

List of Approved Edits for AH Reference Manual

1. Changes to Pt1, IV.2.a (p20)	APPROVED 12 November 2015	2
2. Changes to Pt1, III, 3.1.d (p17)	APPROVED 12 January 2017	3-4
3. Changes to Pt1, VII, 2.d.4 (p51)	APPROVED 12 January 2017	5
4. Changes to Pt2, Sec. 741 (p11 of 16)	APPROVED 12 January 2017	5
5. 3 changes related to Apts 207 & 304	APPROVED 12 January 2017	6
6. Changes to Pt2, Sec. 209	APPROVED 09 February 2017	7
7.	APPROVED 27 April 2017	8-9
8. Submetering	APPROVED 24 Jan 2018	10-12
9. Glossary	APPROVED 24 Jan 2018	13-14
10. Governance (sec 200)	APPROVED 24 Jan 2018	15-16
11. In-unit	APPROVED 24 Jan 2018	17
12. (1:5) 221.d	APPROVED 26 Jul 2018	18
(2:5) minutes	APPROVED 26 Jul 2018	18
(3:5) schedule of fees	APPROVED 26 Jul 2018	19
(4:5) renovations	APPROVED 26 Jul 2018	19
(5:5) fob use	APPROVED 26 Jul 2018	20
13.		

Changes to Pt1, IV.2.a (p20)
APPROVED 12 November 2015:
Replaced (old)

2. Rules For a Friendly Social Atmosphere.

a. *Communication Between Co-Owners.* The Board **MUST** establish and maintain a reasonable, effective, and free method for Co-Owners to communicate among themselves and with the Board.
[Condominium Act 55-79.75:1]

with (new)

2. Rules For a Friendly Social Atmosphere.

a. *Communication Between Co-Owners.*

(1) Applicable LAW. The *Condominium Act 55-79.75:1* requires the Board to “establish a reasonable, effective, and free method, appropriate to the size and nature of the condominium, for unit owners to communicate among themselves and with the executive organ regarding any matter concerning the unit owners’ association.” In addition the board “shall not require prior approval of the dissemination or content of any of the material regarding any matter concerning the unit owner’s association.”

(2) Implementing Instructions. Communication between Co-Owners will be via BuildingLink. The designated area within the BuildingLink is under Bulletin Board / Topics/ Owner’s Corner.

- i. Co-Owners are permitted to use the service;
- ii. All owner-submitted comments or information must be related to the Alexandria House condominium or the Council; commercial solicitations are not allowed;
- iii. The Board (through a Board or management designated representative) reserves the right to remove any offensive or otherwise inappropriate or unauthorized postings;
- iv. Neither the Board nor management actively or continuously monitor what is posted on the service and cannot be held responsible for what co-owners post;
- v. Content posted on the service cannot include defamatory statements, foul language, racial slurs and similar offensive content; users are to report offensive/inappropriate content in writing to management.

Changes made to Reference Manual on 10 December 2015 and uploaded to Building Link by E. Warner.

(1:3) (re:Garage)

Suggested change to Part One, III, 3.1.d (p17) Add in points 5 & 6

APPROVED 12 Jan 2017

d. *Parking Spaces.* The parking spaces in the garage are a part of the Common Elements, owned in fee simple by all Co-Owners according to their ownership interest shown in Table 1 at Page 11. *[Master Deed VI.A]*

(1) Parking spaces **ARE** assigned to individual Apartments for their exclusive use. *[Master Deed VI.A]*

(2) Exclusive use of the parking space, or spaces, so designated for a certain Apartment **MAY** be sold or transferred among the Co-Owners independently and separately from their Apartments, with the written consent of any mortgagees of the affected Apartments or parking spaces. *[Master Deed VI.A]*

(3) A Co-Owner **MAY** rent out the exclusive use rights of parking spaces assigned to his/her Apartment, independently and separately from that Apartment; the rental income will be to his/her benefit. *[Master Deed VI.A]*

(4) The Council holds exclusive use rights for all parking spaces that were unassigned when the Council took control of Alexandria House. *[Master Deed VI.A]*

- The Council **MAY** rent out the exclusive rights to use these spaces, as it deems proper. *[Master Deed VI.A]*
- The Council **MUST** bear the costs of operating and maintaining these parking spaces, on the same basis as is prescribed for Co-Owners holding exclusive use rights to Limited Common Elements. *[Master Deed VI.A]*

(5) The fee assessment of the garage parking spaces is determined by [Master Deed VI]

- The operation and maintenance of the parking garage is defined and agreed to as 8% of the common costs. (This is two floors of the 25 floor building ($2/25 = 8\%$).
- The pro rata share of a Co-Owner (or the Council) holding exclusive use rights for garage spaces **MUST** be determined by dividing the total assessment for garage spaces by 398.5, and multiplying the quotient by the number of parking spaces reserved for the exclusive use of that Co-Owner (or the Council). In applying this formula, parking spaces numbered 1 through 364 are given a value of 1, and tandem parking spaces numbered 365 through 387 are given a value of 1.5. *[Master Deed VI.A]*
- 8% of the Common Electrical costs are considered as garage costs. This amount is prorated based upon ownership % to all Co-Owners including Commercial Apartment A.
- Final Monthly Fee Example of Calculation Methodology

They divided the TOTAL GARAGE COST by the total number of spaces stipulated in the Master Deed (398.5. Not the actual number of spaces available for use.) to derive a monthly parking space fee (assume cost = fee).

The AH Treasurer maintains a GARAGE TEMPLATE SPREADSHEET to calculate the garage monthly fees. See the 4 step methodology below.

- o Take the costs without electricity General ledger code 49010 and multiple by 8%.
- o Divide by 398.5
- o Multiple result of #2 by number of single billable space and by 1.5 times tandem spaces. The sum of these two numbers is the cost that the parking fees should recover.
- o Calculate parking fees to recover that amount. Keeping the tandem fee at 1.5 times the single space fee.

(6) How many parking spaces are there

AH Parking Space Breakdown			
Resident single spaces	259		
Resident Tandem spaces	20		
Sub-Total resident spaces (billable)		279	must match Management Company's monthly billing
Council single spaces	13		
Original spaces now unusable	20.5		306 is half space
Sub-total not billable spaces		33.5	
		312.5	
Commercial numbered spaces	77		
Commercial not numbered	9		
Sub-Total Commercial billable		86	must match Management Company's monthly billing
Total all spaces		398.5	

(2:3) (re:Garage)

Suggested change to Part One, VII, 2.d.4 (p51)

APPROVED 12 Jan 2017

(4) The total assessment for garage spaces **MUST** be that portion of the cost of operating and maintaining Alexandria House as a whole, which is reasonably attributable to the cost of operating and maintaining the parking garage. *[Master Deed VI.A]*

- The pro rata share of a Co-Owner (or the Council) holding exclusive use rights for garage spaces **MUST** be determined by dividing the total assessment for garage spaces by 398.5, and multiplying the quotient by the number of parking spaces reserved for the exclusive use of that Co-Owner (or the Council). In applying this formula, parking spaces numbered 1 through 364 are given a value of 1, and tandem parking spaces numbered 365 through 387 are given a value of 1.5. *[Master Deed VI.A]*

This content is deleted because it was effectively moved over to Part One, III, 3.1.d (p17). In addition, it was in a section about Special Assessments which the garage billing is not.

Points d5 and d6 would get renumbered as d4 and d5

(3:3) (re:Garage)

Suggested change to Part Two, Section 741 (p11 of 16)

APPROVED 12 Jan 2017

741 Transfer. If a Co-Owner wishes to transfer his/her right to the exclusive use of a numbered parking space to another Co-Owner who wishes to acquire that right, the two Co-Owners ~~MAY apply in writing to the President of the Board for an~~ SHALL complete an amendment to the Master Deed effecting such a transfer, employing the form prescribed by the Board for that purpose (available from the General Manager).

741.1 ~~Upon receiving such an application, the President of the Board~~ The Amendment is notarized and signed by the President of the Board, shall forthwith prepare and execute an amendment to the Master Deed reassigning all rights and obligations with respect to the parking space.

741.2 Upon execution of the amendment by both of the Co-Owners concerned, ~~and their payment of all reasonable costs for the preparation, acknowledgement, and recordation of the amendment,~~ the purchaser shall cause it to be recorded and ~~thereupon to become effective~~ record it with the City of Alexandria (to update the real estate records) and shall provide to the General Manager evidence of his/her having done so.

741.3 The General Manager will update the AH MASTER PARKING SPACE file and notify the Management Company to update their monthly billing to show the change in number of parking spaces for both the seller and buyer's apartments.

742 Rental. Co-Owners MAY rent numbered parking spaces only to Co-Owners or Tenants.

Under Regulation

746 Parking Space Transfer. The General Manager will update the AH MASTER PARKING SPACE file and notify the Management Company to update their monthly billing to show the change in number of parking spaces for both the seller and buyer's apartments.

(1:3) (re: Apts 207 & 304)

Suggested change to Part Two, Regulation 274a (p23 of 28)

APPROVED 12 Jan 2017

274 The Building Maintenance Technician's Duties. The Building Maintenance Technician *SHALL* –

- a. whenever possible, reside at Alexandria House (This objective is totally dependent on availability of the Council owned Apartments 207 and 304);

Simply delete a. and renumber subsequent items accordingly.

(2:3) (re: Apts 207 & 304)

Suggested change to Part Two, Regulation 277.8 (p26 of 28)

APPROVED 12 Jan 2017

277.8 As part of their compensation, Apartments may be made available to the General Manager, the Engineer, and/or the Assistant Building Engineer for their use as residences. This objective is totally dependent on availability of the Council owned Apartments 207 and 304.

Simply delete.

(3:3) (re: Apts 207 & 304)

Suggested change to Part Two, Section 350, Policy 354 & Rules 356 (p9 of 14)

APPROVED 12 Jan 2017

354 Investments. The Council holds Apartments 207 and 304 as investments.

356 Assignment of Council Owned Apartments 207 and 304. Apartments 207 and 304 *MAY* be made available to the General Manager, the Engineer, and/or the Assistant Engineer for use as residences in partial compensation for services rendered. This objective is totally dependent on availability of these two Council owned Apartments.

Delete both, but this will also require a careful renumbering of items in that section (and be sure to renumber in the Table of Contents as well!!)...

Suggested change to Part Two, Section 209

APPROVED 09 Feb 2017

Change:

-
- 209.1 – The Board President appoints a Nominating Chair at the November meeting (early November).
- Nominating Chair's responsibility is to solicit candidates for new Board members, explain responsibilities, and answer any questions regarding time required and activities.
- Nominating Chair drafts letter to co-owners requesting candidates and requesting desired candidates to officially notify Chair with application, resume and photo at specific date based on the timeline of Annual meeting.
- Chair receives information from candidates and provides information to Secretary and General Manager 1) include in annual meeting packet and 2) to place candidates' information in lobby.

Insert

- 209.2 - On or about the first day of January, the Secretary shall send to each Co-Owner an advance notice of the Annual Meeting.

** Bump paragraphing numbers 209.3, etc up on

(1:3) (re: the Drake Room)

Suggested change

APPROVED 27 April 2017

25 references to “the Drake Room” be replaced with “The View”

(2:3) (re: the Drake Room)

Suggested change to Part Two, Section 620, Policy 621 (p5 of 8)

APPROVED 27 April 2017

621 The Drake Room. The 23rd floor parlor identified in the Condominium Instruments as “the Party Room” has been named the “Drake Room” in honor of Major General Clifford Drake, United States Marine Corps (Retired), who served as President of the Council from 1978 to 1980.

Replace with

621 The View. The 23rd floor parlor identified in the Condominium Instruments as “the Party Room” was originally named the “Drake Room” in honor of Major General Clifford Drake, United States Marine Corps (Retired), who served as President of the Council from 1978 to 1980. In 2017, the Drake Room was remodeled and, by popular vote, renamed as **The View**.

(3:3) (re: the Drake Room)

Suggested change to Part Two, Section 620, Policy 622 (p5 of 8)

APPROVED 27 April 2017

622 Use of The View. The View MAY be used –

- a. as a meeting place in which to conduct the Council’s official business;
- b. for events sponsored by the Council or its Committees; and
- c. for private, non-profit social parties or gatherings.

Add

d. as a dayroom, ie, the non-exclusive use by residents.

(1:2) (re: Complaints)

Suggested change to Part Two, Section 120 (p7 of 10)

APPROVED 27 April 2017

Retitle this section from *Enforcement* to *Enforcement and Complaint Process*

(2:2) (re: Complaints)

Suggested change to Part Two, Section 120, Rules 124 (p8 of 10)

APPROVED 27 April 2017

124.4 The Secretary shall convey the Board's findings and decisions in writing to the responsible Co-Owner and post, or otherwise publish, them to the Co-Owners and Residents within seven (7) days following the hearing.

124.5 If all informal avenues to resolve a complaint within the Council have been exhausted and the Board has issued an adverse action, the complainant may go to VA Office of the Common Interest Community (CIC) Ombudsman (<http://www.dpor.virginia.gov/CIC-Ombudsman/>) and use their complaint/appeal process.

TOPIC Submetering

DESCRIPTION OF CHANGE: amends submetering language to indicate that if there is no submetering, the electrical costs must be apportioned according to ownership share.

REASON WHY: Since we do not currently have a submetering system, this updates the language in the reference manual to reference proportional billing of electricity. The language provides for either a submetering system or proportional billing.

Old vs New

7 Recommended Sub-metering changes to be consistent with By-laws

CHANGE 1) Under VII Financial matters 2. Assessments d. Special Assessments and Other levies item #4

Old text

4. The costs of all electricity used in the residential Apartments MUST be apportioned among the Co-Owners according to the amount of electricity actually used in their respective Apartments. [By- Laws VII.1.(b)]

Recommended change

4. If there is a sub-metering system in place, the costs of all electricity used in the residential Apartments MUST be apportioned among the Co-Owners according to the amount of electricity actually used in their respective Apartments. Otherwise the cost will be apportioned across all Co-owners based upon ownership share. [By- Laws VII.1.(b)]

CHANGE 2) Under VII Financial matters 3. Electricity Sub-Metering

Recommended Change – add Note (in CAPS) to sub-heading

Electricity Sub-Metering. – THIS SECTION IS ONLY APPLICABLE IF THE COUNCIL ELECTS TO MAINTAIN A SUB-METERING SYSTEM. CURRENTLY, THERE IS NO SUB-METERING SYSTEM AT ALEXANDRIA HOUSE.

CHANGE 3) Under VIII Administrative Matters 1. Responsibilities of the Council 1.1 Electricity Expenses

Old text

1.1 ELECTRICITY EXPENSES.

Electricity Sub-Meter Testing Records. The Council *MUST* –

keep and maintain the following records –

Recommended Change

1.1 ELECTRICITY EXPENSES.

1. There is no sub-metering system at Alexandria House but if there was then this applies. Electricity Sub-Meter Testing Records. The Council ***MUST*** –

=====

CHANGE 4) Old text – Part 2 Section 320 Assessments, Policy #324

324.Electrical Expenses. The Council ***WILL*** maintain a sub-metering system for measuring the amount of electricity actually used in each residential Apartment and ***WILL*** employ the data accumulated thereby as a basis for allocating the costs of the Council’s electric bill.

Recommended change

324.Electrical Expenses. The Council ***WILL*** apportion electrical expenses across all Co-owners based upon ownership share unless there is a sub-metering system for measuring the amount of electricity actually used in each residential Apartment

=====

CHANGE 5) Old text – Part 2 Section 320 Assessments, Regulation #334

334.Electrical Expenses. Each Apartment ***SHALL*** be assessed the cost of the electricity sub metered to that Apartment and its proportionate share of the common electrical expense.

- 334.1A rebate of electrical expense credited to the Council in any month shall be deemed to offset the “common” electrical expense.

Recommended change

334.Electrical Expenses. If there is a sub-metering system in place, each Apartment ***SHALL*** be assessed the cost of the electricity sub metered to that Apartment and its proportionate share of the common electrical expense. Otherwise electricity expenses will be apportioned across all Co-owners based upon ownership share.

Delete 334.1 concerning rebate

=====

CHANGE 6) Old text – Part 2 Section 400 Operation and Maintenance, Rule #410 **Delete this rule**

410. Electricity Sub-Metering System. The Board ***SHALL*** contract with a qualified firm to provide all services needed to operate and maintain the Council’s sub-metering system in accordance with the Commonwealth of Virginia’s rules for electricity sub-metering and energy allocation equipment.

Recommendation - delete Rule #410

CHANGE 7) Old text – Part 2 Section 400 Operation and Maintenance, Regulation #419 Delete this rule

- 419 Sub-Metering System. Routine and preventive maintenance **SHALL** be performed to maintain an acceptable degree of accuracy so long as the Sub-Metering System is in service.
- 419.1 A scheduled recurring testing program shall be established and carried out to ensure that the Sub-Metering System functions in accordance with applicable rules and standards.
- .1.1 Upon the request of any Co-Owner, the Sub-Metering System shall be tested in his/her Apartment, at no charge to him/her, to determine its accuracy with respect to electrical usage, in his/her Apartment, so long as this request is not made more frequently than once in any 12-month period.
- .1.2 If a request for testing is found to be justified, it shall not be counted against the Co-Owner's 12-month allowance.
- 419.2 Any part of the system that is found to be defective shall be repaired or replaced without avoidable delay.
- 419.3 Any deviation of the system's functioning from applicable rules and standards shall be adjusted to bring it into uniformity.

Recommendation – delete Regulation #419 in total

TOPIC Glossary

DESCRIPTION OF CHANGE: Updates definitions.

REASON WHY: The reference manual has outdated definitions for General Manager, and Management Agent, Building maintenance technician. When we changed our organization to have a Building Director, there was no reference to the position in the manual. This change includes Building manager and indicates that the terms Building Manager and General Manager can be used interchangeably.

This also changes the definition of Management Agent from purely a financial role to a full service role, which we have had in place for over 3 years.

There are also updated terms for the Facilities Manager, building engineer and Maintenance Technician.

Old vs New

GLOSSARY

The terms defined here are used in the Manual with initial letters capitalized to signify that they are used as explicitly defined:

OLD Building Maintenance Technician	The Staff member in direct charge, under the General Manager, of operating and maintaining the Common Elements and who oversees and coordinates the safe and efficient operation and maintenance of all necessary building systems, including HVAC.
Replacement Building Facilities Manager/ Building Engineer/ Maintenance Technician	These terms refer to those individuals operating and maintaining the Common Elements and who oversee and coordinate the safe and efficient operation and maintenance of all necessary building systems, including HVAC. They report into the Building Director.
OLD General Manager	The Staff member directly in charge of the Staff and Property. The Board's Management Agent for all matters not assigned by contract to the Financial Manager. A professional property manager or licensed management firm, the General Manager may serve concurrently either as the Financial Manager, or as the Building Manager.

<p>Replacement Building Director</p>	<p>The on-site management team overseeing the operations and finances of Alexandria House is led by the Building Director. The terms, Building Director and General Manager may be used interchangeably in this document. See section 200 for an overview of the chain of command.</p>
<p>OLD Management Agent</p>	<p>The Board's Management Agent for financial matters. The Financial Manager is the Board's Management Agent for financial matters, and the General Manager is the Board's Management Agent for all matters not assigned by contract to the Financial Manager.</p>
<p>REPLACEMENT Management Agent</p>	<p>A professional licensed property management firm hired by the Board to supervise the operation and management of the building. This supervision is done with both on-site and remote personnel working for the Agent.</p>
<p>OLD Staff</p>	<p>The General Manager, the Engineer, the Assistant Engineer, and those other persons who are regularly employed by the Council, either part-time or full-time, to carry out duties in and around the Property.</p>
<p>REPLACEMENT Staff</p>	<p>All on-site personnel working to support Alexandria House, either part-time or full-time, to carry out duties in and around the Property.</p>

ADOPTED BY THE BOARD JANUARY 24, 2018

REFERENCE MANUAL CHANGE Section 200

TOPIC: Governance and Management of Alexandria House: Tab 200 of Reference Manual

DESCRIPTION OF CHANGE: The current Tab 200 reflects Alexandria House under a different organization and management arrangements and has been rewritten to reflect our current circumstances. Please note that the numbering of the sections is off, and we are working to have everything numbered correctly by the time of the board meeting.

REASON WHY: The current version of Section 200 reflects a Management Agent that only provides Financial Services. Since AH moved to a full service management agent, it has been out of date for over three years. It also does not reflect our current organizational structure or the present duties of the Management Agent, Barkan.

The revision updates the section and adds an overview of our governance structure and responsibilities.

Key Changes: See attached document. Major changes are as follows:

1. There is a new section providing an overview of the governance structure.
2. The Term General Manager has been replaced by the term Building Director throughout the section.
3. The term Building Maintenance Technician is replaced with Facility Manager or Facility Manager's Staff throughout.
4. Clarifies that the Managing Agent hires all the staff.
5. Deletes sections redundant with the Employee Handbook that are part of Barkan responsibilities
6. Updates the List of committees.

OLD VERSION: the current version of Section 200 Section can be found in the Building Link Library, under Governance Docs, in the Reference Manual. It is pages 108-133 of the PDF. (there is different page numbering on the actual document) [\[8 May 2018: old version is 2015_old_sec200.pdf\]](#)

NEW VERSION: See attached. The proposed rewrite in its entirety is one attachment. There is also a list of the specific changes with the old and new language. [\[8 May 2018: new version is 2018_new_sec200.pdf\]](#)

TAB 200 – ORGANIZATION

Summary of Key Changes

1. Added a new section giving an overview of GOVERNANCE STRUCTURE SECTION 200
2. Change General Manager to Building Director throughout the section 200
3. Change Building Maintenance Technician to Facility Manager or Facility Manager's staff throughout
4. Old #200 Council of Co-Owners – renumbered to #210 - no major changes

By section the Key changes

5. Section 220 Board of Directors
 - a. Regulations #233 clarified duties of Building Director and Management Agent
6. Section 240 Management
 - a. Delete #245 that Building Director must be an Alexandria House employee
 - b. #249.2 clarify that Management Agent is not assisting with hiring but is doing the hiring
7. Section 260 Staff
 - a. Replace references to Building Maintenance Technician to Facility Manager or Facility Management staff
 - b. Rule #260 change employee insurance/benefits for on-site employees are negotiated with the Management Agent.
 - c. #275-205 delete sections redundant with Employee handbook and that are part of Barkan HR responsibilities
8. Section #290 Committees
 - a. Update list of committees- add Lobby Committee, delete Internal Controls

In-unit services

407 no changes required

407 Service for a Fee. Minor maintenance and repairs not provided at common expense **MAY** be made available, for a fee, to any Apartment with an account not currently delinquent.

407.1 Change reference to employees to include Council agents

OLD

407.1 Any Co-Owner or Tenant receiving services for a fee shall hold the Council and its employees harmless of any and all damages associated with entrance to his/her Apartment or performance of the requested work.

NEW

407.1 Any Co-Owner or Tenant receiving services for a fee shall hold the Council, its agents, or staff harmless of any and all damages associated with entrance to his/her Apartment or performance of the requested work.

406 Change required – change work order to eMaint. Delete rest of sentence.

OLD

406 Requests for Service. A Co-Owner or Tenant may request that the Staff make repairs to his/her Apartment by completing a work order request form, available at the Reception Desk.

406.1 In an emergency, he/she may call the Reception Desk (Phone number: 703-5485002) to obtain immediate assistance.

NEW

406 Requests for Service. A Co-Owner or Tenant may request that the Staff make repairs to his/her Apartment by completing a work order request form, available through eMaint (or applicable system currently available).

406.1 In an emergency, he/she may call the Front Desk (Phone number: 703-548-5002) to obtain immediate assistance. The Front Desk will respond immediately and then enter the request into the eMaint system.

408 Change required – delete this item

DELETE

408 Schedule of Services, Amenities, Fees, Deposits, and Charges. The Board **SHALL** adopt and publish a schedule of services and amenities provided by the Council to Co-Owners and Tenants, together with the fees, deposits, and charges that **SHALL** be collected.

June Management Committee Report

Commented [EW1]: June meeting canceled.
Submitted/presented at July meeting. Items approved 26 July 2018. Minor edits on fob use to include pool...

The Management Committee met to discuss and work on a number of board policy changes from the February Annual Meeting and the Mar-May Board meetings that needed to be codified into the Reference Manual.

- The first is a relatively minor changes and a consequences of previous changes.
- Item 2 is the action on Minutes from the Annual Meeting
- Items 3 and 4 are from the decision to have a fee for renovations support. However, because the fee is outlined in the Building Director’s Alexandria House Renovation Approval Tracking Sheet, we didn’t feel it necessary to explicitly state in the Reference Manual other than to refer to it by putting #408 back in and updating relevant parts of Sec 750 that refer to modifications/renovations.
- Item 5 is many items concerning the decision on fob use. Most are pretty minor, just updating references to keys and cards to more accurately reflect keys, fobs or other access devices. But there is new wording for #504.

Items following will be referencing the paging of the 2018 version of the Reference Manual available on Building Link!

(1:5) (reference update)

Suggested change to Part Two, Section 210, Reg 221 (p17)

APPROVED 26 July 2018

old version:

221.d take custody of the original Minutes of each Meeting of the Council and store them as required by RULE 208.2.

new version:

221.d take custody of the original Minutes of each Meeting of the Council and store them as required by RULE 218.2.

(2:5) (minutes)

Suggested change to Part Two, Section 210 (p15)

APPROVED 26 July 2018

Per 2018 Annual Meeting Motion (Feb 2018)

“MOTION: Mr. Cantelli moved, Ms. Long seconded, to post the draft minutes of the Council of Co-owners meetings within 60 days of the completion of each meeting to the appropriate posting. The motion passed unanimously.”

Suggest REWORDING 218.1

Old

218.1 The Secretary shall authenticate the Minutes and make available electronic copies to all Co-Owners prior to the next meeting of the Council.

New
The Secretary shall authenticate the draft Minutes and make available electronic copies to all Co-Owners within 60 days of the completion of the meeting with the draft being included in the next Council meeting's agenda for approval.

(3:5) (schedule of fees)
Suggested change to Part Two, Section 400 (p48)
APPROVED 26 July 2018

From the Mar 2018 and April 2018 Board meetings,
Renovation Policy: The Building committee recommended passing a proposal to require a fee of \$50 per week for the staff's work to support renovations. Mr. Long asked the Board to consider a fee of \$100.
MOTION: Mr. Warner moved, Ms. Porter seconded, to approve the Resolution as stated with the \$50/week charge. The motion passed (2-1-1) with Mr. Warner and Ms. Porter in favor, Mr. Long opposed, and Ms. Jackson abstaining.
Use of The View:
MOTION: Mr. Wilcox moved, Mr. Warner seconded to allow a \$50 fee for use of The View by all non-profits. The motion passed (3-2-0) with Mr. Long and Mr. Warner opposing.

These items should be specifically listed on the schedule of fees, which was originally referenced in item 408 that was deleted in Jan 2018!

Current 408:
408 Schedule of Services, Amenities, Fees, Deposits, and Charges.
Deleted 24 Jan 2018 by direction of the Board
Old, old version
408 Schedule of Services, Amenities, Fees, Deposits, and Charges. The Board **SHALL** adopt and publish a schedule of services and amenities provided by the Council to Co-Owners and Tenants, together with the fees, deposits, and charges that **SHALL** be collected.

Suggest adding 408 back in but with modified text:
408 Schedule of Services, Amenities, Fees, Deposits, and Charges. The Board **SHALL** direct the Building Director to maintain and make available a schedule of services and amenities provided by the Council to Co-Owners and Tenants, together with the fees, deposits, and charges that **SHALL** be collected.

(4:5) (renovations)
Suggested change to Part Two, Section 750 (p86)
APPROVED 26 July 2018

- A. (pages xiv, 74-75, 86) Add "Renovation" to #753, #763, #769 so that they become Apartment Modifications/Renovations

B. Rewrite #763 (p87)

Old version

763 Apartment Modifications. No Co-Owner or person for whom he/she is responsible **SHALL** make modifications to his/her Apartment without first applying in writing to the Board, through the General Manager or the President of the Board.
763.1 The Board shall act upon the application, within 30 days of its submission.
763.2 If the Board, or the General Manager acting for the Board, fails to respond to an application within 30 days, the failure shall be deemed to constitute permission to proceed with the proposed modifications.

New version

763 Apartment Modifications/Renovations. No Co-owner or person for who he/she is responsible shall make modifications to his/her apartment without submission of an "Alexandria House Renovation Approval Tracking Sheet" to the Building Director. Renovation requests may require board approval. If so, then paragraphs 763.1 and 763.2 apply.
763.1 The Board shall act upon the application, within 30 days of its submission.
763.2 If the Board, or the Building Director acting for the Board, fails to respond to an application within 30 days, the failure shall be deemed to constitute permission to proceed with the proposed modifications.

(5:5) (fob use)

Suggested change to Part Two, Section 500 (p???)

APPROVED 26 July 2018 w/ edits (add pool)

Edit #504 (p60), #509 (p61), 510.1 (p61)

Old
504 Keys. Each Resident **SHALL** protect his/her Alexandria House key/card and control its use by others.

New
504 Resident keys/fobs for common areas. As further specified in this rule, Residents shall have access through the staff, under the direction of the Board, to fobs (or keys or cards as appropriate) which will control their access to common areas.
504.1 Each Resident SHALL protect his/her fobs and keys or other issued access items and control their use by others.
504.2 Fobs shall be assigned to Residents who are on file in the Alexandria House official list of co-owners or tenants of rental units.
a The residents in this category shall have access to the lobby entrance, B1 and B2 garage entrances, storage area, sun deck, The View, and the pool (when lifeguard is present).
504.3 Residents may purchase additional fobs ("secondary fobs") for others to use, and the residents must provide the name and contact information for each secondary fob issued.

<p>a Residents will be responsible for any and all consequences of the individuals utilizing the resident's secondary fobs.</p> <p>b Secondary fobs will only provide access to the entrance doors for the building. All other access to amenities accessible by primary fobs is permitted only when non-residents are accompanied to those areas by the Alexandria House resident.</p>
<p>509 <u>Changing Alexandria House Keys.</u> Whenever security considerations or building renovation cause the Board to change locks on the external doors, the General Manager SHALL provide, at common expense, each responsible Apartment Resident with two new Alexandria House keys and/or cards that will ensure continued access to all external lobby doors, the doors to the basement storage rooms, and the sundeck.</p> <p>509.1 The General Manager shall provide additional keys and/or cards to Residents and non-resident Co-Owners who so request, at cost.</p>
<p>509 <u>Changing Alexandria House Fobs and Keys.</u> Whenever security considerations or building renovation cause the Board to change locks on the external doors, the General Manager SHALL provide, at common expense, each responsible Apartment Resident with two new Alexandria House fobs, keys, or other access devices that will ensure continued access to all external lobby doors, the doors to the basement storage rooms, the sundeck, and the pool (when lifeguard is present).</p> <p>509.1 The General Manager shall provide additional fobs or keys, or other access devices, to Residents and non-resident Co-Owners who so request, at cost.</p>
<p>The General Manager shall provide, at cost, to any Resident who has registered to use the bicycle room, a key to that room.</p>
<p>The General Manager shall provide, at cost, to any Resident who has registered to use the bicycle room, a key, or other access device, to that room.</p>
<p>Amend 605 by:</p> <p>(i) in the title changing "Key/Card" to "Fob/Key"</p> <p>(ii) in the text changing "key/card" to "fob/key"</p>
<p>Make conforming changes to indexed table of content references to reflect the proposed change in the title to 504, 509, 605 as follows:</p> <p>(i) in the general table of contents for part 2 of the RM, pages "(iii)" to "xv":</p> <p>(A) change the title of 504 to "Fobs and/or Resident keys for common areas"</p> <p>(B) change the title of 509 to "Changing Alexandria House Fobs and Keys"</p> <p>(C) change the title of 605 to "House Fob/Key"</p> <p>(ii) in the contents table for Tab 500 at page 58 of the RM:</p> <p>(A) change the title of 504 to "Fobs and/or Resident keys for common areas"</p> <p>(B) change the title of 509 to "Changing Alexandria House Fobs and Keys"</p> <p>(iii) in the contents table for Tab 600 at page 66 of the RM change the title of 605 to "House Fob/Key"</p>