



Association of St. C Condominium Owners

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MINUTES

Board of Directors Meeting

May 15, 2024 – 7:00 P.M. AST

CALL TO ORDER

The Board of Directors' meeting was called to order at approximately 7:04 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
Sibyll Jones (207), via Zoom
Tommy McGlothlin (309), via Zoom
Christine Merna (304), via Zoom
Ryan Pickard (118), via Zoom

St. C Staff:

Patrick Nugent, Operations Manager

Directors Absent:

N/A

Owners in Attendance:

Not available

APPROVAL OF AGENDA

- **MOTION** [T. McGlothlin] – Approve the meeting's agenda as presented.
 - This motion was seconded by JB.
 - No opposition – **Approved**.

APPROVAL OF PAST MINUTES

- **MOTION** [T. McGlothlin] – Motion to approve April minutes with corrections as noted in emails circulated.
 - This motion was seconded by AG.
 - No opposition – **Approved**.

GENERAL MANAGER'S REPORT

- Jason May, General Manager, could not be in attendance. C. Merna briefly reviewed his written report on his behalf.
- *Excerpts from Jason's written report included below*

- A survey will be going out to all owners regarding the pet policy. The pet policy is being reviewed by management and legal counsel to ensure that all ADA/ESA requirements are met. The survey will also be asking for ideas/opinions on the restaurant space.
- Streamlining of office accounting procedures with the new bookkeeping company, Manta Services, and Administrative Assistant, Brianna Smith, is ongoing.
- New credit card processing will be implemented soon.
- A news flash was sent to the owners regarding the new Dolphin Suite, thanks to T. McGlothlin. The transition to the new location was smooth with no down time.

OPERATION MANAGER'S REPORT

- Patrick Nugent, Operations Manager, could not be in attendance. C. Merna briefly reviewed his written report on his behalf
- *Excerpts from Patrick's report included below*
- Work update:
 - Concrete work at porches 234, 235, 236, 237, 243, and 244 and spalling concrete repairs at 213, 214 and 129 continue.
 - Unit 222 support column was completed, and the catwalk/front porch will resume next.
 - Pothole repairs were delayed due to the weather.
 - A hurricane drill will be scheduled within the next couple of weeks. Owners are responsible for closing the shutters and removing items from the porches/galleries.
- Building C Roof:
 - After weeks of weather delays, final concrete was poured last weekend and will be sealed after curing. Work is ongoing to perform repairs at the units that experienced water intrusion.
- Capital Improvements:
 - Work is expected to commence once contracts are in place for the following:
 - 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
 - Cisterns D/E and reservoir cleaning
- Garbage Dumping:
 - Do not dump garbage into bins used by the contractor or landscapers as the Association will be fined for mixing waste products. Use only the waste bins south of Building E for all household waste.
 - \$500 fine for illegal dumping.
- Security:
 - Office is open but in-person business must be scheduled for security concerns and for the protection of the staff. HOA payments can be dropped in the box or made via credit card by calling into the office.

OFFICERS' REPORTS

President's Report:

- Legal update:
 - A new motion has been posted to the website. Owners are encouraged to sign up for website access and to review the documents.
 - Hearings are hoping to be scheduled soon to resolve some of the open issues.

Secretary's Report:

- *See written Secretary's Report for details.

Treasurer's Report:

- *See written Treasurer's Report for details.
- Due to some issues with First Bank, Manta Services was not able to gain access to statements in time to reconcile accounts for 2023 and year to date prior to this meeting.
- Audit for 2022 is posted on the website.
- Audit for 2023 is expected to commence soon.
- While the new third-party payment processing implementation was delayed, staff training was held today, and the goal is to have it up for June 1st.

COMMITTEE UPDATES

- None

OLD BUSINESS

- None

NEW BUSINESS

- Welcome to Brianna Smith, the new Administrative Assistant.
- Happy Birthday to R. Pickard and everyone with a birthday in May.

ANNOUNCEMENTS

- CM – Check out the upcoming events at the University.
- CM – Reminder that the meetings are posted on the website calendar. Typically, the board meetings are held the third Wednesday of each month unless something comes up to postpone or cancel.

ADJOURNMENT

- **MOTION** – There being no further business, on motion duly moved by J. Hodge.
 - Seconded by R. Pickard – Motion passed with 8y; 1n (AG).

The meeting was adjourned approximately 7:28 P.M.

Minutes submitted and approved by:



Jessica Hodge, Secretary



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

AGENDA

Board of Directors Meeting

May 15, 2024

7:00 PM AST

Welcome & Call to Order

Roll Call

Approval of Agenda

Approval of Minutes

Reports:

- GM Report
- Ops Manager's Report

Officers' Reports:

- President's Report – Legal update
- Secretary's Report
- Treasurer's Report

Old Business

New Business

Announcements

Adjourn

St. C General Manager's Report for May 15th, 2024 Board of Director's Meeting

Updates:

- A community survey will be going out in the next couple weeks to gauge interest in updating our pet policy, and also asking for ideas/opinions on what to do with the restaurant space. Watch for an email from "Survey Monkey".
- Our 3rd party bookkeeper continues to exceed expectations with streamlining our account payables and receivables. Please note that payment receipts for dues paid may take a few days since the bookkeeper, to save paying him more than necessary, picks up all payments from our office just two or three times a week.
- Our new Administrative Assistant, Brianna Smith, is catching on quickly and will be taking over some of the bookkeeper's tasks as she becomes more firmly planted.
- Our new credit card processor was in the office today getting us set up. We're planning to be fully online for June 1st.
- The Dolphin Suite has moved down to 'apartment row' and we have had our 1st guest reside there, with other bookings coming in. This move was done with no down time. An open house is forthcoming.

Respectfully Submitted.

Jason May

Operations Report

Board of Directors Meeting, May 15, 2024

Maintenance Team

The maintenance team is currently working on multiple short-term projects. One team is applying the final texture coat of cement to the front porches of units 234,235,236,237,243, and 244. The other team is repairing spalling concrete in units 214 and 213. In addition, another team is conducting cement repair work in unit 129. Our carpenter is replacing doors in unit 102.

The repair work to the support column for the front porch structure for unit 222 was completed 2 weeks ago. The inclement weather however, prevented the team from starting on the demolition of the sections of the catwalk and front porch, however it is anticipated that this project will resume next week.

The team is also scheduled to begin minor pothole repairs on the property. This project was delayed by two weeks due to the inclement weather. It is now scheduled for the latter part of May, 2024.

Hurricane season is upon us. Please take the opportunity to inspect your shutters to be sure they are functioning. Report any maintenance issues for the shutters to the office right away. We will be conducting a hurricane drill within the upcoming weeks. Notices will be sent out as to how to participate in the hurricane drill.

Contractor Related Repairs

The many days of torrential rain took a toll on the roof section replacement project for building C. It delayed the casting of the cement in the sections that were demolished by two weeks. Finally, cement was casted on Saturday 5/11/2024. After seven days of curing the casted cement will be sealed with the new roof coating system that was applied to the rest of roof; bringing this project to a close.

Capital Improvement Projects

Constructor(s) are in place for the Capital Projects. The projects below are expected to commence once the contracts are in place, and a Notice to Proceed is issued to the contractor(s).

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

Garbage Dumping

Please do not dump garbage in the bins that are being used by the contractor to remove debris or the bins the landscapers are using to remove cut shrubbery. These bins are specific purposes, and if household waste is placed in them, the Association will be fined for mixing the waste products.

There are household waste bins South of building E, PLEASE USE them for your household waste. There is a \$500 fine for illegal dumping.

Security

The office is closed for in-person business for security concerns. You can place your HOA payments in the drop box just in front of the office gates. The box is emptied twice daily and is under the watchful eye of a security guard and surveillance cameras. You can also call the office to make a credit card payment.



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 April 18 through May 15, 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 Offering Administrative Position

4.23.24 – 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 Brianna Smith.

- **Notes/Discussion**
 - None.
- **Result:** **Approved** (8y; 1nv- SF)

Regarding Capital Improvement Projects

4.29.24 – JH called for vote

Issue: The Association received proposals from multiple contractors for the capital improvements projects planned for 2024 along with the addition of the cleaning of cisterns. Following are the lowest, most responsive, and qualified bidders:

- Dion Construction: Building A Exterior Concrete Repairs - \$27,840
- Dion Construction: Building A Roof Coating and Repairs - \$56,784
- Dion Construction: Building B Exterior Concrete Repairs - \$19,580
- Dion Construction: Building B Roof Coating and Repairs - \$43,680
(Dion Construction Total = \$147,884)
- Reich LLC: Cistern Cleaning - \$45,000
- Audley Hobson: Apartment B Renovation - \$28,000



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Vote to enter into a contract with the contractors as listed above.

- **Notes/Discussion**
 - Apparent low bidder at \$24,500 on Apartment B only had a masonry license. Audley Hobson was the second lowest at \$28,000.
- **Result: Approved** (8y; 1nv-SJ)

Regarding Offering Maintenance Staff Position

4.29.24 – JH called for vote

Issue: The maintenance staff has been short-staffed for the past year. After interviewing multiple candidates, both managers recommend offering a position to Dacus Jules.

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

Regarding Increasing the Dolphin Suite Rate

5.8.24 – CM called for vote

Issue: The Dolphin Suite, which is offered as an amenity for the Owners, was transferred to what was Apartment A. This space is a two-room suite, newly remodeled, with a separate bedroom from living/kitchen area; whereas, the previous Dolphin Suite was a one room efficiency in disrepair. The rate for the one room efficiency was \$60/night. Vote to increase to \$100/night for the new two-room suite. (Note: cleaning charge has increased to \$125/per stay)

- **Notes/Discussion**
 - AG recommended to charge more during the season vs. off-season and start at \$99 for low-season and \$129 for high-season.
- **Result: Approved** (8y; 1n-AG)

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 May 15, 2024:

Fund Balances

- The new bookkeeper was unable to obtain access to the First Bank records until this week; therefore, reporting will be on or before next meeting.

Audit

- Audit for 2022 is posted on the website.
- Audit for 2023 is expected to commence soon.

Miscellaneous Activities

- A new credit card service with online options is being implemented. The office has been set up and had a brief training session today. We hope to have this ready for owner access by June 1.

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

Jessica Hodge
Treasurer