

## Salem Square Condominiums

### Board Meeting Minutes

March 23, 2020

#### Conducted via telephone

1. The meeting was called to order by President Robert Hourigan at 6:36PM. Present were Robert Hourigan, President; Joe Sexton, VP; Stan Lounsbury, Treasurer; Winnie Miller (F6); Bricks Avalon (C1); Barbara McGee (G2); Belinda Motamedi, At-Large.
2. Approve last month's meeting minutes
  - a. Joe motioned to approve with no changed. Stan seconded.
3. Maintenance Report – Chris Carter
  - a. Snaked kitchen drain for E8
  - b. Made new crawl space door for B5 – B8
  - c. Pulled weeds in front of F and G buildings
  - d. Replaced fence post in secondary entrance
  - e. Inventoried all shutters for replacement
  - f. Water hoses have been put out
  - g. Light sensor for H building lighting was relocated
  - h. United Mechanical is preparing out systems for A/C turnover.
  - i. Work completed in A1 – A6 entrance. Shoe mold was installed.
  - j. E basement and laundry areas were painted using existing paint.
  - k. Chris does not think we will add any more staff members for this season.
  - l. Lawn was cut for the first time this season.
  - m. Drain line in E building basement was repaired. The soft copper has developed holes.
  - n. Changed position of security camera on G building. We're still unable to capture license plates but we can capture faces very well. Robert will post images of offenders on Nextdoor with hopes of identifying them.
4. Treasurer's Report
  - a. Checking stands at \$78,954.06. Reserve is at \$158,415.90.
  - b. We saw a net income of \$12,036.44 for the month of February.
  - c. Robert is going to begin a comprehensive review of our Accounts Receivable; we have several residents who are notably behind on their condo dues. A detailed accounting will be available at the next Board meeting. Robert is in discussions with vendors who allow us to file liens electronically since County Clerk offices are closed for in-person transactions.

- d. Electricity Surcharge information may not be available in time for the meeting.

5. Old Business

- a. Notices for object violations were issued to approximately 19 units on Friday, March 13<sup>th</sup>. The deadline for units to gain compliance was Friday, March 20<sup>th</sup>. Most units are in compliance, some are not. Fining started on the 20<sup>th</sup> at \$5 per day. On Friday, March 27<sup>th</sup>, we will begin enhanced fining and/or removing offending items.
- b. Chris has not yet heard back from the Fire Marshall.
- c. Water adjustment has not yet been completed.

6. New Business

a. Board Updates

- 1. As of April 1, 2020, the following Board changes will go into effect:
  - 1. Stan Lounsbury will resign as Treasurer because he is moving.
  - 2. Gingy Grider will resign as Secretary to look after her mother.
  - 3. Joe Sexton will move from the Vice President position to President.
  - 4. Robert Hourigan will move from the President position and will serve as Secretary and Treasurer.
  - 5. The vacant positions will be filled at the Annual All-Resident meeting. Anyone who is interested in serving on the Board can reach out to Robert or Joe to learn more. Note: The Board internally decides who holds which position. If re-elected, Joe will remain President, but the roles of Vice President, Secretary, Treasurer, and Member-at-Large can be reassigned.

b. Coronavirus Updates

- 1. All non-emergency work has been suspended inside units.
- 2. Staff is bleaching all doorknobs, rails, and handles twice daily.
- 3. The Club House has been closed to all events. Existing bookings are cancelled.
- 4. Board meetings will be conducted via telephone until further notice.
- 5. The Annual All-Resident Meeting in May may also shift to telephonic/virtual.
- 6. Cash flow may be impacted if residents are unable to pay their condo dues.
  - 1. Residents who have lost their jobs due to COVID may be unable to pay their condo fees. This may necessitate that we delay major projects, such as roofs.
  - 2. If a resident is having difficulty paying their condo fees due to COVID, the resident should contact the Board.

c. Other

- 1. A 2-bedroom sold for a record \$125k.

d. Review Budget Proposal

7. Adjourn

- a. Belinda motioned to end meeting, Joe seconded. Meeting adjourned at 7:41PM.