

Minutes of the Board of Trustees Meeting
February 12, 2019

Present: Board of Trustees: Jeff Garber Marie Janiak, Rich MacDonald, Fred Nelson, Kevin Kiley. Barkan Management: Jay Miller, James Donnelly, Sarah Luscomb

1) Call to Order

Jeff called the meeting to order at 2:00 p.m.

2) Jeff introduced our new portfolio manager from Barkan Management, Jay Miller.

3) Approval of Minutes

The board approved the minutes for the January Board of Trustees meeting.

4) Homeowner Comments /Requests

There were no homeowner's comments / requests.

5) Financial Report

The board voted to transfer the funds in the waste water treatment plant reserve account from Schwab to Salem Five in order to get a better rate of return on the funds.

6) Home Owner Correspondence

a) The board reviewed letters from two homeowners concerning the of over use of ice melt. Prior to the board meeting, management discussed this issue with the plow company. The plow company stated they will more closely monitor the use of ice melt but it was agreed by all that the safely of the property is the first priority.

b) The board also reviewed a letter concerning an owner not picking up after their dog. Management will send a letter to this owner.

7) Unfinished Business

a) The board was updated on the new website. The newsletter will be produced electronically and be posted on the website an emailed to every owner going forward.

b) The board discussed many issues with the indoor pool HVAC. The system hasn't been controlling the humidity in the indoor pool area which is causing condensation on and damage to the walls. It was discussed that since the system is nearing the end of its useful life, it would be prudent to hire an engineer to evaluate the system to see if there is a better design upon replacement. There was also discussion of the repairs to the walls and ceiling that need to be made due to the condensation issue. Jay will get quotes from several engineering

companies, the scope of work will be the evaluation of the entire indoor pool, including but not limited to the HVAC.

c) The board asked management to get quotes on a new security/key card system for the clubhouse.

8) New Business

a) Marie presented the board with a proposal from Sav-A-Tree for 2019 tree spraying. The board approved this work.

b) Management presented a proposal from Metro Cleaning for the once a week clubhouse cleaning contract. This would be a change from the current vendor. Subsequent to the meeting, management decided they would like to meet with this vendor again before implementing a change.

9) Work Order Report

The board will review the work orders called in since the last meeting.

10) Executive Session

11) Adjournment

The meeting was adjourned at 3:40 p.m.