interior Repairs & Renovations

We hereby propose to furnish the materials and labor necessary for the completion of:

Interior Repairs & Renovations as per attached plans & specifications

PLANS: Wel-Vant to provide working drawings after approval by owner/owners (IF REQUIRED)

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

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

MISCELLANEOUS:

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

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



Wel-Vant Construction & Remodeling

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



Project Specifications

Break Room Renovation, new cabinets, flooring & painting

Option #1 P & I new plywood subfloor & luxury vinyl plank (LVP) flooring

1. Remove 3/4" plywood subfloor & sleepers w/ 2 Layers of vinyl flooring
2. P & I 3/4" plywood subfloor w/ P.T. sleepers so that new floor will be at the same level as adjoining conference room floor.
3. P & I luxury vinyl plank (LVP) flooring to match conference room.

PROJECT PREPARATION

- Cover floors & provide dust collection as required 290.00 SF

FRAMING DEMOLITION

- Demolish 290.00 sq. feet of subfloor, 1" x 8" strips, laid straight.
- Demolish 290.00 sq. feet of subfloor, 3/4" plywood sheathing, nailed only.

GENERAL DEMOLITION

- Remove 290.00 sq. feet of resilient sheet flooring, adhesive set.
- Remove 290.00 sq. feet of resilient tile flooring, adhesive set.
- Remove 30.00 lin. feet of cove base molding.

FLOOR FRAMING

- Provide and install 300.00 sq. feet of 2" x 4" sleepers pressure treated. On existing slab
- Provide and install 320.00 SF of T & G AdvanTech OSB subfloor, 3/4". glued & screwed per manufacturer's specifications

FLOOR COVERING

- Provide, prep subfloor & install 300.00 sq. feet of vinyl plank flooring at \$5 SF. MTL Allowance \$1,500.00
- Provide and install 1.00 vinyl cove base, 6". up to 40 LF

PROJECT FINALIZATION

- Clean 280.00 sq. foot break room
- Load, haul & dump 1.00 load of clean construction debris, 2.25 cubic yards.

Option #1 Price \$10,150.00



Wel-Vant Construction & Remodeling

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



Option #2

1. Rem approximately one section of 2' x 6' area of 3/4" subfloor w/sleepers & (2) layers of vinyl flooring
2. Install new section of 2' x 6' 3/4" Plywood subfloor w/ sleepers so the break room floor is as close as possible as the conference room floor.
The replaced section of subfloor will be floated with a leveling compound to adjust the floor heights.
3. Prep (remove any loose vinyl flooring and skim coat as needed) existing vinyl flooring for installation of LVP, a floating floor.

PROJECT PREPARATION

- Cover floors & provide dust collection as required 290.00 SF

FRAMING DEMOLITION

- Demolish 32.00 sq. feet of subfloor, 1" x 8" strips, laid diagonally.
- Demolish 32.00 sq. feet of subfloor, 3/4" plywood sheathing, nailed only.

GENERAL DEMOLITION

- Remove 32.00 sq. feet of resilient sheet flooring, adhesive set.
- Remove 32.00 sq. feet of resilient tile flooring, adhesive set.

FLOOR FRAMING

- Provide and install 32.00 sq. feet of 2" x 4" sleepers pressure treated.on existing slab
- Provide and install 32.00 SF of T & G AdvanTech OSB subfloor, 3/4". glued & screwed per manufacturer's specifications

FLOOR COVERING

- Provide and install 1.00 vinyl cove base, 6". up to 40 LF
- Provide, prep subfloor & install 300.00 sq. feet of vinyl plank flooring at \$5 SF. **MTL Allowance \$1,500.00**

PROJECT FINALIZATION

- Clean 280.00 sq. foot break room

Option #2 Price \$5,890.00



Wel-Vant Construction & Remodeling

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



General Project Contents

PROJECT PREPARATION

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

GENERAL DEMOLITION

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

SYSTEMS DEMOLITION

- Remove 1.00 sink & faucet
- Remove 1.00 electric range. and reinstall
- Remove 1.00 dishwasher.
- Remove 2.00 refrigerators. and reinstall

KITCHEN AND LAUNDRY PLUMBING

- Labor to install 1.00 new sink and faucet in prepared location.
- Provide 1.00 kitchen sink, stainless steel, 2 bowls, 33" x 22", Elkay DSE233211 Dayton Allowance \$ 225.00
- Provide 1.00 sink faucet, kitchen, Delta 4353-DST **Allowance \$ 225.00**

APPLIANCES

- Rough-in 1.00 disposer, including electric & switch,
- Provide and install 1.00 disposer, 3/4 HP, InSinkErator CONTRACTOR 333 WC **Allowance \$210.00**

CABINETS AND COUNTERTOPS

- Provide and install 26.00 LF laminate countertop, post formed, 25" deep, 4" backsplash, **Allowance \$1,145.00**
- Cabinets Provide by Mosaic Home Interiors **Allowance \$6,980.00**
- Cabinets Installed by W-V 1.00
- Provide and install 21.00 Cabinet hardware, ALL pulls Kinney 5-1/16" B/N
Allowance \$ 9.00 ea Total \$200.00

FLOORING

- Provide and install 1.00 lin. feet of vinyl base.



Wel-Vant Construction & Remodeling

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



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

ACCEPTANCE OF PROPOSAL

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

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

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

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

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

Payments will be:

Under \$2,000.00 due @ signing

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

50% due @ completion of authorization.

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

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

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

Signature _____ Date: _____

Signature _____ Date: _____

Weather permitting, work is tentatively scheduled to begin on **30 to 5 days after signing of contract**

This work will take approximately **30 to 40** working days to complete. Depending on option chosen and the approximate completion date will be _____

CONCEALED CONDITIONS:

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

Warranty

Wel-Vant warranties for a period of **two (2) years** that all workmanship shall conform to the guidelines found in the publication **Residential Construction Performance Guidelines - For Professional Builders and Remodelers, (Fifth Edition) National**



Wel-Vant Construction & Remodeling

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



Association of Home Builders, 2015. If an item is not covered in the publication, standard industry practice and local building codes shall govern.

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

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

Dispute Resolution Guidelines

BBB Arbitration Clause

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

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

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

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

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

Accepted: _____ Date: _____
(Customer Signature)

Accepted: _____ Date: _____
(Customer Signature)

Wel-Vant Construction

Accepted: _____ Date: _____
(Company Signature)

Kitchen Repairs – Optional Work

Skim Coat Cinderblock walls

During discussions concerning the work being done in the kitchen, a comment was made that this would be an opportune time to do something with the walls to hide the cinderblock and utilities. However, framing in the utilities and installing drywall was considered too expensive, so the alternative of using a plaster type coating on the cinderblock was considered.

Wel-Vant was asked for a cost to cover the cinderblock up to each utility line or box (the utilities will not be covered and will still be exposed) and below is the text message response (this was a last minute addition to weeks of discussions and a revised formal proposal was not submitted for this work).

The following is the cost to cost to skim coat the kitchen walls to give the walls a finished appearance with a swirl pattern:

*Good morning, to skim coat break room area labor and materials (2) coats,
base coat to cover all joints in block and
(1) Light sand finish coat \$3,375.00
or
(1) Smoth coat \$4,725.00
Let me know if u need anything else*

Unanimous Consent

Board of Directors
The Algonquin Association, Inc.

Algonquin Association Bylaws (December 2005)
Section 3.8.13

WHEREAS, the undersigned are the duly elected members of the Board of Directors of the Algonquin Association, Inc., and;

WHEREAS, after the Board Meeting of August 22, 2023, a proposal was received from Darren Allen with Tandom Handyman and Remodeling Services to install new walls and tile in the Guest Room A tub area due to damage in the shower plumbing wall. The Board has determined that action is needed before the next scheduled Board meeting, and;

WHEREAS, the Board members reviewed, and approve by unanimous consent, the attached proposal from Darren Allen for \$3,630.
and;

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

Sarah McPhillips
Sarah McPhillips, President

9-14-2023
Date

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

09/14/2023
Date

Mark McElhaney
Mark McElhaney, Secretary

9/15/2023
Date

Barbara Klear
Barbara Klear, Treasurer

14-Sep-2023
Date

Cannon Renfro
Cannon Renfro, At-Large

9/14/2023
Date

Unanimous Consent

Board of Directors
The Algonquin Association, Inc.

Algonquin Association Bylaws (December 2005)
Section 3.8.13

WHEREAS, the undersigned are the duly elected members of the Board of Directors of the Algonquin Association, Inc., and;

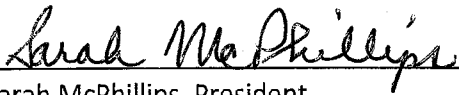
WHEREAS, after the Board Meeting of August 22, 2023, two proposals were received from Scotts Hardwood Flooring to install LVP flooring in the Algonquin Room and to provide LVP for future installation in the kitchen. The Board has determined that action is needed before the next scheduled Board meeting, and;

WHEREAS, the Board members reviewed, and approve by unanimous consent, the two proposals from Scott's Hardwood Flooring:

- 1) Proposal #1007 for a total of \$8,585.01 to install LVP in the Algonquin Room
- 2) Proposal #1214 for a total of \$1,058.72 to provide the LVP materials for future installation in the kitchen.

and;

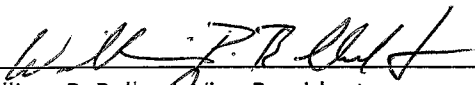
NOW THEREFORE, BY THIS UNANIMOUS WRITTEN CONSENT, the Directors signify approval:



 Sarah McPhillips, President

9-1-2023


 Date



 William P. Ballard, Vice-President

09/01/2023

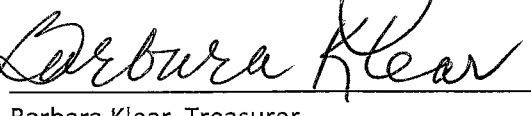
 Date



 Mark McElhane, Secretary

9/5/2023


 Date



 Barbara Klear, Treasurer

01-Sep-2023

 Date



 Cannon Renfro, At-Large

9/4/2023

 Date

SCOTT'S HARDWOOD FLOORS- NEW

5257 Cleveland St Ste 103
 Virginia Beach, VA 23462 US
 +1 7574948800
 scottwoodfloors@gmail.com
 scottwoodfloors.com

Estimate

ADDRESS
Patrick Gasser Pgasser@theselectgroup.us

SHIP TO
Patrick Gasser

ESTIMATE #	DATE
1007	04/21/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	VELOCITYOFLIGHT	Vevo City Of Light 7" x 48" 5mm thick, 20mil diamond finish wear layer, 24.028sf per bx **Now called Azul Tortuga Cannes	1,321.54	3.25	4,295.01T
	026 Oak Shoe	Shoe molding	400	2.00	800.00
	031 Install LVP	LVP INSTALL	1,296	2.50	3,240.00
	021 Misc Item	T- Mold to match flooring	2	75.00	150.00
	Delivery (deleted)	Freight	1	100.00	100.00

**Flooring Manufacturer is in the process of moving current Vevo colors to the Azul Tortuga line. Color, dimensions and wear layer is staying the same. The only thing different is the name.

SUBTOTAL	8,585.01
TAX (6%)	0.00
TOTAL	\$8,585.01

Accepted By

Accepted Date

SCOTT'S HARDWOOD FLOORS- NEW

5257 Cleveland St Ste 103
 Virginia Beach, VA 23462 US
 +1 7574948800
 scottwoodfloors@gmail.com
 scottwoodfloors.com

Estimate

ADDRESS
Patrick Gasser

SHIP TO
Patrick Gasser Algonquin House Kitchen

ESTIMATE #	DATE
1214	09/01/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	VEVOCITYOFLIGHT	Kitchen Area Vevo City Of Light 7" x 48" 5mm thick 20mil diamond finish 23.64sf per bx *Name is changing soon. All spec will be the same, just the name will be different.	307.32	3.25	998.79T

SUBTOTAL	998.79
TAX (6%)	59.93
TOTAL	\$1,058.72

Accepted By

Accepted Date

Algonquin Association					
2024 Budget - PROPOSED					
For Year Ending December 31, 2024					
		2022 APPROVED Budget	2022 Actual	2023 APPROVED Budget	2024 PROPOSED Budget
	Income				
6310	Assessment Income	\$1,387,620	\$1,387,620	\$1,512,336	\$1,814,803
6316	Cox Cable Fee Income	\$68,448	\$68,448	\$70,128	\$71,167
6317	Storage Fee Income	\$5,040	\$5,040	\$5,040	\$7,560
6325	Boat Slip Fee Income	\$0	\$600	\$150	\$1,200
6340	Late Fee Income	\$300	\$2,327	\$300	\$2,000
6350	Legal Fee Reimbursement	\$0	\$3,523		\$0
6360	Misc Other Income	\$300	\$75	\$300	\$300
6410	Moving Fees	\$2,400	\$2,600	\$2,400	\$2,000
6420	Guest Room Fees	\$0	\$9,900	\$11,400	\$11,000
6430	Washer/Dryer	\$6,540	\$6,258	\$5,640	\$8,000
6450	Resale Income	\$2,400	\$4,214	\$2,400	\$2,400
6451	Post Closing	\$0	\$58	\$0	\$0
6500	Repair/Cleaning-Owners	\$8,400	\$6,208	\$8,400	\$9,000

Algonquin Association					
2024 Budget - PROPOSED					
For Year Ending December 31, 2024					
		2022 APPROVED Budget	2022 Actual	2023 APPROVED Budget	2024 PROPOSED Budget
6725	T-Moblle Lease	\$27,822	\$27,823	\$28,718	\$29,517
6910	Interest Income	\$3,960	\$1,845	\$3,960	\$1,500
	Total Income	\$1,513,230	\$1,526,540	\$1,651,172	\$1,960,447
	Expenses				
	General & Adminstrative				
7010	Management Fees	\$78,837	\$90,045	\$101,616	\$104,550
7140	Audit Fees	\$8,800	\$9,533	\$9,200	\$9,500
7160	Legal Fees	\$6,000	\$4,410	\$6,000	\$6,000
7180	Professional Fees	\$10,000	\$0	\$10,000	\$10,000
7250	Bank Charges	\$0	\$0	\$0	\$0
7260	Postage & Mail	\$360	\$141	\$360	\$150
7280	Insurance - Property & Liability	\$59,438	\$55,673	\$61,221	\$74,178
7285	Insurance - W/C, Health & Liability	\$6,768	\$4,721	\$6,971	\$5,892
7290	Flood Insurance	\$27,542	\$24,631	\$27,508	\$30,739
7320	Office Supplies	\$6,000	\$1,844	\$5,400	\$2,000

Algonquin Association					
2024 Budget - PROPOSED					
For Year Ending December 31, 2024					
		2022 APPROVED Budget	2022 Actual	2023 APPROVED Budget	2024 PROPOSED Budget
7330	DNU - Travel - No Budget	\$0	\$235	\$0	\$0
7335	Kitchen/Social Expenses	\$600	\$333	\$600	\$600
7338	Guest Rooms	\$1,000	\$2,539	\$1,000	\$1,500
7350	Antennea Lease Commission	\$5,565	\$5,565	\$5,744	\$5,903
7400	Printing & Office Equipment	\$3,900	\$2,284	\$3,600	\$2,750
7410	Washer & Dryer	\$0		\$0	\$0
7430	Income Taxes	\$6,400	\$4,443	\$3,200	\$4,750
7625	Resale Prep Expense	\$2,400	\$2,699	\$2,400	\$2,400
7890	Misc General & Administrative	\$2,400	\$3,179	\$2,400	\$5,000
	Total General & Administrative	\$226,009	\$212,275	\$247,220	\$265,912
	Personnel Expenses				
8610	Receptionist Salaries	\$78,444	\$80,658	\$99,624	\$106,209
8620	Housekeeper Salaries	\$35,280	\$35,642	\$57,948	\$59,124

Algonquin Association					
2024 Budget - PROPOSED					
For Year Ending December 31, 2024					
		2022 APPROVED Budget	2022 Actual	2023 APPROVED Budget	2024 PROPOSED Budget
8630	Maintenance Salaries	\$94,500	\$80,765	\$95,136	\$111,788
8650	Doormen Salaries	\$35,232	\$42,892	\$60,636	\$54,180
8660	Night Clerk Salaries	\$0	\$0	\$0	
8710	Payroll Taxes	\$18,041	\$17,017	\$27,756	\$0
8725	Payroll Processing Fees	\$5,292	\$4,986	\$5,460	\$0
NEW GL	Temporary Staffing	\$0	\$0	\$0	\$12,000
	Total Personnel Expenses	\$266,789	\$261,960	\$346,560	\$343,301
	Utilities				
8910	Electricity - House Meter	\$120,000	\$124,493	\$144,000	\$134,095
8920	Bulk Cable	\$68,448	\$67,664	\$70,128	\$71,424
8930	Water	\$57,624	\$66,498	\$61,824	\$63,000
8940	Sewer	\$47,652	\$19,203	\$51,048	\$20,000
8950	Gas	\$39,708	\$24,883	\$39,708	\$36,000

Algonquin Association					
2024 Budget - PROPOSED					
For Year Ending December 31, 2024					
		2022 APPROVED Budget	2022 Actual	2023 APPROVED Budget	2024 PROPOSED Budget
8960	Storm Water	\$7,080	\$10,987	\$7,296	\$8,400
8970	Office Internet	\$2,400	\$3,308	\$2,400	\$3,400
8990	Telephone	\$8,040	\$7,038	\$8,040	\$8,040
	Total Utilities	\$350,952	\$324,075	\$384,444	\$344,359
	Maintenance				
9010	Landscape Maintenance Contract	\$26,004	\$18,940	\$23,400	\$24,545
9015	Grounds Committee/Improvement	\$0	\$1,290	\$0	\$0
9020	Landscape Extras	\$4,080	\$7,531	\$4,080	\$3,000
New GL	Irrigation Repairs/Improvements	\$0	\$0	\$0	\$2,800

Algonquin Association					
2024 Budget - PROPOSED					
For Year Ending December 31, 2024					
		2022 APPROVED Budget	2022 Actual	2023 APPROVED Budget	2024 PROPOSED Budget
New GL	Window Washing	\$0	\$0	\$0	\$750
New GL	Interior Plant Maint.	\$0	\$0	\$0	\$1,500
New GL	Snow Removal	\$0	\$0	\$0	\$5,000
9025	Exterminating	\$3,600	\$2,400	\$3,600	\$2,900
9090	Trash Removal	\$7,800	\$8,885	\$9,360	\$7,738
9095	Pool Maintenance Contract	\$9,600	\$6,155	\$10,250	\$11,591
9096	Pool Expense - Other	\$500	\$794	\$5,000	\$3,000

Algonquin Association					
2024 Budget - PROPOSED					
For Year Ending December 31, 2024					
		2022 APPROVED Budget	2022 Actual	2023 APPROVED Budget	2024 PROPOSED Budget
9120	Maintenance Supplies	\$12,000	\$10,173	\$12,000	\$13,219
New GL	Housekeeping Supplies	\$0	\$0	\$0	\$5,318
9140	Uniform Expenses	\$0	\$0	\$0	\$500
9150	Fire Protection - Alarm Monitoring	\$6,000	\$5,483	\$6,000	\$1,000
New GL	Fire Protection - System Testing and Repairs	\$0	\$0	\$0	\$6,000
9160	Repairs Contract/Other	\$40,000	\$27,355	\$24,000	\$30,000
9170	Generator Maintenance Contract	\$3,150	\$1,441	\$3,150	\$2,000
New GL	Generator Repairs	\$0	\$0	\$0	\$1,000
9180	Electric Repair & Materials	\$3,600	\$2,633	\$3,600	\$3,000

Algonquin Association					
2024 Budget - PROPOSED					
For Year Ending December 31, 2024					
		2022 APPROVED Budget	2022 Actual	2023 APPROVED Budget	2024 PROPOSED Budget
9190	Plumbing Repairs/Supplies	\$6,000	\$16,281	\$6,000	\$20,000
9200	Elevator Maintenance/Contract	\$8,400	\$10,848	\$12,000	\$12,000
9225	Elevator Repairs	\$1,200	\$13,543	\$6,000	\$2,250
9260	Heating & Cooling Contract	\$59,040	\$53,589	\$67,224	\$74,764
9270	Heating & Cooling Repair	\$5,400	\$14,262	\$5,400	\$10,000
9600	Algonquin Room Expenses	\$0	\$0	\$0	\$0
New GL	Pocahontas Room Expenses	\$0	\$0	\$0	\$0
NEW GL	Camera & Entry Sys	\$0	\$0	\$0	\$1,000
NEW GL	Security Patrols	\$0	\$0	\$0	\$17,500
	Total Maintenance	\$200,874	\$201,604	\$201,064	\$262,375
	Reserves				

Algonquin Association					
2024 Budget - PROPOSED					
For Year Ending December 31, 2024					
		2022 APPROVED Budget	2022 Actual	2023 APPROVED Budget	2024 PROPOSED Budget
9910	General Operating Reserves	\$18,000	\$19,790	\$18,000	\$30,000
9920	Replacement Reserves	\$446,103	\$446,103	\$449,256	\$713,000
9990	Reserve Interest	\$4,296	\$0	\$4,296	\$1,500
	Total Reserves	\$468,399	\$465,893	\$471,552	\$744,500
	Total Expenses	\$1,513,024	\$1,465,806	\$1,650,840	\$1,960,447
	Net Income/Loss	\$206	\$60,734	\$332	\$0

**The Algonquin Association
2024 Budget Narrative
DRAFT**

The following is a brief explanation of each line item in the 2024 budget.

INCOME

Assessment Income: Income received from Owners as their portion of the maintenance and operation of the condominium.

Cox Cable Fee Income: Income received form owners for their portion of the Cox bulk cable service.

Storage Fee Income: Income received from owners for use of a hallway storage closet.

Boat Slip Fee Income: Income received form owners for use of a boat slip.

Late Fee Income: Income received form owners when assessment payments are received after the deadline.

Misc Other Income: Miscellaneous income received that is not classified by any other income line.

Moving Fees: Income received form residents when they move into the building.

Guest Room Fees: Income received form residents for the use of one of the three guest rooms.

Washer/Dryer: Income received form CSC Services as the condominium's portion of the washer and dryer use fees.

Resale Income: Income received for the preparation and distribution of Resale Disclosure Packages. This line will generally be offset by GL 7625.

Repair/Cleaning-Owners: Income received from residents for the completion of work performed in units through Work Orders.

T-Mobile Lease: Income received from T-Mobile for the leasing of roof space for their antennas.

Interest Income: Income received from financial institutes as interest on accounts.

GENERAL & ADMINISTRATIVE

Management: Costs associated with The Select Group, Inc. providing an onsite manager and handling the day-to-day operations of the Association, including all association accounting.

Audit Fees: Costs associated with the preparation of audits of the association's financials and the required annual tax forms.

Legal Fees: Costs incurred to obtain legal advice from the association's attorney and fees incurred while attempting to collect assessments.

Professional Fees: Costs associated with contracting with professionals such as engineers and architects in order to maintain the property.

Bank Charges: Fees and charges incurred through various banks.

Postage & Mailing: Costs incurred as postage for the disbursement of information to the unit owners and residents.

Insurance – Property & Liability: Cost of the property/hazard insurance and liability insurance for the Association and the property. The Association's insurance does not cover the interior of any unit and each unit owner is encouraged to consult with their personal insurance broker to determine if they are adequately insured in the event of a loss.

Insurance – W/C, Health and Liability: Cost of the Association's workers comp, theft, and D&O insurance policies.

Flood Insurance: Cost of required flood insurance for the property.

Office Supplies: Cost of consumable office supplies such as paper, pens, labels, folders, etc.

Kitchen/Social Expenses: Cost of items and supplies associated with the kitchen and Social Committee events.

Guest Rooms: Cost to maintaining the guest rooms for use such as bedding, towels, and bathroom consumables.

Commission Expense – Lease – Cost of a consultant associated with the antenna roof lease. This is a contractual obligation equal to 20% of the lease income.

Printing & Office Equipment: Costs associated with the office printer, offsite printing (if required), and the replacement of office equipment and furniture as needed.

Income Taxes: The cost of the association’s state or federal income tax obligations.

Resale Prep Expense: Cost to the association for The Select Group, Inc. to produce and distribute Resale Disclosure Packages. This line is offset by GL6450.

Misc General & Administrative: Cost of any administrative costs that cannot be categorized by other budget lines.

UTILITIES

Electricity: Cost of all electricity provided to the property, including residential units, boiler room, pool, common areas, and parking lots.

Cable: Cost to provide bulk cable service to the building.

Water: Cost of city water provided to the property, including all residential units, the pool, and irrigation.

Sewer: Cost of city sewer service for water used.

Gas: Cost of gas service to the building, for residential units, heating, and hot water.

Storm Water: Cost of city storm water fees.

Office Internet: Cost of providing internet service to the first floor, including the office, lobby and Algonquin Room areas, and guest rooms.

Telephone: Covers the cost of all common area telephones such as the offices, elevators, fire panels, lobby, guest rooms, and pool.

Personnel Expenses

Receptionist Salaries – Salary, taxes and fees costs to provide a front office receptionist from 7:30am to 11:30pm, Monday through Sunday.

Housekeeper Salaries – Salary, taxes and fees to provide housekeeping personnel Monday through Saturday.

Maintenance Salaries – Salary, taxes and fees to provide a Maintenance Manager and a Maintenance Technician Monday through Friday.

Doormen Salaries – Salary, taxes and fees to provide a Doorman Monday through Saturday, 8am to 5pm.

MAINTENANCE

Landscape Maintenance Contract – Cost of the landscape maintenance contract.

Grounds Committee Improvement – Unfunded tracking line for Grounds Committee Improvements.

Landscape Extras – Costs associated with the replacement or improvement of landscape items.

Irrigation Repairs/Improvements – Costs associated with maintaining, repairing and improving the irrigation system.

Window Washing – Cost of the monthly window washing service.

Interior Plant Maintenance – Cost of weekly service to water and maintain the interior common area plants.

Snow Removal – Costs associated with the removal, shoveling and plowing of snow. Unspent funds may be set aside in a bank account for use in future years as a Snow Removal Reserve.

Exterminating – Costs associated with the insect and pest prevention and removal.

Trash Removal – Costs associated with daily dumpster service.

Pool Maintenance Contract – Cost of the pool maintenance contract to maintain the pool during the year. The pool receives daily service during the pool season and weekly service in the off-season.

Pool Expense – Other – Costs associated with repairs and replacement of pool items such as cleaning equipment, filter sand, piping repairs, etc.

Maintenance Supplies – Cost of items used by the Maintenance Department to maintain and repair various systems and common areas. Some of these costs are for items used to make repairs in units through Work Orders and these costs are reimbursed to the association through GL 6500.

Housekeeping Supplies – Cost of consumables used by the Housekeeping Department to maintain the cleanliness of the common areas and Guest Rooms.

Uniform Expenses – Cost of shirts to identify them as Algonquin Staff. In an effort to ensure accountability for the shirts, staff members are responsible for ½ of the cost of shirts when purchased.

Fire Protection – Alarm Monitoring – Cost for a service to monitor the fire alarm panel and dispatch the Fire Department if needed.

Fire Protection – System Testing and Repairs – Cost of annual testing and repairs as required.

Repairs Contract/Other – Repairs performed by contractors that cannot be categorized by any other GL.

Generator Maintenance Contract – Annual maintenance contract to test and maintain the emergency generator.

Generator Repairs – Cost of any generator repairs not included in the maintenance contract.

Electric Repair & Materials – Cost of an electrician and any materials to make electrical repairs.

Plumbing Repairs and Supplies – Cost of a plumber and any materials required to make plumbing repairs.

Elevator Maintenance Contract – Cost of the elevator maintenance contract to test and maintain the elevators. Most repairs will be included in the cost of this contract.

Elevator Repairs – Cost of any elevator repairs not included in the elevator maintenance contract.

Heating and Cooling Contract - Cost of the maintenance contract to maintain the Dual Temperature System components for building heating and cooling.

Heating and Cooling Repairs – Cost of repairs to the Dual Temperature System not included in the maintenance contract.

Algonquin Room Expenses – Cost to maintain the Algonquin Room, its furnishings and decorations. This is an unfunded line used for tracking expenses.

Pocahontas Room Expenses - Cost to maintain the Pocahontas Room, its furnishings and decorations. This is an unfunded line used for tracking expenses.

Camera and Entry System – Costs associated with maintaining the camera monitoring system and door entry system.

Security Patrols – Cost of providing security patrols in the parking lot.

RESERVES

General Operating Reserve: Funds set aside to allow for unanticipated expenses or loss of income.

Replacement Reserves: Funds set aside for the replacement of items as listed in the Replacement Reserve Study (The last Replacement Reserve Study was done in 2022).

Reserve Interest: Interest received from Reserve accounts is received as income on GL 6910 and is realized as an expense back to the Reserve accounts on this line.

A GMS COMPANY

14500 Jefferson Davis Hwy
Chester, VA 23831-5344
(804) 621-1605 tel
(804) 621-1617 fax

ACKNOWLEDGEMENT



ACKNOWLEDGEMENT ONLY

30 Covenant Drive
Harrisonburg, VA 22801
(540) 434-8148 tel
(540) 434-8322 fax

227 Industrial Circle
Lynchburg, VA 24501
(434) 455-1688 tel
(434) 455-1689 fax

401 Naval Base Road
Norfolk, VA 23505-0626
(757) 480-0828 tel
(757) 480-0746 fax

169 Starlite Park
Troy, VA 22974
(434) 589-3189 tel
(434) 589-3952 fax

1735 Plantation Road N.E.
Roanoke, VA 24012
(540) 777 5912 tel
(540) 777-5916 fax

11066-A Washington Hwy
Glen Allen, VA 23059
(804) 752-0110 tel
(804) 752-0105 fax

1701 Endeavor Drive
Williamsburg, VA 23185
(757) 378-6288 tel
(757) 378-6099 fax



Customer No.	Date	Order No [SO]
7000	09/21/23	7234452-00

Entered By	Sales Rep
MSH2	MSH

Order Date	Customer PO Number	Customer Job No	Promise Date	Shipped	Page No.
09/21/23	Patrick	MATT HEIN SALES	10/01/23		1 of 1

Ship Via	Ordered by	Special Instructions
CUST PICKUP	Patrick Gasser	Patrick 757-423-5151

SOLD TO

NORFOLK COD
401 NAVAL BASE RD
NORFOLK, VA 23505-3600

SHIP TO

PATRICK GASSER
NORFOLK, VA

Product	Ord	Ship	B.O.	Unit	Description	U/M	Ext	U/P	Amount
USG76775	9	9	0	CTN	USG ECLIPSE CLIMAPLUS SLT 2X2 48 SF/CTN TOTAL= BOARD 0.00 , METAL 0.00 , INSUL 0.00 , TILE 432.00 , GRID 0.00	msf	432	1,750.00	756.00

Tax Details	Received By	Checked By	Totals	
Taxable: Yes - VIRGINIA NORFOLK NORFOLK CITY CO SP	X	X	SUBTOTAL	756.00
	Delivered By		TAX	45.36
	NORFOLK-COMMONWEALTH BUILDING		ADD'L CHARGES	0.00
			TOTAL	801.36

CUSTOMER ASSUMES ALL RESPONSIBILITY FOR ANY DAMAGES CAUSED BY TRUCK DELIVERING BEYOND STREET PAVEMENT. ALL TRANSACTIONS REFERENCED HEREIN ARE GOVERNED BY THE TERMS AND CONDITIONS LOCATED AT <https://www.gms.com/terms-conditions>



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
Q23-11566

Date
September 5, 2023

Job Name
Algonquin House
Hot Water Heater Sequencer

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

Scope:

- Perform lockout tagout on equipment as necessary
- Remove failed heater sequencer
- Provide and install new heater sequencer
- Start-up and test for proper operation

Damuth Trane's price for the proposed work is.....\$1,643.00

Notes:

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

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

Authorized Signature 
Bryan Whitehorne
Account Manager

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

Signature _____
P.O. # _____

Date of Acceptance _____

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

General Terms and Conditions

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

Move-In/Out Procedure

The Move-in/out procedure lists a one-time payment of \$200 that is due at the time a move is scheduled:

*3. A **ONE-TIME** \$200.00 non-refundable fee **SHALL BE** paid in full by the owner/tenant at the time a move is scheduled.*

Management is requesting Board clarification as this statement can be interpreted to mean that a \$200 fee is required at move-in and move-out or only at move-in. After several discussions with current and past Board members, Management understands that the intention of this policy was to charge a \$200 fee at move-in only and requests approval to revise the procedure as follows:

3. A one-time \$200.00 non-refundable fee shall be paid in full by the owner/tenant at the time a move-in is scheduled.

Guest Room Rental Fee

The guest room rental fee is currently \$80/night. The Board will discuss increasing this fee and when it will be implemented.

Work Order Labor Rate

The work order labor rate is currently \$40/hour. The Board will discuss increasing this fee and when it will be implemented.

Ritter Grounds Maintenance, Inc.

YEARLY LAWN MAINTENANCE & LANDSCAPING

3540 Argonne Avenue

Norfolk, VA 23509-2155

(757)853-5900

FAX: (757)853-5956

Thursday, August 31, 2023

Proposal For: Algonquin House	Phone: 757-423-5151	Date: 8/31/23
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:

Plant Installation

1. Remove dead azalea.
2. Furnish and install one 'Kramers Supreme' camellia in a #7 can (approximately 3'-4' in height).
3. Plant will be backfilled with a topsoil/compost mix with a organic fertilizer.

Cost: \$291.96

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

Two hundred ninety one and 96/100

Dollars \$291.96

Payment to be made as follows:

Due in full upon completion. Quote includes a 5% discount for check payment.

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

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

Authorized Signature *Tom Ritter*

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

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

Authorized Signature _____

Date of Acceptance: _____

Authorized Signature _____

Employee Handbook – Employee Holiday Pay

The Employee Handbook (Revision January 1, 2019), page 15 states the following concerning holiday pay for employees:

Holidays - Full time employees (minimum 40 hours per week) will be paid for the following holidays, regardless of whether they work on those holidays:

January 1 (New Years Day)

Memorial Day

July 4 (Independence Day)

Labor Day

Thanksgiving Day

Christmas Day

Part-time employees who are not required to work on the above holidays will not receive holiday pay. Part-time employees who work on a holiday will be paid 8 hours of "holiday pay" at their regular hourly rate, and also will be paid for their actual hours worked on that holiday.

Management recommends the following revision to the last paragraph to be effective November 1, 2023:

Part-time employees who are not required to work on a holiday will not receive holiday pay. Part-time employees who work on a listed holiday will receive a payrate equal to double their regular hourly rate if they also work or take PTO for their regularly scheduled shifts immediately before and after the holiday. If an employee does not work and/or take PTO for the shifts before and after a holiday, the employee will receive their regular hourly rate for the hours worked on the holiday.

Part-Time Employee Vacation Time Calculation

The current calculation used to determine a part-time employee's annual Paid Time Off (PTO) does not account for an employee's longevity with the Association and the Board of Directors wishes to recognize that part-time employees that have been with the Algonquin for several years deserve additional PTO.

The Employee Handbook (Revision January 1, 2019) current states:

For part-time employees, vacation is calculated based on the number of hours the employee worked the previous year, using the following formula:

Hours worked the previous year ÷ by 48 = hours of paid vacation for the year following the anniversary of their first day of employment by the Algonquin, up to 40 hours per year.

Vacations cannot be carried over from one year to the next. Employees whose employment is terminated by the Algonquin or who resign, may be paid their accrued, unused vacation, at the Algonquin's sole discretion, depending on the circumstances.

The suggested revision to this section of the Employee Handbook is:

Part-time employees are eligible for Paid Time Off (PTO) after their first anniversary of employment with the Algonquin Association. PTO is calculated based on the number of hours the employee worked the previous year, using the following formula:

1-2 years of employment = 0.0209 X Hours Worked

3-5 years of employment = 0.025 X Hours Worked

5+ years of employment = 0.029 X Hours Worked

For instance, an employee that has been employed by the Algonquin Association for 4 years and worked 832 hours in the previous year will receive 20.8 hours of PTO (832 x 0.025=20.8)

PTO cannot be carried over from one year to the next. Employees whose employment is willingly terminated may be paid for their accrued PTO at the sole discretion of the Algonquin Association.

Master Kleen Proposal

\$300/hall

Low moisture cleaning – stand alone equipment with no hoses to the first floor

Can do this overnight but prefers during the day

Wet for about an hour after cleaning

Roland – 757-334-3790