



Association of St. C Condominium Owners

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MINUTES

Board of Directors Meeting

October 19, 2022 – 6:00PM

CALL TO ORDER

The Board of Directors' meeting was called to order at 6:08 pm.

ROLL CALL

Directors Present:

Pres. Christine Merna (304), on-site
Treasurer, Jessica Hodge (107), via Zoom
Secretary, Mark Pratt (309), 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)
Leroy Peña (Security Manager)

Owners in Attendance:

Sharone Pierre (336)
Joane
iPhone
Sibyll Jones (207)
Vera Baquet (205, 212)
Kay Christiansen (211)
Joe Estes
Joshua D
Linda Johnston (202)
Brandie
Jen McAtee
Darin Bokeno (223)

Tommy McGlothlin (309)
Rachel
Yeisan Matthew (307)
Monk
Will & Sana
Dawn Sherwood
Fitzgerald Lawrence (304)
Abigail
3055386224
Nicole
iPhone (60) Michael
Samsung SM-A136U

[Note: Owners are reminded to use a descriptive attendee name on Zoom to ensure an accurate accounting of Owner attendance at the virtual Board meetings. Thank you!]

APPROVAL OF AGENDA

MOTION [J. Hodge] – Adopt the meeting's agenda as presented

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

APPROVAL OF PAST MINUTES

MOTION [J. Hodge] – Approve minutes from the June 29, 2022 Executive Meeting of the St. C Board of Directors

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

MOTION [T. Charles] – Approve minutes from the August 18, 2022 Owner Information Meeting presented by the St. C Board of Directors

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

MOTION [M. Pratt] – Approve minutes from the September 14, 2022 Meeting of the St. C Board of Directors as amended by J. Hodge.

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

Note: Draft annotations will be removed from the minutes, and the documents will be signed as approved and posted on the St. C website on Friday, October 21, 2022.

GENERAL MANAGER’S REPORT

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

- Emergency Generator replacement work is progressing
- Concrete work – Repairs continue for ceilings, porches, walls and stair supports.
- Reimbursements to Owners are being processed for door replacements
- Five (5) “Intent to Lien” notifications were processed and sent to affected unit Owners via certified mail
- Foreclosure processing continues on four (4) units
- Purchase of a replacement work truck from Centerline Rental is in progress
- Curfew passes received from VITEMA
- Additional replacement appliances are being procured for the St. C Laundry Room
- Expecting a refund of about \$13K from VIYA for cable services
- Fire inspection is being coordinated
- Erosion from stormwater runoff is being addressed through a DPNR collaboration effort

Comments/Questions:

Comment [Miller]: Owners are asked to promptly pick up US Postal Service (USPS) packages that are delivered to the St. C Office when notified by the office staff. **Response [Merna]:** The USPS is no longer delivering packages to individual units. They are currently leaving larger packages that won’t fit into the lockers in the front office and this is creating some issues with space and chain of custody as USPS mail can only be received by the addressee – not a designee. The Board recognizes these issues and will consult with other HOAs (through the LLC) to determine possible solutions.

OPERATIONS MANAGER'S REPORT

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

Emergency Generator

- The new emergency generator and associated diesel fuel tank will be permanently installed in a different location than the old generator.
- A concrete foundation is being constructed near the SW end of Building E.
- The temporary emergency generator remains available until installation of the permanent generator is complete.

Garbage Area

- Work is progressing on an enclosure for the garbage bins.
- St. C staff is completing this work.
- Owners should pay attention to the signs posted at the garbage disposal site to avoid issues and possible fines for failure to follow the established rules.

Door Replacement Project

- St. C has purchased replacement front and bedroom (exterior) doors from a local supplier.
- The doors are Philippine mahogany and are about 1/3 of the cost of the louvered doors.
- The St. C Office will notify Owners regarding the schedule for their units as replacements are being prioritized with the most critical (i.e., worst condition) receiving first priority.

Security Lighting

- Replacement of several security lights in both the upper and lower levels should be completed by October 21, 2022

Landscaping

- St. C has secured the services of a landscaping company due to Mr. Ryan leaving the island.

T.S. Fiona

- Tropical Storm Fiona damaged the roof coating on Buildings A and B. An insurance claim is in the process of being filed with our carrier.

Unit 124

- Repairs to Unit 124 are completed, and the unit is available for listing.

Entrance Gate

- The intercom and keypad access at the entrance gate are not working.
- This is impacting the ability for Security to leave the guard house and perform routine patrols of the property.
- St. C Maintenance is obtaining bids for replacement.

Erosion Mitigation

- We are working collaboratively with Island Designs Landscape and Water Solutions, LLC and the DPNR on addressing stormwater erosion issues along the north side of Building A.
- We are hopeful that federal grants will assist us in covering part or all the cost of mitigation measures. Stay tuned...

Comments/Questions:

Comment [Merna]: As St. C moves toward standardization, we need to emphasize that we have a process in place whereby Owners need to report door (and other) maintenance issues to St. C management prior to replacing. This is to ensure that St. C maintenance has an opportunity to assess whether repair is appropriate in lieu of replacement. Owners should not replace assets that fall under the Association's responsibility without approval of St. C management.

Comment [Nugent]: Owners must also submit a Renovation Request Form prior to commencing with major renovations (e.g., walls being moved, etc.) in order to ensure that appropriate

engineering review has/will take place. This is to ensure the continued structural integrity of the buildings.

Comment [Merna]: We are learning from our participation in the HOA LLC on island that some HOAs have black-out periods during the calendar year for construction/renovation projects. That may be something that St. C considers moving forward.

Question [Hodge]: What happened to the intercom system at the entrance gate? **Response**

[Nugent]: It started experiencing problems several months ago. The vendor was called to troubleshoot, but it is at end-of-life (most likely due to our harsh environment) and needs to be replaced. This is the second replacement in the past 15 years.

Comment/Question [Merna]: It is my understanding that Judith's Fancy has a system that recognizes known vehicles registered with the Security Office and automatically opens the gate as the vehicle approaches. Owners are given a sticker when they register their vehicle with Security, and the system scans the sticker. Is this something we can look into for St. C? **Response [Nugent]:** The proposed replacement system is modular and does allow for peripherals to be added. We will check on the availability and cost for this feature.

SECURITY REPORT

Leroy Peña provided a verbal summary of his Security Report (attached to agenda package). Highlights include the following:

- Owners should ensure that their tenants (both long and short-term) are provided with and understand the policies and procedures, rules and regulations, etc.
- Vehicle registration and distribution of parking decals is available at the guard shack at the entrance gate.
- Two additional security cameras are needed.
- In general, we do not allow vehicles to back into parking spaces (with a few exceptions where it is difficult/dangerous to back out). Owners should ensure they follow the rules and park into the spaces facing forward.
- As a reminder, Owners are required to clean up their pet's waste.

Comments/Questions:

Comment [Nugent]: Owners (whether backing in or parking forward-facing) need to be very careful. We recently had an incident at Building A where the railing was damaged by a vehicle. This means that the vehicle went over the sidewalk and struck the railing. This area is currently roped off. We have also observed and received reports of vehicles parking so far forward that they block pedestrian access along the sidewalks. If this continues to be a problem, we may need to consider parking bumpers.

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.

- Welcome to all new Owners at St. C
- Announcement of resignation of one Director – Sibyll Jones. She is stepping back for medical reasons but plans to continue to contribute via committees, etc. We will greatly miss her contributions in the areas of HR, finance, etc. We wish her the best going forward.

- We will be soliciting nominations for new Directors to fill current vacancies. Deadline is October 31, 2022. Interested Owners should download the nomination form available on the website under the Owner section and forward it to the Chair of the Nominating Committee (J. Hodge).
- Unit 124 listing agreement is signed, and the unit should hit the MLS soon at an asking price of \$210K (This is \$80K more than the previous sale price).
- We continue to work aggressively through the Associations attorney on liens and foreclosures
- Update on the Sue legal complaint (i.e., wrongful death allegation for tenant/Limetree worker who fell from a third-floor balcony at St. C in March 2020): The outstanding litigation has been resolved without any cost to St. C, principally through the efforts of Atty. Stucki. This is a tremendous accomplishment considering the failure by a previous Board President to report the incident timely which could have put all liability on the Association (possibly millions of dollars). Non-disclosure agreements are in place regarding the settlement.
- The Board is actively working on strategies for increasing revenue and is interested in ideas from Owners. Please contact D. Petrushkevich with your ideas.
- St. C maintenance continues to work on backlogged work orders. Owners' patience is greatly appreciated as we work through the work orders and explore strategies to improve efficiency.
- As a reminder, Owners have the responsibility to report any structural issues inside their units (e.g., cracks or spalling in walls, ceiling, leaks, etc.) Owners could be held responsible for costs of damage to adjacent units resulting from negligence (i.e., not reporting known structural issues inside their units).
- The dumpster cam has been installed to enforce the rules regarding trash/garbage disposal.
- Noise is part of our condo living but notify Security if excessive noise is occurring outside the allowable hours (8:00 am – 5:00 pm, Mon through Sat).
- We have over 70% of our Owners registered on the St. C website! For Owners who are having difficulty registering or navigating the website, the webmaster will be offering tutorials. Please reach out to Fitzgerald Lawrence directly (email in President's Report)
- COVID-19 still in our midst. Please let the St. C Office know if you need help while sick, and also consider rescheduling any scheduled maintenance in your unit to avoid the spread of COVID.

Comments/Questions:

Comment [Hodge]: Clarification on the financials with regard to the sale of Unit 124. This unit is in arrears for \$185K. Therefore, with the current asking price minus any concessions, closing costs, etc., we are still anticipating full recovery of back assessments. While this isn't "extra" money, it will allow St. C to further delay additional loans from the Hurricane Maria funds to cover our current operating deficit.

Vice President's Report (Vacant)

No report

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:

- Renewal of Directors & Officers Insurance Policy
- Transfer of Banking from 1st Bank to Bank of St. Croix (BoSTX)
- Resignation of One Director from the Board
- Replacement of Front and Gallery Doors
- Sale of Unit #124
- Employee Gift Cards for Thanksgiving

Comments/Questions: None

Treasurer's Report (J. Hodge)

Refer to the report by the Treasurer (attached to agenda package) for details. Additionally, J. Hodge covered the following in her verbal summary of her Treasurer's Report:

Financials

- As of September 30, 2022 - \$230K in our checking account; \$459K in reserves (savings); \$657K in hurricane fund (this should be \$2.1M)
- J. Hodge reviewed the Summary Financial Analysis for Fiscal Year ending December 31, 2022 spreadsheet, pointing out some highlights as follows:
 - Projected deficit for 2022 is \$168 per unit per month (based on total of \$266K deficit)
 - This figure reflects an improvement over previous years as we whittle away at the year-on-year cumulative deficit, but inflation is increasing and the cost of everything is going up.
 - We have borrowed almost \$200K from the Hurricane Maria fund (as of September 30, 2022) to pay for insurance increase, repay PPP loan, fund generator replacement, etc.
 - Proceeds from sale of Unit 124 may help offset some of the loans from the hurricane fund.

2017 Audit

- Tom Singleton, CPA is working to complete the 2017 Audit.
- Expect to receive a preliminary report by 10/21/22 and possibly a final report by the end of October.
- Our focus will turn to the 2018 Audit upon conclusion of the 2017 Audit.

Budget for 2023

- Currently working on a draft 2023 budget for Board review
- Shortfall in 2023 is expected to be approximately \$200 per unit per month
- Property insurance increased by \$78K in 2022; no reason to expect this to decrease for 2023
- We also need to start repaying the loans from the Hurricane Maria fund in order to ensure that we keep repair work moving forward
- Summary: We will likely need to increase monthly HOA fees in 2023 and/or levy a special assessment

Banking Change

- Changing banks from 1st Bank to Bank of St. Croix to reduce costs to the Association

COMMITTEE UPDATES

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

Finance Committee (J. Hodge – Chair)

- Keeping the monthly meeting schedule for the Finance Committee
- Goal is to keep the subject matter focused on finance issues
- Will attempt to hold the Finance Committee meetings prior to the Board meetings

Comments/Questions: None.

Buildings and Grounds Committee (T. Charles – Chair)

- Monthly meetings, 3rd Monday, 6:00 pm AST
- Still reaching out for volunteers to serve on the B&G Committee

- Stressing participation as opposed to just offering suggestions (although suggestions are recognized as a necessary element as well); we need proactive participation (i.e., boots on the ground) to work alongside the Ops Manager.
- Projects in the queue (from 9/19/22 meeting) include the following:
 - Limb and leaf patrol (following storms)
 - Litter patrol (general)
 - Poolside planter vegetation
 - Architectural landscaping at the entrance to St. C
 - Community garden
- Next meeting is October 24, 2022

Comments/Questions: None.

Communications Committee (T. McGlothlin – Chair)

- No formal report this month
- Still looking for volunteers to serve on the Communications Committee; only have 3 volunteers committed at this point
- Next meeting is TBD
- Metrics indicate that traffic on the public Facebook page is really taking off

Comments/Questions: None.

OLD BUSINESS

- **None**

NEW BUSINESS

St. C 50th Anniversary!!

- 2024 marks St. C's 50th Anniversary
- The Social Committee will be looking for volunteers to assist with planning a celebration

2023 Annual Owners' Meeting

- The Nominating Committee will be looking for volunteers to assist with planning and execution of the 2023 Annual Owners' Meeting
- Please reach out to J. Hodge/C. Merna for more information and to volunteer

ANNOUNCEMENTS

Website Forum Issues

- There have been issues with the website not forwarding questions being posted by Owners. We believe this has been resolved, but we ask that Owners resubmit their questions if they have not received a response.
- Recognize that responses do take some time to research and develop responses. Therefore, a single Owner submitting 40 – 50 questions can negatively impact the ability to provide timely responses to all Owners' questions.
- The calendar on the website is back up and up-to-date as of today.

ADJOURNMENT

MOTION - There being no further business, on motion duly moved by J. Hodge and seconded by M. Pratt, the meeting was adjourned at 7:47 pm AST

Minutes submitted and approved by:

A handwritten signature in black ink, appearing to read 'Mark Pratt', written over a horizontal line.

Mark Pratt, Secretary



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

AGENDA

Board of Directors Meeting

October 19, 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



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Manager's Report October 19, 2022

EMPLOYEES

Work orders and repairs as reported and identified are being worked by our staff with priority of safety and security. Additional workers are needed for ceiling, porch, and wall repairs; stairs building and replacement is not getting any better but in the contrary worst.

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

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.

REIMBURSE LISTING This office provided the Board with a listing of three individuals requesting reimbursement for items and work done in their unit. Recommendation of amount to be reimbursed was provided; we continue to be questioned by owners on the status. Units 315, 140, and 125 a total of \$4,100.00

LIENS

Five (5) "Intent to Lien" was processed and sent out certified mail. I reach out to the owners; one responded and made the total payment bringing the account with a zero balance. Units 114,115,122,130 and 230.

FORCLOSURE

Information requested on 4 units were uploaded in the drop box – Units 102, 110, 131 and 339.

AUDIT

The audit is in process in regards to 2017 information. We are still awaiting requested bank statements from the bank. Test Samples were provided and uploaded in the drop box.

VEHICLE

The Maintenance F150 Truck roof was repair. We have negotiated the purchase of an additional truck for \$15, 200.00 with Centerline Rental. Yes, we were approved for \$15,000.00; the additional \$200.00

is for transfer, licensing and other administrative cost. This was discussed with the treasurer.

CURFEW PASS Received from VITEMA.

LAUNDRY There is a real need to have two additional washers. There are two operational washers. Got a quote from Ashley's Furniture for a Speed Queen commercial washer for \$2,299.00. Carlos do not have Speed Queen; a quote was requested but never received. Approval of additional funds of \$1,299.00 to get us one washer or \$3,598.00 for two.

APARTMENTS Clarification on the amount of approved funding for repair/renovation of Apt A is needed; the deposit is needed.

HIGH VOLTAGE – Discussion on selected vendor needed.

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 Split unit installed in Dolphin Suite.

INSURANCE Working with Jessica in completing requirement from Insurance company.

LICENSE RENEWAL Two license with penalty is open 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.

Will work with DLCA to clarify and put account on hold.

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

CABLE BOX Expecting a refund of approximately \$13,000.00 from VIYA.

FIRE INSPECTION

Our Fire Inspection is not up to date, last inspection was for the period of May 2021 to 2022. \$225.00 is required for 2022 inspection fee and penalty (\$150.00 inspection and \$75.00 penalty).

EROSION

A team of two members contractor with DPNR visited the property to identify our erosion situation. Patrick, Christine, Mark and myself met with them. They did their discoveries, took pictures, and heard our concerns. A report will be received reflecting possible solutions.

The Operations Manager completed an application something in the early summer for the Residential Erosion Control Program announced by V.I. Clean Coasts. The program is aimed at improving drainage, runoff, and erosion issues.

Submitted by Jerraine Miller
General Manager
19 October 2022

Operations Report

Prepared by Patrick Nugent, Operations & Security Manager

October 18, 2022

Introduction

We continue to work on the many maintenance issues on the property. The replacement of the old 40 kw generator with the new 150kw unit is nearing completion. Information on the progression of this project in including this report.

The property has many pending projects. One of the most critical of these are the concrete overhang replacement. The overhang project has a cost of \$185,000 attached to it. This quotation is over 90 days old. I anticipate that this cost will increase once the project is finally approved. Similarly, repairs to falling stair cases are a health and safety matter. The team has (sure) up the most critical stars to ensure they are safe to use, however their complete replacement is critical. Three months ago, the team replaced an entire set of stairs at a cost of \$8,000 for materials. We anticipate that this project with the 4 sets of stairs under health and safety status will cost approximately \$32,000 to replace if done with STC staff.

Generator

The relocation of the new 150 KW generator is in progress. The concrete pads for the generator and the fuel storage tank are complete. The replacement generator was relocated due to the fact that it was larger than the room designated as the generator room. In addition, the new generator came with its own noise reduction housing, which also made it weather proof. The new location is at the end of building E.



Concrete pad for garbage bin enclosure



Concrete pad for generator & fuel tank

In addition, the concrete pad for the new garbage bin enclosure is also complete. The construction of the wooden enclosure is also on going. The outcome is expected to be similar to the picture below.



Operations Report

Prepared by Patrick Nugent, Operations & Security Manager

October 18, 2022

Front and Bedroom Doors Replacement Project

We began the front door replacement project. The old St. C louvered doors are being replaced. The replacement doors are Philippine Mahogany (see picture below). The replacement cost for the old louvered doors were \$1,500 per door. A decision was made to change to a new style of door at a much lower cost, and the Philippine Mahogany doors were selected after an extensive search. We found a local supplier of these doors at a cost of \$518 per door.



**Replacement St. C front door.
Security Light Replacement**



Replacement Bedroom doors

We have started the replacement of the nonfunctioning building security lights. As of 10.18.2022 we have replaced 5 nonfunctioning building security lights all on the buildings for the lower-level units. Pending are two security lights for the upper-level buildings. I anticipated these lights will be replaced by Friday of this week.

Landscaping

Mr. Ryan the landscapers had to leave the island. He is expected to return, however we had to secure an outside landscaping company to maintain the property. All trees and shrubs are being pruned (correctly) and the grass is being cut.

Tropical Storm Fiona

Tropical storm Fiona brought damages to the roof of building A and B. These repairs are being mitigation through the insurance company.

Unit 124

All repairs to unit 124 are completed to have the unit listed for sale.

Entrance gate intercom and key pad

The entrance gate intercom and key pad access control is not working and requires replacement. We have received a replacement quotation of \$5,455.00. So far this is the lowest quotation received for the replacement of the unit. Because the key pad is not working the guards are unable to do their foot

Operations Report

Prepared by Patrick Nugent, Operations & Security Manager

October 18, 2022

patrols as required by their post orders, as the access arm must be raised by the guard to give access to the property.

Erosion Mitigation

As mentioned in prior reports, we have engaged the expertise of an engineer to provide a plan of action for the erosion problem at the northside of building A lower level. In addition, we are working with the Marine Scientist, Island Designs Landscape and Water Solution LLC, who have received a grant through DPNR for residential erosion mitigation. This group visited our property to make an assessment of the erosion problem we have. The goal here, is that this team will provide a comprehensive report of their findings, with possible solutions for addressing the erosion problem. These finding will be submitted to DPNR as well. This program may also be able to fund the erosion control methods as suggested by the team. The current Residential Erosion Control Program may be a way for us to address this concerning problem.

Security Briefing

10/19/2022

Car sticker:

There are still owners and tenants who have not got the new car tag for their vehicle.

Owner sticker are black and long term residents are red:

Please stop by the security booth to have your new car stickers issued to you. Presently, at least about 45% of the residents and tenants have gotten their new tags.

Thanks in advance for your cooperation.

Call Box :

The call box at the gate entrance is not working. Owners and tenants with swipe cards and remote gate opener can still open the gate arm with those devices.

The security guard is opening the gate arm to allow guests, visitors and contactors to enter the property. We are still recording every vehicle that comes onto the property onto the daily security log sheet. Please advise your guest, the security guard may not be at the gate for a short period of time(8 minutes) as they make security rounds or investigate incidents on the property. Your patience during this time is greatly appreciated.

The cost to for the replacement of the call box is \$5,455.00

Request for additional cameras:

I am requesting two more security cameras to better cover buildings D, E, and H, I, and J. The cost will be \$3,500.00 for the cameras and installation.

Trash: There seems to be an uptick in illegal dumping of trash on the property. Any illegal trash found to not have been properly discarded by the owner or tenant will be fine. The trash bins are for trash. The brush bins are for brush only. Contractors must take their debris off the property and not toss them into the trash bins and brush bin. All furniture must be taken to an off site location by the owner or tenant. There have been three fine levey on those individuals who were identified by recording footage of the bin area.

Individuals walking their pets on the property need to clean up behind their pets, if they go on the property grounds to include the beach side view of the property.

Lockout: Any security staff having to leave his or her post to let a guest, tenant or resident back into his or her unit or asked to enter the unit for any reason will be charged a lockout fine of \$75 dollars. NO EXCEPTION.

Paragraph :**VI. General Rules and Regulations, 2. (i)** Backing Into parking space:

Backing into parking spaces: Is not permitted unless the vehicle is parked in a space where backing out would be too difficult to do, Building (J) units 141 thru 342. Association Fee: \$100+ Fines for violations of By-laws or Rules and Regulation

Temporary Parking: Any resident or tenant leaving the property for long periods of time should park their vehicle in the parking lot above the office but not in any space located directly in front of building H, I, or J units.

Due to staff going on vacation and personal leave We have activated our temporary security backup plan with R&T Unlimited Security Company to fill those security positions.

Any concern please contact your

Chief of Security; Leroy Pena (340)513-3868



St. C Condominiums

St. Croix, U.S. Virgin Islands

President's Report

October 2022

Submitted by: Christine Merna

Following is a report of Board activity to be recorded with the Minutes for the Board Meeting held on October 19, 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!
- Transitions. I regret to inform the community of the resignation of Sibyll Jones from the Board of Directors. Sibyll is stepping back from her duties for medical reasons. We are so grateful for her years of service to the Board and the Association. She was so instrumental in organizing and building a solid HR program for the management and staff, along with numerous daily contributions and behind the scenes impacts. Many thanks to Sibyll for her selfless commitment to the Association, this Board and the Owners. The great news is she has committed to remaining an active member of the community, as she is able. We will miss her! Wishing her all the best.
- Calling on Owners! We have Board positions to fill. Please consider submitting and application to join our dynamic team. Owners in good standing are encouraged to apply. It is a fantastic opportunity to make a positive impact on our wonderful community. The application is posted on the website under the "Owners" section and are due by October 31st.
- Unit 124. We are excited to announce that this unit is being listing this week on the MLS with an asking price of \$210K. Another great opportunity for one of the many interested buyers out there seeking to purchase a condo at the most desirable Condominiums on the island. Spread the word!
- I am delighted to announce that the outstanding litigation of the Sue case has been fully resolved and dismissed without any expenditure of Association funds. This is largely due to the excellent work of this Board and the sound counsel of our excellent Attorney, Jay Stucki.
- The Board is actively working on strategies for increasing revenue. There are some exciting possibilities that we are exploring. More information to follow as the plans continue to mature and take shape.
- The renovation and long overdue upgrades of the apartments has begun.

- As a reminder, 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.
- IMPORTANT! 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.
- The generator is here! Many thanks to our maintenance team on the great work they are doing in partnership with our contractors to get our new generator installed. We are nearing completion of this effort.
- Many thanks to our security team who continue to keep our community safe and secure. We have a “dumpster cam” that is being closely monitored and we have been taking action against violators who continue to ignore the posted “no dumping” signs. Fines are being levied. We thank everyone for their cooperation in keeping our grounds free of garbage and debris.
- 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 65% of our 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 to register and don’t forget to monitor our Facebook page to keep up with St. C happenings.
- Website assistance. The Board will, once again, offer assistance and training to any owner who would like to learn/or needs assistance navigating the St. C website. Please send an email to nattyfitz@live.com to schedule a time for one-on-one assistance.
- COVID. Just a reminder that we are still navigating the Covid pandemic. Recently several Board members have been out of commission due to Covid. 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



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 October 19, 2022:

Regarding Renewal of Directors & Officers Insurance Policy

September 4, 2022

- **Issue:** Accept Marshall & Sterling's proposal for the renewal of D&O Liability insurance policy with the same terms and conditions as the existing policy but at a premium increase to approximately \$40K.
- Approved unanimously by the Board with six (6) "Yes" votes, zero (0) "No" votes, zero (0) non-votes and zero (0) abstentions.

Regarding the Transfer of Banking from 1st Bank to Bank of St. Croix (BoSTX)

September 19, 2022

- **Issue:** Approval for the following: 1.) Open a new checking account to serve as the primary checking account for St. C business, 2.) Open a new savings account to serve as the Reserves account for St. C, 3.) Designate the existing checking account with BoSTX to be used exclusively for St. C Hurricane funds, 4.) Reassign the other existing checking account as the working account linked to the St. C office debit card with a working balance of \$10,000 to be reconciled monthly and replenished as needed, 5.) Establish authorized signers as follows:
 - Christine Merna
 - Mark Pratt
 - Jessica Hodge
 - Victoria Rundberg-Rivera (back-up role)
 - Jerraine Miller
- Approved unanimously by the Board with six (6) "Yes" votes, zero (0) "No" votes, zero (0) non-votes and zero (0) abstentions.

Regarding the Resignation of One Director from the Board

September 23, 2022

- **Issue:** Accept Sibyll Jones's resignation from the St. C Board of Directors effective Friday, September 23, 2022.
- Approved unanimously by the Board with five (5) "Yes" votes, zero (0) "No" votes, zero (0) non-votes and zero (0) abstentions.



St. C Condominiums

St. Croix, U.S. Virgin Islands

Regarding the Replacement of Front and Gallery Doors

September 28, 2022

- **Motion [J. Hodge]:** Authorize the purchase of 70 doors from Kama Kris to augment the number previously purchased (June 2022) to complete the door replacement project.
Note: Cost for these doors (~\$36K) will be appropriately funded by St. C Hurricane funds.
- The Motion was seconded by M. Pratt and approved unanimously by the Board with five (5) “Yes” votes, zero (0) “No” votes, zero (0) non-vote and zero (0) abstentions.

Regarding Sale of Unit #124

October 14, 2022

- **Issue:** Authorize the listing of Unit 124 with Seaglass Properties at an asking price of \$210K.
- Approved unanimously by the Board with five (5) “Yes” votes, zero (0) “No” votes, zero (0) non-votes and zero (0) abstentions.

Regarding Employee Gift Cards for Thanksgiving

October 15, 2022

- **Issue:** Authorize the purchase of gift cards from Plaza East for St. C employees (each at \$30).
- Approved unanimously by the Board with five (5) “Yes” votes, zero (0) “No” votes, zero (0) non-votes 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 October 19, 2022:

Fund Balances as of 9/30/22

- Checking/Cash: \$230,114
- Reserves/Savings: \$459,085 (correction from last BOD mtg)
- Hurricane: \$657,352 (correction from last BOD mtg)

Audit

- Office staff is actively working with Tom Singleton, P.A. on the 2017 audit
- Anticipate a report for peer review by end of October
- Upon final review, audit would be presented in November
- Audit for 2018 would commence immediately upon completion of 2017

2023 Budget

- The budget for 2023 is currently being developed based upon January – September actual income/expenses and projected year end
- Current monthly assessments are in the amount of \$817
- Strictly based upon expenses/reserves projected through end of year 2022 (\$1,583,000), divided by 12 months and then by 132 units, monthly assessments should have been \$999/month
- Property insurance alone increased by \$78,046 for 22-23 which the effects will primarily be seen in 2023. This amount is not included in above. Other factors to consider moving forward are material increases, labor costs, insurance costs, etc.
- Recommend special assessment to reimburse hurricane funds borrowed for generator/insurance/PPP loan to ensure funding for concrete repairs and painting
- Recommend either an increase in monthly dues or special assessment for shortfall for 2023 or a mix of both to ensure proper funding for 2023

Hurricane Funds

- Cost of Hurricane Repairs to Date in 2022: \$302,648
- Hurricane Funds Borrowed to Pay Insurance Deficit for 1/2022-9/2022: \$199,822.50
- Hurricane Funds Borrowed to Pay Other Costs (PPP/Generator/Misc): \$252,270

Miscellaneous Activities

- Change in banks from FirstBank to Bank of St. Croix is in progress
- A proposal to change to utilizing a payroll company will be presented to the Board before December to allow for a smooth transition

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

Jessica Hodge
Treasurer

Association of St. C Condominium Owners
Analysis For Fiscal Year January - December 2022

	Through September 2022	Projected Actual through December 2022	Current Budget 2022	Difference
Income				
4000 ASSESSMENTS INCOME				
4010 Insurance Assessment	265,818.96	380,821.00	380,821.00	0.00
4020 Monthly Maintenance Fee Income	569,504.76	759,379.00	759,379.00	0.00
4021 Cable Fee Income	36,014.48	36,014.48	52,000.00	-15,985.52
4030 Insurance Deductable				
4035 Long Term Repair / Replacement				
	Removed for clarity as these funds collected are for Reserves and deposited in Reserve account			
Total 4000 ASSESSMENTS INCOME	\$ 871,338.20	\$ 1,176,214.48	\$ 1,192,200.00	\$ (15,985.52)
4300 LATE FEES - INCOME				
4310 Finance Charges Fees	44,621.91	20,295.82	10,026.00	10,269.82
4312 Late Fee Income	2,565.91	2,031.16	300.00	1,731.16
Total 4300 LATE FEES - INCOME	\$ 47,187.82	\$ 22,326.98	\$ 10,326.00	\$ 12,000.98
4500 MISCELLANEOUS - INCOME				
4100 Cable TV Remote Control Sales	270.00	270.00	175.00	95.00
4200 Interest Income	557.30	743.07	890.00	-146.93
4525 Cable Box Income	550.00	550.00	360.00	190.00
4530 Faxes & Copies Income	70.00	93.33	0.00	93.33
4535 Fine Assessments	2,300.00	2,300.00	0.00	2,300.00
4540 Gate & Mail Keys Fee Income	950.00	1,266.67	144.00	1,122.67
4543 Gate Remote	665.00	886.67	312.00	574.67
4545 Laundry Income	2,346.50	3,128.67	1,676.00	1,452.67
4555 HOA Clearance Statement Fee	1,800.00	1,800.00	0.00	1,800.00
4560 Miscellaneous Income	1,408.00	1,408.00	0.00	1,408.00
4565 Hurricane Shutter Service Income	750.00	750.00	0.00	750.00
4575 Gain on Sale of Property	0.00	0.00	0.00	0.00
4599 Cleaning Income	600.00	800.00	950.00	-150.00
Total 4500 MISCELLANEOUS - INCOME	\$ 12,266.80	\$ 13,996.40	\$ 4,507.00	\$ 9,489.40
4600 RENTAL INCOME				
4610 Apt A - Rental Income	0.00	0.00	10,200.00	-10,200.00
4620 Apt B - Rental Income	7,617.00	10,156.00	10,200.00	-44.00
4630 Apt C - Rental Income	9,867.00	13,156.00	13,200.00	-44.00
4650 Lobby Apt - Rental Income	3,600.00	4,800.00	5,000.00	-200.00
4670 Restaurant - Rental Income	0.00	0.00	600.00	-600.00
Total 4600 RENTAL INCOME	\$ 21,084.00	\$ 28,112.00	\$ 39,200.00	\$ (11,088.00)
4700 REPAIRS - UNIT INCOME				
4710 Repairs Income - Owner Payments	865.82	1,154.43	0.00	1,154.43
Total 4700 REPAIRS - UNIT INCOME	\$ 865.82	\$ 1,154.43	\$ -	\$ 1,154.43
Total Income	\$ 952,742.64	\$ 1,241,804.29	\$ 1,246,233.00	\$ (4,428.71)
Gross Profit	\$ 952,742.64	\$ 1,241,804.29	\$ 1,246,233.00	\$ (4,428.71)
Expenses				
5000 ADMINISTRATIVE (OPERATING EXPS)				
5100 ASSOC COMMON ADMIN EXPENSE				
5110 Annual & Board Meeting Expenses	331.25	441.67	3,500.00	-3,058.33
5130 Cable TV Monthly Expense	30,310.08	30,310.08	52,000.00	-21,689.92
Total 5100 ASSOC COMMON ADMIN EXPENSE	\$ 30,641.33	\$ 30,751.75	\$ 55,500.00	\$ (24,748.25)
5200 INSURANCE EXPENSE				
5210 Auto Insurance	1,891.05	2,547.24	2,470.00	77.24
5220 Comm. General Liability Ins.	10,960.26	14,614.47	14,617.00	-2.53
5230 Crime Bond Insurance	1,773.72	2,364.96	2,365.00	-0.04
5240 Director's & Off's Gen Liab Ins	24,497.10	31,183.34	38,106.00	-6,922.66
5250 Excess Liability Comm Ins	0.00	0.00	4,000.00	-4,000.00
5260 Property Insurance	312,518.60	431,645.72	398,463.00	33,182.72
5270 Property Appraisal	4,000.00	4,000.00	0.00	4,000.00
5280 Insurance Finance Charge	2,695.72	6,739.30	0.00	6,739.30
Total 5200 INSURANCE EXPENSE	\$ 358,336.45	\$ 493,095.03	\$ 460,021.00	\$ 33,074.03
5400 LICENSES & FEES				
5420 Fees & Licenses	222.49	250.00	2,000.00	-1,750.00
Total 5400 LICENSES & FEES	\$ 222.49	\$ 250.00	\$ 2,000.00	\$ (1,750.00)
5500 MISCELLANEOUS				
5521 Write Off Balance Expense	1,576.17	2,101.56	0.00	2,101.56
5525 Late Fee Expense	822.84	822.84	100.00	722.84
5530 Bank Charges	1,303.54	1,738.05	600.00	1,138.05
5537 Commission Expense - CCRD FEES	22,282.29	29,709.72	18,500.00	11,209.72
5539 Interest Expense	9,028.03	12,037.37	0.00	12,037.37
5595 Taxes	0.00	5,800.00	5,800.00	0.00
Total 5500 MISCELLANEOUS	\$ 35,012.87	\$ 52,209.55	\$ 25,000.00	\$ 27,209.55
5600 OFFICE EXPENSE				
5605 Security Cameras	4,600.00	6,133.33	1,000.00	5,133.33
5610 Computer/Printer Expense	10,131.77	13,509.03	4,500.00	9,009.03
5615 Dues & Subscriptions	1,055.44	1,407.25	1,095.00	312.25

5616 Employee Uniforms	965.19	1,286.92	2,500.00	-1,213.08
5620 Office Expense - Misc	81.14	108.19	2,000.00	-1,891.81
5625 Phone/Fax Expense	5,584.20	7,445.60	6,800.00	645.60
5630 Phone Service Contract	1,251.00	1,668.00	1,668.00	0.00
5636 Internet Expense	2,795.58	3,727.44	2,300.00	1,427.44
5650 Office Supplies	3,220.42	4,293.89	3,700.00	593.89
5650 Office Subsistance	0.00	0.00	0.00	0.00
5652 Employee Training Exp	600.00	800.00	0.00	800.00
5655 Postage	507.79	677.05	600.00	77.05
5656 Recording/Filing Fees	181.00	241.33	0.00	241.33
Total 5600 OFFICE EXPENSE	\$ 30,973.53	\$ 41,298.04	\$ 26,163.00	\$ 15,135.04
5800 PROFESSIONAL FEES				
5810 Accounting	3,445.00	4,593.33	15,000.00	-10,406.67
5815 Reserve Study	0.00	0.00	5,000.00	-5,000.00
5830 Engineering	0.00	0.00	1,500.00	-1,500.00
5840 Legal	61,591.00	72,000.00	27,000.00	45,000.00
Total 5840 Legal	\$ 61,591.00	\$ 72,000.00	\$ 27,000.00	\$ 45,000.00
Total 5800 PROFESSIONAL FEES	\$ 65,036.00	\$ 76,593.33	\$ 48,500.00	\$ 28,093.33
5900 SALARIES & WAGES (ADMIN)				
5910 Admin Hrly - Regular Pay	19,600.83	26,134.44	24,960.00	1,174.44
5916 Admin Hrly - Sick/Personal	287.00	382.67	0.00	382.67
5917 Admin Hrly - Overtime	543.00	724.00	0.00	724.00
5918 Admin Hrly - Holiday Pay	1,056.00	1,408.00	0.00	1,408.00
5920 Admin Hrly - Bonuses	500.00	666.67	0.00	666.67
5950 Manager Salary - Regular Pay	79,053.75	105,405.00	106,000.00	-595.00
5956 Manager Salary - Sick/Personal	1,030.77	1,374.36	0.00	1,374.36
Total 5900 SALARIES & WAGES (ADMIN)	\$ 102,071.35	\$ 136,095.13	\$ 130,960.00	\$ 5,135.13
Total 5000 ADMINISTRATIVE (OPERATING EXPS)	\$ 622,294.02	\$ 830,292.83	\$ 748,144.00	\$ 82,148.83
6000 MAINTENANCE EXPENSES				
6050 Auto Expenses - Chevy (old)				
6055 Gas	0.00	0.00	550.00	-550.00
6070 Repairs & Maint	12.00	16.00	1,500.00	-1,484.00
Total 6050 Auto Expenses - Chevy (old)	\$ 12.00	\$ 16.00	\$ 2,050.00	\$ (2,034.00)
6051 Auto Expense				
6052 Gas	849.52	1,132.69	800.00	332.69
6053 Registration	244.00	244.00	300.00	-56.00
6054 Repairs & Maint	1,443.67	1,924.89	300.00	1,624.89
Total 6051 Auto Expense- Ford (new)	\$ 2,537.19	\$ 3,301.59	\$ 1,400.00	\$ 1,901.59
6200 COMMON AREA EXPENSES				
6150 Cleaning Supplies	1,289.36	1,719.15	250.00	1,469.15
6155 Cleaning Contract	725.00	966.67	6,000.00	-5,033.33
6215 Vehicle Removal Exp	425.00	425.00	0.00	425.00
6221 Gate Pass/Mail Key Expense	862.17	862.17	0.00	862.17
6222 Gate Pass Buy Back	25.00	33.33	240.00	-206.67
6225 Equipment & Tools	2,631.45	3,508.60	1,200.00	2,308.60
6228 Fire Extinguishers & Certificat	900.00	900.00	1,800.00	-900.00
6235 Landscaping	18,864.87	25,153.16	25,000.00	153.16
6240 Paint & Paint Supplies	996.71	1,328.95	4,500.00	-3,171.05
6244 Parking Decal/Violation Expenses	894.20	894.20	0.00	894.20
6245 Signage	116.00	116.00	0.00	116.00
6247 Guard House Expenses	184.37	245.83	0.00	245.83
6248 Tools & Equipment Rentals	0.00	0.00	800.00	-800.00
6249 Safety Supplies & Equipment	2,092.08	2,789.44	150.00	2,639.44
6250 Contract Labor	600.00	800.00	0.00	800.00
6260 Security Contract Labor	3,536.00	4,714.67	0.00	4,714.67
6270 Exterminating	7,007.05	9,342.73	8,460.00	882.73
6279 Miscellaneous Expense	262.13	349.51	0.00	349.51
Total 6200 COMMON AREA EXPENSES	\$ 41,411.39	\$ 54,149.40	\$ 48,400.00	\$ 5,749.40
6280 INSURANCE - EE				
6283 Health Insurance	51,556.41	68,741.88	71,308.00	-2,566.12
Total 6280 INSURANCE - EE	\$ 51,556.41	\$ 68,741.88	\$ 71,308.00	\$ (2,566.12)
6300 LAUNDRY ROOM EXPENSES				
6315 Laundry Expense	244.00	325.33	2,000.00	-1,674.67
Total 6300 LAUNDRY ROOM EXPENSES	\$ 244.00	\$ 325.33	\$ 2,000.00	\$ (1,674.67)
6500 RENTAL APT. EXPENSES				
6505 Apt A Expenses	0.00	0.00	500.00	-500.00
6510 Apt B Expenses	165.72	220.96	500.00	-279.04
6515 Apt C Expenses	275.00	366.67	500.00	-133.33
6520 Lobby Apt Expenses	2,733.97	3,645.29	500.00	3,145.29
Total 6500 RENTAL APT. EXPENSES	\$ 3,174.69	\$ 4,232.92	\$ 2,000.00	\$ 2,232.92
6600 REPAIRS & MAINTENANCE				
6603 Water Plant Repairs & Maint	1,915.45	2,553.93	0.00	2,553.93
6605 Gate Repairs & Maint	1,250.00	1,666.67	1,000.00	666.67
6607 Office Repairs & Maint	3,437.45	4,583.27	1,000.00	3,583.27
6615 Building Repairs & Maint	2,412.46	3,216.61	4,000.00	-783.39
6616 Guard House Repairs & Maint.	300.00	400.00	0.00	400.00

6620 Pool Repairs & Maint	7,544.50	10,059.33	5,500.00	4,559.33
6621 Railing Repair & Maintenance	4,995.59	6,660.79	0.00	6,660.79
6622 Plumbing Repairs & Maint	3,459.75	4,613.00	5,500.00	-887.00
6623 Electrical Repairs & Maint	5,629.40	7,505.87	0.00	7,505.87
6625 Generator Repairs & Maint	7,536.63	10,048.84	3,000.00	7,048.84
6625 Paving Repairs & Maint	0.00	0.00	1,000.00	-1,000.00
6632 Cistern Repairs & Maint	264.95	353.27	1,000.00	-646.73
6633 Filtration System Repairs & Maint	13,970.00	13,970.00	0.00	13,970.00
6636 General Repairs & Maintenance	1,335.23	1,780.31	500.00	1,280.31
6637 Unit Repair Owner Reimburs	527.33	703.11	0.00	703.11
6639 Assoc Owned Unit Rep & Maint	5,763.73	5,763.73	0.00	5,763.73
Total 6600 REPAIRS & MAINTENANCE	\$ 60,342.47	\$ 73,878.72	\$ 22,500.00	\$ 51,378.72
6640 TRASH REMOVAL				
6610 Trash Removal	7,727.50	10,303.33	7,500.00	2,803.33
Total 6640 TRASH REMOVAL	\$ 7,727.50	\$ 10,303.33	\$ 7,500.00	\$ 2,803.33
6660 MAINTENANCE SALARY & WAGES				
6667 Maint Manager Hrly - Sick/Pers	144.00	192.00	0.00	192.00
6668 Maint Manager Hrly - Overtime	56.25	75.00	0.00	75.00
6670 Maintenance Hrly- Jury Duty	144.00	192.00	0.00	192.00
6671 Maintenance Hrly - Vacation Pay	3,336.00	4,448.00	0.00	4,448.00
6672 Maintenance Hrly - Sick/Pers	2,568.00	3,424.00	0.00	3,424.00
6673 Maintenance Hrly - Regular Pay	124,097.00	165,462.67	210,641.00	-45,178.33
6677 Maintenance Hrly - Overtime	1,217.26	1,623.01	0.00	1,623.01
6678 Maintenance Hrly - Holiday	6,800.00	9,066.67	0.00	9,066.67
Total 6660 MAINTENANCE SALARY & WAGES	\$ 138,362.51	\$ 184,483.35	\$ 210,641.00	\$ (26,157.65)
6680 SECURITY SALARY & WAGES				
6675 Security Hrly - Regular Pay	79,367.38	105,823.17	105,040.00	783.17
6681 Security Hrly - Vacation	3,824.00	5,098.67	0.00	5,098.67
6682 Security Hrly - Sick/Personal	880.00	1,173.33	0.00	1,173.33
6683 Security Hrly - Overtime	5,871.33	7,828.44	0.00	7,828.44
6684 Security Hrly - Holiday	4,476.00	5,968.00	0.00	5,968.00
6690 Security Salary - Regular Pay	15,935.38	21,247.17	31,200.00	-9,952.83
6692 Security Salary - Sick/Personal	750.00	1,000.00	0.00	1,000.00
Total 6680 SECURITY SALARY & WAGES	\$ 111,104.09	\$ 148,138.79	\$ 136,240.00	\$ 11,898.79
6700 UTILITIES				
6705 Electricity - St C	16,455.41	21,940.55	21,500.00	440.55
6710 Propane Gas	0.00	0.00	1,500.00	-1,500.00
6711 WAPA Electric Apt B	24.95	33.27	0.00	33.27
6712 WAPA Electric Apt A	451.69	602.25	0.00	602.25
6713 WAPA Electric Apt C	120.82	161.09	0.00	161.09
Total 6700 UTILITIES	\$ 17,052.87	\$ 22,737.16	\$ 23,000.00	\$ (262.84)
6800 WATER				
6810 W.A.P.A. Water	37,551.00	50,068.00	48,000.00	2,068.00
6830 Water Testing	6,039.74	8,052.99	2,000.00	6,052.99
Total 6800 WATER	\$ 43,590.74	\$ 58,120.99	\$ 50,000.00	\$ 8,120.99
Total 6000 MAINTENANCE EXPENSES	\$ 477,115.86	\$ 628,429.45	\$ 577,039.00	\$ 51,390.45
6900 PAYROLL TAXES				
6405 FICA Expense	21,579.89	28,773.19	25,500.00	3,273.19
6410 FUTA Expense	717.58	956.77	700.00	256.77
6415 Medicare	5,074.29	6,765.72	6,000.00	765.72
6430 VIESA	6,740.21	8,986.95	13,000.00	-4,013.05
6435 Workman's Compensation	3,079.77	4,106.36	4,400.00	-293.64
Total 6900 PAYROLL TAXES	\$ 37,191.74	\$ 49,588.99	\$ 49,600.00	\$ (11.01)
Total Expenses	\$ 1,136,601.62	\$ 1,508,311.26	\$ 1,374,783.00	\$ 133,528.26
Net Operating Income	\$ (183,858.98)	\$ (266,506.98)	\$ (128,550.00)	\$ (137,956.98)
Deficit if No Hurricane Funds had been borrowed:	\$ (266,506.98)			
Monthly Deficit:	\$ (22,208.91)			
Per Unit Monthly Responsibility:	\$ 168.25			
			\$128,550 was borrowed from Hurricane funds as voted on and per budget	

Association of St. C Condominium Owners

Profit and Loss

January - August, 2022

	Total
Income	
4000 ASSESSMENTS INCOME	
4010 Insurance Assessment	227,483.52
4020 Monthly Maintenance Fee Income	506,246.40
4021 Cable Fee Income	36,014.48
4030 Insurance Deductable	10,000.32
4035 Long Term Repair / Replacement	40,001.28
Total 4000 ASSESSMENTS INCOME	\$ 819,746.00
4300 LATE FEES - INCOME	
4310 Finance Charges Fees	37,661.45
4312 Late Fee Income	2,245.91
4315 Misc Late Fee Income	0.00
Total 4300 LATE FEES - INCOME	\$ 39,907.36
4500 MISCELLANEOUS - INCOME	
4100 Cable TV Remote Control Sales	245.00
4200 Interest Income	624.03
4525 Cable Box Income	85.00
4530 Faxes & Copies Income	54.00
4540 Gate & Mail Keys Fee Income	900.00
4543 Gate Remote	605.00
4545 Laundry Income	2,029.50
4555 HOA Clearance Statement Fee	1,800.00
4560 Miscellaneous Income	1,408.00
4599 Cleaning Income	600.00
Total 4500 MISCELLANEOUS - INCOME	\$ 8,350.53
4600 RENTAL INCOME	
4620 Apt B - Rental Income	6,800.00
4630 Apt C - Rental Income	8,800.00
4650 Lobby Apt - Rental Income	3,600.00
Total 4600 RENTAL INCOME	\$ 19,200.00
4700 REPAIRS - UNIT INCOME	
4710 Repairs Income - Owner Payments	865.82
Total 4700 REPAIRS - UNIT INCOME	\$ 865.82
Total Income	\$ 888,069.71
Gross Profit	\$ 888,069.71
Expenses	
5000 ADMINISTRATIVE (OPERATING EXPS)	
5100 ASSOC COMMON ADMIN EXPENSE	
5110 Annual & Board Meeting Expenses	331.25
5130 Cable TV Monthly Expense	30,310.08
Total 5100 ASSOC COMMON ADMIN EXPENSE	\$ 30,641.33

5200 INSURANCE EXPENSE	
5210 Auto Insurance	1,672.32
5220 Comm. General Liability Ins.	9,742.19
5230 Crime Bond Insurance	1,576.64
5240 Director's & Off's Gen Liab Ins	21,775.20
5260 Property Insurance	272,809.56
5270 Property Appraisal	4,000.00
5280 Insurance Finance Charge	1,347.86
Total 5200 INSURANCE EXPENSE	\$ 312,923.77
5400 LICENSES & FEES	
5420 Fees & Licenses	92.49
Total 5400 LICENSES & FEES	\$ 92.49
5500 MISCELLANEOUS	
5521 Write Off Balance Expense	1,576.17
5525 Late Fee Expense	822.84
5530 Bank Charges	1,226.04
5537 Commission Expense - CCRD FEES	19,691.95
5539 Interest Expense	3,463.94
Total 5500 MISCELLANEOUS	\$ 26,780.94
5600 OFFICE EXPENSE	
5605 Security Cameras	4,600.00
5610 Computer/Printer Expense	10,131.77
5615 Dues & Subscriptions	1,130.44
5616 Employee Uniforms	965.19
5620 Office Expense - Misc	81.14
5625 Phone/Fax Expense	4,805.10
5630 Phone Service Contract	1,112.00
5636 Internet Expense	2,589.59
5650 Office Supplies	2,934.41
5652 Employee Training Exp	600.00
5655 Postage	500.54
5656 Recording/Filing Fees	181.00
Total 5600 OFFICE EXPENSE	\$ 29,631.18
5800 PROFESSIONAL FEES	
5810 Accounting	2,445.00
5840 Legal	61,591.00
Total 5840 Legal	\$ 61,591.00
Total 5800 PROFESSIONAL FEES	\$ 64,036.00
5900 SALARIES & WAGES (ADMIN)	
5910 Admin Hrly - Regular Pay	16,670.83
5916 Admin Hrly - Sick/Personal	287.00
5917 Admin Hrly - Overtime	378.00
5918 Admin Hrly - Holiday Pay	896.00
5920 Admin Hrly - Bonuses	500.00
5950 Manager Salary - Regular Pay	70,899.91
5956 Manager Salary - Sick/Personal	1,030.77
Total 5900 SALARIES & WAGES (ADMIN)	\$ 90,662.51

Total 5000 ADMINISTRATIVE (OPERATING EXPS)	\$	554,768.22
6000 MAINTENANCE EXPENSES		
6050 Auto Expenses - Chevy (old)		
6070 Repairs & Maint		12.00
Total 6050 Auto Expenses - Chevy (old)	\$	12.00
6051 Auto Expense		
6052 Gas		849.52
6053 Registration		244.00
6054 Repairs & Maint		75.00
Total 6051 Auto Expense	\$	1,168.52
6200 COMMON AREA EXPENSES		
6150 Cleaning Supplies		1,269.60
6155 Cleaning Contract		575.00
6215 Vehicle Removal Exp		425.00
6221 Gate Pass/Mail Key Expense		862.17
6222 Gate Pass Buy Back		25.00
6223 Gate Remote Expense		1,120.00
6225 Equipment & Tools		2,347.52
6228 Fire Extinguishers & Certificat		900.00
6235 Landscaping		18,084.87
6240 Paint & Paint Supplies		931.44
6244 Parking Decal/Violation Expenses		894.20
6245 Signage		116.00
6247 Guard House Expenses		184.37
6249 Safety Supplies & Equipment		2,049.11
6260 Security Contract Labor		3,280.00
6270 Exterminating		6,302.05
6279 Miscellaneous Expense		262.13
Total 6200 COMMON AREA EXPENSES	\$	39,628.46
6280 INSURANCE - EE		
6283 Health Insurance		39,335.60
Total 6280 INSURANCE - EE	\$	39,335.60
6300 LAUNDRY ROOM EXPENSES		
6315 Laundry Expense		244.00
Total 6300 LAUNDRY ROOM EXPENSES	\$	244.00
6500 RENTAL APT. EXPENSES		0.00
6505 Apt A Expenses		0.00
6510 Apt B Expenses		165.72
6515 Apt C Expenses		275.00
6520 Lobby Apt Expenses		385.97
6530 Unit 228 Expenses		0.00
Total 6500 RENTAL APT. EXPENSES	\$	826.69
6600 REPAIRS & MAINTENANCE		
6603 Water Plant Repairs & Maint		1,915.45
6605 Gate Repairs & Maint		855.00
6607 Office Repairs & Maint		1,935.00
6615 Building Repairs & Maint		306.24

6616 Guard House Repairs & Maint.	300.00
6620 Pool Repairs & Maint	7,372.65
6621 Railing Repair & Maintenance	3,545.12
6622 Plumbing Repairs & Maint	3,422.41
6623 Electrical Repairs & Maint	5,409.40
6625 Generator Repairs & Maint	1,336.63
6632 Cistern Repairs & Maint	90.96
6633 Filtration System Repairs & Maint	13,970.00
6636 General Repairs & Maintenance	1,270.32
6637 Unit Repair Owner Reimburs	527.33
6639 Assoc Owned Unit Rep & Maint	5,734.94
Outside Contractor (deleted)	0.00
Total 6600 REPAIRS & MAINTENANCE	\$ 47,991.45
6640 TRASH REMOVAL	
6610 Trash Removal	6,415.00
Total 6640 TRASH REMOVAL	\$ 6,415.00
6660 MAINTENANCE SALARY & WAGES	
6667 Maint Manager Hrly - Sick/Pers	144.00
6671 Maintenance Hrly - Vacation Pay	2,040.00
6672 Maintenance Hrly - Sick/Pers	2,288.00
6673 Maintenance Hrly - Regular Pay	112,829.00
6677 Maintenance Hrly - Overtime	1,111.51
6678 Maintenance Hrly - Holiday	6,112.00
Total 6660 MAINTENANCE SALARY & WAGES	\$ 124,524.51
6680 SECURITY SALARY & WAGES	
6675 Security Hrly - Regular Pay	70,829.63
6681 Security Hrly - Vacation	3,720.00
6682 Security Hrly - Sick/Personal	880.00
6683 Security Hrly - Overtime	5,422.81
6684 Security Hrly - Holiday	4,060.00
6690 Security Salary - Regular Pay	12,720.00
6692 Security Salary - Sick/Personal	750.00
Total 6680 SECURITY SALARY & WAGES	\$ 98,382.44
6700 UTILITIES	
6705 Electricity - St C	14,914.37
6711 WAPA Electric Apt B	-153.48
6712 WAPA Electric Apt A	438.67
Total 6700 UTILITIES	\$ 15,199.56
6800 WATER	
6810 W.A.P.A. Water	37,266.99
6830 Water Testing	6,039.74
Total 6800 WATER	\$ 43,306.73
Total 6000 MAINTENANCE EXPENSES	\$ 417,034.96
6900 PAYROLL TAXES	
6405 FICA Expense	19,265.64
6410 FUTA Expense	717.58
6415 Medicare	4,533.09

6430 VIESA		6,686.18
6435 Workman's Compensation		2,737.57
Total 6900 PAYROLL TAXES	\$	33,940.06
Total Expenses	\$	1,005,743.24
Net Operating Income	-\$	117,673.53
Other Income		
7300 Hurricane Funds Transfer		
7305 Hurricane Funds Transfer		243,980.77
Total 7300 Hurricane Funds Transfer	\$	243,980.77
7500 Loan Offset		
7505 Loan Offset - Hurr Funds for Ins		112,100.00
Total 7500 Loan Offset	\$	112,100.00
Total Other Income	\$	356,080.77
Other Expenses		
8000 Reserve Funding		
8005 Insurance Deductable Rserve Fun		10,000.32
8010 Long Term Rep/Repl Res Funding		40,001.28
Total 8000 Reserve Funding	\$	50,001.60
8100 Long Term Rep/Repl Reserve Expense		
8120 Generator Rep/Repl Res Expense		119,875.00
Total 8100 Long Term Rep/Repl Reserve Expense	\$	119,875.00
8300 Hurricane Expenses		
8305 Hur Material/Suppl/Tools/Equip		74,515.16
8306 Hurr Mat/Supplies Shipping Costs		786.02
8315 Hur 1099 Contract Labor		16,310.00
8320 Hur Owners Installed		1,720.00
8325 Hur Contracted Work		158,887.50
Total 8300 Hurricane Expenses	\$	252,218.68
Total Other Expenses	\$	422,095.28
Net Other Income	-\$	66,014.51
Net Income	-\$	183,688.04



Building & Grounds Committee Report

October 19, 2022

- Administrative –
 - B&G meetings will be held monthly on the third Monday of each month at 6pm (AST). The latest was held on September 19th. The October 17th meeting was postponed and rescheduled for October 24th.
 - 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. The committee chair reiterated the need for members to actively participate in B&G business and contribute to goals.
- Sub-Committees
Previously established B&G sub-committees are:
 1. Inspections & Assessments
 2. Budget & Resources
 3. Owners Concerns
 4. Policies and proceduresSub-Committee will be established when new members are added
- Projects
At the 9/19 meeting several small to medium project were discussed and proposed for consideration and further study.
 - Proposed – to be presented to the Board
 1. Post weather “Limb & Leaf” patrols to remove plant and debris after storms
 2. Establishing a “Litter Pick-up Patrols” to help keep the grounds in order
 3. Selection and plantings for the recently completed poolside planters
 4. Additional Poolside chairs need straps replaced
 5. Removal of scaffolding at the great wall.
 6. Enhancement of the property entrance near the picket fence
 7. Establishing a “Community Garden”
 - Recent – Operations & Security Manager, Patrick Nugent has several completed and on-going projects to share.

Next meeting scheduled Building & Grounds meeting is scheduled for October 24th.