

Dartmouth Willow Terrace Regular Board Meeting

March 20, 2014

Board Members Present: Bob Maddox, Anita Henkel, Janet Parrish, Rhoda Bell, Gayle Dorsey, Keith Eiken, Bill Seiller.

Others Present: Donna Bodi, Chad Evans, Pat Moremen, Ken Bell, Martha McCoy, Kelly Garrard, Carolyn Whelan

Open Session: 7:00p.m.

- Martha McCoy, the sewer smell has persisted for 7 months in the Dartmouth. The smell can be really bad. Kelly Garrard agreed. Donna explained that the camera had been run all the way down, and no cracks were found. Next they will be doing a smoke test, which they have had to wait for with weather (can't be windy or cold). The smoke test will determine any smaller cracks in the branches. We did clean out the B side stack (kitchen stack). He also ran the camera down the McCoy bathroom vent that is causing problems, but found nothing. For an odor, it doesn't have to be a crack, it could be a hairline in one of the branches, which can be difficult to pin point.
- Martha McCoy asked about water damage. Bob told her that we would be discussing in the meeting (it is on the agenda).
- Martha McCoy asked about getting a copy of the budget (actual vs. estimated). Board will talk about this. Bob asked about being sent with the minutes. Gayle said we might want to consider a one page summary (that Gayle would create). Gayle will show Martha what she is thinking (current document is quite long). Gayle will create this document and Donna will start sending out with the minutes.
- Rhoda Bell- we need to something about the directory in the WT. It needs to be alphabetical. We need a new board. Donna is going to handle.
- Anita Henkel- she installed new kitchen appliances. Water temperature is not hot enough. Donna said that one of the hot water heaters is not working properly. Donna will look into it.

Roll Call: All Board Members Present. Call to Order 7:13 p.m.

Approval of Minutes: Anita moves that we approve the minutes of January 16, 2014. Bill seconds. Vote. Unanimously carried. These minutes have already been distributed to the Association.

New Business

- Request for Change in Smoking Area, Rhoda Bell. Rhoda believes that the residents have a valid issue about smoking outdoors being a problem (brought up at Annual Meeting). Rhoda would like to move that we have a written opinion survey sent to every owner to ask their opinion on smoking on the DWT grounds. Discussion ensued: how do we enforce it? Will this keep us from getting employees? Perhaps we should have a different designated smoking area. Or perhaps just state that nowhere on DWT property, would have to go on public property. Vote taken. Unanimously carried. Donna will draft an opinion survey to send to the Board for approval.
- Web Site Approval, Chad Evans. Chad has approval to make site live and give website out to owners next week.
- Basis for Garage Fee/Request, Donna Bodi. When a Dartmouth owner was looking at his statement, he asked what determined the garage fee. This fee was set long ago. A lot of insurance claims have been paid. Discussion was held. Bill moves that we start charging \$20 for parking on the hill. Anyone who does not want to pay to park on the hill would stay on the garage list in order (would not lose their spot on the list). Discussion. Vote taken. Unanimously carried.
- Anita brought up new washers and dryers. That we should let owners know of new machines (for those who do not use them), debit/credit card slots, large capacity, air fluff.
- Rhoda Bell- has concern of excessive emails being sent every day to our Management Company by particular owners. We have 82 condos and it is not right for certain residents to take up so much time of the Management Company. It is our job, as a Board, to redirect owners who are monopolizing the time of the Management Company and intervene. We are requesting that the management company not take direction for projects from anyone other than The Board. And the Management Company should not spend their time responding to these excessive requests.
- Rhoda Bell- mailboxes in WT. We put the mailboxes in to keep out employees from dealing with distributing mail. Two residents have lost their mailbox keys and have been asking employees to hold their mail. We will no longer do this. Both owners must get new keys. No more mail will be

held in the office for them. Donna has spoken with one of the owners, and has left a message for the other.

Old Business

- Water Damage in Buildings/Policy, Bill Seiller. Bill said that Chad has had an experienced attorney give an opinion about water damage responsibility. Bill is not sure that he agrees with that opinion, but would like to spend more time to study the subject and draft a response in the next week. Chad has also drafted up a paragraph of how it makes sense to handle these leaks. Chad and Bill will get together to discuss, then Bill will get the response to the Board via email for the Board to vote on.

Committee Reports

- Finance, Chad Evans. Chad reviewed financials. Electric, we are \$5,000 over. Gas we are \$9,000 over (due to harsh winter). Insurance is misleading as we have prepaid, so really we are on target. We changed Worker's Comp companies, so that will save us \$1,500 per year. General Maintenance we are running on budget. Boilers we are over budget (corroded pipes, etc.) by about \$7,000 due to extensive & expensive repairs. Plumbing has been on budget. Everything else is doing fairly well in regard to budget.
- Building and Grounds, Chad Evans. Went through project list and handed out completed list.
 - Donna discussed some building issues. There may be an issue with the transformers having plumbing lines above them (in LGE room in basement), that may need to be rerouted.
 - Chad would like to discuss how to proceed with the 17 bad traps. We can't fix them until the boiler is shut down. Chad will send out a letter to the owners with faulty traps saying it is their responsibility to get it fixed and provide Management Company with report that it has been fixed.
 - Fire Inspector came and provided report, Donna reviewed report. Bob said we need to look at putting more lights down there, perhaps put in motion sensor. Fire Marshall said there are three storage units with extension cords into them, they are not allowed. Donna will handle. Also discussed fire hose.
 - Plaster in WT back stairwell will be repaired next week.
 - Chad has bid to clean garage floors
 - There is a current leak from the roofline into 11B. American Roofing has been out to tuck. Chad thinks it is more roof related.
 - Awnings for WT- are on the spring project list to be replaced. It will include front door, two side entry doors and back door of WT. They are dry rotted. Dripping from air conditioners come down.

- Staff & Daily Maintenance, Donna Bodi. All going well.
 - Lisa has been coming around and cleaning. Donna discussed her schedule.
 - New employee, Joe, working Cameron's old schedule.
 - Staff will still have a task list.
 - Gayle mentioned that we had talked about charging owners who use too much staff time (when going through major renovations, etc.). However, it is not allowed to tie staff up for excess time. Therefore, in place of charging, we should enforce the rule and not allow one Owner to use excess staff time. On the other hand, some projects require considerable elevator usage, and perhaps there should be a charge for that unusual elevator usage.

- Reserve Fund & Major Projects, Gayle Dorsey
 - Funding piece of major projects is going to be critical. We are currently taking enough for the reserve fund according to the reserve funding study, if we don't have a major project for first 5 years. So we have to prioritize projects and figure out how to do the funding for the projects. Some of the projects we just can't put off. But we don't want to jeopardize the reserve funding. Discussed capital needs and whose responsibility things are versus assessments. Trying to determine what constitutes a valid reason for assessment.
 - We need to have a special executive session to discuss all of these issues with contracts.

Adjournment 9:27 p.m.

Next Regular Board Meeting May 15, 2014

Minutes submitted by Janet Parrish on March 20, 2014