

Dartmouth-Willow Terrace Regular Board Meeting  
October 13, 2016 7:00pm – Willow Terrace Lobby

Board Members Present: Rhoda Bell, Anita Henkel, Douglas Riddle, Bill Seiller, Bob Maddox

Others Present: Chad Evans, Donna Bodi, James Pitt, Wayne Jenkins, Ken Bell, Ann Cobb

OPEN SESSION:

- James Pitt – 1. Asked if pest control should be mandatory. Those who refuse service can open up the possibility for other owners to have bugs. The Board will take it under consideration and check the Master Deed. 2. The drains in laundry room by the commercial washers are sometimes allowing suds to back up on the floor. Donna will get with Alpha Mechanical to investigate/clear the blockage. 3. Would like the Board to consider including AC in unit 26 when the AC is put in the lobby, it would be one less AC unit dripping on the terrace. If the unit owner doesn't want to pay for it then the owner could give the Association first right of refusal to purchase the unit should it go up for sale. The Board will take this under advisement.
- Wayne Jenkins – States there are eight (8) owners in the Dartmouth Building that would like to get a bid for cameras at the entrances of the Dartmouth and an additional monitor in the garage so owner's and staff can see who is in the lobby and at the entrances before entering. The Board will take it under advisement and further discuss.
- James Pitt – Suggested that regular monthly Police reports be emailed to all owners with updates on crime in the area. There is a website that has this information [www.nextdoor.com](http://www.nextdoor.com). Emails will be sent on a case by case basis.
- Ann Cobb – What's the update on the Dartmouth front door? Donna stated that the contract has been signed and the work is scheduled.
- James Pitt – The Willow Terrace garage doors are open a long time, should we change so that all cars enter at the alley and exit on the Hill so that we can shorten the open times on the door?

CALL TO ORDER: 7:34pm – Quorum Present

APPROVAL OF THE AUGUST 11, 2016 MINUTES: Minutes previously distributed and reviewed by Board. Bill Seiller moves to approve, Anita Henkel seconds, vote taken, unanimously carried.

FINANCE REPORT – Chad Evans

- The \$27,000 transfer from the reserve was not needed this year. Actually ahead of budget about \$9,000.
- Utilities are ahead \$30,000 due to budgeted gas amount was \$66,000 actual was \$42,000. This is due to the winter wasn't as cold and the boiler improvements.
- Maintenance is at approximately \$81,000 originally budgeted \$71,000. This is largely due to the coating of the WT garage roof. The increase in Maintenance Supplies is for the materials for the WT garage roof coating.
- The other area of overage is plumbing it is up \$5,000.
- Over all we are still ahead of budget by \$9-10,000
- Currently there is almost \$300,000 in the bank; last year at this time it was \$240,000. We are on pace to put in the reserve over the next few months another \$30,000.
- Chad will begin working on the budget for 2017.

BUILDING AND GROUNDS REPORT – Donna Bodi

- Donna went over a list of maintenance items that were completed since the last Board Meeting.
- Donna reported that there are additional plumbing items that are going to need to be addressed. Large waste lines are deteriorating.

## EMPLOYEE REPORT – Donna Bodi

- Laura is back from medical leave and working Jeff's hours.
- Leean is still doing well.
- Donna is interviewing several people to fill the empty positions
- Donna is also negotiating with Securitas and other security companies on the second shift needs at DWT.
- Rhoda wants a Long Range Planning & Staffing committee to look at what may need to happen down the road as it relates to Staff. Connie Sorrell and Chenault Conway have both lived in both buildings and would be excellent for this committee as they understand the specific needs of both.

## COMMITTEE REPORTS

- Window Committee – Bob Maddox reports that Landmarks as denied the request to replace the windows. The overall condition of the windows is too good. So, the committee has been investigating what can be done instead of just painting. Greg Martin with Allied Windows has selected a new storm window set that would set out further and seal the entire window.
- The opinion of legal is that outside of the window/storms is the Association responsibility. Bill remembers traditionally the owners have been responsible for/paid for the storms. Bill moves to hire the same attorney who did the previous interpretation to give a written opinion about who owns what on the windows, Anita seconds, vote taken, unanimously carried.
- Met with BJB they estimate it to cost around \$4000 to bid the installation. The West side has 180 windows. Bill suggested that they check the AC platforms at the same time. Chad will email the price for the bid and the Board will vote at that time.
- Office Re-Do – The WT Standards committee is working under the advice of Betsy, the designer of the Lobby. The office will be painted the same colors with nice furnishings. The office will remain as an office but will also be available for use by committees for meetings.

## OLD BUSINESS

- WT Cable Contract – A verbal price of \$32.50 for basic cable for all 82 units (this includes the guestroom). Discussion was had about how long was the contract for and is it wanted by all owners. The Board wants to see the actual contract before making any decisions. Donna will email to the Board when she receives it.
- Dartmouth Roof and Deck Update – Chad talked with demo contractors and it will be around \$17,000 for removal of the existing roof garden. He put together prices for demo and stack and the roofing co to take it down. The roofing company removal is \$3-4,000 and pricing to demo and pallet ranges from \$8,000 - \$10,000. To use EPM personnel it is not much cheaper. It is better to stick with the roofing company. There is going to be a roof leak detection meeting tomorrow once the decking is removed a new roof will be \$35,000. One more opinion and recommendation is going to be obtained. There was discussion about the safety of the roof garden. With today's fire regulations, once the roof garden is changed it will need to meet current regulations. There is not a second exit from the roof garden. In the case of a fire it is not safe. Bob moved that we give Dartmouth Owners notice that the roof garden is to be closed due to safety issues, Bill second, vote taken, unanimously carried.
- Elevator Contract – Murphy is saying we did not notify them in time. Chad told Murphy that if they wanted to keep the contract they needed to negotiate the price. Madden is ready with a contract and will be a month to month contract. Murphy is going to get back with Chad about their pricing.
- Election Committee – Donna is to send letters asking for nominations for Board Members. These will be emailed. Discussion was had on how to get more Owners involved on the Board.
- Notices for Parking Rules – Discussion about parking at the Dartmouth Garage. The notice was going to say "Park at Your Own Risk". Currently the Rules of the Association state that it is not the responsibility of the Association to pay for damages to cars no matter who parks them. Bill suggested that this is not completely fair. He recommends if there is damage due to negligence of the Staff that the Association will pay up to \$500 for a repair or the owner's insurance deductible. Discussion was had about rules of parking in the Dartmouth garage, no one is supposed to park their own car, and where cars are parked is at the discretion of the Staff. Owners get

agitated and irate with Staff when cars are not where they want them, even when it is easier for a Staff member to park them in a certain spot. This makes for difficult situations for the Staff.

#### NEW BUSINESS

- Mailbox Quote for the Dartmouth – Donna is to get prices for having permanent mailboxes installed in the Dartmouth garage office with package boxes at the bottom. These will be similar to the mailboxes in the WT mail room.
- WT Quotes for AC in lobby, office and guest room – Chad and Ken Bell have met with four companies. Prudential said they did not want the business. Alpha could not bid the project with these specific needs. Allegiance and Climatec bid and Allegiance is \$12,000 - \$14,000 less expensive. A five ton unit would sit on the back roof; the unit will supply four interior units. Where there is a radiator a Samsung unit will be placed that will provide heat and cool. It is a chilled and heated water system. It will not require any new holes. This will be a capitol expense and a potential for 10-15% tax credit. Bob moved to approve it as a capitol expense, Bill seconds, Vote taken, unanimously carried.
- Gayle, Bob and Rhoda met with Chad about the contract with Evans Property Management. Chad is not raising the management fee and there is no need to resign a new contract as the existing contract will continue into next year.

Adjournment 8:47pm

Executive Session – personal resident's concerns

Minutes submitted by Donna Bodi

**Annual Meeting December 1, 2016 7:00pm**