

Dartmouth Willow Terrace Regular Board Meeting Minutes

May 17, 2018, 7:00 p.m.

Willow Terrace Lobby

Board Members Present: Janet Parrish, Penny Shaw, Bob Maddox, Bill Seiller, Maryhelen Greaves, Missy Bland

Others Present: Donna Bodi, Frances Delaney, Cindy Carroll, James Pitt, Ken Bell, Rhonda Bell, Ann Cobb, Stewart Cobb, Connie Sorrell, Tommy Arnold, Karen Schellinger, Craig Buthod, Tomese Buthod

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

- Jim Pitt- asked if the new proposed windows for the window replacement project would open to the inside (for ease when cleaning). Ken said they do and said that he would also detail the windows more during the Window project discussion in tonight's board meeting.
- Ken Bell- Junk pick up for our area will be coming on June 10th. If there is anything you want to remove from your basement storage cage/locker to get rid of, you can leave in the basement hallway from June 8-10 (not paint or other hazardous materials or chemicals). Our staff will then remove the items from the basement for the city to pick up at no charge. Time for some Spring Cleaning! Donna will put out a memo to the Association.
- Missy Bland- the new FOB system is in, she asked if the call system will remain the same. It will. Donna said that the next step will be to put the video camera on where you can see who is at the door when they are ringing your condo for entry.
-Missy also said that people are leaving windows in WT stairwells open during heat. Rhoda said that if you leave the top windows open on the 8th floor the hot air will go up and out.
- Bill Seiller- primary election day is Tuesday. He encouraged everyone to vote.
- Ann Cobb- the elevator door in the Dartmouth looks awful. It will be reskinned/ refinished. The outside of the elevator will be mirrored brass finish and the inside Donna suggested to be brushed brass finish. The Dartmouth Standards Committee will consider whether they want the interior to be the brushed brass finish and will let Donna know. The Willow Terrace Standards Committee also wants the Willow Terrace elevator to be restored to the mirrored brass finish that it used to have and that the Dartmouth elevator still has. The Willow Terrace elevator will be reskinned as mirrored brass finish on the exterior and will keep the brushed brass finish on the interior, per Donna's suggestion. Both the Willow Terrace and the Dartmouth elevators will be reskinned/ refinished at the same time. Donna will schedule.
- Rhoda Bell- Staff concerns- the past two days the garage doors have been left opened for an hour and a half, and when she asked the staff, the staff did not know that the garages were open.
-Rhoda asked why the employees are not wearing the uniforms that have been paid for by the Association? Rhoda said some employees are not wearing their shirts and it looks bad. All employees need to be in uniform. We are paying for uniforms for the staff to be wearing them.

- Tommy Arnold- all of the jackhammering is finished on the condo renovations he is doing in the Dartmouth. Toilets will be put in tomorrow. They own three condo units. In the Dartmouth, he said that they will have to go through the wall to access the air conditioning unit for 11B. The 11th floor HVAC systems have been built up behind the bathroom that was installed by the residents to use while on the roof garden. Tommy said he would pay for this. Rhoda Bell said that when the Bells and the Greaves put in their HVAC they also paid themselves for their own way to access the system.

CALL TO ORDER. 7:15 p.m. Quorum present.

APPROVAL OF MINUTES from March 15, 2018 Board Meeting. Bill moves approval. Janet seconds. Vote taken. Unanimously carried. (The March 2018 minutes need to be posted to website, as do the January 2018 minutes, Donna will contact web developer to get them added to website).

FINANCE REPORTS- Donna Bodi

- As of today, we have \$323,476 in Total Assets, which is increasing each month.
- We are under budget with maintenance.
- Time Warner gave us the \$8,000 rebate for the \$100 per door credit for signing up for a group contract. The DWT has received the \$8,000.
- Bill moves to accept the financials. Maryhelen Seconds. Vote taken. Unanimously carried.

BUILDING AND GROUNDS REPORT- Donna Bodi

- Donna handed out a list of the Projects/ Maintenance completed and went through the items on the list.
- Discussed the problems with the main steam pipe in the Dartmouth. This will be a major expense. Before we make a large expenditure, we need to find out how many Dartmouth residents use steam heat versus HVAC.
- Penny said she is unhappy with the lack of weeding happening. Discussed landscaping a bit. Dead boxwoods. Janet said that for several years she has mentioned the dead leaves in the ivy that are never removed. There are still improvements that need to be made with landscaping.
- Missy- some white flowers were planted by the WT fountain, and she is asking if they need to be deadheaded. Donna said that Andrea the landscaper said that all we needed to do was to water.

STAFF REPORT- Donna Bodi

- LeeAnn is no longer working for us and Donna said that LeeAnn is not eligible for rehire
- Angel is on an extended personal leave. Once she gets all of her personal issues are resolved Donna said that Angel will be eligible for rehire if there is a position available
- Christy is doing a good job at cleaning and is doing well (She is usually third shift but sometimes is second shift)
- David is still doing well. David and Christy will start rotating Saturday nights so they both get equal hours. They will both be measured for uniforms

- James seems to be working out. He is moving here from Florida and has worked in the hospitality industry.
- Jeff is working the move-ins and move-outs (freight elevator as contract labor) and filling in for LeeAnn's hours (two days, second shift). He is doing well with the tasks. Jeff will also come in on days when the Pest Control is here to go around with him. We are all so pleased to have Jeff back at the Dartmouth Willow Terrace and have missed him greatly..

COMMITTEE REPORTS

- Willow Terrace Standards Committee- Janet Parrish, Frances Delaney, Cindy Carroll, Jim Pitt
 - Willow Terrace hallway painting project
 - Last year we painted the Dartmouth back halls and said that we would be doing the WT hallways in 2018. It has been about 25 years since the WT hallways have been painted.
 - Tommy has almost completed all of the plaster repairs on all of the floors, and will be finishing the rest before the end of May
 - Douglas Riddle of Bittners proposed a design that would honor the 1920s aspects of the building, is classic, and up to date. Feedback on the proposal has been very positive, with the vast majority of residents supporting the plan enthusiastically.
 - Last year in the Board meeting we said that hallway carpeting would be replaced in next year or two (2018 or 2019). That will be the next phase of the project. Douglas's proposal is to expose the original terrazzo marble on the sides of the hallways and have a carpet runner down the middle.
 - To replace the outlets in the hallways on floors 2-8 would be less than \$1,000, Donna will schedule this now to be completed in May.
 - The WT Standards Committee recommends for the painting project to be completed by the WhiteHouse painting company. They are a reputable company, their bid was significantly less expensive than the Highland painting bid, the Whitehouse bid was more detailed, and included more.
 - Bill moves we accept the Whitehouse bid. Penny seconds. Vote taken. Unanimously carried. Bill moves that we take the monies will come out of reserves to pay for the paint project. Maryhelen seconds. Vote Taken. Unanimously carried.
 - Donna will schedule painting company to come in June with tentative completion by the end of June.
 - Deferred Maintenance Completion List schedule
 - Janet mentioned last fall that there were been many maintenance items in the Willow Terrace that were to be completed but never were, and she created a list of those items that still needed to be completed to get the Willow Terrace to look better and not in such a state of disrepair. The Willow Terrace Deferred Maintenance Completion Schedule prioritizes deferred maintenance items, and breaks them down into specific tasks that are to be completed every couple of months. The March-April list was partially completed. Donna

- will be scheduling the remaining items from March-April that were not completed to be completed now. And Donna will also schedule the May-July list for completion so that we are kept on track with the Deferred Maintenance Completion Schedule. We are excited to get these Deferred Maintenance items completed and the Willow Terrace looking better!
- Dartmouth Standards Committee- Penny Shaw- sent a list to Donna of items to be completed in the Dartmouth and Donna is working on the items on their completion list.
 - Window Committee- Bob Maddox & Ken Bell
 - Ken said that he and Bob have been working on the windows for a long time. Some windows are in terrible shape, some a little better. Ken discussed the window replacement project that occurred at the 1400 Willow and Jim Pitt added about his experiences with the window replacement at the 1400 Willow in his mother's condo there. At the 1400 Willow the more people that participated, the less expensive the project. Ken said that it would improve property values. Ann Cobb asked about the Landmarks Committee. The Commodore and the Inverness have replaced their windows. The 1413 Willow is doing a remodel, Ken is waiting to see if they are redoing the windows. Ken does not see how we could be denied by Landmarks since the Inverness (also a Joseph and Joseph building) was approved. Tommy Arnold said the cost to have his current windows in 11B repaired was actually \$19,000 more expensive than if he would have replaced them all with new windows.
 - Craig Buthod offered to be on the Window Committee. Ken and Bob said that if anyone else would like to volunteer for the Window Committee to please contact them, they would love to have more people on the committee.
 - Ken said the price of a new window versus a replacement is about 50% less. The windows belong to each condo owner and replacement would be at the condo owner's expense. He said we can get a tax credit of approximately 12% for the project.
 - The Board thanks Ken and Bob for all of their work on the Window Project.

NEW BUSINESS

- Basement Storage Unit Break-Ins- Donna Bodi- we had one basement storage space that was broken into and two window air conditioner units were stolen from it in April; there were two air conditioner units right outside of this storage space in the open that were not stolen when this theft occurred. There were also two air conditioner units stolen from another basement storage space in October 2017. We encourage people to purchase Bike Locks to wrap around the poles and lock the storage units to make sure they are more secure. We also discussed the need for security cameras in the basement. Missy makes a motion that we install security cameras in the basement. Maryhelen seconds. Vote taken. Unanimously carried.
- Fitness Room Committee- Missy Bland - If we want to purchase pilates equipment for the DWT fitness room, there is a pilates reformer with box, maple pole, jump board and mat converter, instruction books, DVDs and posters for sale along with all of the accessories for \$3,162 (retail over \$6,000). There is a DWT resident, Karen Schellinger, that can teach pilates lessons to DWT residents for \$70 per hour. Bill and Janet asked if this equipment would be used by the

residents, as when we had pilates equipment in the fitness room before, it seemed to be used rarely. Missy and Karen will work together to come up with more details to present to the Board via email and we can decide via email if we would like to proceed with the purchase of the pilates equipment. The Fitness Committee is budgeted \$1,900 per year.

The Board and Association would like to wish Donna Bodi the best of luck with her upcoming wedding on June 9th and a very happy marriage with her groom.

ADJOURNMENT 8:16 p.m.

Minutes Submitted by Secretary Janet Parrish on May 18, 2018

Next Regular Board Meeting Thursday July 19, 2018 Dartmouth Lobby