

Salem Square Board Meeting  
Tuesday May 26, 2020 6:30 pm  
Conducted via Telephone

May Board Meeting Minutes

- A. Roll Call. Present were Joe Sexton, President; Bricks Avalon, Vice President; Robert Hourigan, Treasurer; Cheri Boden, Secretary; Belinda Motamedi, At-Large; Carol Sexton, Landscaping Committee; Barbara McGee, Landscaping Committee; Winnie Miller, Landscaping Committee; Paula von Loewenfeldt, Resident; Debi Temple, Resident. Due to the nature of a large conference call, full attendance of all residents present was not taken.
  
- B. Roll Call and Approval of Annual Meeting Minutes.
  - 1. The Board self-organized to fill each position.
    - i. Joe Sexton: President
    - ii. Bricks Avalon: Vice President
    - iii. Cheri Boden: Secretary
    - iv. Robert Hourigan: Treasurer
    - v. Belinda Motamedi: At-Large
  
- C. Building and Grounds Report
  - 1. Performing general landscaping work, trimming and mulching.
  - 2. Installing shutters (see New Business)
  - 3. Repaired two drain lines under B building. The copper failed in the same location at opposite ends of the building.
  - 4. A new vent will be installed on H building in an attempt to improve air circulation for C1 – C4.
  
- D. Treasurer's Report
  - 1. Checking stands at \$90,947.29. Reserve is at \$ 158,546.43.
  - 2. Robert walked Board members through financial reports.
  - 3. Following our account audits, we are making good progress on collecting arrears. The effects of this will not be seen on our financial reports until next month and into June.
  - 4. 20/21 Budget – Final assessment totals, payment schedule, notice to owners

- i. As a reminder, the 2020/2021 budget was passed with ½ the requested assessment. There was considerable discussion about the timing of collecting this assessment in consideration of COVID. Robert led discussion about the timing of the assessment given our cash flow (which is to say, having enough money in the bank if multiple large bills [i.e. new compressor, electricity bill, and roof] become due in the same month. The Board decided that the assessment will be due in quarterly installments. If a resident misses an installment, a \$50 fine will be levied. If a resident is late on all four installments, a total of \$200 will be fined. The breakout is:

Unit Type	# of Units	Total Assessment per Unit	Total Assessment Collected
A	12	\$344	\$4,128
B	8	\$392	\$3,136
C	32	\$439	\$14,048
D	20	\$452	\$9,040
E	20	\$600	\$12,000
Total Community Assessment			\$42,352

Unit Type	If you pay this much per month	Due September 30, 2020	Due December 31, 2020	Due March 31, 2021	Due June 30, 2021
A	\$286	\$86	\$86	\$86	\$86
B	\$326	\$98	\$98	\$98	\$98
C	\$365	\$110	\$110	\$110	\$110
D	\$376	\$113	\$113	\$113	\$113
E	\$499	\$150	\$150	\$150	\$150



Anyone who is having difficulty paying their condo fee for COVID-related reason to please contact Joe or Robert. We are more than happy to work with you during this time.

E. Landscaping Committee (Carol Sexton)

1. Board approved \$150 for sod for north quad and select areas in the south quad.
2. Japanese Maple C Courtyard
  - a. Board approved preliminary a \$500 budget for Japanese Maple replacement. This will happen, at earliest, in September. It is proving difficult to find the right style of tree in stock.
2. Notices, garden violations and objects complaint
  - a. Three residences have significant overgrowth that we've been unable to control. Bricks volunteered to work with Barbara and Carol to work to tame these gardens. We will do this once, to clear out the space, but will not do it for the residents in the future. We will send
3. Plant Kingdom is replacing the dying tree in front of H building. This is covered by our warranty.

Commented [RH1]: E2, E7, F2. Barb mentioned extenuating circumstances that may impact E2 but declined to go into detail.

F. Old Business

1. Curtains Entryway Windows
  - i. Of 22 entry hallway window curtains (44 panels), half did not survive washing. It cost approximately \$300 to replace most of the curtains, but we are still short from our original order. The Board authorized additional funds to complete the job.
  - ii. Carol Sexton and Cheri Boden have collectively spent over 30 hours cleaning the entry hallway windows. We thank them for their time!
2. Shutters
  - i. E and A buildings are receiving new shutters first. We will then paint the doors a complementing grey before moving to another building. Bricks is checking with Habitat for Humanity Restore to collect the old shutters for donation.
3. Carpet Estimates
  - i. This conversation was rescheduled for next meeting.
4. Pool

- i. The state has yet to come up with guidelines for opening the pool during COVID. The pool remains closed at this time, as are all other pools across the state. The pool still requires minimal servicing. We will receive a refund for services not used.
- 5. A Building roof replacement
- 6. Contract was signed with IRC Roofing. Work is slated to begin in late August.

#### G. New Business

- 1. Chiller Compressor G Building
  - i. One of the two compressors for the air conditioning in the South Quad failed. We sourced quotes from three companies. We decided to have Alpha Energy Solutions install the new unit. It will cost approximately \$14k. Air conditioning will not have to be shut down to install the new compressor.

#### H. Maintenance / PM Agreement

- 1. Alpha Energy Solutions submitted a yearly maintenance agreement for our A/C and heating systems, including changeovers. The Board unanimously agreed in favor of this contract.
- 2. Possible Renting Violation – Private Discussion. Joe will reach out to the residence for additional information.
- 3. We have received complaints about potted plants on the grounds. As a reminder, potted plants are considered 'objects.' You can only have 'objects' on your physical balcony or patio. You cannot have potted plants in your garden space. This is not the Board's rule—it is written in our Bylaws.
- 4. We will determine June meeting format (telephonic vs. in-person) in a few weeks. We will likely have a telephone dial-in.
- 5. Debi Temple (E15) took a moment to thank Chris and Ronnie for their great work, as well as several others who dedicate their time to the community.

Debi asked for permission to tend to the graveled area in the south quad. Joe will speak with Chris to apply grass/weed killer in that space. Residents should ask the Board before placing anything in common areas.

**Commented [RH2]:** a.F8 has a friend staying with her but according to her it is a temporary situation. Joe is going to send a letter to the resident asking for additional information.