



Association of St. C Condominium Owners

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MINUTES

Board of Directors Meeting

May 24, 2023 – 7:00PM AST

CALL TO ORDER

The Board of Directors' meeting was called to order at approximately 7:00 pm AST.

ROLL CALL

Directors Present:

Pres. Christine Merna (304), via Zoom
Vice-Pres. Sibyll Jones (207), via Zoom
Treasurer, Jessica Hodge (107), via Zoom
Secretary, Rachel Haverkorn (332), via Zoom
Melinda Bokeno (223), via Zoom
Brandie Kennedy (323), via Zoom
Tommy McGlothlin (309), via Zoom
Diane Petrushkevich (103), via Zoom
Ryan Pickard (118), via Zoom

Directors Absent:

None

*Melinda Bokeno was not audible for roll call but was confirmed present later in the meeting.

St. C Staff:

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

Owners in Attendance¹:

307 (YMatthew)
Anquanette G.
Bryan and Theresa Haynie
Carlos Walcott
Chrissi S
Dieter Becker #116
Donia Ballard 202
iPad

J Henry Designs's iPhone
James Bonacci
Kay & Janis #211 (Janis)
Mark Pratt
Maurice Harris
maxs
McAtee
Michael Tymchak #342

Michelle Moore
Nicole
peter and Carol
Sharone Pierre
Vicki & Vera
victoria

¹ Attendee names unaltered from Zoom attendee report

[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] – Approve the meeting’s agenda as presented.

This motion was seconded by R. Haverkorn. No opposition – Approved.

APPROVAL OF PAST MINUTES

MOTION [C. Merna] – Approve Minutes.

R. Haverkorn asks for amendment – approve as presented with the caveat that attendees will be added.

MOTION [J. Hodge] – Revised Motion to approve minutes as presented with one typo corrected and addition of list from zoom of attendees.

This motion was seconded by C. Merna. No opposition – Approved with leave to make adjustments as stated in motion.

OPERATION MANAGER’S REPORT

- *Excerpts included below. See written report for details.
- Patrick notes major projects:
- Roof Overhangs
 - Building C project was more extensive. Sections of roof were demolished. Getting ready to pour concrete Tuesday of next week, then contractor will remove and replace roof coating.
- The new roof coating will include a warranty. Roofing system will require removal of entire coating and repairing the pitch of the roof to provide proper drainage.
- After Building C is complete, will move to Buildings A and B.
- Office building needs repair. It is a wooden roof, and there are leaks in the office.
 - Last year the estimate was more than \$23K.
- Maintenance has added staff members and is better positioned to complete repairs.
- Getting a handle on work orders and moving forward.
- Addressing health and safety issues as quickly as possible.
- Working on staircase repairs.
- 12 front porches need to be demolished and rebuilt. Will work on them two at a time.
- Painting – lowest bid came back at over \$400K. Will need to work on strategy.
- Bedroom and front door replacement project to begin in June.
- Building J has a severe crack that needs to be addressed.
- Security – remote access is working well.

- It is now up to owners to make decision about who they allow in.
- New picket fence was added at the front of the property and replaced gates by garbage receptacle area.
- Water treatment:
 - Dealing with antiquated equipment.
 - We are required to test water regularly because we are treated as a small utility.
- **COMMENTS**
 - JH will be forwarding info related to doors, roofing, and pump to board.

GENERAL MANAGER'S REPORT

- No report – Jerraine is celebrating a graduation.
- Written report will be provided.

OFFICERS' REPORTS

President's Report:

- *Excerpts included below. See written report for details.
- CM welcomed new owners.
- Thanked everyone for reaching out with condolences to CM and SJ on the passing of their father.
- Thanked the St.C staff and Board for keeping things running.
- Noted that maintenance requests are prioritized by criticality of issue; requested patience while attending to many issues.
- Board working on ways to bring in more revenue to offset cost to owners but cost of materials is undeniable.
- Looking out for best practices, leveraging lessons learned at other HOAs to do the best to represent owners.
- Noted damages to gate and asked that people slow down and be mindful.

Secretary's Report:

- Noted that power has been in and out on island so not able to share screen.
- Report has been circulated, need to include a few additions, and will be posted soon.

Treasurer's Report:

- *Excerpts included below. See written report for details.
- Noted that with bookkeeping has been a little behind since Shay left.
 - *CM noted that Shay left to pursue a government job a month or so ago and that we are actively recruiting.
- Reconciled through March 31 with checking account.
- As of March 31 we have \$110K in our operating checking account and \$936K in restricted accounts – reserves and hurricane funds.
- P&L has been prepared – not audited or complete, but shows where we are as of the end of April.
- Requested transfer of funds for hurricane expenditures.
- The P&L shows that we are about \$8k in the black, although operating short staffed.
 - This shows how important the special assessment and increased dues was.

- Looking a lot healthier on a month-to-month basis
- This does not make up for years of past losses, we should have a lot more in the bank accounts.
- 2017, 2018, 2019 audits have been posted and 2020 audit is underway.
- In process of transferring banking from FirstBank to Bank of St. Croix.
- General liability insurance renewal was just received at only \$9 increase, even though insurance markets are in crisis in hurricane markets.
 - Recommends board proceeds with renewal.
- One of the items last year September was to borrow from insurance funds to pay installment payments on insurance. Because of collection of Special Assessments, can start returning those funds to the hurricane savings account. Recommends start paying that \$ back.

COMMITTEE UPDATES

- CM - Committees are looking for members, so if interested in joining finance, social, buildings and grounds committees, or if you have an idea for a committee, please reach out.

COMMENTS:

- JH- Patrick has some good news.
- Patrick – Department of Planning and Natural Resources has a grant program that may reimburse us for roofing system because it is our system for catching water. Digging into the possibility. Generally, participants are to write for the grant before project starts, but it is possible we could take advantage. Noted that Jerraine has experience writing grants.

Buildings and Grounds Committee

- BK noted that committee has been working on Unit 124 as well as Unit A ready to be rented.
- Huge thank you to Patrick and MB for helping on the ground, and DP for helping out.
- Working on getting \$ coming into St.C.
- Hoping to get something done by the first of June.
- Part of the task is looking at renovations and reimbursements and getting them approved. Some have been approved, and a some are awaiting more info.

Finance Committee

- JH – if anyone is interested in joining committee, please reach out.
- Property insurance renewal will be coming up in August.
- By August will need to work on budget for next year.

OLD BUSINESS

- None.

NEW BUSINESS

- JH – Consider voting on insurance renewal here or by email, and consider moving money back to hurricane funds. Perhaps wait till middle of June on the insurance as still collecting special assessments.

MOTION [J. Hodge] – To accept the renewal offer for general liability insurance.

This motion was seconded by R. Haverkorn. No opposition – Approved.

ANNOUNCEMENTS

- CM - Reminder that assessment due first of June, and that late fees will apply.
- CM - Next year planning celebration for 50th anniversary of St.C and would love owner participation.
- Patrick – Dearest and eldest staff member Fitzroy Modeste will be retiring towards end of June after some 46+ years of working with us.
- CM – Going into Memorial Day weekend, and as a veteran and family of veterans, it is a weekend to remember those who have sacrificed everything. Take a moment to reflect on the purpose of the holiday. Thanking those for their service and honoring those who have lost their lives in service.

ADJOURNMENT

MOTION - There being no further business, on motion duly moved by J. Hodge
Seconded by S. Jones – No opposition.

The meeting was unanimously adjourned approximately 8:12 P.M.

Minutes submitted and approved by:



Rachel Haverkorn, Secretary