



St. C Condominiums

St. Croix, U.S. Virgin Islands

Secretary's Report

Submitted by: Rachel Haverkorn

Following is a summary of actions taken by the Board from May 25, 2023 through the Board Meeting held on July 19, 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 as of the date of this report, 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)**
- Brandie Kennedy – Buildings and Grounds Committee Chair **(BK)**
- John (Tommy) McGlothlin – Communications Committee Chair **(TM)**
- Diane Petrushkevich **(DP)**
- Michael (Ryan) Pickard **(RP)**

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

Regarding reimbursement for work performed on Unit 307.

5.10.23 – BK calls for vote following Reno and Reimbursement meeting on 5.10.23. Some votes were recorded at that time, more discussion was requested, and the vote was not concluded until 7.5.23 therefore it was included on this report rather than the previous report.

Issue: To reimburse Unit 307 \$750 for floor damaged by StC employees, and \$5000 for concrete work performed by contractor in accordance with OpsMgr's approval and oversight.

- **Notes/Discussion**

- In a 5.18.23 meeting, OpsMgr explained that all of the work covered by the \$5000 invoice was work StC is responsible for, and provided a compare invoice had the work been performed by StC staff.
- SJ noted that the concrete was severely damaged prior to the repairs and questioned why StC was not alerted to the cracks earlier.
- JH requested additional documentation and stated that the board never authorized the contractor to do the work and have Fitzroy and Patrick oversee it.
- RH noted that the damage was StC's responsibility and the owner utilized a contractor at the direction of the OpsMgr following the procedures in place at the time; noted that the damage was severe and it has not been established that



St. C Condominiums

St. Croix, U.S. Virgin Islands

it occurred during the course of this ownership, nor has it been established that StC was unaware of this needed repair or by what calculation lack of awareness would decrease StC's duty to repair structural damage.

- CM said that she and JH will negotiate with the owner.
- RH asked when that negotiation would take place and based on what information.
- No vote on proceeding with negotiation or proposal of alternate amount has been presented.
- Note:
 - SJ abstained from voting as the repairs to this unit impacted her directly.
- **Result: Failed** (4y; 4n –CM, JH, TM, RP; 1a - SJ)

Regarding reimbursement for work performed on Unit 308.

5.12.23 – BK calls for vote (JH seconds). This vote was not concluded until June 10, therefore it was included on this report, rather than the previous report.

- **Issue:** To reimburse \$800 towards window replacement
- **Notes/Discussion**
 - StC replacement cost was \$800, if owner upgraded by choice, reimbursement amount to be capped at cost StC replacement would have been.
 - 5.10.23 reno meeting was held and additional votes were noted orally.
- **Result: Approved** (7y; 2nv –CM, RP)

Regarding ordering a booster water pump

5.17.23 – JH calls for vote. This vote was not concluded until 7.2.23, therefore it was included on this report, rather than the previous report.

- **Issue:** Whether to order a booster water pump at a total estimated cost of \$3,426.09 to allow for timely refill of the cistern.
- **Notes/Discussion**
 - TM inquired as to how much previous borrowing will remain after the special assessment is received and this expenditure is added.
 - Questions from RH and BK about the need for the pump.
 - OpsMgr provided explanation that WAPA pressure to send water to the reservoir is low, and pumping water to the reservoir without the booster pump takes about twice as long.
- **Result: Approved** (6y; 3nv –MB, BK, DP)

Regarding turning on WAPA in Unit 124

5.23.23 – JH calls for vote. (MB seconds)

- **Issue:** To get water and power on in Unit 124, which is owned by StC, the name on the account must be transferred to StC.
- **Notes/Discussion**
 - CM noted that this may not require a board vote.



St. C Condominiums

St. Croix, U.S. Virgin Islands

- JH noted this requires authorization for GenMgr to take action, which will be prepared.
- **Result:** **Approved** (8y; 1nv –JH)

Regarding renovation approval for Unit 144.

5.31.23 – OpsMgr submitted reno request.

- **Issue:** Remove bathtub, remove and reinstall wall and floor tiles. No pipes to be replaced.
- **Notes/Discussion**
 - BK asked if the wall would be opened, and OpsMgr confirmed they would not.
 - JH asked if pipes have been replaced.
 - TM agreed this would be the time if the pipes have not yet been replaced.
 - MB noted to be sure the repairs are within work hours.
 - OpsMgr reported that pipes will need to be replaced, but that will not hold up renovation.
- **Result:** **Approved** (7y; 2nv –CM, SJ)

Regarding renovation of apartment hallway entrance.

4.5.23 – OpsMgr requested direction.

- **Issue:** Apartment hallway can be replaced with tile (est \$2,718.55) or epoxy (est \$2,777.16).
- **Notes/Discussion**
 - RH asked about the benefit of epoxy vs tile.
 - JH noted that epoxy has more flexibility.
- **Result:** **Approved** (5y; 3nv –CM, BK, TM, RP)

Regarding renewal of auto insurance policy

6.8.23 – JH calls for vote.

- **Issue:** Renewing auto insurance policy at \$2,950.77.
- **Notes/Discussion**
 - JH noted that this appears to be slightly less than the previous year.
- **Result:** **Approved** (6y; 3nv –BK, DP, RP)

Regarding Building C roof repair next phase

6.8.23 – JH calls for vote.

- **Issue:** To repair roof of Building C by removing old roof, sloping roof, and applying rubberized silicone after sealant primer at a total cost of \$5/sf. Total cost would be \$139,761.41 (\$30,017.84 for materials, \$86,450 for labor, \$23,239.57 contingency and unknowns.)
- **Notes/Discussion**
 - JH proposed funding by either borrowing from hurricane funds with intent to special assess, or vote to use hurricane funds, or to do a special assessment now.



St. C Condominiums

St. Croix, U.S. Virgin Islands

- TM recommended using hurricane funds and asked if this is not considered a hurricane repair.
- CM also recommended using hurricane funds.
- SJ also voted to use hurricane funds and noted that it was previously discussed that this is not hurricane damage so does not qualify as hurricane repair.
- DP proposed alternative roofing solution.
- JH said the alternative is not realistic for timing or money.
- BK noted that proposing different systems to evaluate all options is the goal as this proposal is very expensive. Noted she should have a quote on alternative within a few days.
- SJ said the planning has been ongoing for a year and this has been discussed as a board, and that the discussion is late.
- JH said that quotes OpsMgr would be providing are for future buildings and not for building C which needs to be closed now so no time to change design.
- BK said she was only aware of this one proposal and thought multiple options and recommendations were required.
- JH said many options were discussed.
- RH asked about hurricane funds because change orders for overhangs were covered by hurricane funds.
- RH asked how the various proposals were evaluated at the time they were presented, and what funding was proposed at that time.
- JH clarified that roof was not included in hurricane fund and noted that this product allows the manager and lead foreman certified in application of coating to maintain warranty.
- DP asked for info on past roof work.
- BK asked for cost breakdown on the 2014 sealant work.
- MB moved to amend contract to sealing only, and asked why this was not under warranty. Requested further work halted until can meet and discuss options and financial information.
- JH said costs are not comparable to previous quotes, and previous work was done by someone not certified and not under warranty.
- JH said previous considerations were:
 - TPO with Fleeceback, which was a higher cost and no quote pursued.
 - Building slope and installing roof system.
 - Would require engineer before quotes.
 - Progressive silicone coating
 - Received quote in November for Buildings A and B; would need to use another certified company for repair.
 - Uniflex silicone rubber system with warranty purchased through Sherwin Williams and installed by CACW with maintenance performed by StC.
 - This is the proposal presented.
- CM called again for votes.



St. C Condominiums

St. Croix, U.S. Virgin Islands

- BK again asked for breakdown of costs.
- TM noted the emergency at hand.
- RH said she understands the emergency but from a responsible procurement perspective, there is no documentation of cost alternatives on which to base a decision. Not comfortable directing such a huge sum without supporting documentation and actual quotes.
- JH provided quotes for Buildings A and B for progressive silicone coating.
- MB again requested information on previous repairs and forensic audit.
- JH said vote needed by 6.16.23 am.
- RH voted no because only received one quote from one vendor for Building C.
- **Result:** **Approved** (5y; 3nv –MB, BK, DP; 1n -RH)

Regarding cancellation of June BoD meeting

6.15.23 – CM calls for vote.

- **Issue:** Cancelling June Board Meeting.
- **Notes/Discussion**
 - RH said if we can get minutes posted beforehand, that is okay. If not, we should hold meeting.
- **Result:** **Approved** (7y; 2nv –BK, DP)

Regarding replacement of security cameras

6.16.23 – OpsMgr submits request

- **Issue:** Replacing 3 security cameras at \$195 each for a total of \$585.
- **Notes/Discussion**
 - DP asked that new technology be purchased.
 - JH noted that cameras had to be removed during concrete work and they needed to be replaced. System was upgraded after Maria.
- **Result:** **Approved** (6y; 3nv –CM, MB, RP)

Regarding approval for hurricane shutter parts

6.22.23 – OpsMgr requested approval

- **Issue:** Hurricane shutter parts necessary for inspection in the amount of \$279.54.
- **Notes/Discussion**
 - None to note.
- **Result:** **Approved** (7y; 2nv –CM, DP)

Regarding repair to cistern E's foot valve

6.27.23 – OpsMgr requests approval

- **Issue:** Foot valve needs to be replaced because unable to retrieve water stored in cistern. Estimated repair is \$1K.
- **Notes/Discussion**
 - BK asked to see quote.



St. C Condominiums

St. Croix, U.S. Virgin Islands

- Ops Mgr reported that a contractor was able to fix this for only \$150.
- SJ noted that we need a policy in place for emergency repairs.
- **Result:** **Failed** but **resolved** (4y; 5nv –CM, RH, BK, DP,RP)

Regarding repair to crack in pool deck

6.29.23 – OpsMgr requests approval

- **Issue:** Crack identified in pool deck causing leak. StC had supplies in inventory to repair.
- **Notes/Discussion**
 - None to note.
- **Result:** **Approved** (8y; 1nv –CM)

Regarding forensic audit

7.5.23 – CM calls for vote

- **Issue:** Whether to obtain a forensic audit to review records related to unaccounted hurricane funds.
- **Notes/Discussion**
 - None to note.
- **Result:** **Approved** (9y)

Regarding renovation approval for Unit 122.

7.11.23 – OpsMgr submitted reno request.

- **Issue:** Reversal of sliders to original location. Work to be performed by Lucky's Professional Landscaping and Painting.
- **Notes/Discussion**
 - JH requested license and insurance with StC listed as additional insured.
 - TM agreed.
 - Patrick provided their Business License (landscaping, garden, maint, service, painting).
 - JH noted contractor should have General Contractor's license and insurance.
 - Note: No votes were related to license and insurance of contractor.
- **Result:** **Failed** (0y; 6n – JH, MB, BK, TM, DP; 3nv –CM, RH, RP)

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