Association of St. C Condominium Owners

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MINUTES
Board of Directors Meeting
September 8, 2021 – 6:00PM

CALL TO ORDER
The Board of Directors' meeting was called to order at 6:15 pm – delay due to audio issues.

ROLL CALL

Directors Present:
Joanna Walker (116)
Denise Richardson (115)
Marjorie Robbins (139, 144, 301)
Mark Pratt (309), via Zoom
Todd Charles (243), via Zoom
Sibyll Jones (207), via Zoom
Christine Merna (304), via Zoom
Kay Christiansen (211), via Zoom

Directors Absent:
Jessica Hodge (107) (w/prior notification)

St. C Staff:
Dennis Smith, Maintenance Manager

Owners in Attendance:
Jerry Burns (331)
Martin Levy (236)
Diana Robinson (302)
Trevor Walker (116)
Victoria Rivera/Vera Baquet (205, 212), via Zoom
Maurice Harris (112), via Zoom
Sharone Pierre (336), via Zoom
Nicole o/b/o Josephine Lawrence (241)
Tommy McGlothlin (309), via Zoom
Joy Ulsich (117), via Zoom
Fitzgerald Lawrence (304), via Zoom

APPROVAL OF AGENDA
MOTION [M. Pratt] – Adopt the meeting's agenda as presented

This motion was seconded by Christine Merna. All Board members present voted in favor of the motion, which was subsequently carried.

APPROVAL OF PAST MINUTES
MOTION [C. Merna] – Approve the minutes for the July 14, 2021 Board meeting as presented by the Secretary

This motion was seconded by Todd Charles. All Board members present voted in favor of the motion, which was subsequently carried.

MAINTENANCE REPORT
Refer to the General Manager's weekly maintenance reports (attached to the agenda package) for the period since the July 14, 2021 Board meeting.

Comments/questions:

1. Christine Merna asked the GM to provide a little more clarity on the overhang replacement and window replacement projects. Specifically, was the overhang work re-bid when the pricing changed? **Response [D. Smith]:** No, the overhang project was not rebid. The GM's understanding is that the B&G Committee would review the scope and priority of overhang work and provide a recommendation to the Board for breaking the overhang replacement project up into phases to control costs. The window replacement schedule was included in the GM's report for the week of August 30 – September 3.
2. Christine Merna followed up by asking why we did not re-bid the project when the pricing changed? **Response [D. Smith]:** The pricing did not change. Just the scope of work was reduced.
3. Comment [C. Merna]: Timely follow-up on email requests will promote clarity and transparency so the Board remains informed – especially with regard to price and/or scope changes.
4. Marjorie Robbins asked if we have made any progress on replacing the emergency generator? It is Marjorie's understanding that the Board had already voted affirmatively on replacing the generator. **Response [K. Christiansen]:** The decision was deferred to B&G Committee for a recommendation.

   Action Item #22: B&G to act on the recommendation regarding the successful bidder for replacement of the emergency generator. [T. Charles]

5. Comment [J. Walker]: in the meantime, the GM has the parts to repair the existing generator and will complete the repairs.

   Action Item #23: Repair the existing emergency generator. [D. Smith]

OFFICERS' REPORTS
The following reports by the Officers were presented:

President's/Vice President's Report (Combined)
Refer to the combined report by the President and Vice President (attached to agenda package) for details on the following topics:

- Recent generator failure on 9/4/2021
- Reminder to Owners for completing Renovation Forms
- Recent meeting with St. C Security

Comments/questions:

1. J. Walker added that there was an informal meeting with the property developer who purchased the old hotel, and he assured her that there are no plans currently to build structures that would obstruct the current views from St. C. In attendance at the meeting were J. Walker, S. Richardson, M. Robbins, and M. Moore.
2. M. Robbins added that the developer currently does not have financing secured for development of the property, and in her experience, it is very difficult to secure financing for a large development project on island. However, there was also an indication that some adjacent government land may also be involved in his development plans, and this might improve his

ability to gain financing. He mentioned townhouses in the location of the old hotel. In her opinion, this development effort will be very good for St. C.

3. M. Pratt asked about the existing easements and whether they might be impacted by the recent sale of the adjacent property. **Response [M. Robbins]:** Easements are part of the deed and are not impacted by the sale.
4. C. Merna asked if the entrance road is part of the purchase as well. **Response [J. Walker]:** Part of the entrance road is included in the sale, but it is not expected that this portion of the entrance road would be repaired anytime soon as part of the development effort.

Secretary's Report

Refer to the report by the Secretary (attached to agenda package) for details on Board voting pertaining to the following topics:

- Property and liability insurance renewal update
- Search for alternative legal representation

Comments/questions: None

Treasurer's Report

Refer to the report by the Treasurer (attached to agenda package) for details on the following topics:

- Profit & Loss through July 31, 2021
- Balance Sheet as of July 31, 2021

Comments/questions: None

APPROVAL OF COMMITTEE CHARTERS

The following committee charters were included in the agenda package and considered for approval by the Board:

Communications Committee

- Approval of Charter
  MOTION [K. Christiansen] – Approve the Communications Committee charter as presented

  This motion was seconded by Todd Charles. All Board members present voted in favor of the motion, which was subsequently carried.

Finance Committee

- Approval of Charter
  MOTION [M. Pratt] – Approve the Finance Committee charter as presented

  This motion was seconded by Shay Richardson. All Board members present voted in favor of the motion, which was subsequently carried.

Bylaws Committee

- Approval of Charter
  MOTION [K. Christiansen] – Approve the Bylaws Committee charter as presented

  This motion was seconded by C. Merna. All Board members present voted in favor of the motion, which was subsequently carried.

COMMITTEE UPDATES
The following updates were provided by the Committee Chairs or Liaisons:

Legal Committee

- K. Christiansen reported that she met with Matt Reinard on 9/8/21. He is the attorney who represents Greentree. The following updates on units in arrears were provided:
  - **Unit 110:** Formerly owned by Bently. This case is moving forward and we can expect to see something within about 6 weeks. As of 7/28/21, the VI Marshall has a certified writ of execution for a Marshall's sale.
  - **Unit 339:** Shellpoint Mortgage Servicing has petitioned the court for collection of attorney fees. Only a judge can move this case forward unless Shellpoint retracts its request for fees (unlikely). The VI Marshall will not act until the case moves into post-judgement phase.

  Action Item #24: Send an addendum to the quarterly report to all Owners for information [K. Christensen]

  Comments/questions: None

Communications Committee

- Refer to the Communications Committee Report dated September 7, 2021 provided by the committee chair and contained in the agenda package.

  Comments/questions: None

Buildings and Grounds Committee

- Pool Furniture Refurbishment
  - Thank you to Vicki and Vera (and volunteers) for all their work on the pool furniture refurbishment project (nearly complete)
- Directional Signage
  - Thank you to Vickie and Vera (and volunteers) on the directional signage to improve traffic safety on campus
- Generator Replacement
  - B&G intends to look at RFPs for the generator replacement
- Walkway Lighting
  - B&G intends to develop a scope for walkway lighting in the near future
- Pool Heater
  - Marjorie sent info a while back, but B&G does not have an active RFP in the works yet
  - Comment [M. Robbins]: Only one company (Pool Works) came out and spoke with Dennis regarding the pool heater project.
  - Comment [K. Christiansen]: We (B&G Committee) are also going to explore the possibility of using a pool cover. This will require careful consideration of things like ease-of-use and the environment at St. C (i.e., salt spray and wind).
  - **Question [C. Merna]:** What is the purpose of the pool cover? Is the cover intended to retain heat, like a solar cover? **Response [M. Robbins]:** If we raise the temperature of the water with a heater it will increase evaporation and heat loss. The cover is intended to help reduce the heat loss.
  - Comment [C. Merna]: May also consider solar floating pool cover
  - Comment [M. Pratt]: It would be helpful for B&G to look at the total project cost of the pool heater/cover in terms of initial investment and ongoing operations and maintenance costs,

including the anticipated costs for electricity consumption, water replacement costs for increased evaporation, normal O&M costs (labor and materials) recommended by the manufacturer, etc. These may be significant enough to include as a separate line item on the budget.
    - **Question [C. Merna]:** Has B&G evaluated the need by determining the temperature of the pool, and whether it is necessary in our climate to have a pool heater? **Response [Various]:** J. Burns recorded the temperature of the pool at 60°F which everyone agreed is too cold. A target temperature of between 70°F and 75°F is desired.
- Window Replacement Project
    - **Question [J. Walker]:** Where do we stand on the window replacements? Dennis has a plan to continue replacements, but didn't we bid this work out with Dion being the successful bidder? **Response [T. Charles/K. Christiansen]:** B&G voted to proceed with Dion during the last meeting.
    - **Question [S. Richardson]:** Was this voted on after the notification of price increase by Dion? **Response [T. Charles]:** Yes.

Action Item #25: B&G to evaluate ongoing O&M costs for pool heater project and present estimated monthly/annual cost to Board [T. Charles]

Action Item #26: B&G to make a recommendation to the Board regarding the window replacement project. Specifically, the recommendation should be whether to continue replacement with in-house resources or go with an outside contractor (Dion?) [T. Charles]

Comments/questions: Refer to bulleted items above.

Nominating Committee

- K. Christiansen requested J. Walker to officially appoint a Nominating Committee per the bylaws.
- One of the first charges of the NC would be to develop a charter.
- Proposed slate of members sent to J. Walker (by K. Christiansen) via email. The volunteers are Angela Hummel and Karen Rasmussen (both of whom have served in the past) with Kay acting as chair.
- **Question [S. Richardson]:** Do we need to send out a request from the office to all Owners for other volunteers? **Response [K. Christiansen]:** We can do that, but the bylaws do not require that. The bylaws only state that the President shall appoint the committee members. It is a committee of three. The bylaws do require that one of the committee members be a Director.

Action Item #27: Appoint a Nominating Committee for 2021 consisting of Kay Christiansen (Chair), Angela Hummel and Karen Rasmussen [J. Walker]

Comments/questions: Refer to bulleted items above.

Finance Committee

- Refer to the Finance Committee Report provided by the committee chair and contained in the agenda package.

Comments/questions: None

Bylaws Committee

- Refer to the Bylaws Committee Report provided by the committee chair and contained in the agenda package.

  Comments/questions: None

Social Committee

- No report

  Comments/questions: None

OLD BUSINESS

Review of Action Items from June 9, 2021 Board Meeting yielded the following items still open:

Description	Responsibility	Status
Action Item #6: Get contact information for coconut removal person and work with the B&G Committee to make it happen before the first tropical storm of the season **Comment:** Dennis will perform coconut removal with St. C Staff as part of regular maintenance. Remove from Action Item list.	Dennis Smith	**Complete** (see comment)
Action Item #8: Discuss with Shay Richardson the Social Committee's role in future rentals of the restaurant space **Comment:** Tabled due additional restrictions imposed due to resurgence in COVID-19 cases	Joanna Walker	**On Hold** (see comment)
Action Item #16: Provide a recommendation for an audio solution for future Board meetings. **Comment:** C. Merna asked for a Board vote on the Communications Committee recommendation and agreed to test out the conference equipment off-island in advance of the October Board meeting **MOTION [T. Charles] –** Purchase audio equipment recommended by the Communications Committee (Jabra Speaker 810) This motion was seconded by M. Pratt. All Board members present voted in favor of the motion, which was subsequently carried.	Communications Committee	**Complete**
Action Item #17: Notify Dion and develop a contract for the window replacement project for B&G review prior to presenting to Dion Construction. **Comment:** On hold pending recommendation from B&G Committee.	Dennis Smith	**On Hold** (see comment)
Action Item #18: Prioritize the roof overhang repairs by roof (worst first) and recommend breaking up the project into phases. Develop contract and specification for Phase I and forward to the B&G Committee for review. **Comment:** Work scope to be reduced. Dennis will send info directly to Todd.	Dennis Smith	Status?

NEW BUSINESS

None

OWNERS' CONCERNS
Refer to the attached document for the recorded Owners' Concerns for the September 8, 2021 meeting and Board responses

ADJOURNMENT
MOTION - There being no further business, on motion duly moved by Todd Charles, seconded and carried by Shay Richardson, the meeting was adjourned at 7:42 pm AST

Minutes submitted and approved by:

Mark A. Pratt
Mark Pratt, Secretary