

Dartmouth Willow Terrace Regular Board Meeting

September 11, 2014 7:00 p.m.

Board Members present: Janet Parrish, Bob Maddox, Anita Henkel, Bill Seiller, Rhoda Bell, Gayle Dorsey

Others present: Chad Evans, Donna Bodi, Karen Long, Ken Bell, Ann Cobb, Stewart Cobb

OPEN SESSION- 7:00 p.m.

- Ann Cobb- The light outside of the Dartmouth is on 24 hours a day. Timer is messed up. Also the sprinklers sprinkle halfway onto street. Donna will handle.
- Ken Bell- Will repairs on WT side impact the underground sprinkler system? Chad says that if so they will be repaired.
- Stewart Cobb- need rug in front of Dartmouth sofa (tile is messed up). Bob told him to call Tom O'Toole, head of standards committee for Dartmouth.
- Call to Order & Roll Call- Janet Parrish. Quorum present. Meeting called to order 7:12 p.m.
- Approval of July 17, 2014 Minutes- Sent via Email to association by Donna Bodi in July. Bob moves we approve minutes. Anita seconds. Vote. Unanimously carried.

NEW BUSINESS

- Rhoda Bell- employees should not be parking in the service entrance of WT. Donna will address with employees.
- Janet Parrish- plantings at the back entrance of WT looking bad. Ken Bell will get mums to replace the plantings. The trees we use there do not last, so next year we will request a different planting/tree.
 - Window Air Conditioning units in WT are dripping down on the back entrance patio, and leaving a constant pool of water. Chad will look into some way of redirecting condensation to not pool. Chad really doesn't know what to do to solve this problem, but will look at back entrance. Rhoda brought up that years ago we required Energy Star air conditioning units. We would like to follow up to make sure that all air conditioners are indeed energy efficient, as required.
 - Also the paint peeling on the exterior of the buildings (Dartmouth and Willow Terrace) looks bad. Donna spoke to Howell & Howell (who did the painting project) and Porter Paints. Howell said the peeling is happening because they were directed to cut corners in the process (and therefore it was not prepped properly). Discussion ensued and the Board questioned this. Donna will have it spot painted for now to make it less offensive.
 - Janet has a wrought iron outdoor 2 person swing she'd like to donate to be placed at rear service entrance of WT. Janet will get with Karen Long, WT Standards Committee, to show it to Karen for possible Standards Committee approval.

OLD BUSINESS

- Smoking Policy (had been tabled 7/17/14)- Donna Bodi and Chad Evans. Rhoda had made a motion at the 7/17/14 meeting that we have no smoking on any common elements of the buildings. No smoking allowed by front doors, back doors, garage, between two buildings, or on the yard. Must be on public property to smoke (alley, sidewalks, street). Bill had seconded the motion. Vote taken. Unanimously carried. Donna will put out a notice letting residents and owners know of this new policy. Contractors also need to be informed. Residents and owners are responsible for their guests and contractors abiding by the smoking policy.
- Storage Space Available- Donna Bodi. Donna will put out a notice about available storage. Also there are some items out in the open. Donna knows who it belongs to and will have removed.
- Odor on B side of Dartmouth. Donna said that fans have helped the problem, but the McCoys say it still exists from time to time.

COMMITTEE REPORTS

- WT Standards (Interim Report)- Karen Long. Ken Bell, Gail Dailey and Karen Long have narrowed down interior designers to two possibilities for WT lobby. It will be done in stages. They will use this year's money to order, and 2015 money to pay the balance (and therefore complete lobby project) in early 2015. Painting of walls will come out of general maintenance funding (approximately \$3,000).
 - Karen asked about acting on people's offers to donate money for lobbies. This would be to go above the budget already allocated. Bill said that we had allocated this Standards Committee money to do away with this system (of asking for donations in order to be able to do the projects). If the buildings need to be updated we think it should come out of the budget. Janet agrees. However, we will gladly accept any donations made by anyone who would like to donate, of course. We will not solicit funds from anyone in either building, and we will adequately fund the projects so that this is not a necessity. We are trying to change the system to incorporate updates as a regular item in the budget and give each building a fair share. Bill makes a motion that the Standards committees of the two buildings are to be funded by the Association as part of the budget and should not be seeking to solicit contributions from owners. Rhoda seconds. Vote. Unanimously carried.
 - Bob will make sure that we hear from the Dartmouth Standards committee with their proposal at the November 20, 2014 Board Meeting as well.
 - The WT Standards committee will plan to have finalized plans for the November 20th meeting.
 - WT hallway lighting has already been ordered and is being installed soon.

- Guest Room – Rhoda Bell. Deep cleaned once a month. And cleaned after each rental, of course. An owner offered \$100 donation for new darker shades. The radiator in guest room will be checked to be able to be regulated. Rhoda reported that linens are all in good shape.

- Finance- (Y/E plan to reduce budget overage)- Chad Evans. Last year was first time we started putting away monthly amounts towards the reserve. Chad shared financials with us and went through items.
 - We will be \$4,000 over on water
 - Under budget on Fire and Safety
 - Could break even with boiler repairs this year.
 - Damage on owners' units
 - \$8,000 over on payroll taxes
 - Chad is estimating we will be about \$50,000 over on budget (we are still putting in \$5,500 in the reserve per month, so we are still in good shape), however, the Building will still be a positive at the end of the year because it is showing Reserve as an expense.
 - We have done a tremendous amount of work in the buildings that has needed to be done for quite some time. Also had some extraordinary costs this year. These expenses are not recurring.
 - The Budget Committee will discuss what we need to do (increase monthly maintenance, do an assessment, etc.). We can't continue to do the work that needs to be done to upkeep the buildings without changing something. The Budget Committee will have to meet and act quickly to make a recommendation before the Board meeting in November, to be ready for the Annual Meeting in December. Gayle, as the treasurer, will decide who will be on that committee. Chad will be on it. Rhoda said that she will be on it. Bill too. Anita said that she will give feedback. Rhoda moves that Gayle set up a Budget Committee and come with a report for the November Board meeting.

- Building & Grounds- Chad Evans & Donna Bodi.
 - Donna walked us through completed task list.
 - Discussed building problems due to owner negligence. Donna will send a letter to 2 owners who have caused damage and bill for all expenses that they caused. If they do not pay we will proceed with filing a lien on their condos.
 - A third owner also caused leak. This owner has agreed to pay for expenses, so no action by Board needed.

- Staff & Daily Maintenance- Donna Bodi
 - Janet brought up need to increase amount paid to employees. Personnel Committee (Rhoda) will meet to discuss increasing pay for employees. We have had such a difficult time filling this

position and we suspect it is due to underpaying. At our current rate of \$10 per hour, our full time employees are still earning under the poverty level.

-We would like to reward Matt and Jeff for covering for us when we were understaffed with gift cards for each of them. Janet makes a motion that we give a Visa gift card. Rhoda seconds. Vote. Unanimously carried. Donna will get and reflect amount based on how much extra they worked. The Board appreciates their efforts.

-We would like to more aggressively solicit for Christmas bonus money for employees. This year Donna will automatically give employee list to all owners. How will we solicit owners and residents to give (increase) Christmas bonuses?

-October 1st we need to get going on the nominee committees. Bob will make sure that this is happening.

-Rhoda says that a few years ago we had a renters committee. Perhaps that committee needs to meet again to send letters to the non-resident owners to remind them of their responsibilities when they have a renter (including submitting lease for approval). Rhoda will find the renter committee paperwork she has and Bob will reactivate the Renter Committee.

ADJOURNMENT 8:51 p.m.

Minutes Submitted by Co-Secretary Janet Parrish on September 11, 2014

Next Regular Board Meeting November 20, 2014 7:00 p.m.