ROYAL ST. ANDREW ASSOCIATION, INC.
Board of Directors Meeting – In Person & Zoom Conference
Tuesday, April 21, 2026

Minutes

Call to Order by Manager Steve Mannik at 4:00pm

Quorum Established – Five board members were in attendance: President Tom Dudar, Vice President Mark Rosenfeld (Zoom), Secretary Joe Cvengros, Treasurer Art Molesphini, and Board Member Justin Barnes (Zoom) as well as Manager Steve Mannik and 8 owners in person and 11 owners on Zoom.

Confirmation of Proper Meeting Notice – Steve Mannik confirmed the board meeting notice and agenda went out to owners on Friday April 17, 2026, 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 March 17, 2026 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: Art displayed a spreadsheet showing variances to budget (attached). Overall RSA is 5% over in revenue and 9% under in expenses.

Account Balances

Operating Fund:	$ 281,461
Reserve Fund:	$1,434,362
Total Assets:	$1,715,823

Steve made motion to accept the treasurer's report as presented, all approved.

Manager's Report:

Generator Update: Steve went through the timeline of the process getting us to this point and noting some of the challenges along the way. Steve is currently working with the startup team and the contractors to make sure everything is ready and can be scheduled for startup. No startup date has been established at this time.

Committee Reports:

Project Committee:

Carports/Parking Lot: Mark said the carports are in progress. The awnings along the parking garage and south carport should be completed by the end of next week. After the carport is completed the paving contractor will be back to complete the valley gutter, filling in around carport posts, and a few other final punch list items. Mark noted there is an interest in changing the parking lot entrance area from asphalt to concrete. There was some discussion on the possible change.

Mark made a motion to change 600 sq ft at the north entrance to the parking lot to concrete where it is presently asphalt for a cost of $7,355. Vote: Mark - Yes, Justin – Yes, Tom – No, Art – Yes, Joe – Yes. The motion passed 4-1 and will now go out for an owner vote for a material change.

There was some discussion about adding a concrete pad adjacent to the parking lot exit. It was decided to table that until we get a cost and investigate utilities in the area.

Architectural Metal: Mark said POMA should be ready to begin installing the panels at the end of May or beginning of June.

Steve made a motion to accept the Project Committee report. All were in favor.

Planning Committee:

Mark noted there was a good turnout for the realtor roundtable. The committee planned to put out a survey to owners on future enhancements but has decided to put that on hold until after current and additional infrastructure projects are completed.

Steve made a motion to accept the Project and Planning Committee reports. All were in favor.

Grounds Committee:

Vicki said the new landscape company serving RSA, Grants Gardens, has begun working on site. She had a meeting with the account manager in which they discussed current conditions, and ideas for improvement. There is some irrigation system work they have been doing.

Steve made a motion to accept the committee reports. All were in favor.

No other committee had a report.

Board Business:

Plumbing and Electrical Infrastructure:

Joe talked about plumbing and what had been done to date with cleaning and lining stacks until the project was stopped due to unexpected damage to pipes. Plumbing consultants were interviewed and a decision was made to go with consultant David Baker. There will be camera work done on all drainpipes in the building for David to analyze. David said to expect about 3-5% damage to pipes as you do the cleaning process. There was some additional discussion on the process.

Joe then talked about the electrical infrastructure. We first brought in Windemuller who has done an infrared inspection 5 years ago. It was recommended we do this again but also talked about how the age of major components are past their expected life. Then electrical consultants were contacted and two have been interviewed and others will be soon. One firm gave an estimated cost to replace the electrical infrastructure in a range of $2.0 to $2.5 million. The lead time could be over a year. There was some discussion on the need to start the process soon due to the age of the equipment and the lead time to replace it. We will start with the infrared inspection to help determine current conditions. There was some discussion on the process of replacing the equipment.

Good Neighbor:

Justin reminder everyone to please break down boxes before placing them in recycling bins. He also noted that a construction crew stained a bench on the 15th floor. There were also some cars scratched by contractors working in the area, so to please ask contractors to be more careful around vehicles.

This concluded the agenda items so there was a request for owner questions.

There were questions on: The scope of the electrical and plumbing work to be done. The remaining work to be done on the parking lot, including repairs. The possible change from asphalt to concrete in the parking lot entrance.

Adjournment: Tom made a motion to adjourn, Mark second, all were in favor. The meeting adjourned at 5:33 PM.

Respectfully submitted, Approved:

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Steve Mannik, Manager

2026 Income/Expense Statement (as of 03/31/26)

Account	YTD Actual	YTD Budget	YTD Variance	Variance %	Comments
Revenue:	$173,955	$165,441	$8,514	5%	Positive variance due to Late Payment Charges, Interest Income and a 2024 tax refund.
Expense:					
Operating Expenses	$61,379	$83,524	$22,145	27%	Under budget in overall Maintenance. Budget spread evenly throughout the year, so we are currently trending in the right direction. AC Preventive maintance bugeted in March, expense will hit in April.
General and Administrative	$92,486	$85,481	($7,005)	-8%	Appraisal Fee was budgeted at and of 2025. Legal fees above budget.
Total Expenses	$153,865	$169,005	$15,140	9%	
Net Surplus/(Deficit)	$20,090	($3,564)	$23,654	-664%	

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