

Dartmouth Willow Terrace Regular Board Meeting Minutes

March 15, 2018, 7:00 p.m.

Dartmouth Lobby

Board Members Present: Janet Parrish, Missy Bland, Bob Maddox, Anita Henkel, Bill Seiller

Others Present: Donna Bodi, Ann Cobb, Stewart Cobb, Tommy Arnold, Jeremy English, Frances Delaney, Carolyn Whelan

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

- Janet Parrish- Emergency contacts all received? No, Donna will work on it.

CALL TO ORDER. 7:02 p.m. Quorum present.

APPROVAL OF MINUTES from January 18, 2018 Board Meeting. Bob moves approval. Bill seconds. Vote taken. Unanimously carried.

FINANCE REPORTS- Donna Bodi

- We're not putting into reserves until April so that we may prepare insurance to save \$3,000 a year, as we do every year. We will then put more money in reserves from April-December to reach full amount.
- Half of the Dartmouth roof was paid in 2017; the other half was paid this year in February.
- Total in the bank is \$268,890
- Discussed the 3 liens on three units (one in WT, two in D)
- Bob moves to accept the financials. Bill Seconds. Vote taken. Unanimously carried

BUILDING AND GROUNDS REPORT- Donna Bodi

- Donna said that if we ever have to turn off the gas to the condo units, it will be difficult to get the pressure back. If you think you have a gas leak, contact the management company immediately. If necessary, the Management company will call LG&E
- The Boiler is leaking in the middle someplace and it will have to be repaired. It will be expensive. We do not know exact price yet (could be a wide range). Bob mentioned to ask Alpha the last time they replaced the boilers, as several Board members agreed that they did not think it had been long. There is a different tank that hold carry over condensation, the bottom of the tank is leaking constantly and needs to be taken out at \$2,700+. Donna said this is part of the reason that the drains in that area are usually full with water (Tommy has to snake it periodically)
- There is a drainage pipe in #67 with a small leak; it is a matter of time before it has to be replaced.
- WT lights are on timers. Donna needs to reset both timers for Daylight Savings Time.
- There are problems with the landscape lighting having the wrong type of cable buried. Missy said it was a company called Landscape Lighting and overseen by Korfhage. Donna will call them, as we believe if they used the wrong wire, they should replace.

- In the Dartmouth, the electrical in the hallways that go to each unit have some common area switches too. Be careful to not turn breakers off to common elements (one was connected to the passenger elevator that someone turned off. The passenger elevator cannot run without lights).
- Andrea the landscaper came out, Donna spoke with her that the WT has not been satisfied with her landscaping on the WT side for the past several years and despite requests to Andrea, have not seen improvement. Donna said that she addressed this with Andrea again. We have a new lawn mowing company hired.

STAFF REPORT- Donna Bodi

- Angel is back to work. Donna was raving about Angel's work ethic.
- Please remember that all questions or concerns about items relating to employees and buildings should go thru Donna. Don't go to a staff member and ask when things will be taken care of, concerns about other employees, etc.
- We have moved the shifts around a bit per Anthony's request. He will be working 2nd shift on weekends and first shift on Thursdays.
- Donna will send out a list of who works when to all residents.
- Employees are doing a great job, per Donna and the Board.
- Still having issues with residents letting other people in the building.
- The third shift doing the cleaning is working out very well. The employees are talking to each other and the extra pay helps to attract and retain quality employees.
- Janet, Bill and Ann Cobb from the Staff Committee recommend that for scheduled move in and move outs we offer for Jeff Hutchings to be hired to run the elevator for these move ins and move outs (if he is interested). The Board and Donna agreed and he will be offered this effective immediately. Donna noted this will actually work well as it is often difficult to schedule for her.
- Employee Compensation for bereavement- we discussed the policy and are happy to now be offering our employees for up to 3 days of paid bereavement leave. Donna will work on the wording and submit to the Board for approval of wording for this new policy that was implemented in January 2018.

COMMITTEE REPORTS

- Security Committee met.
 - #1- New Door entry system - \$6,363. The old software for the new door entry system is no longer support and is starting to create issues. It would still be a FOB system, but it would just be updated on the computer side of things.
 - #2- The committee would like to add a camera monitor to the Dartmouth garage office at a cost of \$1,012. Bob suggests we look into doing this with a cellular device instead, like an iphone, to replace the phones the employees currently carry with them.
 - #3 – Add a camera facing the office from the WT garage entrance- \$600
 - #4- Install software for remote viewing of 3 entry doors (this means residents could see who was at the door if they have phones that are capable of doing this)- \$225

- Bill moves we approve the items 1, 3 and 4 now and defer action on #2, the monitor in the Dartmouth garage office until we check out cellular option that Bob suggested, that we will approve via email a vote on #2 before next meeting. Bob seconds. Discussion. Vote taken. Unanimously carried.
- Remodeling Guidelines- Bob, Penny, Mary Helen Greaves, and Donna Bodi- Donna handed out Guidelines for work in units with some changes. Discussion. Bill moves that we approve all of the changes except for the part that states that contractors must have items out from freight elevator before 3p.m., which Donna will reword and email the Board the rewording to the board for approval. Bob seconds. Vote taken. Unanimously carried.

OLD BUSINESS

- Keys for entrance to all units- we have keys for all units but one, that currently has a lien on it.
- Roof Garden- they are getting bids. Everything will need to be in writing by the roofing company to make sure that the warranty will not be void with the addition of a roof garden.

NEW BUSINESS

- Businesses at Dartmouth Willow Terrace- We had a situation where an owner was working in the lobby with a client. That is not allowed in a common area. A person can run a service business with no employees, no merchandise, no advertisements, etc. If someone has a business with a lot of traffic, it could be a problem.

ADJOURNMENT 8:32 p.m.

Minutes Submitted by Secretary Janet Parrish on March 15, 2018

Next Regular Board Meeting Thursday May 17, 2018