

The Algonquin Association

Board of Directors Meeting

Algonquin Room

7320 Glenroie Avenue

Norfolk, VA 23505

January 23, 2024

4:00pm

AGENDA

- I. Call to Order**
- II. Executive Session**
- III. Homeowners Forum (Will not start before 4:30pm and is limited to 15 minutes)**
- IV. Approval of Minutes**
 - A. December 19, 2023 Board Meeting Minutes**
 - B. January 18, 2024 Executive Session Meeting Minutes
(Informational Meeting with TS3 Architects)**
 - C. January 19, 2024 Executive Session Meeting Minutes (Tour of
Building Infrastructure and Systems with Management)**
- V. Treasurer's Report**
- VI. Committee Reports**
 - A. Building Committee**
 - B. Communications Committee**
 - C. Covenants Committee**
 - D. Emergency Procedures Committee**
 - E. Finance Committee**
 - F. Fire Safety Committee**
 - G. Grounds Committee**
 - H. Guest Rooms Committee**
 - I. Library Committee**

- J. Pool Committee**
- K. Social Committee**
- L. Strategic Planning Committee**

VII. Manager's Report

VIII. Old Business

IX. New Business

- A. Depositing of Funds Collected by Manager**
- B. New Finance Committee Member**
- C. Relay Electric Proposal to Replace Electrical Disconnect**
- D. Kitchen Table Budget Request**
- E. Miller Dodson Proposal for Level 3 Reserve Study Update**
- F. Bartlett Tree Experts Proposal**
- G. JT Mitchell Proposal for Rear Lobby Door**
- H. Vending Machine**

X. Announcements

XI. Homeowners Forum

XII. Adjourn

**The next Board of Directors meeting is scheduled for Tuesday, February 27th
at 4pm in the Algonquin Room.**

The Algonquin Association
Monthly Board Meeting
December 19, 2023, 4:00 p.m.

I. Call to Order

The regular monthly Board meeting was convened by President Bill Ballard at 4:00 PM in the Algonquin Room. Board members present were, President Bill Ballard, Vice President Ed Ladd, Treasurer Anne Lankford, Secretary Mark (Boring) McElhaney, and At Large Member Cannon Renfro. Association Manager Patrick Gasser was present. Attending the regular session were 23 homeowners.

II. Executive Session – President Ballard explained the purpose of the executive session would be to discuss violations, delinquencies, and personnel matters. At 4:01 PM it was moved by Mark Boring to go into executive session for the purpose of discussing violations, delinquencies, and personnel matters. The motion was seconded and adopted unanimously by the Board.

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

Ed Ladd made a motion to agree only violations, delinquencies, and personnel matters were discussed in executive session and there was no action taken by the Board which required action in the open session. The motion was seconded and approved unanimously by the Board.

III. Homeowners Forum

Topics discussed included:

- There was a thank you for the repair to the second elevator which occurred earlier in the day.
- Support of the idea of charging for use of the Algonquin Room
- A reminder to Board members to use the microphones when speaking.

IV. Approval of Minutes

A motion was made by Mark Boring to approve the November 28, 2023, Board Meeting Minutes. The motion was seconded, and the board unanimously approved.

V. Treasurer's Report - Treasurer Anne Lankford reported, for the 11 months ending November 30, 2023.

Income

For the Month: Actual Income of \$133,700 versus Budgeted Income of \$137,598; approx. \$3900 negative variance due primarily to a timing issue (lack of allocation of T-Mobile lease, which has been paid in full), but also to several miscellaneous categories.

For the Year: Actual Income of \$1,526,053 versus Budgeted Income of \$1,513,574; positive variance of \$12,479 due to multiple factors, primarily T-Mobile Lease, Owners Repair/Cleaning, Guest Room Fees, and Washer/Dryer usage.

Expenses

For the Month: Actual Expenses, including Replacement Reserve Allocation, of \$102,164 versus budgeted expenses of \$137,570; positive variance of \$31,509 primarily due to timing differences resulting from the payment blackout associated with the Select Group software conversion; December year-end figures will right themselves (anticipated end result: positive variances will be greatly reduced).

For the Year: Actual Expenses of \$1,488,883 versus Budgeted Expenses of \$1,513,270; positive variance of \$24,387 due to the aforementioned credit; continuing negative variance in the Maintenance category is basically offset by savings in G&A, Personnel and Utilities. We do not have backup information as to how the budget figures were determined.

Bottom Line

Both for the month and the year, Algonquin Association continues in the black, with a \$31,536 surplus for the month and, for the year to date, a \$36,866 surplus.

Reserve Funds

Operating Reserves of \$197,989 on deposit at Southern Bank.

With regard to Replacement Reserves, the Association had on deposit at the beginning of the year \$529,456 in various instruments at several banks. Over the course of the year, we allocated an additional \$411,818 to these accounts and earned \$10,351 in interest, for total available replacement reserves of \$951,637. Of that amount, we have expended \$470,608 in various projects, primarily for boiler replacement and a portion of fan coil replacement. Delays in repairing certain elements of the system have caused further delays, so that instead of an additional \$100K being spent prior to year-end, we will at most spend only \$50K more during this calendar year. There was one replacement reserve CD in the amount of \$57,929, at Live Oak maturing on 12/18/2023; this instrument matured on 12/18/23 and was rolled over at 5.2% for another six months, as we do not anticipate needing those funds during that period.

Recent Events

On December 11, the Association President, Treasurer and General Manager met with The Select Group team; the results of that meeting are framed in the proposal which will be presented for approval in the December board meeting.

VI. Committee Reports

- A. Building Committee – As there is currently no Building Committee, there is no report. Bill Ballard encouraged homeowners to volunteer to join this important committee.
- B. Communications Committee – no report
- C. Covenants Committee – no report
- D. Emergency procedures committee - Barbara Klear reported, the committee met on Dec. 13. Different types of emergencies were reviewed. The committee will be reviewing the different types of emergencies for which they will be making plans. They plan to meet every other week in January. With the committee being newly formed, Cannon Renfro volunteered to be the Board liaison for the emergency procedures committee.
- E. Finance Committee – Anne Lankford reported, the committee had a meeting yesterday, December 18th. They did a final review of the draft charter and to review the November financials.
- F. Fire Safety Committee – no report
- G. Grounds Committee – no report
- H. Guest Rooms Committee – Margie Thrift reported, for the month of November, there were 23 room nights rented at \$80.00 per night for income of \$1,840.00.
- I. Library Committee – no report
- J. Pool Committee – no report
- K. Social Committee – no report
- L. Strategic Planning Committee – Mita Vail reported, the Strategic Planning Committee met three times in late November and early December, on November 29th, December 6th, and December 13th. They noted the loss of member Susan Bundy and welcomed two new Committee members, Don Hammer and Dean Rogis. They also unanimously elected Betty Harmon Edwards as the Co-Chair of the committee. The Committee's primary focus has been to collect and consolidate responses from the SWOT analysis survey that was sent out in early November. The Committee received 34 completed surveys, 27% of resident units. Statistically, this provides a valid response. In the homeowners' forums, residents suggested we find ways to garner input from more residents who may not have understood the SWOT request of the committee. The committee will take this request into consideration and develop strategies to continue to seek resident input. Currently, the responses are being catalogued. This work will continue throughout the month of January.

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. From the report, he wanted to address, there currently is no date

for when the new condo fee payment system, Enumerate, will be online. The Select Group is communicating with Enumerate to get the issue resolved as soon as possible. The kitchen remodel is scheduled to begin on January 8th. The kitchen will be closed for the three weeks allotted for this work. Ritter Grounds uses Custom Irrigation as part of the grounds contract for maintain the irrigation system. Since it seems Custom Irrigation will not be in business much longer, Patrick is getting quotes from other irrigation companies.

VIII. Old Business

A. Finance Committee Transfer Recommendations

The finance committee recommended the actions listed below to maximize interest, reduce the number of open accounts, and avoid the need of having to limit accounts to the \$250,000.00 limit for FDIC coverage.

Sweep system, an earnings instrument which generates money-market interest rates and has immediate funds availability, using a network of FDIC-approved banks. Funds deposited with a lead bank (in this case, Pinnacle) in excess of the FDIC limit are swept nightly by the lead bank and channeled into other network banks: no bank has on deposit more than the FDIC limit and all return the same rate, less approximately 0.2% in fees. At present, the net interest to the client is 4.0%. Monthly statements will be available which will reflect deposits and earnings at the primary bank and any network bank(s) involved.

Move all funds from GL 1025 to Pinnacle ICS and close account.

GL 1030 has a minimum required balance of \$2,500. Move all funds in excess of \$2,500 from GL 1030 to Pinnacle ICS. Management will use GL 1030 for regular deposits from the management office and Finance Committee and Board will periodically review this account as the balance grows.

Move \$120,000 from GL 1045 to GL 1061 (due to the 2 RR CDs at Live Oak that total \$113,253.84, transferring additional funds to Live Oak will result in violating FDIC limits).

Move remaining balance of GL 1045 to GL 1048.

Close GL 1045.

Monthly Replacement Reserve contributions should be deposited in GL 1048.

End Result after transfers:

New account Pinnacle ICS has a balance of \$267,967.37; due to the nature of an ICS account, this does not violate FDIC limits.

GL 1015, CIT Checking #3372 – The title of this account will reflect First Citizens after The Select Group accounting software update (probably in February financials).

GL 1025, Southern Additional Operating #2702 – closed.

GL 1030, Southern Bank G/O Res #4102 - \$2,500 balance that will grow with regular deposits from management office.

GL 1090, Petty Cash – closed.

GL 1091, 1st Carolina Petty Cash #2375 – No change.

GL 1045, Southern Bank R/R MMA #3302 – closed.

GL 1048 Old Point MMA R/R #1101 - \$90,498.13 and future R/R contributions will go to this account.

GL 1057 Live Oak CD #2630 12/18/23 4.5% - Select Group has already been given direction to roll this CD.

GL 1061 Live Oak RR Sav #3180 – \$120,036.34.

GL 1063 Live Oak CD #2804 3/22/24 5% - No Change.

GL 1078 1st Internet R/R MMA #6531 – No change.

Cannon Renfro made a motion to take all of the recommended actions listed above, the motion was seconded and approved unanimously by the Board.

IX. New Business

- A. Finance Committee Charter - Anne Lankford made a motion to accept the Finance Committee Charter, see pages 7-9, the motion was seconded and approved unanimously by the Board.
- B. Finance Committee Confidentiality Agreement - Cannon Renfro made a motion to require members of the finance committee to sign a confidentiality agreement, see page 10, the motion was seconded and approved unanimously by the Board.
- C. Finance Committee New Members - Ed Ladd made a motion to approve Susanne Council and Margie Thrift as new members of the finance committee, the motion was seconded and approved unanimously by the Board.
- D. Finance Committee Chair - Anne Lankford made a motion to approve Bruce Laderberg as Finance Committee Chair, the motion was seconded and approved unanimously by the Board.

E. Ritter Grounds Proposal - Split Seawall Grasses - Ed Ladd made a motion to approve the Ritter Grounds Maintenance, Inc. \$1,500.00 good faith estimate proposal for seawall ornamental grass reduction and transplanting, the motion was seconded and approved unanimously by the Board.

X. Announcements

- Bill Ballard thanked the members of the finance, strategic planning, and emergency procedures committees for the important work they do. He also encouraged homeowners to volunteer to join the building committee.
- Cannon Renfro announced when he would be taking pictures and encouraged everyone to have their pictures taken for the new building directory.

XI. Homeowners Forum

Topics discussed included:

- A thank you to Cannon Renfro for all of his efforts to make portraits for the picture directory.
- A reminder to start looking into details and options of the COX contract, to give time for thoughtful decision making before the contract comes due for renewal in April 2024.
- A reminder to the Board, as they vote on various expenditures, to seriously look at what money is being spent on regardless of the amount. Understanding, these small amounts could add up to determine the amount monthly assessments might have to be increased.
- It was clarified residents who use automatic bill pay from their bank may go ahead and set up monthly payment of their condo fee to the association.

XII. Adjourn

At 5:29 PM, it was moved by Anne Lankford to adjourn the meeting. The motion was seconded and adopted unanimously by the Board.

Mark McElhaney, Secretary

Bill Ballard, President

DRAFT
FINANCE COMMITTEE CHARTER

AUTHORIZATION

The Finance Committee of the Algonquin Association is established by The Algonquin Association Board of Directors (the “Board”) under Section 3.3.1.3 of the Algonquin Association Bylaws as Amended and Restated in December 2005. The Committee members shall be appointed by the Board from qualified volunteers, as defined below, and shall serve at the pleasure of the Board.

PURPOSE

The Committee is responsible for acting in an advisory capacity to provide support to the Board and its management team in accomplishing its fiduciary duties; in short, it helps to maintain, improve, and/or oversee the systems of budgeting, accounting, finance, cash management and internal controls, helping to ensure that the Association funds are properly collected, recorded, disbursed and accounted for in accordance with the AICPA’s generally accepted accounting principles (GAAP). While the Committee reports to the Board, it is enabled to recommend to the Board additional duties which it would wish to undertake.

FUNCTIONS AND RESPONSIBILITIES

1. Assists the Board in fulfilling its fiduciary and oversight responsibilities for the financial budgeting and reporting processes, internal controls and the external audit process.
2. Recommends financial policies and procedures in support of strategic and tactical goals and the Five-Year Plan.
3. Periodically reviews written Policy & Procedures manuals.
4. Analyzes, comments or makes recommendations on major undertakings (i.e., special assessments, major contracts or obligations, loans, etc.).
5. Manages the annual audit (engagement, scope, and reporting). Committee Chairperson/General Manager will serve as principal point of contact during conduct of the audit.
6. Is responsible for effecting maintenance and update of the Reserve Study document, after action to do so is granted by the Board.
7. Assists Treasurer and General Manager with annual budget process, i.e.,
 - a. Is responsible for recommending:
 - i. any annual assessment (fee) increases; and,
 - ii. the approval of a proposed subsequent year’s budget.
 - b. Reviews financial reports quarterly; more frequently if required.
 - c. Conducts analysis of current-year budget vs. current-year actuals and current-year forecast.
 - d. Recommends revenue enhancements and expense reductions.
 - e. Explores opportunities to increase restricted reserve fund balances (both operating and replacement reserves are restricted).
8. Conducts Internal Audit investigations, as requested.
9. Provides a verbal report at each monthly meeting of the Association.
10. Provides a written report (and verbal, if present) at each Annual Meeting of the Association.
11. Performs such “other tasks” as requested by the Board of Directors, Treasurer, or General Manager.

ORGANIZATION

Membership

Inclusion: Any Algonquin Association property owners in “good standing” and their resident family owners over the age of 18 are eligible for membership on the Finance Committee.

Exclusion:

1. Members who are currently serving on the Association Board of Directors are not eligible for membership (the Board Treasurer serves as “Liaison” to the Committee).
2. Members who are not in “good standing” (or subsequently become members not in good standing) are ineligible for membership.
3. Candidates may not be a member of any other organization that would produce or could result in a conflict of interest unless such association is disclosed to the Committee and the Board, and said candidate agrees to recuse him/herself from voting on any matter involving a potential conflict of interest.

Suggested Qualifications: It is preferred that candidates possess financial or business-specific credentials such as PCA, MBA, or degrees in accounting, finance, or business management. Alternatively, candidates who have significant on-the-job or hands-on experience in finance, accounting, budget development or exhibiting business acumen also meet the qualifications.

Code of Ethics: All Committee members are required to sign The Algonquin Association “Committee Member Confidentiality Agreement”. The unauthorized disclosure of sensitive and/or proprietary financial information is grounds for immediate dismissal and possible sanctions.

COMMITTEE COMPOSITION

Size:

The Finance Committee will be composed of a minimum of five (5) and a maximum of seven (7) members, but the lack of members shall not prevent the remaining standing members from meeting and conducting Committee business. In any event, a quorum of the Committee membership shall be one more than the current standing membership of the Committee.

Standing Officers:

1. Chairperson, appointed annually by the Board in December.
2. Secretary, appointed annually by the Chair no later than January.

Membership Service and Selection

1. **Term of Service:**
 - a. Committee members serve for a three-year term. Initially (meaning, from the date of this charter), members all serve for one-, two-, or three-year terms, equally distributed, as determined by the Committee.

- b. Terms are effective upon date of approval by the Board.
 - c. Committee members may serve for three consecutive three-year terms; they then must absent themselves for a period of one year, after which they may volunteer to resume serving as members.
 - d. The Chair serves until either the incumbent or the Board decides it is time for a replacement.
2. **Replacement:** The Committee Chairperson will recommend to the Board a replacement for any member who resigns or is terminated; it is understood that this recommendation is made with the consensus of approval by the standing members of the Committee. This replacement appointment is for the duration of the departing member's original term.
 3. **Solicitation:** Vacancy announcements will be published in October if/as needed.
 4. **Termination:** A member who misses three consecutive meetings, unexcused, may be terminated by the Chair.

Meetings and Minutes:

1. The Committee may meet monthly on an as-needed basis but must meet at least quarterly (February, May, August and November).
2. The Secretary shall prepare minutes of each meeting for approval at the following meeting (electronic distribution is preferred) .
3. Meetings of the Committee shall be noticed as required by the Virginia Condominium Act and open to all Unit Owners.
4. Meetings shall be held in a common area of the Association and shall not be held in a private residence.
5. Meetings shall include a Homeowners Forum for owner comments.

Reporting:

1. Reports and recommendations are reported via the Treasurer.
2. The external audit report is initially sent to the Board and then passed immediately to the Finance Committee for detailed review. Following this detailed review by the Finance Committee and revisions by the audit firm, if needed, the audit is presented to the Board and the Association.

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

Charter approved by The Algonquin Association Board of Directors, December XX, YYYY

Finance Committee Confidentiality Agreement

During the normal course of the Financial Committee's duties, committee members may receive private or sensitive information, either directly or indirectly, which committee members are expected to keep confidential. The unauthorized disclosure of sensitive or proprietary information regarding unit owners or financial information is grounds for immediate dismissal from the committee.

Private or sensitive information includes, but is not limited to:

- The amounts held in various bank accounts are available to any owner, but for security reasons, the bank account numbers are not disclosed.
- If the committee is asked to review and compare proposals from contractors, the proposals may include proprietary processes or other information that should not be distributed. This includes the disclosure of proposal prices to other contractors.
- With the various financial reports, it may be possible to determine if a specific owner has delinquent assessments. Although it is a unit owner's right to know the total amount owed to the condominium, the amount owed by each unit is private and cannot be disclosed to residents.

By signing below, I acknowledge receipt of this notice and agree not to disclose any sensitive or private information, either during or after my term on the committee, except in discussions with other committee members or the Board of Directors in a private setting. In addition, if I have any question, about the nature of information and whether it is confidential, I agree to seek clarification before distributing the information or discussing it in an open forum.

Signature _____

Printed Name _____

Date _____

The Algonquin Association
Board Meeting, Executive Session
Thursday, January 18, 2024

The special meeting held in the Algonquin Room was convened by President Bill Ballard, at 4:00 P.M. Board members present were President Bill Ballard, Treasurer Anne Lankford, and Secretary Mark (Boring) McElhaney. Patrick Gasser, Association Manager, was also in attendance.

President Ballard explained this would be an Informational meeting with a contractor to discuss the status of the concrete replacement project. The meeting would be held in executive session.

On motion by Mark Boring, seconded by Anne Lankford, the Board unanimously agreed to go into executive session for an informational meeting with a contractor to discuss the status of the concrete replacement project.

Following completion of discussion, on motion by Bill Ballard, seconded by Anne Lankford, the Board unanimously agreed to reconvene in open session.

On motion by Anne Lankford, seconded by Mark McElhaney, the Board unanimously agreed the meeting was an informational meeting with a contractor to discuss the status of the concrete replacement project, in executive session, and there was no action taken by the board which required action in the open session.

With no further discussion it was moved by Bill Ballard, seconded by Mark Boring to adjourn. The motion carried unanimously. The meeting adjourned at 5:03 PM.

Mark McElhaney, Secretary

Bill Ballard, President

The Algonquin Association
Board Meeting, Executive Session
Friday, January 19, 2024

The special meeting, held in various locations on The Algonquin House property, was convened by President Bill Ballard, at 3:00 P.M. Board members present were President Bill Ballard, Vice President Ed Ladd, Treasurer Anne Lankford, and Secretary Mark (Boring) McElhaney. Patrick Gasser, Association Manager, and Tony Michalek, Building Engineer, were also in attendance.

President Ballard explained this would be an Informational meeting with management to tour the building infrastructure and systems. The meeting would be held in executive session.

On motion by Ed Ladd, seconded by Mark Boring, the Board unanimously agreed to go into executive session for an informational meeting with management to tour the building infrastructure and systems.

Following completion of discussion, on motion by Mark Boring, seconded by Ed Ladd the Board unanimously agreed to reconvene in open session.

On motion by Anne Lankford, seconded by Bill Ballard, the Board unanimously agreed the meeting was an informational meeting with management to tour the building infrastructure and systems, in executive session, and there was no action taken by the board which required action in the open session.

With no further discussion it was moved by Bill Ballard, seconded by Ed Ladd to adjourn. The motion carried unanimously. The meeting adjourned at 4:15 PM.

Mark McElhaney, Secretary

Bill Ballard, President

The Algonquin Association

Manager's Report

January 2024

Financials:

The "Year End" December 2023 financial reports are expected to be available by February 1st and will be distributed as soon as possible.

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 Select Group is upgrading its accounting software to Enumerate, which is a cloud-based system that, among other things, will allow owners to have access to their Algonquin account information. An email has been sent to owners whose email addresses were on file with Select Group to inform them that the new portal system is available.

Owners that have not received the email or would otherwise like assistance in setting up their portal or ACH payments are asked to contact the front desk to schedule an appointment with the manager.

Maintenance:

Boiler Room Equipment

The Boiler Room has the following concerns:

1. The chiller is offline and is not available while being overhauled. The Damuth schedule has the chiller back online in mid-February.
2. The controller that coordinates the combined operation of the two Domestic Hot Water Heaters has failed. The water 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. The Board has approved this repair.
3. Boiler #3 has a faulty control module that has been ordered as a warranty replacement and does not have a functioning circulating pump. In addition, some previous piping work, although technically complete and does not leak, was not done to Damuth's standards and the subcontractor has been asked to fix the piping. To do this work, the boilers will need to be taken offline for 1-4 hours while an isolation valve is installed. This work is scheduled for the week of January 22nd and should go unnoticed by residents.

4. Domestic Hot Water Tank #1 has been retired in place, and has been drained, isolated, and tagged out of service (Tank #2 is in service). Tank #1 has a leak but the new hot water heaters have the capacity to provide hot water to the building with only one hot water tank. If there is ever a need to return the tank to service, due to possible health concerns stemming from stagnant water while the tank was partially drained, the tank MUST be inspected and cleaned before being put back in service.
5. The Cooling Tower has a partial loss of power and the circulating fans on the west wall of the Boiler Room do not have power due to faulty disconnects (Panel Switches). Relay Electric has submitted a proposal to replace these items.
6. The 8" valve along the Boiler Room's east wall that isolates Boiler #3 from the DTS does not function. It has been retired in place and tagged OUT OF SERVICE – DOES NOT OPERATE. Damuth Trane is installing a new isolation valve on Boiler #3 piping closer to the circulating pump and this retired valve will be removed from the system when the piping it is connected to needs replacing.
7. The flame on Boiler #3 is pulled away from the burner and extinguished when it is operated with either Boiler #1 or #2. Damuth Trane is aware of the issue and is working to diagnose the cause. During this investigation, they determined that the Boiler Room has a negative pressure compared to the outside environment and is causing airflow issues in the boilers. This is true for each of the 3 boilers, but Boiler #3 is experiencing the worst occurrence.
8. The electrical disconnects (panel switches) that provide power to the Boiler Room ventilation (supply) fans and to the Cooling Tower are faulty. The Boiler Room fans do not work and the Cooling Tower fan is operating at reduced capacity. In addition, the Cooling Tower had to be winterized because the sump heaters and heat tape do not have power.

Damuth has informed Algonquin Maintenance and Management that the Dual Temperature System used to have mixing valves. The purpose of these valves is split the water returning to the Boiler Room into a Primary and Secondary Loop when in heating mode. This allows the boilers to operate at their design temperature of approximately 160 degrees in the Primary Loop, while the DTS water circulating in the building circulates in a Secondary Loop at a lower temperature of approximately 120 degrees. During heating, as the Secondary Loop cools, the mixing valves feed hotter Primary water into the Secondary Loop to keep it at the desired temperature and the make-up water for the Primary Loop is taken from the Secondary Loop. The benefit of this design is that the water circulated to the building is not kept at 160 degrees and when the Dual Temperature System calls for cooling mode, the time needed to lower the Dual Temperature System temperature to 88 degrees so it can be sent to the chiller is significantly shorter. Not only does this reduce the time needed to switch between

heating and cooling mode, but it is also more energy efficient since less heat has to be “dumped” from the system before switching to cooling mode.

Management realizes that this modification is expensive and this is not an ideal time to install the valves, but the Board may want to consider the mixing valves when finances allow.

Landscaping

Ritter Grounds services the property bi-weekly, usually on Thursdays. The winter crew has taken over and the summer crew has returned home.

Sweat Brothers has not performed the tree trimming approved at the November Board meeting.

Pool

The pool is serviced by Tesla Pools and inspected by Maintenance weekly. There are no known problems in the pool system.

The pump room door is scheduled for replacement on February 14th.

Generator

The generator maintenance was completed on December 13th and Carter Cat has provided a proposal to replace the battery for \$1,520. Maintenance has performed electrical and visual inspections on the battery, terminals, and cables and is confident this replacement can be done in-house for approximately \$500, but Maintenance was not able to determine why Carter Cat is recommending a battery replacement.

Carter Cat has informed Management that the battery is more than 4 years old and Cat recommends that batteries be replaced every 2-5 years.

Roof

Management met with Steven’s Roofing for an annual inspection of the roof and portico. Stevens has recommended several minor repairs to the building’s flat roof and replacing the roof over the front sliding doors that connects the building and the portico.

Management has scheduled an appointment with Levin Contracting for a second opinion.

Elevators

The annual elevator inspections were due during the elevator outage this fall and were not completed. The elevator inspections are scheduled for February 19th and 20th and will require that one elevator to be out of service during the inspections.

The elevators have the ability to be put in split service so they operate independently during move-ins, medical emergencies, etc. During these times, the freight elevator is called by using the button just outside the elevator door, as opposed to the button in the middle of the elevators. After the elevator repairs were made this fall, Staff discovered that this split service call button now calls the passenger elevator, even when the elevators are not in split service. This has been reported to TK Elevators and they have sent two technicians who were unsuccessful in resolving.

Management asked TK Elevators to provide a list of parts and prices that they would recommend the Algonquin keep on-hand for future repairs. Here is TK Elevator's response:

This is a tough subject. When wanting to buy a spare part and keeping onsite it sounds like a great idea, but it always isn't. The normal equipment (door equipment) which is usually 90% of callbacks fails our technicians have those parts on their vans to fix the issue or we can usually get within a few days. So, spending the money here usually no one ever wants to do. When asking about long lead time items like boards, door operators, machine equipment this is where it gets tricky. We never want a major failure, but they do occur. With the parts I listed the OEM only provides usually around a 1-year warranty. Let's say you spend 15K in spare boards, 2 years down the line when trying to replace them we find out they don't work because of an issue or manufacturer defect (9 times out of 10) that money you spent to be proactive was spent for nothing. Then you would have to spend that money again for the same parts. Even if we test it prior to storing it we have to remember it is a mechanical piece of equipment that if not stored in the right conditions could fail while sitting as well. This is a tough subject but want to be up front and honest with you about the cons of this.

In addition, TK warned that control boards often have firmware updates to their programming and if the Algonquin purchased these boards, they could be out-of-date when needed.

Window/Door Leaks

12K – Balcony door/window assembly leaks during heavy rains. Owner has made repairs as requested but the unit still leaks. JT Mitchell Construction has been requested to perform a water test to determine the location of the leak.

9C – Reports that two windows leak during heavy rains. JT Mitchell Construction inspected both leaks and found:

- 1) One leak was likely caused by water entering the convector vent in 10C directly above the window leak.
- 2) The other leak is likely caused by faulty/old caulking on the exterior of the building directly above the leak.

Carpet Replacement

When the carpet was removed at the rear lobby door to replace the carpet, the technicians found a layer of cracked skim coat or leveling compound. They removed this layer and found a layer of old floor tiles, and under that, the concrete slab was cracked and broken. After removing most of the broken concrete, the carpet technicians were going to pour a concrete patch and Management request that they stop while the situation could be evaluated by a contractor more experienced in concrete.

JT Mitchell Construction happen to be onsite and recommended saw cutting about 12sqft of concrete and pouring a new 3"-4" slab. However, if the Board suspects that this area will need to be reworked for future door replacement and ramp installation, a concrete patch may be sufficient for the next 3-5 years, or more. Both proposals are included in your packet for consideration.

Contracts:

- The Plant Factory contract for maintenance of the indoor plants effectively renews in late February. Management does not have any objection to allowing this contract to renew.
- The ChemTreat contract for maintenance of the Dual Temperature System water effectively renews in early March. Management does not have any objection to allowing this contract to renew.
- The Johns Brothers contract for monitoring of the fire panel effectively renews in early March. Management does not have any objection to allowing this contract to renew.

Contractor	Contract Start Date	Next Contract Renewal Date	Renewal Clause	Effective Renewal Date
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
S.L Nusbaum (Flood Insurance)	10/15/2023	10/15/2024	N/A	10/15/2024
Beskin-Divers (Liability Insurance)	10/15/2023	10/15/2024	N/A	10/15/2024
Beskin-Divers (Directors and Officers Insurance)	10/15/2023	10/15/2024	N/A	10/15/2024
Beskin-Divers (Workers Compensation)	10/15/2023	10/15/2024	N/A	10/15/2024
Beskin-Divers (Property Insurance)	10/15/2023	10/15/2024	N/A	10/15/2024
Beskin-Divers (Crime/Dishonesty Insurance)	10/15/2023	10/15/2024	N/A	10/15/2024
Carter Cat (Generator Maintenance)	12/1/2023	12/1/2024	N/A	12/1/2024
Powers Business Machine (Copier Maintenance)	3/1/2023	02/28/2025	30 Days	1/28/2025
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

Getem Pest Services	1/15/2017	Month to Month	30 Days	N/A
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Respectfully submitted,

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



LET'S GET TO WORK

Estimate Number :Q2119741-01
Prepared By :DENNIS ALBERS

Estimate Date :2024-01-15
Valid Until :2024-02-14

We are providing the following repair estimate for the services identified below

PREPARED FOR

Customer Name :THE ALGONQUIN ASSOCIATION
Address :
7320 GLENROIE AVE
NORFOLK 23505

Make Model Serial Number Unit Number
GENERAC 94A05935-S 2017717

WORK TO BE PERFORMED

Table with 4 columns: Segment, Description, Type, Amount. Rows include TRAVEL TO/FROM MACHINE and REPLACE WITH NEW BATTERY.

This estimate is provided to replace the engine starting battery, the battery cables and terminals. All work will be performed during normal working hours, Monday through Friday 7:30am to 4:00pm.

Summary table with 2 columns: Description, Amount. Rows include Total of Firm Price Items, Total of Estimated Items, REPAIR SUPPLIES, ENVIRONMENT CHG., Pre-Tax SubTotal, VIRGINIA SALES TAX, and Total (including tax).

This Estimate does not include freight, taxes, or environmental charges unless otherwise stated. The above estimate covers only the work described herein. Any additional work will be performed only after customer authorization.

This Estimate does not obligate Customer or Carter in any way. Should Customer later request Carter to perform the work, and if Carter agrees to do so, the work will be done in accordance with Carter's Customary Terms and Conditions as contained in its standard forms, and the cost will be based on the work actually performed and on prices in effect at the time.

Did you know that Carter Machinery can finance your repair? Please contact your Carter Machinery Parts and Service sales rep or local Carter Machinery branch store.



LET'S GET TO WORK.

Carter Machinery
Service Repair Estimate
Q2119741-01

Your dealer contact:
DENNIS ALBERS
ELECTRIC POWER PRODUCT SUPPORT
Phone: 757-995-7535
Cell: 757-615-0587
E-mail: Dennis_Albers@cartermachinery.com

Customer Signature: _____ Date: _____

Customer Email: _____ Purchase Order: _____

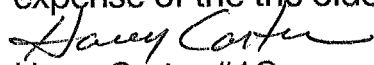
SUBJECT TO CARTER'S STANDARD TERMS AND CONDITIONS

The recent rate increases to what residents consider amenities to help with a Reserve budget shortfall has created discontent bordering on anger in some cases. I suggest that the Board use budgetary tools to fix a budgetary problem and consider eliminating the rates that have been increased on amenities.

I suggest a freeze on non essential discretionary spending would produce more income than a nickel/dime approach that adversely affects the harmony of the community. I think the savings could be carried into the Reserve account at year end or the 2025 budget.

The current Reserve shortfall can be reduced with astute and conservative Reserve Budget management and line item rescheduling. The current pool is a good example. It has lasted almost 20 years with what is considered minor structural/systems expenditures and will last many years into the future with proper management. Window replacement is another example. Past cost analyses have never revealed a positive reason to install new windows. They may not look new but they serve their purpose.

The Algonquin has always been considered a unique and desired active community. But, in recent years that image has been fading because the Association tried to imitate senior communities in urban or beach locations that have much newer structures. Looking nice may be desirable but not at the expense of the the older Algonquin structure and systems.



Harry Carter #1C

12/27/2023

Bikes NEED
TAGS. WAIVER E

APT. II

RULES PAGE #18

Bicycles xxiii #15



St. Jude Children's
Research Hospital

Finding cures. Saving children.
ALSAC - DANNY THOMAS, FOUNDER

stjude.org/givehope

Replace line on
Pool (Fishing line)
Keep Birds out



10A1

1-3-2024

Please DO NOT RAISE PRICES
ON RENTAL ROOMS!
They are a convenience for us + guests
NOT a business.

Thanks
Roy Darnell

1-12-2024

THANK YOU FOR ADDING PHOTOS
OF RESIDENTS IN THE
DIRECTORY

WOULD YOU PLEASE CONSIDER
ADDING PHOTOS + FULL NAMES
OF THE EMPLOYEES IN THE
DIRECTORY ALSO?

THANK YOU

METTEL Burgess Vail Wright SC

Depositing of Funds Collected by the Algonquin Office

The Algonquin office collects payments for guest rooms, work orders, copies and faxes, and these have traditionally been deposited to Southern Bank account ending in 2702 (GL 1025). This account has been closed and Management is requesting Board direction where to deposit these funds. Options include:

- 1) Southern Bank account 2702 was an Operating Account and the funds described above are accounted for in the 2024 budget, but the Board may elect to deposit these funds in an Operating Reserve account such as Southern Bank account ending in 4102 (GL 1030).
- 2) A new bank account can be opened at a local branch for deposits.
- 3) These funds can be transferred to Select Group accounting to be deposited in the Operating Account.

Finance Committee Recommendation

New Member

The Finance Committee is requesting Board approval to appoint Abby Baird as a new Finance Committee member with a 3 year term.

Relay Electric Proposal to Replace 2 Panel Switches

Boiler #3 is experiencing a problem with the flame being pulled away from the burner when it is operated with either Boiler #1 or #2; this results in the flame being extinguished and the gas valve automatically shutting. Damuth Trane is aware of the issue and is working to diagnose the cause. During this investigation, they determined that the Boiler Room has a negative pressure compared to the outside environment and this is causing the boiler to pull too much air by the burners, thus blowing out the flame. This is true for each of the 3 boilers, but Boiler #3 is experiencing the worst occurrence.

The Boiler Room has two fans mounted on the west wall above the pumps and original drawings show these as supply fans. One fan is inoperable and the other fan has been rewired as an exhaust fan, which may contribute to the boiler issue.

When the power supplies for the two supply fans were inspected, Damuth determined that there was no power going to one of the fans and the 3 phase power supply to the Cooling Tower fan had dropped a leg (The cooling tower fan has a variable frequency drive and was able to compensate for the reduced power supply, but only to a percentage of full power).

Relay Electric was called to diagnose the cause of the loss of power to the fan and the lost leg to the Cooling Tower and they found that the electrical disconnects (Panel Switches) were faulty. The following proposal is to replace the two panel switches.

Relay has also been asked to inspect all similar equipment to ensure there will not be any faults when the chiller is tested in March.

January 11, 2024

Patrick Gasser
The Algonquin Association

RE: Panelboard Switch Replacement, Algonquin, Norfolk, Virginia

Dear Patrick:

Relay Electric, LLC is proud to present a proposal for the panelboard switch replacement at The Algonquin House in Norfolk, Virginia. The scope of services includes:

- Remove 2 existing panelboard switches.
- Install 2 new panelboard switches.
- Assumes all other existing wiring and equipment is in working condition.

The fee for the above services is not to exceed \$2,625. Accepted: _____

Terms and Conditions

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

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

If you find this proposal acceptable, please sign in the space provided below and return a copy

Relaying Since 2005

p 757.657.2111

f 757.657.2116

P.O. Box 7158, Suffolk, VA 23437

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

Very Truly Yours,

Relay Electric, LLC

Shannon R. Lee

Shannon R. Lee

Relaying Since 2005

p 757.657.2111

f 757.657.2116

P.O. Box 7158, Suffolk, VA 23437

Kitchen Table

The kitchen table is in need of replacement and Sally McPhillips and Barbara Klear have been searching for a suitable replacement with seating. They are requesting the Board allow a budget of up to \$600.

January 3, 2024

PROPOSAL FOR LEVEL 3 UPDATE REPLACEMENT RESERVE STUDY SERVICES

ALGONQUIN HOUSE NORFOLK, VIRGINIA



Providing
• Local
• Regional or
• Specialty Analysts
for any size or type of
facility, Nationally!

Serving the following

- Alabama
- Alaska
- Arizona
- Arkansas
- Colorado
- Connecticut
- Delaware
- District of Columbia
- Florida
- Georgia
- Hawaii
- Idaho
- Illinois
- Indiana
- Iowa
- Kansas
- Kentucky
- Louisiana
- Maine
- Maryland
- Massachusetts
- Michigan
- Mississippi
- Missouri
- Montana
- Nebraska
- New Hampshire
- New Jersey
- New Mexico
- New York
- North Carolina
- North Dakota
- Ohio
- Oklahoma
- Oregon
- Pennsylvania
- Rhode Island
- South Carolina
- South Dakota
- Tennessee
- Texas
- Utah
- Virginia
- Vermont
- Washington
- West Virginia
- Wisconsin
- Wyoming
- Canada
- Mexico
- Virgin Islands
- Jamaica

c/o: THE SELECT GROUP, INC.

Patrick Gasser, AMS, CMCA

757.423.5151
pgasser@theselectgroup.us

2224 Virginia Beach Blvd, Suite 201
Virginia Beach, VA 23454

CONSULTANT:

millerdodson
CAPITAL RESERVE CONSULTANTS

2661 Riva Road, Suite 1042
Annapolis, MD 21401
410.268.0479
800.850.2835

Questions? ... We encourage you to visit our Video Library!

Proposal for Algonquin House, Norfolk, VA



January 3, 2024

Patrick Gasser, AMS, CMCA
Algonquin House
c/o: The Select Group, Inc.
2224 Virginia Beach Blvd, Suite 201
Virginia Beach, VA 23454

pgasser@theselectgroup.us

757.423.5151

RE: Algonquin House

Level 3 Update Reserve Study with NO On-Site Condition Assessment of a previous Miller+Dodson study

Dear Mr. Gasser,

Welcome back for your Level 3 Update, and thank you for considering MillerDodson, Capital Reserve Consultants.

As you are probably aware, the main reasons for establishing and maintaining adequate Reserves are to protect, preserve, and enhance your community's property values by proper planning for the long-term replacement or major repair of the common elements of your community. MillerDodson's primary focus is on just these responsibilities, and that is why our clients and even colleagues refer to a MillerDodson report as the "Gold Standard."

A MillerDodson Reserve Study Update will continue to polish and enhance the financial roadmap for your community's future, with an easy-to-understand report and clear reserve funding recommendation.

For over 30 years, MillerDodson has promoted Financially Sustainable Communities by providing a technically accurate reserve study, with as-needed interactive support and follow-up consulting services. This can include a Strategic Funding Plan to address how best to get your reserves to where they need to be. We can also help to rally community support for adequate Reserves, or suggest Strategic Partners for additional services:

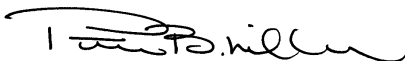
- [McMahon Community Consultants](#), to optimize reserves to keep your large community relevant.
- [McMahon Group](#), to keep your Club competitive and membership appropriate.
- [Rich Energy Solutions](#) for Highrise and large community Energy Assessments.
- [Industrial Appraisal Company](#) for Insurance Appraisals
- TREMCO, for detailed roofing inspections.

In addition, and as requested, we offer educational seminars for Boards, committee members, and managers, or Reserve Study presentations at general membership meetings. An Excel spreadsheet of your data is available upon request. Also, references are provided upon request, and here is a link to our [sample reports](#).

Please take a few moments to review the attached proposal. Should you have any questions, or if we can be of further assistance, we trust that you will not hesitate to contact us.

Sincerely,

MILLERDODSON ASSOCIATES



Peter B. Miller, RS
Principal

January 3, 2024

FACILITY DESCRIPTION: We understand that Algonquin House (hereafter referred to as Client or Property) is a Condominium, Residential located in Norfolk, Virginia. The analysis is to cover all common and limited common elements of the Property as detailed on the attached Property Details page.

SCOPE OF WORK: MillerDodson Associates proposes to provide a Level 3 Update Reserve Study with NO On-Site Condition Assessment of a previous MillerDodson study for Algonquin House. This Study will comply with the Community Associations Institute (CAI) National Reserve Study Standards and AICPA CIRA Guidelines. The Study will contain an inventory of all commonly owned components applicable to reserves, along with an estimate of the remaining useful life and current replacement cost for each. The status of current reserve funding will be noted and funding recommendations for an annual reserve contribution will be provided. All Reserve Studies are supervised and reviewed by APRA-accredited PRA, and CAI-accredited Reserve Specialist.

Currently, we are anticipating that our local analyst Philip Pointon, RS will be conducting your study. Analyst credentials can be reviewed on [MillerDodson's website](#). Typically, MillerDodson reserve studies are completed in 30 to 45 days after receipt of a signed contract and retainer. For this type of study, only the analytical sections of our standard report will be provided. The cover letter and condition assessment sections will not be provided.

To execute this project, the analyst will need to coordinate with the Management and Board by telephone and email, any changes since the previous reserve study. This proposal assumes that a single analysis will be required for this property. Please also keep in mind that a Level 3 Update is not a substitute for the recommended Level 2 Update every 3 to 5 years.

FEES: The proposal fee quoted below includes incidental and direct expenses associated with the execution of the proposed study. **The fee is due upon delivery of the Electronic Preliminary Report.** Accounts in arrears for more than 30 days shall accrue at 1.5% per month. Additionally, the Client will be responsible for all costs, including reasonable attorney fees, incurred in pursuing collection.

Level 3 Update Replacement Reserve Study	Fee \$1,250
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Additional services such as follow-up meetings, Strategic Funding Solutions, and other related services will be performed only as requested by the Client and will be billed separately.

If you have any questions concerning this proposal, please do not hesitate to contact me at Extension 138.

Respectfully submitted,

MILLERDODSON ASSOCIATES


Peter B. Miller, RS
Principal

PROPOSAL ACCEPTANCE		
By the signature below, this Proposal is accepted for Algonquin House, including the attached Property Details, and Terms and Conditions		
Signature	Title	Date

January 3, 2024

PROPERTY DETAILS

MillerDodson has reviewed the provided Client materials and researched available satellite and other electronic media to gain an understanding of Algonquin House. Below is a listing of the components we understand to be commonly owned by the Property.

Site Components: entry monument, signage, entry roadway, parking areas, sidewalks, fencing, site lighting, trash corrals, mailboxes, waterlines, sanitary lines, and irrigation.

Recreational Components: exterior main pool, boat docks, and boat ramp.

Building Components:

- One (1) Highrise Buildings with 124 units, including privacy fencing, roofing, unit windows, common doors, common windows, storefronts, awnings, balconies, lobby, corridors, kitchen, community room, laundry, meeting room, office, restrooms, storage rooms, stairwells, guest unit, elevator, central heating and cooling plant, split HVAC systems, pressurization system, exhaust system, common building piping, central hot water system, water boost system, common area electrical systems, generator, entry system, security system, fire alarm, fire sprinkler system, telephone system, network system, and trash compactor.
- One (1) Pool House, including roofing, siding and trim, doors, restrooms, all building piping, hot water heaters, pool equipment, and building electrical systems.

The provided components listed above are representational and will be adjusted and modified to suit your facility. If there are significant discrepancies in our understanding of the common elements of the Property, please call, MillerDodson so we can modify this Proposal to reflect the anticipated hours needed to complete the proposed study.

January 3, 2024

PROPOSAL TERMS AND CONDITIONS

GENERAL:

This proposal is valid for six months from the date noted above. After that time, please send us an email or call and we typically will extend the time.

Types of Studies:

Level 1 Reserve Study includes an on-site inspection and is typically the first study performed for a facility, as defined by the Community Association's Institute (CAI) National Standards.

Level 2 Update Reserve Study includes an on-site inspection, and typically follows a previous Level 1 or Level 2 Reserve Study every 3 to 5 years, as defined by the CAI National Standards. State law may require a reserve study for your facility at a different interval.

Level 3 Update Reserve Study does not include an on-site inspection. This type of study is performed for 1 or 2 years following an on-site inspection, noted above. Performed using remote correspondence, like emails and telephone conversations, a Level 3 Reserve Study is not a substitute for a Level 2 Update Reserve Study, as defined by the CAI National Standards.

Level 4 Preliminary Reserve Study from Plans. This type of study performed from plans and other conceptual documents and is invalid after construction is complete. At completion of construction, this type of study must be replaced by a complete Level 1 Full Replacement Reserve Study, as defined by the CAI National Standards.

STUDY METHODOLOGY

Report Production: Production of the preliminary report is typically completed within 30 working days of receiving a signed copy of this Proposal. This turnaround time varies based on several factors including availability of the site for inspection, availability of documents for review, requirements for advanced travel arrangements, and current workload. More stringent time requirements will be accommodated where possible.

Client Review and Revisions: MillerDodson Associates has learned, based on years of experience, that the most successful studies are those, which are done in a closely interactive relationship with the Client and its management professional. A comprehensive on-site evaluation by an experienced Reserve Analyst will be conducted, and the resulting data compiled and analyzed. At that time, the preliminary report will be submitted to the Client for review and comment. Based on the Client's input, the report will be revised, as appropriate, and the final report submitted. There are no additional costs for the first revision.

Final Report: It is MillerDodson Associates' desire to afford the Client adequate time to review and respond to the completed study. However, such revision requests should be submitted in writing within 90 days of the date of the preliminary report. The Preliminary Report represents a valid opinion of our findings and recommendations, and it is deemed final if no changes or revisions are requested within 90 days of the date of the Preliminary Report.

Interest and Inflation Calculations: The Replacement Reserve Study we have proposed will include, at the discretion of the Client, factors for inflation and interest earned on the Reserve Balance using pre-agreed inflation and interest rates. We strongly recommend, however, that the Client update their Replacement Reserve Study regularly to account for actual increases in costs and actual interest earned on reserves.

January 3, 2024

Meetings: MillerDodson Associates and its staff make every effort to be available to meet with the Client to discuss the results of the study and to answer any questions. We welcome these meetings as opportunities for the free and open exchange of information that is valuable to the accuracy of the report. Please note that the cost of these meetings and additional services are not included in the Report fee.

However, an initial meeting at the time of the site visit for a contracted Reserve Study is included in the Proposal cost.

Additional Services: MillerDodson has attempted to tailor our services to the needs of the Association. Additional services available to the Association at its request include the planning of Strategic Funding Solutions based on the results of the study and professional presentations to the Association membership. Additional services for conferences, board meetings, and other related services will be billed on an hourly basis. Travel time associated with additional services will be billed on an hourly basis portal to portal plus expenses.

Additional Testing or Specialty Inspections: During the course of the visual inspection, conditions may be observed which reasonably warrant additional investigation. This may entail detailed inspections or testing of samples and systems. Any additional testing or inspection recommended during our services will be undertaken only with the written approval of the client or their approved representative.

INSPECTION METHODOLOGY

Visual Inspection: Our inspection will be visual and in accordance with the standard practices in the industry for a reserve study. The Client understands that our services are based on our observations of visible and apparent conditions at the time and date that the services are performed. MillerDodson Associates will not disassemble or test equipment, conduct engineering tests, make excavations, take core samples, or make openings in walls, ceilings or floors, video or scope pipes or other spaces, or enter or access spaces that are inaccessible or potentially hazardous. Should the Client wish to have a thorough engineering inspection performed, MillerDodson Associates will be pleased to provide additional quotes or recommendations for such services.

Standards of Care: Although care will be taken in the performance of these services, MillerDodson Associates makes no representations regarding latent or concealed defects or conditions that may exist. Certain elements, such as underground piping, and concealed wiring are not accessible for visual inspection. Our report may be based on representative samples of like items and is not meant to imply that every component was inspected, or every possible defect discovered.

Right of Entry to Site: The Client grants MillerDodson Associates the right of entry to the project sites by its employees, agents, and subcontractors, to perform the service. The Client warrants and represents that it has the authority and permission of the owner and occupant of the property to grant a right of entry to MillerDodson Associates.

Access to Site: The Client is responsible for arranging access for MillerDodson Associates employees, agents, and subcontractors, to all secured and unsecured spaces. Ladders, lifts, hoists, or other such devices as are necessary for access within the property, shall be readily available for use by MillerDodson Associates. In the event, that complete access is denied at the time the site work is first performed and MillerDodson's analyst must make additional trips to the site to gain necessary access, the cost of all additional travel and time on site made necessary by the initial lack of access will be billable at our prevailing hourly rates.

Notice to Residents: Unit interiors will not be included in this study (except as noted in this Proposal). However, it may still be advisable to notify the homeowners of our presence on the site.

January 3, 2024

Force Majeure: Neither MillerDodson Associates nor the Client shall hold the other responsible for damages or delays in performance caused by events beyond the control of the other party and which could not have been reasonably anticipated and prevented. These events include but are not limited to, acts of governmental authority, acts of God, materially different site conditions, wars, riots, rebellions, sabotage, fires, explosions, accidents, floods, strikes or other conceded acts of workers, lockouts, changes in laws, regulations, or ordinances. The party intending to invoke force majeure shall provide prompt notice to the other party.

Delays in Work: The client will be responsible for reimbursing. MillerDodson Associates at the normal customary hourly rate for any on-site delays caused by failure of the Client or their agents to provide access or right of entry as provided in this Agreement.

OTHER CONSIDERATIONS

Estimates of Remaining Functional Utility: The Client understands and agrees that, due to the nature of the projections and future events outside of our control, MillerDodson Associates cannot guarantee the remaining life expectancy or replacement cost of individual components or systems included within this study. Estimates of remaining life are necessarily based on industry experience and statistical comparisons, and on the visually apparent conditions at the time and date that the inspections are performed. Actual conditions may alter the remaining life of any item. In particular, the previous use of an item, adequacy of previous, current and future maintenance, quality of original manufacture and installation, or other unknown conditions make it impossible to state precisely when each item will require replacement or major repair. Estimates of remaining life are just that, estimates and they are to be used solely as parameters for funding and planning purposes.

Estimates of Probable Replacement Costs: The cost estimates included herein are strictly estimates. They are based on our best professional judgment and on recent experience of similar estimates and work in the area in which this study is conducted. It is the Client's responsibility to provide MillerDodson Associates with any information in its possession pertaining to the major replacement costs for work recently proposed or completed.

Use of Information and Documents: MillerDodson has the right to assume, without independent verification, that all financial and other information is accurate and complete. The client is responsible for providing documents suitable for review including, but not limited to, site and construction plans, current reserve schedules, and financial data pertaining to reserves on hand and the annual contribution to reserves.

Confidentiality: MillerDodson Associates, Inc. agrees to treat all client information contained in this report as confidential.

Proprietary Material: The Client agrees that the report provided by MillerDodson Associates is based upon proprietary software which produces specific graphs, tables, formatting, etc., and other certain intellectual property that is exclusive to MillerDodson.

Ownership of the Data: The data that has been generated in the production of this report and is contained in the Replacement Reserve Inventory section of the report is the property of the Client for their unrestricted use.

Intended Use of the Work: The Client agrees that this report is intended to provide funding parameters for developing a capital reserve budget. Thorough engineering analysis and testing of the components included herein is outside the scope of this report. This report should not be construed to represent an appraisal of insurance or property value or a replacement schedule or specification for bidding purposes.

January 3, 2024

SPECIFIC EXCLUSIONS

ACCESS: Unless defined in the Scope of Services above, our proposal does not include equipment for access, such as ladders, man-lifts, or scaffolding. Nor does the proposal include underwater or boat inspections, or inspection of confined spaces.

Hazardous Materials: Hazardous materials may be present in buildings including, but not limited to, molds, radon, urea formaldehyde foam, asbestos, and lead paint. We will not inspect or test for such materials unless otherwise requested and specifically included in the Scope of Services and covered by the agreed fee. The presence of these materials may affect the cost of future capital replacements. The Client agrees that it is the Client's responsibility to alert MillerDodson Associates to the presence of these materials.

Code Compliance Review: Unless defined in the Scope of Services, these services will not include the evaluation of the properties' compliance with building codes, life safety codes, zoning requirements, or other sub-trade codes. These services will not include any evaluation of the properties for compliance with the Americans with Disabilities Act, the Federal Rehabilitation Act, or the Fair Housing Act.

Specialty Construction: Unless defined in the Scope of Service, our services do not include pest inspections or evaluation of underground fuel tanks, wells, water treatment systems, septic systems, state-of-the-art equipment (such as solar collectors), plants, foliage, trees, water or air quality, or other general environmental factors. It is preferable to have these components evaluated by specialists in these fields. However, we will incorporate the results of specialty inspections into the Study upon receipt of those inspection reports.

POST EVALUATION PROCEDURES

No Assignment: This is an agreement between MillerDodson Associates and the Client. The contents of the Reserve Study are not to be relied upon by any firm, person, or entity, other than the client for any reason whatsoever, except for Level II Updates of the studies content that are procured by the Client.

Arbitration of Disputes: If any claim arises related to this contract or our services or reports, it shall be filed within a reasonable time after the discovery of the problem, and in no event later than one (1) year from the date the services were performed. The parties will submit to mediation in Maryland before a mutually agreeable, formally trained mediator to resolve the claim. Should mediation fail to achieve complete resolution of all claims (evidenced by way of written release), then binding arbitration at MillerDodson's sole discretion before a formally trained arbitrator in Maryland may be implemented. If we choose to have, a dispute settled by arbitration, judgment upon any award rendered by an arbitrator may be entered in any court having authority thereof. In any arbitration or legal action in which the defending party is found without fault, the prevailing party is entitled to the costs of its reasonable attorney's fees and costs from the non-prevailing party.

Maryland Law: This agreement shall be governed and interpreted according to the law of the State of Maryland, regardless of where any arbitration proceedings or litigation may take place.

Limit of Liability: Our liability for any claims related to this Agreement or the services rendered will not exceed the amount of the fee paid for the service.

January 3, 2024

Fee Schedule for Meetings and Additional Consulting Services*:

	Hourly	Per Diem **
James W. Dodson, Principal	\$200	\$2,000
Peter B. Miller, Principal	\$200	\$2,000
Other Analysts	\$150	\$1,500
Strategic Funding Planning (quoted as "hourly not to exceed")	\$300	N/A
Clerical	\$75	N/A
Travel	Prevailing IRS rates	
Litigation Preparation	\$200	N/A
Litigation Testimony	N/A	\$2,000

* Rates are subject to change without notice.

** Per diem rates apply to expert witness preparation and testimony.

END OF PROPOSAL, AND TERMS AND CONDITIONS



Client: 4338981

Printed on: 1/18/2024

Algonquin House
Attn: Patrick Gasser
7320 Glenroie Ave.
Norfolk, VA 23505
E-Mail Address: fmcbranson@gmail.com
Mobile Phone: 757-270-9373 (Frances)
E-Mail Address: pgasser@theselectgroup.us
Home Phone: 757-955-0340 (Patrick Gasser)

Bartlett Tree Experts
Jason Heizer - Representative
3835a Holland Boulevard
Chesapeake, VA 23323
Business: 757-969-1069
E-Mail Address: jheizer@bartlett.com

The following program is recommended for certain trees and shrubs on your property. In addition to a thorough plant health care program, Bartlett Tree Experts recommends having a qualified arborist inspect your property periodically to assist you in identifying potential risks or hazardous conditions relating to your trees or shrubs. THIS IS NOT AN INVOICE.

Soil Care and Fertilization: Spring

Boost Liquid Treatment

Apply Boost Liquid 20-0-6 to the following plants and locations to help maintain plant health.

- 2 Willow Oaks located at the right front of building entrance
- 2 Willow Oaks located at the left front of building entrance
- 3 Cherries located at the front of entrance

Provide 1 treatment at 445.00 per treatment.

Estimated Treatment Date: 3/18/2024.

Arborist Notes:

- Also, amend with Fortifite to help increase plant resistance by activating the plants own defense mechanisms. Fortifite also improves efficiency to help prevent water loss during heat and drought.

Treatment is effective for one year.

Amount: \$445.00

Pest Management: Spring

Scale Treatment

Perform a systemic soil treatment to the following plant to help suppress lecanium scale.

- 14 Willow Oaks located at the front of property

Provide 1 treatment at 485.00 per treatment.

Estimated Treatment Date: 4/4/2024.

Amount: \$485.00

Thank you for allowing me the opportunity to provide service to your beautiful property. We have a great opportunity to take a proactive approach to the care of your trees. Please remember, I am always available to help you make decisions regarding the short and long-term care of your trees and shrubs and am dedicated to providing the highest level of service possible. If you have any questions or concerns, do not hesitate to call. I look forward to being of service.

Sincerely,

Jason C. Heizer
I.S.A. Board Certified Master Arborist #MA-3159BT
ASCA Registered Consulting Arborist #737
B.S. Forestry, Virginia Tech

"He will be like a tree planted by the water that sends out its roots by the stream." Jeremiah 17:8

Please review the terms and conditions attached, which become part of the agreement, and sign and return one copy authorizing the program.

_____	_____
(Customer Signature)	(Date)
_____	1/18/2024
(Bartlett Representative - Jason Heizer)	(Date)

Prices are guaranteed if accepted within thirty days.
All accounts are net payable upon receipt of invoice.
Work is done in accordance with ANSI A300 Tree Care Standards.

To access a certificate of liability insurance for Bartlett Tree Experts, please navigate to
<http://www.bartlett.com/BartlettCOI.pdf>

A Job Site Safety Analysis was completed for your property, please contact your arborist for further details.



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 # 3070
DATE 01/19/2024
EXPIRATION DATE 02/18/2024

WO NUMBER

seen onsite

CONTACT

Patrick

JOB ADDRESS

Concrete Repair

DESCRIPTION	AMOUNT
Damaged Concrete at Rear Door Area: Clean out the hole of all loose debris. Apply a bonding agent. Mix and pour a fast-setting concrete to patch the affected area. Fill the hole to be level with the existing floor height; finish smooth. NOTE: No warranty. Labor and Materials =	395.00

WE ONLY ACCEPT CASH OR CHECK PAYMENTS

SUBTOTAL	395.00
TAX	0.00
TOTAL	\$395.00

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



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 # 3064
DATE 01/16/2024
EXPIRATION DATE 02/15/2024

WO NUMBER

seen onsite

CONTACT

Patrick

JOB ADDRESS

Concrete Repair

DESCRIPTION	AMOUNT
Interior Concrete Repair - at Rear Door: Set up dust barriers as needed. Cut the concrete out; approximately 2' x 3' x 3" deep. Remove the existing concrete and haul away. Apply a bonding agent. Mix and pour new, fast-setting concrete. Skim out the affected area to match the existing floor. Labor and Materials =	930.00

WE ONLY ACCEPT CASH OR CHECK PAYMENTS

SUBTOTAL	930.00
TAX	0.00
TOTAL	\$930.00

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Accepted By

Accepted Date

Vending Machine

Management received a suggestion from staff to install a vending machine in the kitchen and after reviewing the idea, Management felt it would be a good addition for staff and residents if it could be done economically.

Mission Vending is a veteran owned company who makes donations to veterans in need, and they have agreed to install and operate a vending machine in the Algonquin kitchen at no cost to the condominium except the electricity to run it.

The machine would be filled with snacks and drinks and would be serviced in the evenings. [Please note that the Mission Vending “employees” give their time to the business and work regular jobs during the day, so servicing the machines must be during off hours. The main goal of the company is to raise money to help support veterans].

The Algonquin would not receive any funds from the vending machine and Mission Vending reserves the right to remove the machine if it costs more to operate than it takes in.