

ROYAL ST. ANDREW ASSOCIATION, INC.
Board of Directors Meeting – In Person & Zoom Conference
Tuesday, June 17, 2025

Minutes

Call to Order by Manager Steve Mannik at 4:03pm

Quorum Established – Four board members were in attendance: President Tom Dudar, Vice President Mark Rosenfeld, Secretary Joe Cvengros, Treasurer Bahr Mahony as well as Manager Steve Mannik and 5 owners in person and 7 owners on Zoom.

Confirmation of Proper Meeting Notice – Steve Mannik confirmed the meeting notice and agenda went out to owners on Friday June 13, 2025 meeting the required notice, and was posted in the mail room.

Additions/Corrections to Agenda: There were none.

Approval of Board Meeting Minutes: Steve noted that the minutes from the board meeting held on May 20, 2025 were approved by the board via email and have been posted to the owner's page of the RSA website.

President's Report: None

Treasurer's Report: Bahr shared a spreadsheet (attached) and pointed out some of the higher discrepancies compared to budget. Some of the larger variances are due to errors in the financials which are being addressed by RealManage. There is also an overspend on maintenance due to water pipe leaks in the building. Overall expenses are about 2% over budget. The budget numbers in the financials are not correct so Steve is looking into this with RealManage.

Account Balances as of 05/31/2025

Operating Fund:	\$1,342,426
Reserve Fund:	\$1,063,389
Total Assets:	\$2,405,815

Manager's Report:

Roof Project: Contractor proposals were reviewed by engineer Bret Taylor and this morning all contractors were sent additional design details and requested proposal revision to be back to us by this Friday. There will be a meeting next Tuesday (06/24) with Bret Taylor with the intension of selecting a contractor to recommend to the board. The lead time for the contractors to start is anywhere from 7 days to 30 days and this will also be part of the consideration for who is recommended. There was a question about the status of the lien. Steve mentioned that we are waiting for follow-up from attorney Matt Davis with PDT. Mark said that at the advice of PDT,

the lien was not contested because it would have immediately started the lawsuit process, and we were still trying to negotiate with Simon. It was noted by Bahr that we will be notifying Simon Roofing when RSA is about to sign with another contractor and give them one last opportunity to agree to RSA's offer. If they do not agree then there will potentially be a lawsuit filed against Simon.

Generator: The generator is in production. The lead time is a little longer than expected. We have been informed by ACF that it should be ready to ship between Aug 14-21 with a 2-3-week ship time. We are planning for installation in the beginning of September.

Common HVAC: The new Aeon unit was scheduled to be shipped to ACF a couple days ago, but we are waiting on confirmation. They will add a waterproof coating to the coils before installation.

Committee Reports:

Project Committee: Owner, Mark Rosenfeld (committee chair)

A project timeline Gantt chart was displayed and will be posted on the owners page of the RSA website.

Elevator Modernization: The project is on time. There will be one night when some electrical work will need to be done overnight. This will involve the North elevator being shut down between 10pm-12am, and Steve will let residents know what day this will take place. Mark also noted we are getting a quote for new flooring in the elevators.

Parking Garage: WC-FL has begun the work on the upper parking deck getting it prepared for the new waterproofing coating. They will first paint the wall around the deck.

Building Painting and Waterproofing: The colors being used are a very close match to the existing colors on the building. Snowbound will be the main white tone color and Morning Fog will be the accent color. There was an idea from WC-FL to accent the front of the building horizontally on each lanai slab. One of the reasons for the suggestion is that dirt buildup on the top edge of the lanai slab would not look as bad from the inside of units. Sherwin Williams is working on putting these color schemes on an image of the building which will be shared with owners. Vicki noted a couple of areas of the building that have been painted, which is a column to the right (south) of the west entrance and a lanai slab at unit 204 by the pool deck.

Concrete Repairs: WC-FL has mobilized, and the concrete repairs will be done in conjunction with the block removal. It was noted that all the old signage will be removed and replaced with new signs.

Decorative Block: Mark is still trying to get design ideas from POMA and has also shared the accent color to see if it can be matched on the architectural metal. WC-FL will be starting the deco block removal very soon. They have swing stages in place. Once block begins coming out access to the utility balconies will be restricted. Cool Today will be placing AC condensers onto stands to allow for repair/waterproofing to be done to each deck. During this process AC units will be off for only a portion of one day.

Parking Lot Resurfacing: This project will not take place until after all the concrete work has been completed so contractors and equipment are not damaging the new surface.

Carports (lower): This will be done in conjunction with the parking lot resurfacing so currently looking like October/November.

Mark mentioned that the project committee is reviewing a proposal for construction oversight.

No other committee had a report.

Board Business: Nothing on the agenda.

Steve talked about the voting for the hallway mirror material change saying that we currently have 18 Yes votes and 10 No votes. It will take 31 of either yes or no to firm up the decision. A reminder will be sent to owners who have not responded. Mark thanked George and Terry for their help with the hallway furniture project.

Good Neighbor Section:

Steve brought up challenges caused by improper trash dumping. Someone has been placing items such as dresser drawers, room dividers, shelving, a box spring, and more in the dumpsters which causes them to fill up quickly and overflow. He talked about the rules of no construction debris, and that residents should only through bagged household trash down the chute and into the dumpsters. For other larger items owners need to call an outside service.

This led to a discussion on a Compliance Committee which plays a role if an owner is fined for something. They would review complaints/fines, then would hear the owner, and then make a decision on whether to levy the fine.

Any other questions/comments: There were none.

Adjournment: Tom made a motion to adjourn, Joe second, all were in favor. The meeting adjourned at 5:12 PM.

Respectfully submitted,

Approved:

Steve Mannik, Manager

2025 Income/Expense Statement (as of 5/31/25)

Account	YTD Actual	YTD Budget	YTD Variance/Variance %	Comments
Revenue:				
	\$1,350,002	\$176,101	\$1,173,901	Removing \$1.1M for Assessment #2 yields \$260K YTD actual revenue. Rental Income 667% being invoiced.
Expense:				
Operating Expenses	\$123,084	\$123,260	\$176	Over budget on Plumbing: Repairs/Water and Federal Income Tax. Under budget on Elevator Contract and Landscape Maintenance. Investigating journal entries on 0% Building Maintenance, Natural Gas and Cable TV.
General and Administrative	\$154,793	\$148,988	(\$5,805)	Investigating journal entries on Insurance and Manager's Salary. Under budget on -4% Professional Fees (timing).
Total Expenses	\$277,877	\$272,248	(\$5,629)	-2%
Net Surplus/(Deficit)	\$1,072,125	(\$96,147)	\$1,168,272	-1215% Removing \$1.1M for Assessment #2 yields (\$18,312) YTD Actual
Account Balances as of 5/31/25				
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Total Assets	\$2,405,815			