

**Salisbury West Condominium Trust  
Board of Trustees Monthly Meeting  
Thursday, March 28, 2019**

**Minutes from February 28, 2019**

**Called to Order** – 4:08 PM

**Present**

Board of Trustees: Steve Rubin, Raul Socha, Lorna Mattus-Merrill, Pamela Davis, Jeff Glick

Management: Jeanice Sherman

**Absent** Graham Morland

**Quorum** - yes

**Minutes** – A motion was made and seconded to approve the minutes for January 24, 2019 with edits. The vote to approve was unanimous.

Stacey Molinari of IMA called in day of meeting to discuss status of claim. Present for the conversation was Elaine Giles, Diane Bernath and Maureen Haas of FRM, Stacey Molinari and Donald Donegan of IMA. Stacey reported that Philadelphia will likely accept claims related to removal/reinstallation of road material as damage to a covered structure, but not for the replacement of the pipe or valves. Manager was asked to provide all invoices and photos pertaining to the break to Stacey, including supply of water, damage to landscape and damage to irrigation, if any. Manager also asked to provide emails with IMA to RS and SR.

The Manager's Report was presented.

Snow Removal – has been ongoing as needed. Manager asked if review of contract was complete for signature. SR kept the contract for final review.

The removal of the large oak tree in the 200 Townhouse area has been scheduled.

Manager provided Bartlett Pest Control Contract to board. This item was tabled: Manager was asked to determine: which vendor provided tick service in 2018 AND if last contract included removal of trees at pool. Manager will ask Bartlett to prune tree at unit 537 and to cut back bushes at the light at sign on Salisbury Street. The manager has also asked Bartlett looking at responsibility to prune at Salisbury St.

The manager noted that CP and Sergio will set out ant traps at the clubhouse and replace bulbs.

A discussion was had on the next phase of the paving and concrete projects. The schedule for NG work not yet established. Al Trakimas at Sitec has been asked to contact NG.

The Siding project is complete except punch list, door/storm door installs and garage work to be done after paving. The punch list has been prepared. A motion was made and seconded to release payment to ALA. The board voted to approve release of payment to ALA holding back only one invoice (#20) in the amount of 13K.

Other projects related to the siding are also progressing. Site lighting installed as CP can schedule. Electrical – Small electrical punch list items remain but will be addressed in the next few weeks. Doors and storm doors are on site, but will be installed in the spring. Finally, it was mentioned that some gutter work still needs to be done in conjunction with path work at 200s.

A discussion regarding the status of Painting and Carpentry centered on the issue of window work having been completed without the proper sign-off. Ed Sarkasian of Smart Coats notified the manager that work outlined in CO#1 had been completed, prior to BOT sign-off on CO#1. This discussion will continue in the following board meeting.

Privacy Fences and Front Porches at the Townhouses are in poor condition and some need to be replaced. The manager noted that CP has two quotes from Miller Fencing for review. CP is looking for additional estimates.

Dryer Vent Cleaning has also progressed; the midrise work complete and the cleaning at the Townhouse start date is still TBD. If unit owners miss this series of cleaning dates, then cleaning will be done for unit owners when access is allowed and be charged back to the unit owner.

The Norel proposals for Fire Alarm Testing and for installation of the Radio Communications for the WFD have been accepted. The manager was asked to see if Norel could drop the cost for monitoring.

Termite Control and Attic Inspections were not discussed at this meeting. This will be done in the spring.

CP will get estimate from Saunders Masonry to repair the damage at stone wall. It has not been determined which vehicle caused the damage.

There was a discussion regarding NexAmp savings, locations/service areas of meters. Manager asked to contact NexAmp to see if all meters can be contracted.

A very brief discussion fact that electricity in Townhouse garages is charged to common area and the notion that sub-metering be required for car charging in garages.

National Grid can provide infrastructure for electric car charging stations. This was tabled for further discussion.

Financials were presented.

#### **Next Meeting – March 28, 2019**

A motion was made and seconded to adjourn the meeting. The vote to approve was unanimous.

#### **Adjournment – 6:01**

#### **Special Election – 6:30**

Manager posted election results on March 1, 2019  
Graham Morland and Randall Boyd were elected.

**Salisbury West Condominium Trust  
Board of Trustees Monthly Meeting  
Thursday, April 25, 2019**

**Minutes from March 28, 2019**

**Called to Order** – 4:08 PM

**Present**

Board of Trustees: Steven Rubin, Graham Morland, Lorna Mattus-Merrill, Pamela Davis, Randall Boyd

Management: Jeanice Sherman

Guest: Al Trakimas, Sitec, via telephone

**Absent** Raul Socha

**Quorum** - yes

**Minutes** – A motion was made and seconded to approve the minutes for February 28, 2019 with edits. The vote to approve was unanimous.

The board elected officers. Steven Rubin and Graham Morland have been elected co-chairs. Pamela Davis is Vice-Chair, Lorna Mattus-Merrill will be treasurer for a six-month period, Randall Boyd will be asked to look at contracts.

Al Trakimas joined the meeting via phone call and reported on the status of the paving project. A schedule for the paving and concrete work is not yet established as it is dependent on National Grid.

Repair of berms damaged by snow removal should be made by Amorello. Manager will contact Amorello after site survey done for berm damage. Al will come to the site and perform a quick survey.

The Manager's Report was presented.

A discussion was held regarding the insurance claim for the water main break Stacey Molinari has provided invoices to Philadelphia for the claim. Philadelphia is reviewing and will most likely request additional information.

The discussion about snow removal touched on the issue of repair to berms as noted above. The manger was asked to get an estimate of the damage, which would be done with Chris and Jeanice walking the site and noting damage. Repair should be made by Amorello and cost held back from Papalilo. SR made changes to the contract and signed it.

The board requested that Lulu provide mulch in either dark brown or black, and that all areas be mulched as usual. He will also be asked to cut back bushes at front sign when he begins spring cleanup. There has been some damage to the lighting at the entrance. Chris will repair lighting at entrance and ground lighting at clubhouse..

The large tree at the 200s has been removed. Manager to review contract and determine if price included stump removal. Co-chair Steve Rubin reported that Bartlett work commenced without proper notice to the unit owners.

Pamela and Lorna will determine the budget for annuals.

Clearview (the Association's cleaning contractor) will hold prices for 2019, but will increase them for 2020. A motion was made and seconded to accept the one year extension of the contract. The vote was unanimous to extend the contract for one year, and then take it out to bid. It was noted that the rotted posts at the front of the clubhouse still need to be replaced by Smart Coats ---.

The date for installing slider at clubhouse has not been determined. NOTE: Paradigm is not required (Pella, Anderson, etc. are fine) BUT.... the exterior color should match the sable as close as possible and the **interior door frame should be white.**

The various projects were discussed at length. The following items were discussed.

The date for siding work to be completed has not been set. The work will consist of final "punch list" items, door/storm door installation and garage work to be done after paving. Doors and storm doors are on site but no date set for installation. A discussion about the door hardware was finalized with the decision to order Emtek hardware, Baden style inside and out, from Caola and looking for a hardware rebate from Harvey. ALA should start process of determining window orders and install for the Concord Building.

All of the work for the gutters is complete except for some work to be done in conjunction with path work at 200s.

Painting and carpentry discussion included what should be painted. Ex: privacy fences and porches. There is concern that some paint didn't properly adhere because the weather was too cold. PD noted that FRM establish a minimum temperature for exterior painting to ensure the paint doesn't fail.

CP and MD to remind Smart Coats that the outside of Unit 417 basement window was not scraped, primed, and painted. The continuing discussion of Smart Coats CO #1 noted that CP and MD will determine by survey if the windows painted were in good condition and if they were painted per specification. The BOT will decide upon the payment timing of the change order. Hand rails need stripping and repainting due to peeling.

In regards to Smart Coats CO#1, the contractor has notified that the work in CO#1 has been completed.

Mike Dorsey and Chris Power will complete a survey of windows free of charge to be sure that only wood windows in good condition are painted. Any rotted window or windows not properly painted per specifications will not be considered for payment. Once final count of windows is determined, amount of payment on CO #1 will be rectified.

In addition to the 30-40% savings by completing the work earlier than 2020, Smart Coats has agreed that they will accept payment for the completed work as late as 2020.

The manager noted that the dryer vent cleaning at the midrises was complete. Townhouse cleaning is to start April 9, 2019. A summary of repair work at the midrises and townhouses will be provided.

Bartlett Tree Pest contract not signed since board wanted to know who did the tick treatment last year. The dry granular treatment was done by Protech for \$350. Bartlett's price is \$800. The manager was also asked if the Bartlett pricing had changed.

The damage at the stone wall has been looked at by Saunders Masonry. The manager is waiting for an estimate.

The privacy fences and front porches at the Townhouses are in poor condition and some need to be replaced BEFORE new walkway is installed. Chris provided two quotes from Miller Fencing for review in January. CP is looking for additional estimates from ALA, SPS, and Smart Coats. CP and Mike D. will also provide insight to repairs.

The manager informed the board that Norel did drop monitoring cost for radio communicator from \$55 to \$45/bldg./mo.

Maintenance Report consisted of informing the board of weekly coordination with contractors for landscaping, snow removal and duct cleaning and that the Gas Company installed two new meters at Midrises (no cost)

Manager will look for additional estimates for termite control.

Attic inspections will be done in the spring. CP will set schedule.

Financials were presented.

**Next Meeting** – April 25, 2019

A motion was made and seconded to adjourn the meeting. The vote to approve was unanimous.

**Adjournment** – 7:15

**Salisbury West Condominium Trust  
Board of Trustees Monthly Meeting  
Thursday, June 27, 2019**

**Minutes from May 23, 2019**

**Called to Order** – 4:06 PM

**Present**

Board of Trustees: Steven Rubin, Graham Morland, Lorna Mattus-Merrill, Pamela Davis, Randall Boyd  
Raul Socha, Jeff Glick

Management: Jeanice Sherman, Mike Dorsey

**Quorum** - yes

**Minutes** – A motion was made and seconded to approve the minutes for April 25, 2019. The vote to approve was unanimous.

On May 20, 2019, the board of trustees was informed of interest by Jeff Glick to fill the open Trustee position vacated by Sam Corbitt's resignation. Without objection a motion was made and seconded to invite Jeff to fill the open position. The trustee vote on the motion received unanimous approval.

Certification of Trustees was signed at meeting by Jeff Glick, notarized by manager and to be recorded.

Mike Dorsey presented an update of the projects.  
The Manager's and Maintenance Report was presented.

The status of the insurance claim for the Water Main Line Break was discussed. The insurer has sent a check but the board has not determined if the amount is acceptable. The board has developed an insurance and legal committee which will help direct efforts in these areas. Meanwhile, FRM was directed to hold any payment until the BOT verified it could be cashed with reservation of rights.

Al Trakimas to evaluate damage to berms from winter snow plowing and consult with Amorello to determine repair costs. Funds to be held back from amounts due to Papalilo. No update.

Landscaping: Lulu has planted annuals and will start mulching only where annuals were planted in next few weeks. Due to ongoing work around the buildings and monetary considerations, the BOT decided to forgo mulching the entire property this year.

Irrigation start date was May 14.

The manager recommends that the landscape committee mark dead bushes for removal or bushes that require hard pruning with tape.

Manager is seeking to obtain a second bid for tree insect treatment.

The tree condition survey is complete and focused on trees that need to be removed for safety purposes.

Manager has one bid on tree removals along Barry Road properties and is awaiting a second bid.. Everlast suggested removal of a few trees on Salisbury Street while Bartlett does not feel trees at Salisbury Street are in need of removal or immediate pruning. Perhaps crown thinning in future (\$2,500). Trees will be felled and left in place.

Manager determined that stump removal at 200 TH's was not included in tree removal contract. Manager to obtain cost for removal.

Manager advised Pro-Tech that they were awarded tick treatment work. It will be scheduled when infestation is evident.

Manager waiting termite treatment schedule from Ransford.

The pool opening is on schedule for Memorial Day Opening. Inspection testing is scheduled for May 22.

Painting at clubhouse to start week of May 20, weather dependent. Mike D. is looking for alternate bids on the slider door.

#### Projects

See Mike Dorsey report. Report was provided via email.

Mike and manager are in contact with Tony at ALA for start date for the siding punch list, due to start May 22.

Tony has yet to provide a start date for installation of front doors. .

There has not been a date set for window ordering and install at Concord.

Mike D. is getting additional estimates for front porch/privacy fence repairs. The BOT agreed that if individual contractors don't provide bids to Mike on a timely basis they would be removed from consideration so that needed work isn't unduly delayed.

Mike advised there are approximately 6 privacy screens that need full replacement and would provide that information (specific unit numbers) to the BOT. The BOT agreed that all other privacy screens should be scraped, repaired, and painted by Smart Coats per the contract and asked Mike to inform them ASAP.

In addition to the 6 units that require full privacy screen replacement, Mike was asked to provide the BOT with actual samples of the recommended privacy screen panels as well as a bid spreadsheet so the BOT could see the bids from various vendors on one page for easy comparison. He indicated all would be provided in a week.

Mike advised the BOT the flashing on approximately 12 Concord building chimney boxes has come loose and the chimney boxes themselves has some rot. Mike will obtain bids from contractors to fix the chimneys and Manager will determine if this may be under warranty from the roofing work.

Manager to send an email to Concord building asking unit owners to confirm that they are able to open their windows. There have been a few reports of windows being painted shut.

The Dryer Vent Cleaning is complete except for 4 owners who did not provide access for cleaning of their vents. The BOT and Manager will discuss: (a) how to handle those units, (b) the vendor's report regarding suggested repairs and estimated costs, and (c) who is responsible for the repair costs at next month's meeting.

Manager presented two estimates for work to repair stone wall at Heritage main road. Once price is confirmed, the manager can inform the winning vendor to schedule work.

Attic Inspections to observe integrity of vents, pest activity and general conditions will be done in June at Townhouses.

The door at the Heritage was repaired due to a small accident.

The Concord rear door was also repaired.

There are three exterior light posts that need to be replaced. They are on order.

There was no New Business presented.

Financials with variance summary were presented. It was decided that the balance sheet and statement of reserves will be posted after each meeting on the SenEarthCo web portal for unit owners to access.

**Next Meeting** – (Typically 4<sup>th</sup> Thursday of the Month) – to be confirmed

June 27

July 25

A motion was made and seconded to adjourn the meeting. The vote to approve was unanimous.

**Adjournment** – 7:39 PM

**Agenda To-Do List and directives:**

- Manager to find if chimneys were included in roofing contract. JS contacted Dean Smith at EHA. They were included in original contract, but taken out of scope per CO #1.
- Manager to send an email to Concord building asking unit owners to confirm that they are able to open their windows. There have been a few reports of windows being painted shut.
- Manager to send letter to 15 Barry Road regarding trees to be removed at right-of-way and to 9 Barry Road regarding steps being taken in response to her letter. This to be done after JS receives second bid on work and vendor is approved.
- Manager to obtain a second bid for tree insect treatment.
- Manager to obtain prices to grind down stump at 206.
- Manager to send Al's email regarding NG to board. Sent on 5/31/19
- Manager to get opinion from MEEB regarding responsibility of repairing dryer vents in mid-rises. Sent email on 5/31/19
- Manager to confirm Busy Bee cost to do work is \$300 and the repair will blend well with existing.
- Manager to contact Clearview regarding trash at townhouses. Did on 5/24/19
- Manager to have area around the dumpster cleared of construction debris (wood poles, metal poles, metal grates, bales of hay, overturned tree stump) and the large blue hoses from around the tennis courts moved elsewhere.
- Manager to discuss with IMA if WC can be reduced for SW, since SW has no employees. Manager asked Elaine Giles from FRM to follow up on this request as well as reduction in commission.
- Add balance sheet and statement of reserves on unit owner portion of SenEarthCo. Complete 5/31/19.



- Manager to be sure newsletter is mailed. It was mailed, per Melissa C. Melissa originally sent mail copies only to those without email, to save money, which is the standard way FRM sends newsletters. She did mail copies after it was made clear to mail it to all residents.
- Manager confirmed that Burgess is returning to check termite bait stations at units 413-418 but does not have a date.
- Manager confirmed that there is no charge for Lulu to remove all the asphalt in the grass and roads.
- Manager sent email to Amorello to get proper sequencing of berm backfill and seeding, berm repair, and final paving. Manager will update board when she has a response.
- Manager to add action items to Minutes.