

Dartmouth Willow Terrace Board Meeting

January 16, 2014

Board Members present: Bob Maddox, Janet Parrish, Anita Henkel, Bill Seiller

Others present: Donna Bodi, Chad Evans

OPEN SESSION- No guests present/No Open Session held.

CALL TO ORDER AND ROLL CALL, Janet Parrish. 7:04 p.m. Quorum present.

- **Approval of Minutes** 10/17/13 (regular Board meeting) and 12/29/13 (special session), Janet Parrish. Bill moves to approve. Anita seconds. Vote taken. Unanimously carried.

NEW BUSINESS

- **Dartmouth Drain Issues**, Chad Evans. Chad recommends that we hire Alpha to clean the drain. Bid for lining it was \$20,000. Chad recommends that instead of lining, we jet clean the drains (this special procedure uses a gentle flow of water that will not damage the aging pipes). Chad would also like for them to camera that line when they are finished so that we can see a before and after, and in the future we can decide if it benefits us to clean again or line the drains. Bill makes a motion that we have the drain jet cleaned. Anita seconds. Vote taken. Unanimously carried.
- **Common Areas**, Anita Henkel. No one may leave any items in the common areas (including lobbies). There was a memo sent out in July stating this.

OLD BUSINESS

- **Web Site Status**, Chad Evans. Website is almost finished. Chad has reviewed it. All looks good. Chad will send over the link to the Board now before it is live.
- **Storage Space Update**, Janet Parrish. Additional storage fees bring in an additional \$300 per month in revenue.

COMMITTEE REPORTS

- **Finance**, Chad Evans.
 - Chad went over the accounts with the Board. Reserves are looking good (\$155,000). Transferring an additional \$5,000 per month to the reserves.
 - Chad does not see any concerns with our finances.
 - Discussed putting a lien on an owner's unit who is behind on monthly fees. This owner has received a 30-day notice to pay in full or the lien will be filed.

- **Building & Grounds**, Chad Evans
 - The Willow Terrace garage roof is in very bad shape. The roof is a clay type of terra cotta underneath covered with foam. The roof is so old that you can see foam. Two different roofers have said it is too bad to repair and must be torn off. Chad has said we don't want to do a tear off (\$77,000 bid), as it is too expensive but also could end up being a very large problem. It is a 2014 project. We have to do something about it at this point.
 - The Dartmouth lobby floor. The two bids are \$24,000 and \$6,000. Chad recommends we go with the lower bid. The difference is not \$18,000 better. Bill moves that we move forward with the \$6,000 bid. Anita seconds. Vote taken. Unanimously carried.
 - The Willow Terrace lobby and back entrance floor. Janet makes a motion that we proceed with doing this at the same time as the Dartmouth lobby floor. Bill seconds. Vote taken. Unanimously carried. We will proceed with both buildings once the winter weather is over. Residents will receive adequate notification.
 - We will be having Jet washer and dryer install new machines downstairs that will take coins and/or cards. To put in industrial machines there would be significant issues and costs. Anita moves that we put in the new washers, but that we do not do a large capacity because it is cost prohibitive. Bill seconds. Vote taken. Unanimously carried.
 - Donna said that Wayne Jenkins wants to get bids to have a second set of doors installed in the Dartmouth lobby.
 - Janet said that the WT lobby is looking very dated. Donna will move forward with getting design advice and bids.

- **Personnel Report**, Donna Bodi & Chad Evans.
 - Cameron quit. Donna has interviewed another man who seems great and has experience. Currently running his background checks. If all goes well with background check, we'll initially offer him a 90 day trial.

 - John Harris's wife has had her surgery for cancer. Doctors believe they have gotten all of the cancer. We, as an association, feel it would be nice to send something to our long time employee, John. Bill Seiller made a motion for a \$50 gift card for Kroger to be given to them. Janet Parrish seconded. Vote taken. Unanimously carried. Donna Bodi will take care of this.

- Bill suggested that we offer all of our employees one week of severance pay if they give us 2 weeks' notice when quitting (we have often been left scrambling when employees quit without giving us any notice). Bill makes motion. Anita seconds it. Vote taken. Unanimously carried. Chad will notify all employees (present and future) of this new policy.

- Cleaning contract. Chad suggests propose we hire someone to clean 15 hours per week (5 hours per day, Monday, Wednesday, Friday). Bill moves that we approve the cleaning plan. Janet seconds. Discussion. Vote taken. Unanimously carried.

- Donna suggests that we have our employees cover 3rd shift during the week and have Securitas cover 3rd shift on the weekends. This plan will save us a lot of money (Securitas is significantly more per hour than what we pay our employees), while still maintaining ties with Securitas to help us cover shifts when needed. Bill moves that we approve this plan. Janet seconds. Discussion. Vote taken. Unanimously carried. Will begin when Chad finds the right person(s) to hire.

- **WT Hallway Lighting**, Janet Parrish. Karen Long, Frances Delaney and Janet Parrish were on the ad hoc lighting committee to replace the light fixtures in the WT hallways (history- the light fixtures are buzzing and give off poor light, and must be replaced). The committee decided that we would like to wait for Ken Bell to return from wintering in Florida to pick the project back up.
- **WT Garage/Handbook**, Anita Henkel. Went over the garage portion of the handbook and discussed amendments. Bill Seiller moves to approve changes in Handbook. Janet Parrish seconds. Vote taken. Unanimously carried.

ADJOURN 9:17 p.m.

Minutes submitted by Janet Parrish on 1.16.14

Next Regular Board Meeting March 20, 2014