

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

Time and Place: January 20, 2021, 6:00 p.m.
Via Zoom

Trustees Present: Lloyd Henley, President
Steve Sandler, Treasurer
Dan Sandell, Secretary
Jean Lukens
Patricia Mascis

Residential Owners Present: Zoe Yousefi (7), Roland Sarti (24), Emily Lewis (19), Michael Hardie (44) & Robin Jurgen (35).

Commercial Owners Present: Jane Porter (53), Tetty Gorfine (57 & 58), Colby Smith (60), Ethan Todras-Whitehill (59) & Judy Davis (55).

Also Present: Donna Golec, Owner of Kendrick Property Management (KPM)

This meeting was called to review the yearly activity, discuss 2020 maintenance issues, major capital expenditures and to approve the 2021 Directors. The following meeting minutes were prepared by Donna Golec & reviewed by Dan Sandell, Secretary.

- The meeting was called to order at 6:03 p.m.
- Welcome all to Zoom - Clarified attendance & unit numbers by owners present.
- Approval of January 2020 Owners Minutes.
Voted: Approved by All
- Property Management Report, Donna Golec – Presented the YTD 2020 Income & Expense report.
 - Review of the Salem Place Income Statement – Explanation of the revenue sources, clarification of operating expenses vs capital improvements.
 - Revenue line items – Condo fees – cover the annual operating expenses for the Association.
 - Operating expense – Line items that occur on an annual basis.
 - Capital Improvements – Expenses that are periodic & have a life expectancy of greater than one year. This analysis is maintained in the Major Maintenance (MMR) spreadsheet that supports the Reserve bank account. The Trustees & KPM continue to focus on the preservation of the buildings by addressing issues from the top down.

- 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.
- Property Managers maintenance report, Scott Savino – (attached & provided in email distribution) Report summarized work completed in 2020 and the notable work needed for 2021 (see attached).
- President's Report, Dan Sandell - (attached & provided in email distribution) Provides an overview of history and capital improvements.
- Old Issues –
 - Professional building signage - complete
- New Issues –
 - Discussion regarding the proposed Amendment to the By-Laws for increasing the number of Trustees from 4 (current limit) to 5 (to correct\match current number) and to change the quorum from 2 to 3.
 - KPM to email proposed Amendment to all Owners for a written vote. Greater than 51% required to pass.
 - Commercial owners present voiced the recommendation to increase to a greater number due to the energy from the professional building owners to join the Board.
 - Trustees made a commitment to –
 - Evaluate the composition of the Board of Trustees.
 - Evaluate a legal quorum.
 - Commercial owners provided a recommendation list for maintenance & capital improvement items for the Professional building.
 - Trustees approved addressing mats for the front entrance, gutter issue, bathroom door lock & handrail.
 - KPM to investigate if Laliberte Builders would consider an evaluation of the Professional building and quoting costs for potential improvements.
 - KPM to email all owners with the March Trustee meeting zoom link and to investigate if the zoom link can be added to our website under Salem Place.
 - Current slate of Board of Trustees for 2021:
 - All the current Trustees have offered to stay for another year.
 - Slate of officers.
 - Lloyd Henley, President
 - Steve Sandler, Treasurer
 - Dan Sandell, Secretary
 - Jean Lukens
 - Patricia Mascis
- The meeting was adjourned at 7:50 p.m.

Mark your calendars:

- The next proposed meeting dates for the Board of Trustee - 3/24/21, 5/12/21, 8/25/21, 9/29/21 & 11/16/21 at 5:15 via Zoom. As always if an issue arises meeting dates can be added.
- The next annual owner's meeting – scheduled for Wednesday, January 19, 2022 at 6:00 pm.