

# Sussex Square Condominium Council, Inc

## Minutes for Meeting 23 May, 2024 7 PM

1. Meeting called to order by President, Nelda Fink at 7:10 PM
2. Current Board members:
  - a. **President - Nelda Fink (present in person)**
  - b. **Vice President - Harry Payne (present in person)**
  - c. **Secretary – Pat Kay (present in person)**
  - d. **Treasurer – Thanh Nguyen (present in person)**
  - e. **Asst Secretary – Jennifer Wingate (present by phone for 15 minutes)**
3. Validate meeting as per bylaws, notice presented, BOD quorum met, BOD members validated.
4. New BOD members introduction – Pat Kay Secretary, Jennifer Wingate Asst Secretary
5. Minutes from April 9 (Regular Meeting), Special Meetings April 11 (Pool Repair Invoices), Special Meetings April 11 (581 Bush Removal), Special Meetings April 17 (581 Basement Urgent Plumbing Repairs, Structural Engineer), April 22 (Nominate 2 BOD Members), April 25 (Building 5 sewage), April 30 (Building 5 sewage), May 2 (Pool Repairs), Special Closed Meeting April 23/25, approval. All approved as written – 4 in favor, 0 opposed.
6. Forward actions explanation
  - a. Recovering from years of neglect. More cost effective to perform maintenance on whole building rather than individual units/requests.
  - b. Developing a plan that will include your building/unit
  - c. Proposing a courtesy cleanup of planter boxes by the BOD and then return maintenance back to the owner with inspections beginning mid 2025 (need motion and BOD approval).
  - d. Cooperation and patience are imperative to minimize expenses and still get things done.
7. Update on 581 Belmawr basement
  - a. Sewage cleanout complete, sump pump re-route complete
  - b. Review sewage repair bids – Slo Flow, Howard Plumbing (do we have money for this now?) Requires tree removal, tabled for 2025.
8. Finances review - Sussex Square Restore Our Neighborhood Plan - 2024

Item	Budgeted Cost
Lights	\$9,000
Roads	\$350,000
Pool	\$4,043
Tot Lot resurface	\$2,000
	\$365,043
Reserves	
	\$207,000
	\$260,000
	\$467,000
	-\$365,043
Remaining in reserves	\$101,957

9. Budget & Finance standing committee needs formed – please volunteer! Only requirement is knowledge that 1 + 1 = 2 always!

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## 10. Motions and discussions:

- a. **Motion to amend Pool agreement to extend for 3 years** (through 2026). Motion seconded by Mr Payne. Motion passed with 4 votes in favor, 0 opposed.
- b. **Motion to establish a local address, PO Box for Sussex Square** for interim, for 6 month PO box at Millersville Post Office for \$78. Motion seconded by Mr Payne. Motion passed with 4 votes in favor, 0 opposed.
- c. **Motion to purchase internet domain name - SussexSquareCouncil.org**, so that BOD has corporate email addresses for documents and correspondences through Porkbun.com for \$12/year. Motion seconded by Mr. Payne. Motion passed with 4 votes in favor, 0 opposed.
- d. **Motion to send Lawyer letter** to 547 Belmawr that our tot lot is private property (regarding incident 15 May). Verbal to Nicole at The Pointe of same, and requesting reminder sent to rentals on Belmawr. Motion denied. Community members spoke up and identified themselves a having authority and experience in working with children and it was decided to call on one of those people if the kids get out of hand in the future.
- e. **Motion to hold Special Meeting to discuss Agent Management termination** effective 30 June 2024, to allow community input prior to making the decision, and to vote on new management company based on proposals to be held on 12 June, 2024 at 7 PM. Motion seconded by Mr Payne. Motion passed with 4 votes in favor, 0 opposed. (Date for this was later changed to 19 June in order to meet the notice requirements.)
- f. **\*\*\*Pool improvements report** (status only) Money for the repairs for the pool were designated to be withdrawn from the reserve account during the April meeting.
- g. **Motion to cut back the bushes** behind fences to 2 – 3 foot and to prune the bushes on ends of buildings (whack & hack) according to the proposal submitted by Orchard Landscaping for \$7985 (capital funds) to begin as soon as possible. Motion seconded by Mr. Payne. Motion passed with 4 votes in favor, 0 opposed.
- h. **Motion to hire Howard Plumbing to map out the sewage cleanouts**, clean those that need cleaned, camera as necessary to determine where all the sewage lines are located and to provide that documentation to the BOD according to the proposal for \$4685. Howard also to develop recommendation plan for replacements and maintenance. Motion seconded by Mr. Payne. Motion passed with 4 votes in favor, 0 opposed.
- i. **Motion to hire engineer to obtain engineering analysis** and report for 581 basement wall for direction of further repairs at cost of \$500.
- j. **Motion to hire EcoClean to clean up 581 basement** as per proposal to eliminate molds and other harmful odors and growth in preparation for final restoration plan at cost of \$2774.
- k. **Motion to terminate Weir pest contracts** for both termites and rodents until further notice. BOD needs to determine if these are necessary. Motion seconded by Mr. Payne. Motion passed with 4 votes in favor, 0 opposed.
- l. **Motion to repair downspouts fascia plate** on building 2, at the rear of 8329 / 8331 using proposal from Brothers for total cost of \$2095 for net 30, and to contact Ben Glisson (sales rep) to refresh the proposal since it is now over 60 days old. Motion passed with 4 votes in favor, 0 opposed.

11. Ms Fink motioned to adjourn the meeting, it was seconded by Mr. Payne, and meeting

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was adjourned at 8:30 PM.

**\*\*\* indicates item from Council list**

Recorded by Pat Kay, Secretary, Sussex Square Condominium Council

Approved: \_\_\_ Not yet approved \_\_\_\_\_ by vote: