

Dartmouth Willow Terrace Regular Board Meeting

August 10, 2017, 7:00 p.m.

Willow Terrace Lobby

Board Members Present: Rhoda Bell, Janet Parrish, Missy Bland, Bob Maddox, Anita Henkel, Bill Seiller, Douglas Riddle

Others Present: Donna Bodi, Ken Bell, Connie Jaquith, Jim Pitt, Ann Cobb, Stewart Cobb

OPEN SESSION 7:00 p.m. 15 minutes maximum.

- Jim Pitt- asking about non-Board members present having questions during the Board Meetings (not just during the open session). Rhoda said that she would ask our attorney about the new laws. Bob Maddox suggested that we be more specific during our Agenda notes about the new business section of the minutes to add detail.
- Ann Cobb- requests that we open the Roof Garden for the Eclipse. Rhoda said that we would discuss it under new business at tonight's meeting.
- Connie Jaquith- when are we going to discuss the Spectrum contract? At tonight's meeting.
- Ken Bell said that Spectrum installed TV boxes in their unit necessary to be able to watch cable TV. Ken also said that the air conditioning project is wonderful. He said similar air conditioning units can be installed in condo units (they will also produce heat). Ken has a lot of information about this if anyone is interested in installing in their condo.
- Missy Bland- asked about a clarification question of the no subrogation clause between insurance companies. Bill clarified the insurance system. He said that the system worked fine except for the deductible. He would like for someone to bring a test case. She asked why we can't change it in our By Laws (that another owner who caused damage to your unit would be responsible). Rhoda said that 70% of the Association would have to vote to change. Jim Pitt spoke about condo policy where everyone is responsible for their condos from the plaster in. Rhoda said that she will ask the Attorney about this too.

CALL TO ORDER. 7:19 p.m. Quorum present.

APPROVAL OF MINUTES from June 8, 2017 Board Meeting. Bill moves approval. Anita seconds. Vote taken. Unanimously carried.

FINANCE REPORTS- Donna Bodi

- Finance Report- Donna Bodi
 - We transferred \$20,000 from the reserves due to tank replacement and elevator re-skinning and repairs to the 3 stack. We are going to try to put the \$20,000 back in the reserves over the course of the next 4 months but may not be able to replace full amount in that amount of time. If it were not for those maintenance items, we would be way under on maintenance in the budget.

- Bob asked about Accounts Receivable. The one account is up to date. The other is paying on the amount to get up to date.
- The changes on staffing will be absorbed in the budget.
- Bob moves to accept the financials. Anita Seconds. Vote taken. Unanimously carried

BUILDING AND GROUNDS REPORT- Donna Bodi

- Podges is no longer cutting our grass, but he has someone who has taken over all of his lawns (Mow Better). Donna has agreed to allow him to have a trial period to see if we like him. Donna says he is doing a great job- she hasn't seen a weed, the hill looks better, so she is really pleased with his work and responsiveness to her calls. He also handles the sprinklers and has fixed the broken heads.
- We haven't had as many big repairs the past few months. BJB will come and fix the cracked wall outside of the garage Wednesday and that side of the garage (Edgeland side) will be blocked for a couple of weeks (the other garage entrance will be accessible). Donna will have them proceed. Bob mentioned that the other side also looks bad and Donna said we will do that side next and she is going to negotiate with the company to see if we can get a price break to have them do that immediately when the Edgeland side is completed.
- We had a water intrusion in condo #61. Rhoda said we need a lot of tuck pointing around the building. We discussed what to do when situations like this occur.
- We did have to fix a water repair in 11A due to leak from the Dartmouth roof.
- Donna went over list of completed projects and maintenance items.
- Discussed an owner's move from one storage unit to another storage unit. We discussed this situation.
- The crumbling rock retaining wall by the hillside of WT entry will be repaired in next week.

COMMITTEE REPORTS

- Windows- Bob Maddox
 - Going to defer this for now.
- Employees- Donna Bodi
 - DWT Employee Dana has left and Donna sent out an email today to the Association with the new employees.
 - The Staff Committee (Janet Parrish, Ann Cobb, Bill Seiller, and Donna Bodi) has been working to give our DWT employees more money per hour.
 - Donna has hired the night shift employees who will also do the cleaning while on duty instead of paying both Securitas and a Cleaning Company separately. With this savings, we are able to give our 1st and 2nd shift employees much needed raises of \$2 an hour. Donna will notify the employees of their \$2 raises now. We are thrilled about this and think it is a great way to show our employees how valuable they are to us.

OLD BUSINESS

- Roof Replacement - Rhoda- we received a copy of a letter from the Dartmouth Owners' group requesting to reopen the Roof Garden. They stated that the Roof Garden would be evaluated by a professional and they would get back to the Board. This was 4 weeks ago and they have not gotten back to the Board. Rhoda said that at some point we need to set the date that the roof will be replaced. We need a deadline and schedule roof repair. Bill says we really need to contact the lead people and say that we have to move forward and have been waiting to hear from you and need to hear from you in the next two weeks and we are planning to set a date for the roof repair. Rhoda will send an email to the leads (Phyllis and Wayne). Email sent to Phyllis and Wayne 8/14/17.
- Water Shut-off survey- Donna- she spoke with Alpha Mechanical and they will do it for the cost of their time. This will happen at the same time as the Storm Window Inspection (Starting August 23rd). If people don't have water shut offs or they are not functioning properly, the owner must get them repaired.
- Storm Window inspection- will begin starting August 23rd
- Schedule a walk-thru for board members- Rhoda- scheduling walk through for inspection of both buildings for needed repairs.
- Proof of insurance update- Donna- only a small number of owners responded to her email requesting the required Proof of insurance. She will send a reminder with a deadline. Owners can simply take a photo of their proof of policy and email this to her.
- Water fountain update-Donna-she found the price of a new drinking water fountain for the WT. We will leave it on hold but do it before the end of 2017 if budget allows. The new fountain will be more modern with a drinking bottle filling option.
- Garage policy- Anita- presented what she has written about Garage policy for those in arrears. This is a working draft: "Garage fees are included with the DWT monthly statement charges and must be current to maintain a garage space. Late payment is not acceptable and will result in expulsion from the garage. The next resident on the garage waiting list will be assigned the space and the expelled resident will return to the top of the waiting list to await a new vacancy." Rhoda said that we are making a rule for the WT garage and not the D garage. You cannot have a separate rule for one garage and not the other. Janet agreed. If you are going to punish someone for not paying, it has to be for everyone in both buildings. Rhoda asked if we should bring this up at the Annual Meeting to ask the Owners their opinion. We will discuss this again at the October Board meeting and bring it up at the Annual Meeting.
- Exterior maintenance- Donna-stucco fixes, stair repairs, brick repairs on patio, power washing of mold, etc, will be completed by the end of the August by Tommy and Johnny.
- Rhoda- thanked Donna for letting us know about Tommy's mother's passing and collecting money. The Board hopes that there was a significant amount of money collected. The Association really cares about Tommy and appreciates all that he does for us.

NEW BUSINESS

- Hallway Carpet- Donna- the standards committee has come to Donna and asked about replacing the carpeting. Donna mentioned that the elevators don't have to be carpeted and could be another type of flooring. The Standards committees in both buildings will work together to get prices for flooring for both elevators and Douglas will consult on both elevators. It has also been at least 25 years since the hallway carpeting in the buildings has been replaced. It is time to start getting bids for replacement of carpeting in both buildings. For now, Donna will schedule carpet cleaning of hallways. We will begin to look at carpet replacements with targeted completion (and budgeted) in next year or two.
- Spectrum Contract- Donna- she did not get much response from her email from the Dartmouth. She did not get a majority response (only about 35 responses total out of both buildings). Rhoda mentioned that we all use different providers. Discussion. Bill moves that the Dartmouth extend the current Spectrum Cable contract for the Dartmouth for the bulk contract cable they currently have. Bob seconds. Vote taken. Unanimously carried. The Spectrum contract for cable and internet for the DWT will be discussed at the Annual Meeting to see if we can get a majority to approve.
- Emergency Contact Information- we need to update everyone's emergency contact information. We had a medical emergency of an owner last week and it made us realize the importance of having updated information. Who can we contact in case of an emergency, medical or otherwise? Donna will slip a form under everyone's door asking for updated emergency contacts.
- Ann Cobb's request for opening the Dartmouth roof garden during the Eclipse. We would love to do it, but think it is not safe. The wood on the railings is rotted. Anita moves that we decline the request to use the Roof Garden for the eclipse viewing on August 21st. Janet seconds the motion. Discussion. Vote taken. Motion Carried.

ADJOURNMENT 9:01 p.m.

Minutes Submitted by Secretary Janet Parrish on August 10, 2017

Next Regular Board Meeting October 12, 2017