

Salem Square Condominiums  
Board Meeting Minutes December 16, 2019

1. The meeting was called to order at 6:35 PM. Present were: Robert Hourigan, President; Joe Sexton, Vice President; Stan Lounsbury, Secretary; Belinda Motamedi, Board Member at Large; Winnie Miller, Landscaping Chair; Barbara McGee, Board Assistant; Adrienne Dye, Resident.
2. Last month's meeting minutes were approved with no change.
3. Maintenance Report – Chris Carter
  - a. Chris presented a list of general maintenance items completed, including landscaping chores, groundskeeping, drywalling, and painting.
  - b. The C building basement drain stopped up again. A snake was rented from Home Depot to clear it out.
  - c. The repairs to the sinking drain in the main driveway have been completed.
  - d. Wallpaper removal has begun in hallway A1 – A6.
  - e. Ronnie's son is helping Ronnie with various tasks through the winter.
  - f. The Board approved Chris's proposal to make gutter improvements to F building, specifically around F3 and F4.
  - g. As a reminder, if you have a running toilet, Salem Square will replace the flapper valve for just the cost of the flapper (<\$15). A single running toilet can cost us \$15 or more per month. If ten toilets are running on property, we spend over \$150 per month.
    1. While this is not the association's responsibility, offering this service can offer a solid return-on-investment with our water bills.
  - h. A set of keys with a Toyota key fob were found by maintenance. If you believe it is yours, please call the office.
  - i. Fire extinguishers were serviced by Pye Barker on 12/16/2019.
  - j. The Board declined to have basement hallway walkways repainted at this time. The estimated cost was \$500.
4. Treasurer's Report – Stan Lounsbury
  - a. Checking stands at \$55,124.93. Reserve is at \$158,218.95
  - b. November saw a net income of nearly \$23,500. We will continue to rebuild funds over the winter.
  - c. We are submitting a request to the bank to increase the amount of money we are allowed to cumulatively withdrawal via ACH per month. With more residents signing up for ACH, we hit a limit for our account that we did not know existed.
5. Old Business
  - a. Following last month's decision to proceed with holly tree removal, the Board obtained an initial estimate from The Plant Kingdom for replacements. The estimate to replace all of the trees is approximately \$11,000. The cost to remove them would be an additional \$3,000. This isn't an expense we've budgeted for. The holly trees have to be taken down or they have to be trimmed. If we proceed with removal, we need to be prepared to spend the \$11,000 to replace them all if the buildings don't look good without them. Robert and Stan are going to review how our fiscal year is going so far and will come back with an assessment of how we could absorb this expense.
6. New Business
  - a. Winnie is going to review the estimate from Naturescape and will advise which services we should use.
  - b. Resident Adrienne Dye asked that we trim the ends of the rail fencing at the secondary entrance so a bike could fit through. The Board has no objections. Chris will perform measurements to ensure it will work.
  - c. The party house was left unclean over the weekend. It took two hours to clean, mostly due to glitter and stains on furniture. The resident will be fined.
7. Adjourn