

**Monroe Place Townhome Association
February 19, 2025 Meeting Minutes**

1. Call to Order/ Determination of Quorum:

The meeting was called to order by President Kevin Salsich.

Attending by zoom were Kevin Salsich, Joanne Reiter, Larry Cormier, Doug Capps, Heather Hunt, and Kathy Shei. Proxy forms for Charles Hogan and Loyce and Hartley Goldstone were provided in advance. There was a quorum.

2. Approval of 2024 Minutes:

The minutes of the 2024 Annual HOA meeting were approved.

3. HOA Board Reports:

a. Update on the Facade Project

Kevin Salsich provided an update on the facade project. Previously one of the 10 faux beams on the exterior property fell down outside of the Reiter household, which identified a potential safety hazard. Several bids were collected and reviewed, and the contractor recommended by WestWork was ultimately contracted. There was a square hole from where the beam was previously attached (so they made white squares to match and used caulking. This avoided having to redo all the siding on our exteriors). The work has all been completed and has already been paid without the need for an additional assessment.

b. Update on the Fence Project

In 2024 Blake Reiter volunteered to collect 3 bids from different contractors. One has been selected and contracted and the work is slated to begin on March 17, 2025. The same metal gates that are between the fences will be used. Heather flagged that if anyone has objects attached to their fences, to make sure that at the beginning of March those items are removed. Kevin also recommended that for those adding locks to their gates should use zip ties instead for fire safety purposes.

c. Update on Gutter & Roof Inspection

Kevin Salsich noted that an annual gutter and roof inspection had been scheduled. There may be gutter damage to assess from when the faux beam fell.

d. Financial Report

Larry Cormier provided the financial update. The HOA's operating funds were \$38,000. There was a transfer of \$5,000 to the reserve account in 2024 (which is now a legal requirement).

Our operating income on the statement is a bit distorted given that the board assessed \$27,000 for the fence project in 2024 which will not be paid until spring 2025. The HOA did have a loss of \$3,700 in 2024. This is due to not raising dues for 2024, inflation, higher than expected snow removal costs, and a significant increase to the cost of our insurance package. There was also an increase in our management fee which we are contractually obligated to pay.

e. Landscaping items: Mulch for front yard, removal of dead tree

The Board shared that there are plans to have the front area receive fresh mulch this year as part of our landscaping budget. There is also a dead tree in front of Larry Cormier's property that needs to be removed. Heather Hunt also flagged that there may be a dead tree by her property that needs to be removed.

f. Monthly Assessment Proposal

Larry Cormier noted that the financial projections are based on the new monthly assessment. As of March 1st, the monthly dues will need to increase to \$398. On the WestWork website everyone will need to change the auto payment amount to \$398 by March 1, 2025.

g. Vote on allowing electronic notification for meetings and select approvals

Joanne Reiter motioned to amend the Bylaws, Article 3, Section 3.5 to allow for electronic notification for meetings (the word "or email" will be inserted). Kevin Salsich seconded the motion.

4. Old Business

Heather Hunt inquired about using a different window manufacturer than Pella. Kevin Salsich shared that a picture will be required to ensure that they match the other windows.

Kathy Shei also shared that her window project went smoothly. They weren't able to reuse the interior trim and that was costly for her to replace. She shared that Pella was easy to work with but has not noticed a difference in her heating bill as of yet.

Joanne Reiter flagged her cracking concrete in the front of the house and will coordinate with Kevin Salsich on next steps.

5. Homeowner Forum

No issues were raised.

6. Election of Officers

Larry Cormier asked the group if anyone would be interested in the role of Vice President on the Board. At the time, no one was interested in accepting that position.

The meeting was adjourned.