

Salem Square Condominiums
Board Meeting Minutes
October 28, 2019

Robert Hourigan called the meeting to order at 6:30 PM. Present at the meeting were President, Robert Hourigan; VP, Joe Sexton; Treasurer, Stan Lounsbury; Member at Large, Belinda Motamedi; Secretary, Gingy Grider, Landscaping Chair, Winnie Miller; Council Members, Barbara McGee, Joan Masters, Jared & Kristen Rubi, Arleen Carr, Carol Sexton, Geoff Baker, Adrienne Blair, and Martie Bingham.

1. Approve last month's meeting minutes

Last month's meeting minutes were approved with a change in wording that should read bathroom rather than bedroom, and the current system can measure chemicals in water, it cannot add what is needed at the time. Measures too much then stops dumping.

2. Maintenance Report – Chris Carter

- a. Enviroscope power-seeded and aerated the grass in preparation for next year.
- b. The replacement of building C roof left significant amounts of yellow dust on the building. This was caused when the old roof was shaved to make way for the replacement. We were unaware that this would happen and we will advise residents to cover their balconies in the future.
- c. We switched from A/C to heat on Wednesday, October 16th.
- d. The clubhouse was renovated this month.
- e. Also trimming bushes and such.

3. Treasurer's Report – Stan Lounsbury

- a. Checking stands at \$71,820.48. Reserve is at \$158,081.34.
- b. \$40,000 was pulled from Reserves and was placed into our general checking account. This was done to ensure liquidity as we paid the roof bill. This reduces our Reserve contribution this year to \$10,000. We saw 13.6 % overage on new roof on C building. Will budget for 15% on next roofs. Over the last 12 months

we are down \$56,000 from last year, including all expenses. Should be low over the winter.

- c. 2018/2019 Auditor's Report – Everything in order per auditor's report.
- d. Other – Will need to replace Japanese maple in North quad. May have to push
- e. back dumpsters until next fiscal year, July 2020.

4. Old Business

- a. The lien on Unit H8 was removed. The property sold to a new resident and the previous owner paid her remaining balance in full.
- b. The budget for the clubhouse was increased from \$3,000 to \$6,000. We planned on updating the clubhouse in two phases over this year and next, but the existing furniture did not look good with the floor and wall upgrades. With this money we have purchased several sofas, chairs, renovated both restrooms completely and purchased new signage. There will be more pictures and other items added.
- c. The final price for Building C roof was \$58,055. This includes a base \$52,777 with 13.64% overage at \$7,200 for a total of \$59,977. We budgeted 10% overage for a total of \$58,055. We are \$1,922.00 over budget for this project. The overages are standard—they represent the full extraction and replacement of water-damaged portions of the roof. In future years, we will consider budgeting 15% overage.
- d. We thank Barbara McGee (G2) for spending a considerable amount of time revising and updating our Resident Information and the corresponding form. The Board needs to discuss whether we will require all residents to complete an updated copy of this form. Allows us to email residents rather than dropping paper at the doors. Will ask for changes at tomorrow's meeting.

5. New Business

- a. Do we want to install a security camera inside the clubhouse, now that it has been renovated? There is already an incident where the party house was not cleaned. We had to have it cleaned. We are no longer collecting \$25.00 per use. Board agrees that checking after each use is best solution to this issue. We will make this part of daily duties of Chris and Ronnie. Carol Sexton also agrees to check party house after each use.

- b. Preparation for Special Meeting on October 29th. Have people check in, check their demographics, if not correct will ask that they complete new form. Will hand out a ballot. A computer account will be run for all units. Units have different weight. At this time there are only 11 proxies. We need a quorum of a 66%. This vote will affect gardens as well.
 - c. Holly trees will not be discussed at this meeting, this discussion will be moved to the November meeting. We will focus on the special meeting and respect Board member time considering the Special Meeting.
 - d. The November and December Board meetings will be held on the third Monday rather than the fourth due to Thanksgiving and Christmas.
6. Adjourn – meeting was adjourned at 7:35 PM.