

## Salem Square Condominiums

### Board Meeting Minutes

November 18, 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; Secretary, Gingy Grider; Landscape Chairman, Winnie Miller, and Council Members, Barbara McGee and Carol Sexton.

1. Maintenance Report – Chris Carter

- a. Had to replace pressure relief tank on the G Building boiler. \$1521.
- b. Drain cleaning occurred in units E-14, G-9, G-10, and H-2.
- c. We had two main drain issues in the C Building basement. Paul Weber was called on the drain under condos C-5 and C-7. A snake was rented from Home Depot to clear the drain in the laundry area.
- d. Finished touch ups in clubhouse. Work is now final on the renovations.
- e. Trimmed Bushes as needed and cut down spider plants in front of G-bldg.
- f. Lubricated entrance door locks and checked closures.
- g. Had United Mechanical on property for heat issue on North Quad. We had a pump that was drawing too many amps and shut down. They were able to keep heat up and running with the A/C pump. We had issues to some condos. We did finally got heat to all 3 units but United Mechanical had to be called on A-11. The motor was pulled and sent out for a rebuild. Will continue to supply heat with A/C pump until rebuilt motor returns.
- h. Wayfair is having a sale on umbrellas. Stands and tables. Might be good time to purchase. Carol Sexton will research.

2. Treasurer's Report – Stan Lounsbury

- a. Checking stands at \$52,226.92. Reserve is at \$157,831.91.
- b. We experienced a net loss of \$64,577.51. This is due to two major costs: C building roof and Club House renovations. We will see net profits in upcoming months due to less activity. We have had a couple of units that have turned over and will help with arrears.
- c. Electricity Surcharge – went over budget this month. An increase was noted in South heat and thermostat was adjusted.

3. Landscaping Committee Report –Winnie reports we can't do anything until a decision is made on the holly trees. Joe reports this was a question he had and Winnie said the report was sent to Robert. Robert did not receive the report. Joe was mainly interested in what would be a good recommendation to replace trees with and what the cost for those trees would be. We have not had appropriate contact on this issue to make a decision. Winnie is following up with Plant Kingdom to suggest replacements.

4. Old Business

- a. Clubhouse renovations are complete.

5. New Business

- a. Decision to purchase snake for onsite use – We have a hand snake. The issue is to purchase a large snake to clean larger main drains. We can purchase one for \$775. Cost to hire a plumber is about is \$180. When we rent a snake from Home Depot it is \$100, which includes rental fee plus time to pickup and return.
- b. Wrap up special meeting – Board decision was made to remove all objects until we can convene next special meeting in May. Sufficient notice period will be given for residents to remove items. Residents do not have to throw items away—they can be kept in the residence or in an approved storage area. This is especially advisable since we plan to reach quorum on the issue in our annual May meeting.

A garden consisting solely of plant life and a basic border is allowed at this point. All other objects must be kept on one's balcony or patio. If a support is necessary for such a plant to grow (such as a stake for a clematis), it can be placed in the ground. Any potted plants must still remain on the balcony or patio.

- c. Holly trees – The board voted to approve removal of all existing holly trees, except those in North courtyard. This decision was made after a thorough review of Geoff Baker's report, and the reports of two landscapers, an arborist, and the recommendation of one with a landscaping degree.

We will begin prioritization of which holly trees to remove and are partnering with Plant Kingdom to locate suitable replacements. We do not expect to finish this process before Spring.

- d. FHA – the FHA recertification comes due in January. Robert is working on it.
- e. Water leak in C Building Maintenance Closet – A central hub of multiple water pipes in C basement has a leak and we are unable to determine which of the water pipes is the source. Chris will call Blackburn and Davis Plumbing because they are the only plumbing company that can quickly bring heavy machinery onsite to dig into the ground.
- f. Discussion on Resident list – The board gave Barbara McGee full control over the resident list. Forms will be distributed to be returned within two weeks. This is a mandatory requirement.

6. Adjourn – Gingy moved for meeting to adjourn at 7:48. Stan seconded.