



Secretary's Report

Submitted by: Rachel Haverkorn

Following is a summary of actions taken by the Board from July 20, 2023 through the Board Meeting held on September 20, 2023.

Note: The Secretary's Report does not include the actions taken by the Board of Directors during normal BoD meetings. These actions are documented in the BoD meeting minutes.

Board of Directors referenced by initial as indicated below.

- Christine Merna – President; Legal Committee Chair **(CM)**
- Sibyll Jones - Vice President **(SJ)**
- Jessica Hodge – Treasurer; Finance Committee Chair **(JH)**
- Rachel Haverkorn – Secretary **(RH)**
- Melinda Bokeno **(MB)** *Resigned 7.25.23
- Brandie Kennedy – Buildings and Grounds Committee Chair **(BK)** *Resigned 7.27.23
- John (Tommy) McGlothlin – Communications Committee Chair **(TM)**
- Diane Petrushkevich **(DP)**
- Michael (Ryan) Pickard **(RP)**

Vote records: y=yea vote; n=nay vote, nv=non-vote, a=abstain

Regarding Retirement party for Fitzroy

6.22.23/7.19.23 – GenMgr requests approval; CM called for reimbursement vote.

- **Issue:** Approving reimbursement to JH of approximately \$583 for food for Fitzroy's retirement party.
- **Notes/Discussion**
 - This matter was unresolved at the time of the previous report, therefore it was moved to the instant report.
 - There was a discrepancy on how many votes were received to approve Fitzroy's retirement party. To cure the defect, a vote was taken to authorize reimbursement for cost of the party from \$ budget for meetings.
- **Result:** **Approved** (6y; 3nv – MB, BK, DP).

Regarding door installation project

6.9.23/7.25.23 – CM calls for vote.

- **Issue:** Having a contractor install 48 doors at \$250 each (About \$12K, or if frames are needed, an additional \$7,200) and ordering hinges at \$4,998.
- **Notes/Discussion**



St. C Condominiums

St. Croix, U.S. Virgin Islands

- OpsMgr received 3 quotes, 2 were presented to the board, lowest quote was CACW.
- Votes cast after the initial call for votes was 4y, 5nv – RH, MB, BK, DP, RP.
- CM again called for vote to accept installation quote by CACW.
- RH asked what amount of \$ was allocated to door replacement from hurricane funds, to make sure not overspending on work StC staff could do.
- JH said she can look, but noted that it costs more for StC staff to do the work.
- 7.25.23 CM calls for vote again on installation of doors by CACW.
- MB said she was under the impression doors would be installed on a case-by-case basis and voted no pending further info.
- JH said Patrick has a list of doors that need to be replaced, order of replacement determined by severity of deterioration.
- Votes received after 7.25.23 call for vote recorded as final tally.
- **Result:** **Approved** (5y; 1n – MB, 2nv –BK, DP)

Regarding renting Apt A unfurnished

7.25.23 – CM calls for vote; sets deadline as 4:30 7.26.23.

- **Issue:** Renting Apartment A unfurnished.
- **Notes/Discussion**
 - DP stated that the unit needed to be furnished for rental.
 - MB stated that it needed to be staged.
 - DP reported that BK voted yes to furniture in Apt A.
 - *Secretary's note – Objection to verbal votes when called via email.
 - RH responded at 9pm, past deadline stated by CM. Objected to renting unfurnished as furnished is the standard for rentals on island and recommended lowering price significantly from last posting.
 - JH noted no price was discussed.
- **Result:** **Approved** (5y; 2n –DP, MB; 2nv – RH, BK)

Regarding removal of all items from Apt A and Unit 124

7.25.23 – CM calls for vote; sets deadline as COB 7.26.23.

- **Issue:** Removing furnishings purchased by DP and MB to stage or furnish Apt A and Unit 124 (Approximately \$6K)
 - **Secretary's note – This vote was on whether to reimburse board members for purchasing furnishings in an amount totaling about \$6K. A "no" vote meant not paying for the furnishings, so "failed" means reimbursement will not proceed.*
- **Notes/Discussion**
 - SJ voted no and requested that items that do not belong to StC be removed.



St. C Condominiums

St. Croix, U.S. Virgin Islands

- TM voted no and stated that if items are deemed needed they can go through the proper procedures and get approvals.
- RH requested more than 25 hours for voting unless it is a true emergency.
- RH abstained noting that she was not present for the meeting at which this issue was discussed with the board, and it is unclear what items are being voted on. Noted that items not approved should not have been purchased, however, since the units need to be furnished to be rented, would be more prudent to evaluate what is needed, vote now on those items, and return the remainder.
- **Result: Failed** (5n; 2nv –DP, MB, BK; 1a – RH)

Regarding removing furnishings from Unit 124

7.25.23 – CM calls for vote.

- **Issue:** Removing furnishings from Unit 124, proceeding with copper pipe removal, installation of new slider, and kitchen remodel pursuant to a vote in February 2023;
- **Notes/Discussion**
 - MB voted no noting unresolved liens.
 - JH and CM stated that StC owns the unit.
 - RH noted that she understood that the vote from February was to spend approximately \$20K+ to renovate the unit, and voted no to renovating the unit at that cost if that is the proposal, as, per previous discussion, unit could be rented with minor repairs.
 - SJ noted that she and JH walked through and found several repairs needed.
- **Result: Approved** (5y; 3nv –BK, DP, RH; 1n - MB)

Regarding acceptance of MB's resignation

7.25.23 – CM calls for vote; closed tally once majority received.

- **Issue:** MB resigned from the board on 7.25.23.
- **Notes/Discussion**
 - N/A
- **Result: Approved** (5y; 3nv –BK, DP, RH)

Regarding contract with Ambrosia for landscaping

7.26.23 – CM calls for vote.

- **Issue:** Whether to contract with Ambrosia for landscaping services at \$1400 per cut.
- **Notes/Discussion**
 - OpsMgr noted that Ambrosia is \$1440 per cut when on schedule, or \$1660 when out of schedule. Request for quote was published in the Avis.



St. C Condominiums

St. Croix, U.S. Virgin Islands

- In previous discussions on this issue in May 2023 the following was noted:
 - BK requested more quotes.
 - DP expressed that this is high and asked if we own a lawnmower or if anyone knows landscapers.
 - JH noted if one employee was doing the work it would be \$17.50/hr not including tools, fuel, etc.
 - RH asked if we were evaluating this compared to full-time job for a landscaper because \$17.50/hr x 40hrs/week would be \$1400 for two weeks, and it seems impossible that it would take that much time.
 - MB requested 3 more quotes and recommended a possible alternative and provided the phone number.
- JH said that OpsMgr received 3 responses to the RFQ but only 2 quotes, and that no viable staff options have been found. The quotes:
 - Ambrosia at \$1400/visit or \$2800/month
 - Fix It Up at \$1900/visit or \$3800/month
- DP noted that she had received 9 responses to a post but was told it was not needed.
- SJ noted that it is not DP's job to be soliciting for landscapers and no one asked her to do so.
- RH voted no based on the fact that only two bids were received, MB and DP presented possible alternatives, and was not satisfied that the board has explored options thoroughly to provide best value to ownership.
- **Result: Approved** (5y; 2nv –BK, DP, 1n- RH)

Regarding acceptance of BK's resignation

7.28.23 – CM calls for vote.

- **Issue:** BK resigned from the board on 7.27.23.
- **Notes/Discussion**
 - N/A
- **Result: Approved** (5y; 2nv –DP, RH)

Regarding insurance renewal

8.13.23 – CM calls for vote.

- **Issue:** Master insurance quote came back approximately \$80K more than previous year for a total of \$556,354.00.
- **Notes/Discussion**
 - TM noted that we do not have another choice.
 - RP noted that we need to look at future coverage options.



St. C Condominiums

St. Croix, U.S. Virgin Islands

- DP voted no because more research needed, and did not know what policy entails.
 - RH voted yes because we need insurance and do not have a better option; noted that we should start an insurance committee ASAP to plan for next year and the future.
- **Result:** **Approved** (6y; 1n –DP)

Regarding transfer of funds back to borrowed hurricane fund

8.24.23 – CM calls for vote; SJ seconds.

- **Issue:** Approval of transfer of \$186,220 collected from the special assessment to reimburse the hurricane funds which were borrowed.
- **Notes/Discussion**
 - N/A
- **Result:** **Approved** (7y)

Regarding call box replacement

8.28.23 – JH calls for vote.

- **Issue:** JH sent two options for call box repair: Replace the system for \$5990, or replace motherboard only for \$3550. Votes cast to replace.
- **Notes/Discussion**
 - JH recommended replacement.
 - DP noted that system needs to be upgraded.
- **Result:** **Approved** (6y; 1nv –RH)

Regarding roof repair for office

8.21.23/9.18.23 – JH calls for vote; sent reminder to close out vote.

- **Issue:** Roof repair for office building. Four estimates were received, and Dion Construction was lowest at \$22,417.
- **Notes/Discussion**
 - TM asked about references or whether this person has worked for us before.
 - RP asked about license, bond, warranties.
 - JH sent warranty and stated that they are licensed and insured and previously performed window replacement for us.
- **Result:** **Approved** (5y; 2nv –RH, RP)



St. C Condominiums

St. Croix, U.S. Virgin Islands

Regarding remediation of mold in Unit 120

9.19.23 – JH calls for vote.

- **Issue:** Severe mold in Unit 120 bedroom. Vote on whether StC should remediate.
- **Notes/Discussion**
 - OpsMgr noted that it appears there has been a leak, but did not locate any active leaks above. StC would repair, but not until mold is remediated.
 - JH agreed that ceiling should be repaired once owner addresses mold.
 - TM agreed that owner needs to be advised about airflow.
 - SJ agrees with assessment.
 - CM agrees it is an owner issue.
 - RH noted that the amount of mold is significant, so leak seems likely. Also noted that the owner lives on island, so questioned how long the unit was unattended. Noted more details would be relevant, but would abstain because owner is a friend.
- **Result:** **Failed** (4n; 2nv –DP, RP, 1a- RH)

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

Rachel Haverkorn
Secretary