

Dartmouth Willow Terrace Regular Board Meeting

October 5, 2017, 7:00 p.m. Willow Terrace Lobby

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

Others Present: Chad Evans, Donna Bodi, James Pitt , Ann Cobb, Stewart Cobb, Ken Bell, Amanda Miller

OPEN SESSION 7:00 p.m.

- James Pitt- our sprinkler has not been working for over 2 weeks. And our lawn service has been cutting our yard too short. Donna has placed a call about sprinklers and is waiting to hear back from them what the irrigation people found. Donna will ask lawn guy to raise the blade. The grass has been seeded twice.
- Ken Bell- Bob Maddox - Bill Seiller -Chad Evans have been working on window replacement and are looking at replacement windows in both buildings rather than just storms and repairs of current windows. He says new windows cost half as much as the repairs of current windows. Ken asked if anyone has a connection at Landmarks to come with them to help with Landmarks presentation. If you have a connection at Landmarks or knowledge of Landmarks, please let Ken Bell know. The Board thanked the Window Committee for all of their work.
- Anita Henkel- there are several bike riders that take their bikes up the passenger elevator, and that is not allowed. Donna will remind employees who see this happening to stop it.

CALL TO ORDER 7:07 p.m. Quorum present.

APPROVAL OF MINUTES from August 10, 2017 Board Meeting (minutes already reviewed by Board and sent to Association via email in August). Anita moves approval. Bob seconds. Vote taken. Unanimously carried.

FINANCE REPORTS- Chad Evans

- Budget Comparison – we are doing very well with budget, except a couple of categories.
 - Maintenance we are running \$11,000 over budget.
 - We also have a two more expensive items coming (Tuck Pointing of WT garage, upcoming header repair of WT garage), which will probably be about \$20,000.
 - Elevator running the same (\$9,000 over due to door skin and infrared install).
 - Boiler we are \$7,000 over from May (due to vacuum tank replacement).
 - Salaries are over budget but Security staffing and cleaning is going to go down, so that will balance out (there were three pay periods in September). Our employees all received a much needed \$2 per hour raise.
 - We borrowed \$20,000 from reserve account to pay these bills and Chad says it will not put back this year.

-We had put \$98,000 in the reserves this year (minus the \$20,000 will be \$78,000 actually placed in reserve account this year). The Board is very pleased with the continued building up of our Reserve account, due to our decision about 7 years ago to focus on building our reserves for our Association.

-The new system with the thermostats has already paid for themselves in energy savings. That was an excellent addition to our building. Energy use is down and building is a more comfortable temperature with fewer complaints.

-How can we carry over the monies for the Standards Committee accounts into next year?
Rhoda asked Chad to look into that.

-Receivables- there is an owner who is continually and repetitively bouncing checks to the Association for his monthly maintenance. His September check bounced and the second September check he wrote also bounced. This is a recurring problem with this particular owner. Liens will be automatically filed immediately from now on when this owner is in arrears, without prior notification. The Board should not have to continually deal with this same owner's lack of payment. A Board member noted that in some communities the names of owners habitually in arrears are posted. There is also another owner who was behind and making payments on the amount owed. That owner has stopped with the payments on the amount owed. A lien will be filed there as well.

BUILDING AND GROUNDS REPORT- Donna Bodi

- Alley side WT Garage Door part of the heavy concrete header fell off of the building. Thankfully, nobody was hurt. That entrance to the garage was closed immediately and BJB and a structural engineer came out. BJB will be repairing soon. They also looked at Foundation and said there were some cracks but nothing of concern right now. Donna will be getting a schedule from BJB on garage header and wall repair. They will have to make sure garage is secure while doing work.
- Donna went over numerous completed maintenance tasks since our last meeting.
- Rhoda -If anyone leaves items in storage units (if moving out, moving storage units, etc.), they will be billed for the man hours required to remove their belongings.

EMPLOYEES- Donna Bodi

- Third shift seems to be doing well. Employees seem to be getting along better with each other, which is great progress.
- Donna is working on a Dos and Don'ts list, some items will be
 - Staff is working together well and some owners are gossiping to some employees about other employees.
 - An employee was accused of damaging a car when he did not and we almost lost that employee due to it (other owners were asking him why he did it).
 - Please treat our employees with respect and do not dominate their work time socializing with them or gossiping to them. They are paid to be here working for the Association.

-People must break down their boxes for recycling. Owners will be sent an email letting them know to break down boxes.

-Do not overstuff garbage bags.

-Dog waste is only to go in dog waste in cans. There is constantly a problem with dog owners disposing of their waste in cans inside the WT building by the office, inside the Dartmouth garage, etc rather than the designated Dog waste cans.

COMMITTEE REPORTS

- Windows- Bob Maddox or Ken Bell
 - Bob, Ken, and Chad- the cost for redoing windows is extremely high. Ken got an estimate for replacement and it is cheaper to replace than repair windows and storms. Ken spoke with the woman at Landmarks and they will let us approach them about the project. We will begin by approaching them about the backs of both buildings. The Board thanks the Window Committee for their work

OLD BUSINESS

- Dartmouth Roof Replacement
 - A Brief History of some of the pertinent communications about the Roof Garden and Petitioners' request since the Special Called meeting June 19, 2017:
 - At the special meeting June 19, 2017 some of the Dartmouth petitioning owners requested a delay in Dartmouth Roof Replacement while they obtain another outside opinion. Votes were taken and the Board approved this temporary delay at the June 19 meeting to wait for the petitioners' expert evaluation and report to be obtained and presented to the Board.
 - June 29, 2017- The Board followed up with a Special Roof Garden Memo update emailed to all Association owners again outlining what the Dartmouth petitioning owners requested and our approval for the petitioners to proceed in obtaining these expert opinions.
 - August 10, 2017- Regular Board meeting minutes noted that we had not received the evaluation from the Dartmouth petitioning owners in the 7.5 weeks since the Special Called meeting. The Board decided to contact Dartmouth Petitioning Owner leads, Wayne Jenkins and Phyllis Florman to request that they submit this information within the next two weeks, as we were planning on proceeding with roof repair.
 - August 13, 2017- Email sent to Wayne and Phyllis "The Board plans to schedule the approved and budgeted roof repairs before the end of the year. We have not heard from your group about the examination by Joseph and Joseph. If there is going to be information sent to the Board, please forward before September 1, 2017. After that date Evans will set the schedule for the roof work. "
 - August 17, 2017 Email sent from Wayne to Board: "Indeed Joseph & Joseph has inspected the deck and found it sound and safe! Would you please forward your itemized 'demand list?' Must have deleted it... Merrill Moter wants to be certain to address each of your issues." Followed up the next day via email saying he would have Mr. Moter, chief architect of Joseph and Joseph at the next Board Meeting.

- August 31, 2017- Roof Garden memo paper copy slipped under each Dartmouth owner's door and emailed to the Association 9/1/17: " In an effort to resolve the Roof Garden issue, the board met Monday night in a special-called meeting to determine whether the roof garden is a limited or common element. Based on history and legal opinions, we voted to assume the roof garden is a limited common element. A vote of all owners will be taken at the Annual meeting to formally resolve this issue, once and for all. The Board is waiting for the written report from the group that called a Special Meeting on June 19, 2017. At that meeting they said they would have Joseph and Joseph inspect the roof deck and roof surface, at this time we have not received a report (see attached email of 8/13/17). If more time is needed to determine the future of the roof garden (removal for roof work, repair, replacement, etc), the Board will delay the roof work until the Dartmouth owners come to a decision. Please try to resolve this issue as quickly as possible." The email from August 13, 2017 above was also attached.
- September 5, 2017- Gary Matheis notified Evans Property Management that the roof is leaking into his condo again. When Tommy went to inspect there was also another bucket found that had been placed by someone without our knowledge to catch another roof leak happening in a different area.
- September 7, 2017- Email sent from Dartmouth petitioner lead Phyllis Florman to Rhoda Bell and all Dartmouth owners: "give us the date, time and place for the board meeting at which Joseph & Joseph will be able to make its presentation and ask and answer questions."
- September 8, 2017- Email reply sent from Rhoda to Dartmouth petitioner lead Phyllis Florman: "Due to the current roof leak into11B, we felt it better to move the date up, not later. The meeting will be Oct. 5th, in the WT lobby (more room). Please let me know if someone from Joseph and Joseph will be attending so that we can change the order of business to have them first, during the open session. The regular board meeting will follow."
- October 4, 2017- Email sent from Wayne: "Unfortunately Joseph & Joseph will not have a quote together before tomorrow night's board meeting..."
- October 5, 2017- Email sent from Rhoda to Wayne: "Would you please come to the board meeting and give an update? I can put you first at the first of the agenda, if that helps." Wayne replied that he was unable to attend due to a prior commitment.
- As of tonight's Board meeting there has been no evaluation from the Dartmouth petitioners as requested from June 2017. And there are no experts from Joseph & Joseph present to make a presentation at tonight's Board meeting.
- At what point do we proceed? The roof replacement must be done before end of year. There was a leak in Gary's unit again in 11B and in the wall on the other side there was also a bucket on the other side catching a leak.
- Rhoda asks Chad how long roof replacement will take. Chad thinks it will be about 3 weeks and they will be removing old garden by crane. Approximately \$17,000 to take everything down. And approximately \$35,650 to replace roof.
- The roofing company would work us in as quickly as they could, hopefully November before weather becomes an issue.

- Janet thinks we need to proceed now with the Roof Replacement. Several deadlines have been given and passed. It is time to proceed.
- The financial responsibility for the Roof Garden removal is the responsibility of the Dartmouth owners. The financial responsibility of the Roof Replacement is the Association's.
- Discussed type of roof and future roof garden.
- Janet makes a motion that we proceed with the scheduling of the Dartmouth Roof Garden Removal and Roof Replacement. The Association will pay the approximate \$17,000 cost of the roof garden removal and the \$35,650 for roof replacement. If, at any point in the future, the Dartmouth owners choose to rebuild the Roof Deck, the Dartmouth owners must repay the \$17,000 to the Association for the roof garden tear down. Anita seconds the motion.
Vote taken. Unanimously carried
- Discussion about roof materials to be used, permitting for removal, etc.
- Bill and Bob added that anyone who is interested in a roof garden replacement, we are interested in your feedback and any reports from Joseph & Joseph about the feasibility of a rebuild.
- Douglas suggested that we photograph the current roof garden so that we have the record. Douglas will send someone from his office to do a CAD drawing of the current roof garden to be used for any potential future roof garden rebuild to hopefully help with approval.
- Rhoda will send an email to everyone in both buildings about the roof replacement proceeding.
- There is a great deal of junk on the other side of the Dartmouth roof. There are heavy pots, iron furniture which was the furniture from the Dartmouth roof garden. All of that needs to go. These items will be removed with the cranes as well. No one may put personal items up there.
- Bids for Water Shut-off valve replacement
 - We will be doing three shut off dates to proceed, Donna will notify residents who need repair and the price if the building does it (\$109 per valve). If they would like to schedule on their own, they may do so before the third date. On the third shut off date, we will go back and check for completion for anyone who has it done on their own. Anyone who has not yet completed it on their own will be completed that day and billed for the services.
- Proof of Insurance update
 - Donna has gotten several more proofs of insurance. And she has notified the ones she doesn't have. She is getting more now with renewals. And she will continue to request proof of insurance for those who have not given it to her.
- Parking issues
 - There is a scooter parked in the WT garage. Donna gave them permission. If more people start having scooters we may need to revisit this (not allow, charge for use, etc)
 - There was a reported scrape of a car in the Dartmouth garage. Security tapes reviewed and it did not occur. We have had problems like this before of claims of damage in the Dartmouth garage that was not substantiated.

- There was a discussion of rubber bumpers in the Dartmouth garage. Since there are already rubber bumpers on the posts, and the existing ones seem to be doing a good job, it was agreed that adding more bumpers would not be particularly helpful. Again noted that the reported scrape of a car did not happen in our garage.

NEW BUSINESS

- Election Committee
 - Rhoda asked about nomination forms. Will be sent the end of October at the latest (though hopefully before). After we know who has been nominated, the election materials are mailed out.
- Approval of letter for A/C bids
 - Letter came from Allegiant. They want to put together a proposal to do the new kind of air conditioners for the buildings (like in the WT lobby) at the owner's expense in interested units. Allegiant must complete a job we have been waiting on for completion to our satisfaction first before a proposal will be allowed. Proposal is tabled for now until Allegiant finishes the other job.
- Keys for entrance to all units
 - Donna has keys for all but 1 condo in the WT and 2 in the Dartmouth. It is in the By Laws that we must have a key for each unit. Donna will send to an email to each of those three owners to explain the need again and request again.
- Cable/Internet contract in the Willow Terrace-
 - Janet asks- Is that a decision the Board makes or an Association vote? Bill thinks the Board could make the decision to have cable/internet (we did at the last meeting to extend the Dartmouth Cable Contract). We currently have a bid for \$38 per month for cable and internet. That would also add internet to the Dartmouth building as well. We will discuss the cable/internet contract at the Annual Meeting
- Budget for next year- Chad
 - Staffing/cleaning changes offset the employee raise
 - Chad put an extra \$20,000 in maintenance for 2018.
 - We can fund the entire reserve next year without increasing monthly maintenance!
 - The Board thinks we are wise to continue funding and building up our Association reserve fund each year. We are proud of our efforts to do this.

ADJOURNMENT 8:30 p.m.

Minutes Submitted by Secretary Janet Parrish on October 5, 2017

Next meeting November 9, 2017 (if needed)

Annual Meeting December 7, 2017