

**SALEM PLACE CONDOMINIUM ASSOCIATION  
GENERAL SESSION  
ANNUAL OWNERS MEETING MINUTES**

Time and Place: January 15, 2020, 6:00 p.m.  
Bangs Center, Boltwood Walk, Amherst MA.

Trustees Present: Steve Sandler  
Lloyd Henley

Trustee Absent: Dan Sandell, President  
Jean Lukens, Secretary  
Patricia Mascis

Owners Present: Barry & Carol Brooks, Jean Murray, Irina Lugovskaya, Zoe Yousefi, Craig Cohen and Nadine Shank.

Also Present: Donna Golec, Owner of Kendrick Property Management (KPM)  
Anavah Martin, KPM Condo Adm.

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This meeting was called to review the yearly activity, discuss 2019 maintenance issues, major capital expenditures and to approve the 2020 Directors. The following meeting minutes were prepared by Donna Golec.

- The meeting was called to order at 6:00 p.m.
- Introductions of all in attendance.
- Approval of January 2019 Minutes.  
**Voted:** Approved by Trustees
- Property Management Report, Donna Golec – Presented the YTD 2019 Income & Expense report.
  - Review of the Salem Place Income Statement – Explanation of the monthly financial package is assembled, components and distribution to all Trustees.
    - Revenue line items – Condo fees – cover the annual operating expenses for the Association.
    - Capital Improvements – Historically the Trustees & KPM focus on the preservation of the buildings by addressing issues from the top down (I.e. Roofs are complete).

- Budget process – Starting in the Fall, KPM prepares a YTD Income Statement based on actual expenses then adds in the remaining months to estimate total expenses.
  - Capital projects – discussion regarding driveway, decks and fences. Based on the owners who were present, all were in favor of replacing the current wood decks with composite decking for less maintenance & easy cleaning.
  - Discussion on the By-Laws and billing commercial expenses back to only the commercial owners.
- Property Managers maintenance report, Scott Savino – provided a handout summarizing all the work completed in 2019 and the notable work needed for 2020 (see attached).
- Old Issues –
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- New Issues –
  - Signage for the Commercial Businesses & following the Association’s By-Laws. Sample sign presented by unit #46. Discussion and action to create a sub-committee to present recommendations to the Board of Trustees for approval.
- Voted & approved Board of Trustees for 2020:
  - All the current Trustees have offered to stay for another year but highly recommend some fresh voices.
  - All owners in attendance approved to re-elect the current slate of officers.
    - Dan Sandell, President
    - Jean Lukens, Secretary
    - Steve Sandler
    - Lloyd Henley
    - Patricia Mascis
    - **Voted:** Jean Murray 1<sup>st</sup>., Nadine Shank 2<sup>nd</sup>, & all Approved.
- The meeting was adjourned at 7:14 p.m.

Mark your calendars:

- The next proposed meeting dates for the Board of Trustee - 3/25/20, 5/13/20, 8/26/20 & 10/28/20 at 5:15 at Kendrick Property Management, 437 Main St., Amherst MA 01002.
- The next annual owner’s meeting – scheduled for Wednesday, January 20, 2021 at 6:00 pm at the Bang Center in Amherst.