



# Association of St. C Condominium Owners

4200 Estate St. John, Christiansted, VI 00820-4491

Tel: 340-718-6341 • Fax: 340-718-1633

[www.stccondo.com](http://www.stccondo.com)

[manager@stccondo.com](mailto:manager@stccondo.com) or [office@stccondo.com](mailto:office@stccondo.com)

## MINUTES

Board of Directors Meeting  
September 14, 2022 – 6:00PM

---

### CALL TO ORDER

The Board of Directors' meeting was called to order at 6:03 pm.

### ROLL CALL

#### Directors Present:

Pres. Christine Merna (304), on-site  
Treasurer, Jessica Hodge (107), via Zoom  
Secretary, Mark Pratt (309), via Zoom  
Vice Pres, Sibyll Jones (207), via Zoom  
Todd Charles (243), via Zoom  
Diane Petrushkevich (103), via Zoom

#### Directors Absent:

None

#### St. C Staff:

Jerraine Miller (General Manager)  
Patrick Nugent (Operations Manager)

#### Owners in Attendance:

Indeterminate due to virtual nature of meeting.

### APPROVAL OF AGENDA

**MOTION [T. Charles]** – Adopt the meeting's agenda as presented

This motion was seconded by J. Hodge. All Board members present voted in favor of the motion, which was subsequently carried.

### APPROVAL OF PAST MINUTES

Tabled - Minutes for the previous meeting not yet available

### GENERAL MANAGER'S REPORT

Jerraine Miller provided a verbal summary of her General Manager's Report (attached to agenda package). Highlights include the following:

- Concrete work – Falling concrete is presenting safety concerns (particularly on the overhangs)

- We are soliciting bids for concrete work, and would like to get another skilled worker on staff to get ahead of the concrete repairs
- Welcome back to the Security Chief – Leroy Pena
- Audit in process – St. C office staff is working to find documentation requested by the auditor
- One of our trucks is at end of life and needs to be replaced
- Curfew passes – We applied for them in May 2022; Waiting on word from VITEMA on when to pick them up, should be very soon
- Need new washing machines for the laundry room – down to three working washers, and one is experiencing issues; we have five working dryers
- Need new appliances in the apartments – estimate \$1,629 (refrigerator, stove and microwave oven)
- The GM and OM created a priority list of all work identified to-date; Need the Board to weigh-in on the priorities so we can develop a 1-year/2-year/3-year work plan
- Need to replace the AC unit in the Dolphin Suite – recommend split unit and have cost estimates
- Insurance premium has been financed and requires monthly payments of approximately \$42K due on the 14<sup>th</sup> of each month. Penalty and finance charges of \$1,800 incur if we miss the due date
- Any Owners who receive requests from their mortgage holders regarding proof of insurance need to contact the office so we can provide that information; the insurance company has already reached out to those mortgage
- Employee Health Insurance is due for renewal on October 1, 2022; We are expecting a 4.9% increase in premium; Looking at AFLAC and will have a representative come on-site soon to discuss this option with employees
- Need the Board to weigh-in on some recent requests by Owners for reimbursement for door replacements; these are itemized in a spreadsheet
- The furniture in the front office is in very poor condition – hasn't been replaced since Maria; Also, the Operations Manager needs dedicated office space
- Thank you to the Owners for their prompt and complete return of the VIYA cable boxes

#### **Comments/questions:**

**Question [Hodge]:** Explain how curfew passes work; **Response [Miller]:** Curfew passes allow employees to travel to work during any emergency situation where the VI Government has issued a curfew (e.g., hurricanes, natural disasters, etc.)

**Question [Hodge]:** What kind of revenue are we seeing from the laundry room during a normal period? **Response [Miller]:** Around \$170 for a two-week period.

**Comment [Hodge]:** This amount of revenue seems to support the replacement of the broken washing machines/dryers.

**Question [Pratt]:** What is the typical failure mode for the washers? Is it rust? **Response [Miller]:** They just fail from age. They last only 3 to 4 years in the environment we have.

**Comment [Merna]:** Insurance cost continue to rise across the board. The Board has done its due diligence in shopping around to identify opportunities for more favorable premiums. Our recent HOA fee increase, while significant, still does not cover the rising costs of our insurance premiums.

**Comment [Merna]:** The spreadsheet with Owner requests for reimbursement will be distributed and reviewed by the Board before the next meeting.

**Comment [Hodge]:** An office that is not set up efficiently is not conducive for efficient work.

## OPERATIONS MANAGER'S REPORT

Patrick Nugent provided a verbal summary of his Operations Report (attached to agenda package). Highlights include the following:

- Window replacements completed June 2022
- Overhang and catwalk work is the next area of focus for the St. C maintenance staff and this takes precedence over some of the other work orders in the queue due to the health and safety issues posed by the failing concrete
- The list of prioritized work mentioned by the GM in her report (total estimated cost \$919K) includes the following:
  - Painting of buildings/railings/stairs, including the repair of minor cracks (not structural) – estimated cost is \$406K; Bid is broken down by building for consideration of breaking the project up into stages
  - Generator replacement - estimated cost is \$90K
  - Overhang repair/replacement - estimated cost is \$185K
  - Repair of entry road - estimated cost is \$94K
  - On-property road repairs - estimated cost is \$5K
  - Garbage bin enclosure – three estimates with wide variation in bid amounts (\$6K, \$65K, \$24K); need to evaluate these bids
  - Renovation of Apartment A - estimated cost is \$15K
  - Repair of ceiling in hallway outside apartments (St. C staff)
  - High-voltage electrical repair/replacement for Apartments A, B and C - estimated cost \$11K
  - Termite damage repair in Security Bldg - estimated cost is \$1K
  - Replacement pump for water plant (not serviced in 10 years); old pump to be serviced and maintained as a spare - estimated cost for both is \$4.7K
  - Office roof repair (incl. leaking vent for restaurant) - estimated cost is \$5.5K
  - Repair/replacement of drop ceiling in hallway leading to restaurant - estimated cost is \$650
  - Replacement truck - estimated cost is \$15K
  - Cistern cleaning/repair/sealing - estimated cost is \$30K
  - Reservoir cleaning/repair/sealing - estimated cost is \$13K
- Stairs for Units 140, 305, 306, 307, 308, 309 and 321 need replacement. They have been shored up to address any immediate safety concerns; Replacement will include bringing the railings up to current code.
- Units 207, 330, 336 and 337 front porch railings repaired and brought up to code requirements.
- Pool planters have been replaced; Need B&G to recommend foliage; Will leave scaffold in place for the time being to leverage for inspection/repair of other areas in the vicinity of the planters.
- Three catwalks have been replaced since July 2022
- We continue to experience minor to significant spalling on porches (45 units)
- Front/BR door replacements continue by St. C staff; Doors are on-site and replacement is being prioritized (Note: The doors we are using are superior quality (Philippine mahogany) and cost only \$518 versus the \$1,500+ for the jalousie doors.)
- Erosion problems between the reservoir and the upper parking lot and along the north end of Bldg A; we experienced a minor rockslide under the reservoir and outside of Unit 240 (sea grape trees held back the slide); DPNR contacted and recommended engineering evaluation; two engineers familiar with St. C were contacted and visited the site recently; we are currently awaiting their proposal for addressing these issues. Once a proposal is received, DPNR review/approval is required. As another alternative, we have learned about an erosion control program being initiated on St. Croix through the Nature Conservatory; this will be available to

homeowners, and we have applied to be considered for this program separately from the current engineering evaluation efforts.

- The temporary generator is on-site, but the transfer switch is not functioning to automatically transfer the critical loads from WAPA to the generator. Security personnel have been trained in the manual transfer procedure if the WAPA power is interrupted for 20 minutes. This to prevent water interruptions/issues. We are working with the generator supplier to have the transfer switch functional before the end of the month.
- The new replacement generator will be on island this Friday, September 16, 2022. The new generator is 125kW versus the old 40kW generator. The new generator will have the capability, in the future, of providing 110V service to the entire campus (all units).
- Work order tracking: Costs to be appropriately allocated to St. C or to the Owner depending upon the responsibility as defined in the bylaws.

#### **Comments/questions:**

**Comment [Charles]:** How much of this prioritized work is due to past neglect to perform preventive maintenance and/or adequately address issues as they presented? **Response [Nugent]:**

Approximately 99% of the maintenance needs identified in the prioritized list is due to failure to adequately address maintenance issues as they presented in previous years. **Response [Charles]:** This Board is not going to use the Band-Aid approach any longer.

**Question [Merna]:** Didn't we recently completed the cistern and reservoir cleaning/repair/sealing using Quantum Vision (within the past few years? **Response [Nugent]:** I will check the maintenance records to verify this.

**Question [Hodge]:** How often do we need to clean/repair/seal the cisterns and reservoir? **Response [Nugent]:** I think it is recommended on a 10-year cycle. **Response [Jones]:** For homes it is recommended every 3 – 5 years. **Response [Nugent]:** I will verify the recommended maintenance cycles.

**Comment [Merna]:** The pool project discussed in 2021 is not included in the prioritized list of work.

**Comment [Merna]:** We are trying to overcome the lack of standardization that has been prevalent for too long at St. C. The door replacement project is one example.

**Comment [Hodge, et al.]:** Owners have a responsibility to report maintenance issues in their units to St. C management before the issues become safety issues or can impact adjoining Owners and/or common areas. Negligence may result in repair costs being allocated to the offending Owner(s). This is explicitly addressed in the St. C Bylaws and will be enforced.

#### **SECURITY REPORT**

- Owners need to get their new parking decals from the office and inform their short-term tenants to obtain temporary parking permits for the duration of their stay.
- Owners should ensure that their tenants (both long and short-term) are provided with and understand the policies and procedures, rules and regulations, etc.

#### **OFFICERS' REPORTS**

The following reports by the Officers were presented:

##### **President's Report (C. Merna)**

Refer to the report by the President (attached to agenda package) for details on Board activities since the last meeting.

**Comments/questions:**

C. Merna provided some additional comments on the President's report as follows:

- Welcome to all the new Owners. Please consider participating on the Committees and/or submitting your nomination for one of the open Director seats.

**Vice President's Report (S. Jones)**

Refer to the report by the Vice President (attached to agenda package) for details on additional Board activities since the last meeting, including the following:

- Successful completion of the dissolution of the VIYA contract.

**Secretary's Report (M. Pratt)**

Refer to the report by the Secretary (attached to agenda package) for details on Board voting pertaining to the following topics:

- Filling of Two Vacant Director Seats
- Filling of Officer Roles on the Board (Secretary and Vice President)
- Promotion of Shanier Gregory-Hackett as Administrative Bookkeeper
- Purchase of Replacement Doors
- Insurance Policy Renewals
- Removal of Directors for Cause
- Termination of VIYA Services
- Litigation of Legal Complaint Filed by the Association
- Assignment of Independent Auditor
- Replacement of Emergency Generator
- Financing of Insurance Premium
- Potential Sale of Unit 124

**Comments/questions:** None

**Treasurer's Report (J. Hodge)**

Refer to the report by the Treasurer (attached to agenda package) for details on the following topics:

- Profit & Loss through July 31, 2022
- Balance Sheet as of July 31, 2022

Additionally, J. Hodge covered the following in her verbal summary of her Treasurer's Report:

- As of July 31, 2022 - \$45K in our checking account; \$220K in reserves (savings); \$1.2M in hurricane
- The total estimated cost of prioritized work per the Ops Mgr's Report is \$919K; Note that this figure does not include replacement of railings, pool repairs, erosion issues, etc.
- Currently we operate at \$3,400 in the red every month – while this is not good, it is a significant improvement over the monthly deficit we had been dealing with previously. To note also: this deficit is after borrowing from the hurricane funds as approved with the 2022 budget to offset the budgeted deficit.
- We continue to borrow from the hurricane funds to keep up with the insurance premiums because we do not collect enough from the HOA fees to cover insurance costs. Will ask the board to authorize an additional ~\$83K from the hurricane fund to cover two months of insurance premium installments to ensure we do not incur penalty fees again for late payment.
- We received a \$90+K PPP Loan last year that we now need to pay back (i.e., not forgiven) due to incorrect (perhaps fraudulent) information provided on the application regarding loss of gross

income. This resulted in the absence of any documentation available to support requests for loan forgiveness.

- Total cost of hurricane repairs to-date (thru July 31, 2022) is \$241,552 (e.g., windows, doors, concrete repairs, etc.) Borrowed \$116K from hurricane fund.
- Request the Board to authorize borrowing ~\$95K from hurricane fund to cover the cost of the new emergency generator.
- Investigating changing banks to avoid excessive service charges and other issues that make doing business with them difficult.
- Consider taking payroll off the front office and outsourcing – this is due, in part, to issue with Quickbooks desktop failing to calculate payroll taxes and other deductions properly.

## **COMMITTEE UPDATES**

The following updates were provided by the Committee Chairs or Liaisons:

### **Finance Committee (J. Hodge – Chair)**

- Requests for Finance Committee participation – goal is to have 5 members, but only received 3 applications. Owners are asked to please consider volunteering for the Finance Committee as there is important work to do.
- Work ahead includes the development of the 2023 Budget, Audits for 2018 – 2021, other work TBD

**Comments/questions:** None.

### **Buildings and Grounds Committee (T. Charles – Chair)**

- Two carry-over members from last year; received only 3 applications; could use a few more volunteers
- Monthly meetings, 3<sup>rd</sup> Monday, 6:00 pm AST
- Subcommittees include: Inspections & Assessments, Budgets & Resources, Policies and Procedures and Owners Concerns; Need to fill roles on all of these subcommittees as well.
- T. Charles provided a brief review of the 2021 accomplishments (see report)
- New projects for 2022 include: Upgrades to facilities and maintenance areas; Apartment A renovation; providing the Ops Manager with dedicated office space, etc.
- Next meeting is September 19, 2022

**Comments/questions:** None

### **Communications Committee (T. McGlothlin – Chair)**

- Met on August 8, 2022
- Quite a few folks attended, but only have 3 volunteers committed
- Next meeting is scheduled for September 19, 2022
- Last meeting discussed adding 3 items to the agenda: 1. Community Newsletter (non-business-related info), 2. Formally define the roles for the FB Groups and the website, 3. Establishing a protocol for sharing and communicating information between the Office, the Board and the online platforms to ensure consistency and timeliness of information to Owners.
- Call for Owners to join the Communications Committee

**Comments/questions:**

**Comment [Merna]:** We are happy to report that we have approximately 80 Owners that have registered on the St. C webpage ([www.stccondo.com](http://www.stccondo.com)).

## OLD BUSINESS

- None

## NEW BUSINESS

### Borrowing Money From Hurricane Maria Funds

- C. Merna called for a motion on the recommendation of the Treasurer.

**MOTION [T. Charles]** – Authorize borrowing money from Hurricane Maria funds for the following expenditures:

- \$83,610 to cover two months of installments on the property insurance premium
- \$90,670 to repay 2<sup>nd</sup> PPP Loan
- \$95,550 to cover the cost of the replacement emergency generator

The loan will be interest free and paid back at a future date TBD.

This motion was seconded by C. Merna and carried by a unanimous vote of the Directors present.

**MOTION [T. Charles]** – Authorize borrowing \$66,500 from Hurricane Maria funds for the infrastructure items identified below (with a small buffer):

- \$11,000 High-Voltage (220V) Electrical Repairs for Apartments A, B and C
- \$15,000 Replace St. C Work Vehicle (Truck)
- \$14,000 Office Renovation
- \$ 6,100 Purchase New Appliances
- \$20,000 Masonry Repairs for Apartment A

The loan will be interest free and paid back at a future date TBD.

This motion was seconded by J. Hodge and carried by a unanimous vote of the Directors present.

### High-Voltage (220V) Electrical Repairs for Apartments A, B and C

- C. Merna called for a motion on the recommendation of the Operations Manager.

**MOTION [T. Charles]** – Authorize the repair/replacement of the electrical issues associated with Apartments A, B and C. This is noted as a life-safety issue. Total cost is estimated to be \$11,000.

This motion was seconded by J. Hodge and carried by a unanimous vote of the Directors present.

### Replace St. C Work Vehicle (Truck)

- C. Merna called for a motion on the recommendation of the Operations Manager.

**MOTION [J. Hodge]** – Authorize the purchase of a replacement truck with a cost not to exceed \$15,000.

This motion was seconded by S. Jones and carried by a unanimous vote of the Directors present.

#### Dolphin Suite AC Unit

- C. Merna called for a motion on the recommendation of the Operations Manager.

**MOTION [J. Hodge]** – Authorize the replacement of the AC unit in the Dolphin Suite with a mini-split system as proposed by the St. C Operations Manager. Estimated cost is \$1,100.

This motion was seconded by M. Pratt and carried by a unanimous vote of the Directors present.

#### Roof Repairs Over Main Office and Ceiling in Hallway to Restaurant

- C. Merna called for a motion on the recommendation of the Operations Manager.
- After discussion, this work is considered normal maintenance at a de minimis cost not requiring a formal motion and vote.

#### Office Renovation

- C. Merna called for a motion on the recommendation of the General Manager.

**MOTION [T. Charles]** – Authorize the work required to create a dedicated office space for the Operations Manager (incl. furniture purchase) and authorize the replacement of office furniture in the front office. The cost for this work/purchases shall not exceed \$14,000.

#### Discussion:

- D. Petrushkevich asked why the office furniture is being replaced. J. Hodge replied that the office furniture is falling apart, and the front office space is inefficient.
- S. Jones agreed with the portion of the motion addressing dedicated office space for the Operations Manager, but is not in favor of including the replacement of furniture in the front office considering our current financial situation.

This motion was seconded by C. Merna and carried by a majority vote of the Directors present. Specifically, four (4) “Yay” votes [Pratt, Hodge, Charles, Merna] and two (2) “Nay” votes [Jones and Petrushkevich].

#### Purchase New Appliances

- C. Merna called for a motion on the recommendation of the General Manager.

**MOTION [J. Hodge]** – Authorize the purchase of two (2) washing machines for the St. C Laundry Room and new appliances (i.e., Refrigerator, Stove and Microwave Oven) for each of Apartments A, B and C. Total cost estimated to be \$6,100.

This motion was seconded by S. Jones and carried by a unanimous vote of the Directors present.

#### Masonry Repairs for Apartment A

- C. Merna called for a motion on the recommendation of the Operations Manager.

**MOTION [J. Hodge]** – Authorize the renovations for Apartment A to include masonry repairs, kitchen/bathroom renovation, tile work, etc. Appliances and electrical repairs are not included in the estimated cost of \$20K.

This motion was seconded by S. Jones and carried by a unanimous vote of the Directors present.

#### Legal Updates

- Legal Complaint Filed by the Association on August 16, 2022
  - C. Merna mentioned that the parties named in the legal complaint have 21 days to file responses with the court
  - No further commenting on this legal action during litigation
- Sue Lawsuit (Re: Tenant falling from third-floor balcony)
  - The Association's Legal Counsel continues to work with the attorneys for the plaintiff and the insurance company – more information to follow as the matter resolves

#### **ANNOUNCEMENTS**

##### St. C 50<sup>th</sup> Anniversary!!

- Jessica and Jerraine determined that St. C is approaching its 50<sup>th</sup> Anniversary (1974 – 2024)
- The Social Committee will be charged with taking the lead on coming up with ideas for a celebration

##### Restaurant Area

- Be on the lookout for an Owners' Poll regarding the restaurant
- The restaurant could provide a significant source of income
- Maybe a partnership with a well-known restaurant chain?

##### Schedule for Next Board Meeting

- Look for a Board meeting sometime in October, TBA

##### Association of Condos, LLC Meeting

- Next meeting is October 6, 2022 (Quarterly)
- St. C is benefitting from participating in this group by leveraging knowledge gained by other HOAs (e.g., which contractors perform well, how to address common issues, negotiating lower insurance premiums, etc.)

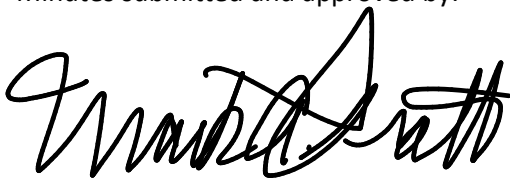
##### Nominating Committee

- Need volunteers to help out with recommendations to the Board on filling vacant Director seats
- New Owners are encouraged to participate

#### **ADJOURNMENT**

**MOTION** - There being no further business, on motion duly moved by J. Hodge and seconded by S. Jones, the meeting was adjourned at 9:04 pm AST

Minutes submitted and approved by:



Mark Pratt, Secretary



**St. C Condominiums**  
St. Croix, U.S. Virgin Islands

# **AGENDA**

**Board of Directors Meeting**  
**September 14, 2022**  
**6:00 PM AST**

Welcome & Call to Order

Roll Call

Approval of Agenda

Approval of past Minutes

Reports:

- General Manager's Report
- Operations Manager's Report
- Security Manager's Report

Officers' Reports:

- President's Report
- Vice President's Report
- Secretary's Report
- Treasurer's Report

Committee Updates

- Finance Committee
- B&G Committee
- Communications Committee

Old Business

New Business

Announcements

Adjourn



## Association of St. C Condominium Owners

4200 Estate St. John, Christiansted, VI 00820-4491

Tel: 340-718-6341 • Fax: 340-718-1633

[www.stccondo.com](http://www.stccondo.com)

[genmgr@stccondo.com](mailto:genmgr@stccondo.com) or [office@stccondo.com](mailto:office@stccondo.com)

### Manager's Report September 8, 2022

#### EMPLOYEES

Our staff continue to complete work orders and repairs as reported and identified on a daily basis, consequently the cracking and falling of walls have become serious concern. Work is prioritize based on safety and security. Additional workers are needed for ceiling, porch, and wall repairs; stairs building and replacement.

Additional employees were requested – one skilled and one helper; your approval is needed.

The Security Chief returned to work.

The gardener is requesting an increase, I did tell him that we are unable to grant him an increase. He stated that he will work until a replacement is found.

The office staff remain focus on completing necessary paper work, procurement and overseeing of the property and its employees.

#### AUDIT

There is currently and audit in process that requires 2017 bank statements. We have located only printed online statements for some of 2017 and some copies of 2018 paper statement. Permission was provided to the auditing company to access our QB online account.

One box of documents was returned by Bert Smith & Co.

#### VEHICLE

The F150 Truck is beginning to show sign of breaking down. Most recently the guys had to deal with a broken brake hose. Employees are using their vehicle to assist transporting tools and materials to the work area. Having only one vehicle limits progress.

I have requested approval to procure a used vehicle.

#### CURFEW PASS

Followed up with VITEMA on the status, awaiting response.

#### LAUNDRY

There is a real need to have two additional washers. There are three washers, one of them will expire anytime now. There are four dryers, one can be purchase but not an urgency.

New washers were requested and is awaiting approval.

## **APARTMENTS**

Renters are requesting new appliances. We have identified that these items need replacement. APT B and C need refrigerators, stoves, and microwaves. We recommend that same items be purchased also for APT A being that consideration was made to repair it.

We estimate the cost of \$1,629.00 per apartment; Frige \$800.00, stove \$700.00 and microwave \$129.00. Approval is needed.

Renters are asking for an alternate to the cable service – it is stated in their lease as provided.

Electric Work is needed to correct the high voltage in the apartments and hallway area which includes the wiring hanging in the maintenance work area. Quotes were received and forwarded for an approval. This is a safety issue.

**PRIORITIZE LISTING** We are awaiting the Board's approved Prioritize Listing. This listing contains work to be completed by contractors and will help us establish our one/two/three-year plan.

Quotes have been received for the overhangs and other quotes are being solicited.

## **DOLPHIN SUITE**

The AC in the suite has depleted. We have received quotes for a wall unit and another for split unit and is awaiting the Board's approval. I recommend the split unit because parts can replace while the wall unit once it becomes non operable the whole unit needs to be replaced. Is there and alternate for cable in the Suite?

## **INSURANCE**

Monthly payment for the next nine months of \$41,805.80 to cover insurance installment is required to be paid on or before the 14<sup>th</sup> of each month. Is the funding for these payments to be transferred for another account?

The Evidence of Property for St C Condo Owners with mortgagee was forwarded to various banks/mortgage companies by Interocean Insurance Representative. A copy was received in our office to be files in owners' file. When the others are completed, their will be picked up upon notification.

Renewal of United Health Care is in the process. A rate change of +4.9% is effective 10/01/2022. Renewal must be done no earlier than 45 days before the renewal date.

I am in the process of arranging a session with an Aflac representative. Aflac provides supplemental insurance for individuals and groups to help pay benefits. A group of 3 or more can received a discounted rate. This is paid by employees 100%.

**INVOICE APPROVAL** It is imperative that invoices be approved in a timely manner.  
This will prevent late fee and interest charges.  
Who has access to banking online? For internal control I would like  
to have a weekly quality check on account balances.

**LICENSE RENEWAL** Renewal license for Association of STC Condominium was  
done on line. Payment was made September 9, 2022. Two  
other license is shown on the account with total amount due of  
\$5,005.00. This amount is licensing fee of \$1,625.00  
(Apartment House A) and \$650.00 (Apartment House D) with  
penalty of \$1,95.00 and \$780.00 respectively. The additional  
\$2,275.00 is 2022 renewal license fee, respectively.  
Clarity is needed on what these licenses are for and do they  
need to be renewed?

Does AirBnB affect St. C Condo Business Intent/License?

**REIMBURSE LISTING** This office provided the Board with a listing of individuals  
requesting reimbursement for items and work done in their  
unit. We provided our recommendation of amount to be  
reimbursed and is awaiting the Board's approval per person.

**OFFICE FURNITURE** What is the status of our request for office furniture and the  
Operations Manager's office?

**CABLE BOX** A total of cable boxes were returned to VIYA. I am working  
with Ms. Joseph and waiting for August - September bill to be  
adjusted.



## Association of St. C Condominium Owners

4200 Estate St. John, Christiansted, VI 00820-4491

Tel: 340-718-6341 • Fax: 340-718-1633

[www.stccondo.com](http://www.stccondo.com)

[manager@stccondo.com](mailto:manager@stccondo.com) or [office@stccondo.com](mailto:office@stccondo.com)

### Operations Report

Board of Director Meeting September 14, 2022

Prepared by Patrick Nugent, Operations Manager

#### Introduction

We continue to work on the many maintenance issues on the property. The last major project to be completed was the window replacement project that ended in the early part of June 2022. It was anticipated that we would move right into the Overhang Mitigation Project as this has been pending for quite some time and is a priority health and safety issue.

The maintenance team began working on pending work orders however, would be interrupted due to health and safety projects that would arise. To properly manage the rehabilitation of the property a priority list of projects was sent to the board, and is pending decisions on the approval of these projects. The goal of this list was to have a decision made as to the pecking order for the projects to then prepare a long-term comprehensive maintenance plan for addressing these maintenance issues. Below represents the breakdown of the projects to be done. Please note that the painting of the buildings, rails and stairs, does not have an estimated number because that RFQ is out for bid. Also, the Property Erosion is open as we are meeting with engineers recommended by the DPNR to assess and then develop a strategy for addressing the erosion issue.

#### PROJECT PLAN FOR THE ASSOCIATION OF ST. C CONDO OWNERS 2022

|                                       |           |
|---------------------------------------|-----------|
| Generator Replacement Project         | \$90,000  |
| Roof Overhang Repair                  | \$185,000 |
| Entrance Road Paving Project          | \$94,000  |
| On Property Road Repairs              | \$5,000   |
| Garbage Bin Encloser Project          | \$6,000   |
| Exterior Bedroom Transom Repair       |           |
| Apartment A Renovations               | \$15,000  |
| Apartment Hallway Ceiling Replacement | \$1500    |

|                                                          |              |
|----------------------------------------------------------|--------------|
| High Voltage Cable Replacement for Apartment A, B, and C | \$11,000     |
| Security Booth Desk & Shelves Project                    | \$1,000      |
| Building, Stairs & Railing Painting                      | \$406,750.91 |
| New Pump for Pump Room                                   | \$4,700      |
| Office Roof Repairs and Coating                          | \$5,500      |
| Restaurant Entrance Drop Ceiling Repair                  | \$650        |
| Maintenance Second Truck                                 | \$15,000     |
| Reservoir Cleaning, Repair, & Sealing                    | \$13,000     |
| Cistern Cleaning, Repair, & Sealing                      | \$30,000     |
|                                                          | \$919,600.91 |

### **Stairs and Railings**

We continue to lend priority of maintenance items that are of health and safety concerns. Presently we have the stairs for units 140, 305, 306, 307, 308, 309 and 321 that requires immediately replacement. The crew has secured these stairs with temporary bracing; however, the immediate removal and replacement of these stairs is required. The materials cost for these repairs is estimated to be \$24,000. Please keep in mind that once we remove and exiting stair case or railing, we replace them in accordance to IBC. This project if addressed consecutively and by STC staff, will take about 1.5 months.

Since July on this year the maintenance crew have removed and replaced the front porch railings for unit 207, 330, 336 and 337. These railings were reconstructed to meet IBC at 42 inches high with less than 4 inches of spacing between each baluster.

### **Pool Planters**

The three pool planters have been repaired and are ready to accept plants to beautify the pool area. The scaffolding and support structure placed under the planters will be removed within the next week.

### **Bridges, Catwalks and Front Porches**

We have repaired or replaced 3 catwalks and bridges since July of this year. The connected bridge by unit 105 was completely demolished and replaced.

The spalling of front porches is an imminent problem. Presently we have over 45 front porches with minor to major spalling. I will provide a further detailed report as to the exact units at a later date. However, we all know this is an ongoing maintenance issue at St. C. I am requesting the assistance of an additional skilled temporary worker for a period of six months, to be specially assigned to the mitigation of these front porch spalling issues. The existing team are and will be occupied with managing work orders and these health and safety repairs that manifest itself almost on a daily basis.

## **Bedroom and Front Door Replacement**

We have identified and purchased replacement front and bedroom doors. These doors are solid Philippine Mahogany Doors. As reported to the board, the louvered St. C front and bedroom doors would have cost \$1,500 to manufacture. After approval from the board, new solid doors were ordered. Those doors have arrived and I am currently working on the schedule to begin replacing critically damaged front and bedroom doors.

The current list of units slated for either front or bedroom doors is as follows:

Front Door – 15

Bedroom Doors – 28

The current inventory of new front and bedroom doors are:

40-bedroom doors

40-front doors

It is anticipated that this project will be conducted by St. C maintenance staff with an estimated completion time of 30 days.

## **Dumpster Bin Enclosure**

We are currently accepting quotations for the construction of the dumpster bin enclosure. The concept of the bin enclosure will resemble the attached photo.



We have received two proposals so far:

Audley Hobson: \$6,928.06

Chitolie Trucking Service: \$6,000

The basic scope for this project is an enclosure that is 12ft in depth and 19 feet in width. The bins will sit on a poured concrete slab sloped for rain water runoff. Two swinging gates will be built to completely enclose the bins. I have coordinated with the waste management company that removes the bins and they agreed with the dimensions of the enclosure to allow for their trucks to maneuver and retrieve the bins.

## **Erosion**

A large section of the mountainside broke away and fell onto the property adjacent to unit 240. Fortunately, the grape trees held back the rocks and prevented the largest piece from rolling onto the

parking lot. I spoke with Mr. Liburd and Richards from DPNR, who assisted in identifying two Engineers who have since made assessment of the rock slide, in addition to the eroded area by unit 101 seaside. DPNR is requiring an engineered assessment of both these erosion points be submitted to further mitigate this situation. Because we are close to the ocean, we will require permission from DPNR to apply any remedy to this erosion problem. Mr. Laurence Richards PE, MSC.MBA and Mr. Clarence Browne PE, both made assessments and will be submitting their proposal to us for developing the action plan to be submitted to DPNR.

### **Painting of the Buildings, Stairs and Railings**

The RFQ for painting of the building is currently out for Bid. We have 5 contractors who will be submitting bids for the project. The deadline is 4:30 on Monday September 9, 2022.

### **Roof Repairs**

The roof above the office, lobby and the stairs leading to the restaurant is in need of repairs. Presently water is leaking from the roof into the office and the stairwell to the restaurant. After inspecting the roof today 9/9/2022, it was discovered that the roof membrane has a cut that is allowing water to penetrate. In addition, the old vent for the restaurant that has long stopped work is also allowing water into the restaurant. As a temporary fix we will patch the section of the membrane that has been compromised, remove the old vent and apply a patch there also. The entire roof will be treated with a silicone-based roof sealer. However, a permanent fix will have to be done in the near future.

### **Generator**

The temporary generator has been installed, Unfortunately the automatic transfer switch is not working to allow for the automatic transfer of power to the generator if WAPA fails. The security team was trained on the manual operation to switch to generator power. Glen has ordered another transfer switch, however the new generator according to Glen is expected to be here next week Friday.

## Work Orders

|    |        | Legend        | Billed to Owner |        |            |        |             |          |              |         |            |             |                |               |          | Legend         | No Charge Association related work |                                                                       |  |
|----|--------|---------------|-----------------|--------|------------|--------|-------------|----------|--------------|---------|------------|-------------|----------------|---------------|----------|----------------|------------------------------------|-----------------------------------------------------------------------|--|
| #  | Unit   | Date Reported | Carpentry       | Cement | Electrical | Stairs | Front Porch | Railings | Closet Doors | Sliders | Front Door | Water Issue | Bedroom Window | Bedroom Doors | Plumbing | Date Completed | Total Charges                      | Comments                                                              |  |
| 1  | 102    | 5/9/2022      |                 |        |            |        |             |          |              |         |            |             |                |               |          | 5/9/2022       | \$ 78.79                           | Water main shut off valve leaking outside unit                        |  |
| 2  | 106    | 4/13/2022     | X               |        |            |        |             |          |              |         |            |             |                |               |          |                |                                    | Replace missing pieces of wood above laundry door                     |  |
| 3  | 108    | 4/29/2022     |                 |        |            |        |             |          |              | X       |            |             |                |               |          |                |                                    | Water leak in dining room                                             |  |
| 4  | 120    | 5/4/2022      |                 |        |            |        |             |          |              |         | X          |             |                |               |          |                |                                    | Cracked bedroom window                                                |  |
| 5  | 120    | 5/4/2022      |                 |        |            |        |             |          |              |         | X          |             |                |               |          |                |                                    | leak in ceiling of bathroom                                           |  |
| 6  | 136    | 5/6/2022      |                 |        |            |        |             |          |              |         |            | X           |                |               |          | 5/6/2022       | \$ 20.00                           | Window Off track                                                      |  |
| 7  | 141    | 4/18/2022     |                 |        |            |        |             |          |              |         |            |             |                |               |          |                |                                    | plaster concrete under bridge above unit                              |  |
| 8  | 142    | 3/24/2022     |                 |        |            |        |             |          |              |         |            |             | X              |               |          | 3/24/2022      | \$ 36.00                           | Bedroom door won't open/front door locks wont turn with key/shutters  |  |
| 9  | 144    | 4/1/2022      |                 |        |            |        |             |          |              |         |            |             | X              |               |          | 4/1/2022       | \$ 68.75                           | Shave bedroom door/install operator o bedroom door window             |  |
| 10 | 206    | 5/2/2022      | X               |        |            |        |             | X        |              |         |            |             |                | X             |          |                |                                    | Closet door needs service. Replace front door/ceiling repairs bedroom |  |
| 11 | 213    | 5/2/2022      |                 |        |            |        |             |          |              |         |            | X           |                |               |          |                |                                    | Leak above bedroom window                                             |  |
| 12 | 219    | 3/29/2022     |                 |        |            |        |             |          |              |         |            |             | X              |               |          |                |                                    | Check bedroom door locks.                                             |  |
| 13 | 230    | 3/9/2022      |                 |        |            |        |             |          |              |         | X          |             |                |               |          | 3/11/2022      | \$ -                               | Water coming down above kitchen And install curtain holders           |  |
| 14 | 235    | 4/8/2022      |                 |        |            |        |             |          |              |         |            |             | X              |               |          |                |                                    | Bedroom door needs replacing                                          |  |
| 15 | 240    | 4/8/2022      |                 |        |            |        | X           |          |              |         |            |             |                |               |          |                |                                    | Railing needs painting                                                |  |
| 16 | 242    | 4/27/2022     |                 |        |            |        | X           |          |              |         |            |             |                |               |          | 7/28/2022      | \$ 64.00                           | Paint closet doors on front porch                                     |  |
| 17 | 242    | 4/27/2022     | X               |        |            |        |             |          |              |         |            |             |                |               |          | 4/27/2022      | \$ 68.00                           | Porch light not working                                               |  |
| 18 | 242    | 5/12/2022     |                 |        |            |        |             |          |              |         |            |             |                | X             |          | 5/13/2022      | \$ -                               | Water draining slowly since above unit became occupied                |  |
| 19 | 243    | 5/9/2022      | X               |        |            |        |             |          |              |         |            |             |                |               |          |                |                                    | Install Handicapped sign paint parking lanes blue by 243              |  |
| 20 | 302    | 4/26/2022     | X               |        |            |        |             |          |              |         |            |             |                |               |          |                |                                    | Grout cracking around tile by front door inside unit                  |  |
| 21 | 311    | 4/5/2022      |                 |        |            |        |             |          |              |         |            | X           |                |               |          |                |                                    | Left side of bedroom window will not open                             |  |
| 22 | 330    | 5/4/2022      | X               |        |            |        | X           |          |              |         |            |             |                |               |          |                |                                    | Stabilize rear porch railing/cement work kitchen and living window    |  |
| 23 | 337    | 5/13/2022     |                 |        |            |        |             |          |              |         |            |             | X              |               |          |                |                                    | Water leaking under door from porch                                   |  |
| 24 | 344    | 4/4/2022      | X               |        |            |        |             |          | X            |         |            |             |                |               |          |                |                                    | Crack in northside wall/install lock on closet door,24 in closet door |  |
| 25 | Admin  | 4/12/2022     | X               |        |            |        |             |          |              |         |            |             |                |               |          |                |                                    | Dolphin Suite windows need replacing                                  |  |
| 26 | Admin  | 4/25/2022     | X               |        |            |        |             |          |              |         |            |             |                |               |          | 4/27/2022      | \$ 19.50                           | Eastside of lower units fence is down                                 |  |
| 27 | Admin  | 2/25/2022     |                 | X      |            |        |             |          |              |         |            |             |                |               |          | 4/25/2022      | \$ 29.36                           | Replace bulbs, 320/201/209/105/342/242/230/328                        |  |
| 28 | Apt. A | 5/10/2022     |                 |        |            |        |             |          |              |         |            |             |                | X             |          |                |                                    | No cold water in shower/replace curtains/remove old ac/screens        |  |

[illegible]

| Legend     |         |               | Billed to Owner |        |            |        |             |          |              |         |            |             |                |               |          | Legend         |               |                                                                           | No Charge Association related work |  |  |
|------------|---------|---------------|-----------------|--------|------------|--------|-------------|----------|--------------|---------|------------|-------------|----------------|---------------|----------|----------------|---------------|---------------------------------------------------------------------------|------------------------------------|--|--|
| #          | Unit    | Date Reported | Carpentry       | Cement | Electrical | Stairs | Front Porch | Railings | Closet Doors | Sliders | Front Door | Water Issue | Bedroom Window | Bedroom Doors | Plumbing | Date Completed | Total Charges | Comments                                                                  |                                    |  |  |
| 57         | 115     | 7/19/2022     |                 |        |            |        |             |          |              |         |            |             |                | X             |          | 7/19/2022      | \$ 20.00      | Inspected unit due to water coming form closet. Water heater busted. NC   |                                    |  |  |
| 58         | 118     | 7/28/2022     |                 |        |            |        |             |          | X            |         |            |             |                |               |          |                |               | Roller pin fell out of top of shutters                                    |                                    |  |  |
| 59         | 123     | 7/26/2022     | X               |        |            |        |             |          |              |         |            |             |                |               |          |                |               | Repairs left wall in unit where paint has bubbled                         |                                    |  |  |
| 60         | 124     | 6/6/2022      |                 |        |            |        |             |          | X            |         |            |             |                |               |          |                |               | Repairs Sliders                                                           |                                    |  |  |
| 61         | 134     | 6/1/2022      |                 | X      |            |        |             |          |              |         |            |             |                |               |          | 6/9/2022       |               | Unplug Fridge and water heater                                            |                                    |  |  |
| 62         | 134     | 8/1/2022      | X               | X      |            |        |             |          |              |         |            |             |                |               |          |                |               | Cracks on rear porch walls/large crack in bedroom on wall by cable wire   |                                    |  |  |
| 63         | 140     | 6/6/2002      | X               |        |            |        |             |          |              |         |            |             |                |               |          |                |               | Replace bedroom door and front door (owner has doors)/cant use doors      |                                    |  |  |
| 64         | 140     | 6/20/2022     |                 |        |            |        |             |          |              | X       |            |             |                |               |          | 6/21/2022      | \$ 51.92      | Replace missing louvers for front door,                                   |                                    |  |  |
| 65         | 202     | 6/1/2022      |                 |        |            |        |             |          | X            |         |            |             |                |               |          | 6/2/2022       | \$ 331.00     | Remove sliders. Repairs concrete header and reinstall track and sliders   |                                    |  |  |
| 66         | 206     | 5/2/2022      |                 |        |            |        |             |          |              |         |            | X           |                |               |          |                |               | Spalding over bedroom window/Closet door needs repair also the front door |                                    |  |  |
| 67         | 213     | 6/17/2023     |                 |        |            |        |             | X        |              |         |            |             |                |               |          |                |               | Closet folding doors are off track                                        |                                    |  |  |
| 68         | 213     | 5/2/2022      |                 |        |            |        |             |          |              |         |            | X           |                |               |          |                |               | Leak above bedroom window                                                 |                                    |  |  |
| 69         | 215     | 8/1/2022      |                 |        |            |        |             |          | X            |         |            |             |                |               |          | 8/1/2022       | \$ -          | Water coming under sliding door track during heavy rain                   |                                    |  |  |
| 70         | 228     | 6/21/2022     |                 |        |            |        |             |          |              |         | X          | X           |                |               |          |                |               | Patio Door do not lock, hardware rusted rain comes in bottom of door      |                                    |  |  |
| 71         | 244     | 7/22/2022     |                 |        |            |        |             |          |              |         |            |             |                | X             |          | 7/22/2022      | \$ 35.50      | Replace hot water line angle stop valve                                   |                                    |  |  |
| 72         | 302     | 4/26/2022     |                 |        |            |        |             |          |              | X       |            |             |                |               |          |                |               | Tiles by front door is loose after door was repaired by St C staff        |                                    |  |  |
| 73         | 308     | 6/8/2022      |                 |        |            |        |             |          |              |         |            |             | X              |               |          |                |               | Install new operator/lube all window parts                                |                                    |  |  |
| 74         | 313     | 8/4/2022      |                 | X      |            |        | X           |          | X            |         | X          |             |                |               |          |                |               | Porch light hanging/Bedroom and Front door to replace/Paint rear railing  |                                    |  |  |
| 75         | 315     | 6/3/2022      | X               |        |            |        |             |          |              |         |            |             |                |               |          | 6/27/2022      | \$ 1,020.00   | Install front door and bedroom door supplied by owner                     |                                    |  |  |
| 76         | 318     | 4/12/2022     |                 | X      |            |        |             |          |              |         |            |             |                |               |          | 4/12/2022      | \$ -          | Balcony roof is held up with wooden brace                                 |                                    |  |  |
| 77         | 319     | 7/26/2022     |                 |        |            |        |             |          |              |         |            | X           |                |               |          | 8/1/2022       | \$ 193.00     | Cracks over bedroom window outside                                        |                                    |  |  |
| 78         | 323     | 7/27/2022     |                 |        |            |        |             |          |              | X       |            |             |                |               |          | 7/27/2022      | \$ 159.00     | Replace old louvered front door with door from unit 123                   |                                    |  |  |
| 79         | 332     | 6/17/2022     |                 |        |            |        |             |          |              | X       |            |             |                |               |          | 6/21/2022      | \$ 18.00      | Front Door is very hard to close                                          |                                    |  |  |
| 80         | 334     | 6/6/2022      | X               |        |            |        |             |          |              |         |            |             |                |               |          | 6/14/2022      | \$ 87.50      | Shower not fished and windows not finished                                |                                    |  |  |
| 81         | Admin   | 5/31/2022     | X               |        |            |        |             |          |              |         |            |             |                |               |          | 6/2/2022       | \$175         | Gate at seaside grounds entrance has a a broken hinge                     |                                    |  |  |
| 82         | APT C   | 6/8/2022      |                 | X      |            |        |             |          |              |         |            |             |                |               |          | 6/8/2022       | \$ 190.00     | Replaced burnt high voltage cables additional work needed                 |                                    |  |  |
| 83         | D Suite | 6/7/2022      |                 |        |            |        |             |          |              |         |            |             |                | X             |          | 6/8/2022       | \$ 50.50      | Water leaking under sink                                                  |                                    |  |  |
| 84         | 140     | 8/6/2022      |                 |        |            |        |             |          |              |         | X          | X           |                |               |          | 8/6/2022       | \$ 37.00      | Water leking over bedroom window from ceiling.                            |                                    |  |  |
| Page Total |         |               |                 |        |            |        |             |          |              |         |            |             |                |               |          |                | \$ 2,368.42   |                                                                           |                                    |  |  |

## **Work Orders**

The spreadsheet above reflects the status of workorders. It also shows the cost associated with the workorders. The cells highlighted in green reflects work orders that were billed to owners and the orange highlighted cells reflects work orders that were a cost to the association.

### **Action Items:**

Approval of Units 228 request for renovating bathroom door to ADA requirements

Finishing for the new St. C front doors. Painted or stained.

Hiring of a temp handy man

Purchasing of a second maintenance vehicle

Authorization to proceed with garbage bin enclosure

Apartment A Renovations

High voltage cable replacement for apt A, B, C

## **Building, Stair & Railings RFQ**

The bidding process for the building, stair and railings is done. The lowest bidder was Dion Construction at \$406,750.91. Please see below the break down cost per building. In addition, the Bid Total Amount Summary lists all the contractors and their respective bids.

BID AMOUNT SUMMARY

CONTRACTOR

DION CONSTRUCTION

BID RECEIVED DATE:

9/12/2022

BID RECEIVED TIME:

5:00 AM

|            |                   |                      | BID AMOUNT<br>BUILDINGS | BID AMOUNT<br>RAILING | TOTAL BID AMOUNT<br>PER BUILDING |
|------------|-------------------|----------------------|-------------------------|-----------------------|----------------------------------|
| BUILDING A | LOWER-LEVEL NORTH | 35,775 SQUARE FEET   | \$ 62,606.20            | \$ 2,866.00           | \$ 65,472.20                     |
| BUILDING B | LOWER-LEVEL NORTH | 27,030 SQUARE FEET   | \$ 54,060.00            | \$ 2,200.00           | \$ 56,260.00                     |
| BUILDING C | LOWER-LEVEL EAST  | 27,030 SQUARE FEET   | \$ 54,060.00            | \$ 2,200.00           | \$ 56,260.00                     |
| BUILDING D | LOWER-LEVEL EAST  | 9,540 SQUARE FEET    | \$ 19,080.00            | \$ 1,800.00           | \$ 20,880.00                     |
| BUILDING E | LOWER-LEVEL EAST  | 18,285 SQUARE FEET   | \$ 31,998.75            | \$ 2,300.00           | \$ 34,298.75                     |
| BUILDING F | UPPER-LEVEL EAST  | 17887.5 SQUARE FEET  | \$ 35,774.99            | \$ 2,300.00           | \$ 38,074.99                     |
| BUILDING G | UPPER-LEVEL EAST  | 9,142.5 SQUARE FEET  | \$ 18,284.99            | \$ 2,200.00           | \$ 20,484.99                     |
| BUILDING H | UPPER-LEVEL NORTH | 18,285 SQUARE FEET   | \$ 36,570.00            | \$ 2,300.00           | \$ 38,870.00                     |
| BUILDING I | UPPER-LEVEL NORTH | 17,887.5 SQUARE FEET | \$ 35,774.99            | \$ 2,300.00           | \$ 38,074.99                     |
| BUILDING J | UPPER-LEVEL NORTH | 17,887.5 SQUARE FEET | \$ 35,774.99            | \$ 2,300.00           | \$ 38,074.99                     |
|            |                   |                      | \$ 383,984.91           | \$ 22,766.00          | \$ 406,750.91                    |

GRAND TOTAL \$ 406,750.91

BID TOTAL AMOUNT SUMMARY

|                                           |                 |                                                                 |
|-------------------------------------------|-----------------|-----------------------------------------------------------------|
| A's & L's SERVICE INC                     | \$ 903,614.25   |                                                                 |
| LEBG, LLC                                 | \$ 616,925.00   |                                                                 |
| SYLVESTER PHILLIP                         | \$ 596,256.00   | Missing business license and insurance documents (disqualified) |
| EZRA GARIB, DELAND GARIB,<br>OKEITH GARIB | \$ 494,548.00   |                                                                 |
| DION CONSTRUCTION                         | \$ 406,750.96   | Lowest Bidder                                                   |
| RMH CONSTRUCTION                          | \$ 1,495,452.38 |                                                                 |



## **St. C Condominiums**

St. Croix, U.S. Virgin Islands

### **President's Report**

*September 2022*

*Submitted by: Christine Merna*

Following is a report of Board activity to be recorded with the Minutes for the Board Meeting held on September 14, 2022:

- Welcome to all of the new owners! On behalf of the board of directors we are very excited to have you all join our thriving community!
- Property sales continue. We currently have 4 units on the market, 3 are under contract. People want to live in the most desirable community with the best million dollar views!!
- As previously reported, the board was able to halt an improper sale of a St. C owned property. We have rehab'd the unit and are preparing to put it on the market. This intervention allowed us to price the unit at a fair market value and we anticipate receiving approximately over \$200K for this unit.
- The St. C maintenance staff continues their incredible work across the compound. We have many projects underway. Patrick will provide the updates in his report. However, it is important that owners realize that we are continuing to play catch up on long overdue repairs, and some of those have risen to a life/safety priority. So, we appreciate your patience as the team handles the most critical issues first.
- As a reminder, owners have the responsibility for reporting any structural issues occurring inside their units. (Cracking walls, ceilings, water leaks, etc). We are finding ourselves having to address years old issues that come at a significant cost due to owner neglect. A policy is being drafted to address this issue and owners will bear the responsibility for the cost of repairs that have not been reported timely. More to come on this important issue.
- Our Chief of Security, Leroy Pena, is back to work following an extended absence. Welcome back! I want to extend the Board's appreciation for the work done by Ame Smith, our security deputy for the great job she has done, and continues to do, in Leroy's absence. Well done!!
- As a reminder, contractors, owners and staff continue to repair units and areas around the complex. Noise is part of that process. Work is allowed during the hours of 8:00am – 5pm Monday through Saturday. If you are experiencing noise that is outside the time frame, please alert our security team.

- We have over 80 owners registered on our website. For those not yet connected, please do that soon. We post our meetings on the calendar and provide responses to owner's inquiries under the owner's page. Please visit the St. C website at [www.stccondo.com](http://www.stccondo.com) to register and don't forget to monitor our Facebook page to keep up with St. C happenings. .
- COVID. Just a reminder that we are still very much in this pandemic. The Association takes the safety and health of our employees extremely seriously and asks that you notify the office if you are COVID positive prior to requesting any maintenance services. We continue to ask owners to wear masks when coming to the offices. As a courtesy to our community, if any owner becomes ill and needs any support while they are quarantined, please do not hesitate to reach out to the office and let us know how we can assist. We have generous staff, friends and neighbors here who are willing to make a grocery run, or handle any errand that would alleviate the need for you to break your quarantine while you are recovering. Please be safe and be well.

Christine Merna, President  
Association of St. C Condominium Owners



## **St. C Condominiums**

St. Croix, U.S. Virgin Islands

### **Vice President's Report**

*September 2022*

*Submitted by: Sibyll Jones*

Following is a report of Board activity to be recorded with the Minutes for the Board Meeting held on Wednesday, September 14, 2022.

- **Viya:**

As you are aware, we have finally cancelled the long standing cable television bulk account with Vivya. This provides a cost savings to the Association and gives owner's the freedom to select their own cable/streaming providers.

- **Update of other work around the community:**

Safety comes first. The board has been working diligently in assuring repairs to overhangs, catwalks, etc. This is an ongoing project. The board is now looking into the staircases which are also beginning to fail. Railings and porches are also on the list to be addressed. Patrick has the details on all of our projects.

- **Completed work:**

All windows and outer doors have been replaced, this was a leftover, staled project from Hurricane Maria.

Finally, a new Generator will be installed next week, this has been a long, outstanding need. We got this DONE!

- **Other items on the to do this:**

Ideas regarding bringing the restaurant back is being worked.

Painting of all buildings

Repair of the entrance road

Sibyll Jones, Vice President

Association of St. C Condominium Owners



## **Secretary's Report**

*Submitted by: Mark Pratt*

Following is a summary of actions taken by the Board to be recorded with the Minutes for the Board Meeting to be held on September 14, 2022:

### **Regarding Filling of Vacant Director Seats**

#### **May 13, 2022**

- **Issue:** Accept Kay Christiansen's resignation for the St. C Board of Directors and appoint the candidate with the next most votes from the 2022 Annual Owners Meeting (Jessica Hodge)
- Approved by a majority of the Board with six (6) "Yes" votes, zero (0) "No" votes, two (2) non-votes and zero (0) abstentions.

#### **May 16, 2022**

- **Issue:** Accept Vicki Rivera's resignation for the St. C Board of Directors and appoint the candidate with the next most votes from the 2022 Annual Owners Meeting (Mark Pratt)
- Approved by a majority of the Board with five (5) "Yes" votes, one (1) "No" votes, zero (0) non-votes and two (2) abstentions.

### **Regarding Filling of Officer Roles on the Board**

#### **May 19, 2022**

- **Issue:** Appointment of Mark Pratt as Secretary
- Approved by a majority of the Board with six (6) "Yes" votes, one (1) "No" vote, one (1) non-vote and one (1) abstention.
- **Issue:** Appointment of Sibyll Jones as Vice President
- Approved by a majority of the Board with four (4) "Yes" votes, three (3) "No" votes, zero (0) non-vote and two (2) abstentions.

### **Regarding the Promotion of Shanier Gregory-Hackett**

#### **June 15, 2022**

- **Issue:** Promoting Shanier Gregory-Hackett to the role of Administrative Bookkeeper
- Approved by a majority of the Board with seven (7) "Yes" votes, zero (0) "No" votes, two (2) non-vote and zero (0) abstentions.

### **Regarding Purchase of Replacement Doors**

#### **June 15, 2022**

- **Issue:** Purchase 40 solid wood doors from Kama Kris to replace non-working front and bedroom doors.
- Unanimously approved by the Board with nine (9) "Yes" votes.



## **St. C Condominiums**

St. Croix, U.S. Virgin Islands

### **Regarding Insurance Policy Renewals**

**July 1, 2022**

- **Issue:** Renew the insurance policies for Auto, General Liability and Crime as presented by Marshall & Sterling effective 7/1/22.
- Approved by a majority of the Board with six (6) “Yes” votes, zero (0) “No” votes, three (3) non-vote and zero (0) abstentions.

### **Regarding Removal of Directors for Cause**

**July 11, 2022**

- **Issue:** Remove three Board Directors for cause (K. Rasmussen, D. Robinson, A-M. Medina).
- Approved by a majority of the Board with six (6) “Yes” votes, zero (0) “No” votes, three (3) non-votes and zero (0) abstentions.

### **Regarding Termination of VIYA Services**

**July 27, 2022**

- **Issue:** Cancel the current VIYA cable service contract and reduce the HOA fees by \$33 per month.
- Unanimously approved by the Board with six (6) “Yes” votes.

### **Regarding Litigation of Legal Complaint Filed by the Association**

**August 5, 2022**

- **Issue:** Enter into an agreement with the Walker Legal Group to handle the litigation of the Association’s legal complaint.
- Unanimously approved by the Board with six (6) “Yes” votes.

### **Regarding Assignment of Independent Auditor**

**August 11, 2022**

- **Issue:** Dismiss our current Auditor, Bert Smith and hire Thomas Singleton.
- Unanimously approved by the Board with six (6) “Yes” votes.

### **Regarding Replacement of Emergency Generator**

**August 11, 2022**

- **Issue:** Enter into contract with BJ Electric to purchase a replacement generator (150kW), including removal of old generator and installation of new generator.
- Unanimously approved by the Board with six (6) “Yes” votes.

### **Regarding Financing of Insurance Premium for Current Period**

**August 12, 2022**

- **Issue:** Decision on financing options for insurance policy premium: AFCO 25% down \$119,127 and nine (9) payments \$41,805.80.
- Approved by a majority of the Board with five (5) “Yes” votes, zero (0) “No” votes, one (1) non-vote and zero (0) abstentions.



**St. C Condominiums**

St. Croix, U.S. Virgin Islands

**Regarding Potential Sale of Unit 124**

**August 16, 2022**

- **Issue:** Decision to invest \$5K in the repairs of Unit 124 to ready it for sale.
- Approved by a majority of the Board with five (5) “Yes” votes, zero (0) “No” votes, one (1) non-vote and zero (0) abstentions.

To the best of my knowledge, the above is a fair representation of the actions taken by the Board Members of the St. C Condominium Association.

Mark Pratt  
Secretary



## St. C Condominiums

St. Croix, U.S. Virgin Islands

### **Treasurer's Report**

*Submitted by: Jessica Hodge*

Following is a summary relating to the financial status of the Association to be recorded with the Minutes for the Board Meeting to be held on September 14, 2022:

#### Fund Balances as of 7/31/22

- Checking/Cash: \$45,650
- Reserves/Savings: \$220,850
- Hurricane: \$1,240,144
- Current Operating Deficit: \$24,000 – this will change as moving forward, labor associated with hurricane repairs will be expensed accordingly

#### Insurance Renewal Run-Down

- Owner Assessments Being Collected Annually (incl. \$817/month): \$460,025
- Insurance Premiums for 8/2022-8/2023 Renewal w/Finance Charges: \$555,100
- Collection Deficit for Year: \$95,075 (with current \$817/month collection)
- Payments for Property: \$119,127 with 9 monthly installments of \$41,805
- Down Payment: \$119,127 has been paid
- Request to borrow funds for two months installment:  $\$41,805 \times 2 = \$83,610$

#### PPP Loan

- The application for the 2nd PPP Loan erroneously claimed that St. C Condos met the conditions of the SBA terms, including a justification of a 25% loss of gross income in one quarter
- The full amount of the 2<sup>nd</sup> PPP Loan must be paid back to the bank before the end of September. Total is \$90,670
- Request to borrow funds for repaying 2<sup>nd</sup> PPP Loan: \$90,670

#### Hurricane Funds

- Cost of Hurricane Repairs to Date in 2022: \$241,552
- Hurricane Funds Borrowed to Pay Insurance Deficit for 1/2022-8/2022: \$116,212

#### Miscellaneous Activities

- Request to borrow funds for new generator: \$95,550
- Investigating changing banks from FirstBank to Bank of St. Croix
- Investigating transferring to payroll company

To the best of my knowledge, the above reflects the current financial affairs of the Association.

Jessica Hodge  
Treasurer



## **Building & Grounds Committee Report**

### **September 14, 2022**

- Administrative – Last meeting held prior to committee meetings hiatus was October 27<sup>th</sup>.
  - Member Update – Current members continuing to serve on the committee include Committee Chair, Todd Charles and Association Operations Manager, Patrick Nugent. Three applications to volunteer for the committee have been received. These and any additional applications received will be reviewed for consideration.
  - Going forward, B&G meetings will be held monthly on the third Monday of each month at 6pm (AST) with the next scheduled for September 19<sup>th</sup>.
- Sub-Committees – Established last year, B&G has the following sub-committees
  1. Inspections & Assessments
  2. Budget & Resources
  3. Owners Concerns
  4. Policies and procedures
- Projects – B&G focused on several small & medium sized projects
  - Completed – Recapping from our last meeting
    - Poolside Chairs
    - Flagpole Renovation
    - Traffic Control
    - Walking Path Lights
    - Front Porch Lights – Facilities has started this. May need contractor to complete as maintenance staff is going on vacation
  - Recent
    - Pool Planter repairs started on July 7/12 completed 7/26
- Proposed – to be presented to the Board
  - Upgrades to the Facilities & Maintenance Area
  - Apartment A renovations are awaiting approval
  - Build-out of Operations Manager Office across from main office

Next meeting scheduled for at 6pm (AST) with the next scheduled for September 19<sup>th</sup>.