



Association of St. C Condominium Owners

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MINUTES

Board of Directors Meeting
April 17, 2024 – 7:00 P.M. AST

CALL TO ORDER

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

ROLL CALL

Directors Present:

Jim Bonacci (219), via Zoom
Sabrina Ferris (244), via Zoom (late)
Anquanette Gaspard (234), via Zoom
Jessica Hodge (107), via Zoom
Rachel Haverkorn (332), via Zoom
Tommy McGlothlin (309), via Zoom
Christine Merna (304), via Zoom
Ryan Pickard (118), via Zoom

St. C Staff:

Jason May, General Manager
Patrick Nugent, Operations Manager

Directors Absent:

Sibyll Jones (207), via Zoom

Owners in Attendance:

Darin Bokeno
Brandie 😊
17086123314
Sharone Pierre
Karin

Kimberly's iPhone
victoria rivera 205/212
iPhone
Janis and Kay #211 (Janis)
Nicole

APPROVAL OF AGENDA

- **MOTION** [J. Hodge] – Approve the meeting's agenda as presented.
 - This motion was seconded by TM.
 - No opposition – **Approved**.

APPROVAL OF PAST MINUTES

- **MOTION** [J. Hodge] – Motion to approve January minutes with waiver of reading.
 - This motion was seconded by RH.
 - No opposition – **Approved**.
- **MOTION** [C. Merna] – Motion to approve March minutes with waiver of reading.
 - This motion was seconded by JB.
 - No opposition – **Approved**.

GENERAL MANAGER'S REPORT

- Welcome to Jason May the new General Manager
- *Excerpts from Jason's report included below*
- Search continues for an Administrative Assistant.
- Dolphin Suite is being moved to Apartment A to make room for the new office space/conference room. This move will allow for better operations and will better accommodate staff needs. In the process of moving, electrical work not performed per code was discovered that was wiring the stove. This has been addressed by the electrician. To note, if the move had not been undertaken, this would not have been discovered until it became an issue, potentially causing damage to property.
- Office improvements will continue as time allows.
- Manta Services has been procured to perform the bookkeeping for the Association. Manta Services will be working to streamline the office processes and, with the hiring of an Administrative Assistant, will eventually serve more in the role of oversight.
- Alternative third-party payment options are coming soon through Salty Locs. This will be web-based and will also allow for ACH processing at a reduced cost to owners.
- Rental packet and information are on the website for owners' convenience.
- Voss Pools is putting together budget proposals to install a fiberglass pool insert.

OPERATION MANAGER'S REPORT

- *Excerpts from Patrick's report included below*
- Work update:
 - 23 work orders were completed.
 - Unit 222 catwalk and front porch will be addressed.
 - Potholes at entrance were filled with asphalt for a temporary fix.
 - Minor repairs to the guard booth were performed.
 - Oliver Liddie has returned; however, the team is still short staffed.
- Building C Roof:
 - Work has resumed on the concrete roof repairs (see Operations Manager's report for details) and will continue as the weather permits.
- Capital Improvements:
 - Proposals were received for the scheduled Capital Improvements for 2024:
 - Apt B renovation
 - Exterior concrete repairs at Building A
 - Repair/replacement of roof at Building A
 - Exterior concrete repairs at Building B
 - Repair/replacement of roof at Building B
 - Proposals were received for the following repair not included in 2024 improvement:
 - Cisterns of D/E cleaning
 - Work can commence upon review and award to the lowest contractor for each project.
- Water Monitoring:

- Ocean Systems Laboratory has been procured to manage annual testing requirements mandated by DPNR in addition to the current monthly testing being performed.
- Farewell to Ame Stevens as she will be retiring April 30, 2024.

OFFICERS' REPORTS

President's Report:

- Condolences to former security chief Leroy Pena who lost his mother recently.
- Thank you to the management team for all their hard work. The effort to fill open positions will continue.
- Reminder that Board Meetings are posted on the website. Owners can access this and all Association documents by creating an account. If there are issues with signing up, please contact the office.
- The Association is actively working towards collecting monies due through liens and foreclosures.
 - Unit 102 estate has come out of probate. Hopefully, it will be sold soon with the Association recouping past monies due.
- Owners were sent mailings falsely labeled as coming from the Association. These were sent from Darin Bokeno and the group he represents, Owners for Positive Change. Anything sent by Mr. Bokeno or OPC under the label of the Association are neither from, nor endorsed by, the Association. This misrepresentation is being addressed by the Association's attorneys. All owners are encouraged to bring any inappropriate solicitations/documents/etc. that may be received to the office.

Secretary's Report:

- *See written Secretary's Report for details.

Treasurer's Report:

- * See written Treasurer's Report for details.
- The new bookkeeper is working to have reports ready for the next meeting.
- Audits for 2020 and 2021 were posted on the website.
- Audit for 2022 is still under review.
- Auditor has been engaged for 2023 audit.
- Excited about the new third-party payment processing as discussed under the general manager's report.
- Four foreclosures are being actively worked on with the Association's attorney.
- Notices of delinquencies will be sent out once the new bookkeeper has the receivables up to date.
- For those who have not paid the special assessment, notices will be sent at 60 days' delinquency per the collections policy and procedures in place.
- Two units, 110 and 339, which have been in a state of foreclosure for many years, went to auction and the Association will not receive any outstanding monies. Once the banks (who were the high bidders for both) have official ownership, the Association can start collecting monthly dues from them. Unfortunately, outstanding monies prior to bank

ownership will have to be written off as “bad debt” resulting in over \$300k in loss. Adjusting entries will be made both in 2023 and 2024.

COMMITTEE UPDATES

- Buildings and Grounds Committee – Jim Bonacci, chair
 - No other committee members currently.
 - Looking forward to working with owners and the management team.
 - Please reach out if you are interested in joining the committee.
- Communications Committee – Tommy McGlothlin, chair
 - No other committee members currently.
 - Thank you to Fitzgerald Lawrence for all the work on the website and getting information out to the owners.
 - Would like to discuss re-opening the FaceBook page at a later date.
 - Please reach out if you are interested in joining the committee.
- Finance Committee – Jessica Hodge, chair
 - Committee work typically starts around the time when ready to budget for the next year. The need for this will be coming in the third quarter.
 - Please reach out if you are interested in joining the committee.
- Previous committee charters will be shared with the ownership to help.

OLD BUSINESS

- None

NEW BUSINESS

- JM – Changes in pet policy need to be considered. Potential buyers are turning away due to dogs not being allowed.
 - CM – ESA pets cannot be denied. There are already dogs on the property and so changing the policy to allow dogs would be a good idea to consider. This would need to be discussed by the Board. This is an issue the Association would like to hear from the owners through a poll.
- JM – Three parties are interested in the restaurant area. Parameters need to be set. Conversations have started; however, know that this will need to be addressed. Possibly add polling the owners about what they would like to see.
 - JB – Very excited about the prospects and looking forward to it. This would be a great opportunity.
- RH – A lot of new documents have been added to the website that owners should go check out under the “owners” tab.
- JH – Encouraged owners to carry insurance on their condo unit. Should life-safety repairs be needed that would not allow for a unit to be occupied, the Association’s responsibility is to ensure that the repairs are done but not for the loss of use. Carrying an HO6 policy would not only cover this type of claim but also provide liability coverage in the case if someone were to trip and fall, injuring themselves within the owner’s unit. This is especially important to carry if the owner rents their unit out. There had been conversations about making certain forms of insurance coverage a mandatory

requirement, but nothing has been implemented. This requirement would be up for future discussion.

ANNOUNCEMENTS

- CM – There are a lot of cool events on island with one being an art exhibit at CMCR Arts “Rebirth” in which Vicki Rivera would in the show. Encouraged owners to go out and support the community.
- TM/CM – There will be a farewell get-together for Ame’s retirement. Once set, an invitation will be sent to the owners for anyone who can participate.
- AG – Thank you to Jason for sending the updates on WAPA to the ownership.

ADJOURNMENT

- **MOTION** – There being no further business, on motion duly moved by T. McGlothlin.
 - Seconded by R. Haverkorn – No opposition.

The meeting was adjourned approximately 8:07 P.M.

Minutes submitted and approved by:

Jessica Hodge, Secretary



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

AGENDA

Board of Directors Meeting

April 17, 2024

7:00 PM AST

Welcome & Call to Order

Roll Call

Approval of Agenda

Approval of past Minutes

Reports:

- General Manager's Report
- Ops Manager's Report

Officers' Reports:

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

Committee Reports:

- Buildings and Grounds
- Communications
- Finance

Old Business

New Business

Announcements

Adjourn

St. C General Manager's Report for April 17th, 2024 Board of Director's Meeting

Updates:

- Alyah Parris turned down the offer to be our Office Administrative Assistant. The search continues.
- The Dolphin Suite is in the process of being moved to Apartment A so room can be made for an office for Patrick, and a conference area. The 1st guest in the new dolphin suite location will be moving in for his 2-week stay this coming weekend.
- Other office improvements continue as time allows. Last week the Wi-Fi was reconfigured with help from Reliable. I installed blinds in my office and the ceiling fan is being replaced (the old one doesn't work). Once Patrick is out of the "hallway" he works in now, that area will go back to being an area for copier/printer, kitchenette and storage. Paint, desks and reconfiguring the front desk & entry area will be next.
- Jason Harhen of Manta Services has taken over our bookkeeping, at least until a new Admin Assistant is hired and up to speed, at which time we will train the new Assistant to a point where Jason's help is minimal, or is no longer needed. He is doing a great job so far.
- Changes to our 3rd party payment (credit card) processor are coming soon. This will be a cost savings to St. C and its residents.
- A Rental Packet has been added to the website, which includes Renter FAQ's, Rules & Regs, Pet Policy and Emergency Contacts. Anyone with site access can see this.
- Jason Voss from Voss Pools is actively putting together proposals to fix issues with our pool. He may have something for the board to look at this week.

To Discuss:

- New Owner Orientation logistics (Preferred date/s, time/s, and who presenter/s will be).
- Is there a defined process for approving invoices in Dropbox? (We currently have 21 invoices waiting for approval)
- Changes to Pet Policy to include allowing a dog? Any other revisions needed?
- Restaurant – We need to set parameters to use as we meet with prospective tenants (rent, hours concessions, equipment, parking). We currently have 3 (possibly 4) interested parties but we need to provide some expectations before we can go any farther.
- Input on creating a packet of information to release to realtors, mortgage closers, et al, when they inquire to our office in reference to condos for sale. I/we are currently getting inundated with requests for information on foreclosed units, and other units for sale.
- Liens - Do we really have to walk away from all of the back dues owed to us on 110 & 339?

Respectfully Submitted.

Jason May

Operations Report

Board of Directors Meeting, April 17, 2024

Maintenance Team

The team worked on 23 workorders during the month of March, 2024. The workorders ranged from health and safety, spalling ceilings, electrical, and others. Three work orders were carried over to the month of April, as they were repairs that were extensive in nature.

Unit 222's catwalk and front porch is being prepared for partial demolition and replacement. The engineer's assessment and scope of work calls for extensive repairs to the supporting center levered structure beam and partial removal of compromised sections of the front porch.

Special thanks to Dave Josphe and Paul James for the patching of potholes at the entrance of the property. Although much more work is needed on the road, many of the bad potholes were filled with asphalt, and provided some ease for driving over this section of road way. The team completed minor repairs to the guard booth to include the replacement of a dry rot sink cabinet and painting of the interior and exterior.

The department saw the return of Oliver Liddie from an extended sick leave. Mr. Reed is still out on extended sick leave. The short staffing continues as we look at ways of mitigating the staff shortage in the maintenance Department.

Contractor Related Repairs

As reported in the January 2024 Operations Report submitted to the board, Building C's roof repairs are 90% completed. As per previous reports, we discovered during the project that sections of the roof above units 318 and 319 were severely compromised. These sections as per recommendations from the engineer, required demolishing and replacement. This required permits and inspections from the government. After two months of waiting, we were finally granted the permits on March 21, 2024. The contractor began this final phase on Tuesday April 16, 2024. The revised timeline "estimate" for this project is 75 days barring any unforeseen situation.

Capital Improvement Projects

The bids have been submitted for this year's Capital projects. As you may recall, the board approved the five-year capital improvement plan submitted by the Operations Manager. The plan however, was extended to 7 years. This phase of the plan addresses the following capital projects:

- ☐ The renovation of Apt B
- ☐ The exterior concrete repairs to Building A

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- ☐ The repair and replacement of the roofing system for Building A
 - ☐ The exterior concrete repairs to Building B
 - ☐ The repair and replacement of the roofing system for Building B
 - ☐ Cleaning of Cisterns “D”, “E” and the Reservoir

After reviewing of the bids and subsequent awarding to the contractor that met the requirements, these projects can begin.

Water monitoring

The Association has entered into an agreement for the further monitoring of the water system by an independent lab, Ocean Systems Laboratory. While Ocean Systems Labs already monitors the water system monthly for E. coli and Coliform, they will now manage the annual testing mandated by the government (Department of Planning and Natural Resources DPNR). This will ensure that we are compliant with all the testing required by the agency and eliminate any possible fines for noncompliance, but more important further ensure the integrity of our water system.

The property is currently consuming an average of 5,500 gallons of water in a 12-hour period. Presently, it appears that we are not experiencing any major line loss in the water system. The team will be replacing several old shut off valves within the next few weeks. Notices will be sent in the event the water will need to be turned off while this small plumbing project takes place.

Security

Security guard Ame Stevens will retire from her post on April 30, 2024. Ame has been at her post as a security guard for St. C Condos for 23 dedicated years. We celebrate her dedication and will miss her as she transitions into retirement life. Please join the St. C team, Management and the Board of Director as we celebrate Ame’s transition.



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 January 25, 2024 through the Annual Meeting held on March 2, 2024.

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)**
- Jim Bonacci **(JB)**
- Sabrina Ferris **(SF)**
- 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 Reno Request for Unit 244

1.24.2 –OpsMgr forwarded request; JH called for vote.

- **Issue:** Owner requests approval to have contractor replace kitchen cabinets and appliances, and to extend bathroom entrance and replace tub.
- **Notes/Discussion**
 - SJ requested confirmation that pipe replacement would be completed by association, and CM confirmed that she spoke with owner about pipes.
- **Result:** **Approved** (6y; 3nv-JB, SF, TM)

Regarding 2023 Audit

2.2.24 –JH called for vote.

- **Issue:** To engage Tom Singleton to perform 2023 audit at cost of \$7,900.
- **Notes/Discussion**
 - N/A
- **Result:** **Approved** (6y; 3nv – CM, DP, RP)

Regarding Offering Jason May a Job as General Manager

2.19.24 –CM called for vote.



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- **Issue:** Whether to offer Jason May the position of General Manager, with a start date of March 5, to replace Jerraine Miller who had announced her intention to retire.
- **Notes/Discussion**
 - N/A
- **Result:** **Approved** (7y, 1nv-RP)

Regarding Offering Payment Plans

2.24.24 –CM called for vote.

- **Issue:** Whether to offer the option of payment plans to owners.
- **Notes/Discussion**
 - RH stated that she believes it is important to recognize that not all owners are in the same financial situation, and where there is a justifiable reason, within set parameters, payment plans can and should be approved to incentivize good planning and halt punitive actions where owners are proactively taking steps to pay.
- **Result:** **Failed** (1y – RH; 7n – CM, SJ, JH, JB, SF, TM, DP; 1nv - 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



St. C Condominiums

St. Croix, U.S. Virgin Islands

Secretary's Report

Submitted by: Jessica Hodge

Following is a summary of actions taken by the Board from March 3 through April 17, 2024.

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)**
- Rachel Haverkorn - Vice President **(RH)**
- Jessica Hodge – Secretary/Treasurer; Finance Committee Chair **(JH)**
- Jim Bonacci **(JB)**
- Sabrina Ferris **(SF)**
- Anquanette Gaspard **(AG)**
- Sibyll Jones **(SJ)**
- John (Tommy) McGlothin – Communications Committee Chair **(TM)**
- Michael (Ryan) Pickard **(RP)**

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

Regarding New Bookkeeping Services

3.13.24 – JH called for vote

Issue: The Association has been in need of bookkeeping services since the departure of the last administrative assistant. Three companies were solicited (Rodney & Associates, Kelly Kuipers, CPA, and Manta Services). Approve entering into a contract with Manta Services to provide Bookkeeping services for the Association.

- **Notes/Discussion**
 - Upfront costs will be higher to get set up and streamlined.
- **Result:** **Approved** (6y; 3nv-JB, SF, RP)

Regarding Water Quality Monitoring Program

3.18.24 – JH called for vote

Issue: The Association has Ocean Labs performs the water testing as needed; however, if a test is overlooked and not ordered, then the Association could be in noncompliance. Approve entering into an annual contract with Ocean Labs to automatically perform the testing as required by DNPR, eliminating the chance of fines for noncompliance.

- **Notes/Discussion**
 - None.
- **Result:** **Approved** (7y; 2nv-SF, RP)



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Regarding Generator Maintenance

4.6.24 – JH called for vote

Issue: The new generator needs to have routine maintenance performed. Quotes were received from BCJ and Island Generators. Approve entering into a contract with Island Generators to perform the routine maintenance.

- **Notes/Discussion**
 - None.
- **Result:** **Approved** (5y; 4nv-CM, RH, SF, RP)

Regarding Offering Administrative Position

4.9.24 – JH called for vote

Issue: The front office administrative position has remained open for almost a year. After several interviews, approve offering the position to Aliyah Parris.

- **Notes/Discussion**
 - None.
- **Result:** **Approved** (6y; 3nv-RH, SF, RP) - (Note: offer was declined)

Regarding Credit Card/Check Processing

4.9.24 – JH called for vote

Issue: The Association needs a better way to collect payments that will accommodate owners and be more economical for both the owners and the Association. Approve entering into an agreement with Salty LOCS to provide online payment services for credit cards and ACH.

- **Notes/Discussion**
 - While credit card fees to the owners will not change by much, it will save money for the owners by allowing for ACH and provide the capability to make payments online. It will save time for the office staff and bookkeeper (processing cards, entering CC invoices, running to the bank, etc.) resulting in an overall cost savings to the Association.
- **Result:** **Approved** (7y; 2nv-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.

Jessica Hodge
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 April 17, 2024:

Fund Balances

- Financial reporting will be next meeting. The new bookkeeper is currently working through the reconciliations for 2024

Audit

- Audit for 2020/2021 are posted on the website
- Audit for 2022 is under review
- Audit for 2023 will commence when the auditor is complete with tax season

Miscellaneous Activities

- Manta Services has been hired as a third party bookkeeping service
- A new credit card service with online options has been procured and will be implemented over the next few weeks. While the credit card fees will be close to what they are now, ACH payments online will be an option for a minimal fee

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

Jessica Hodge
Treasurer