

## Dartmouth Willow Terrace Regular Board Meeting Minutes

September 20, 2018, 7:00 p.m.

### Willow Terrace Lobby

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

Others Present: Donna Skaggs, Frances Dulaney, Cindy Carroll, James Pitt, Carol Pardue, Craig Buthod, Tomese Buthod, Connie Sorrell, Lee Deters

OPEN SESSION 7:05 p.m. 15 minutes maximum.

- Anita Henkel was asked to read a letter from Rhoda Bell. Rhoda was thanking the WT Standards Committee for the painting of the halls and the plans for hallway decor. It looks wonderful.
- Craig Buthod- the bowflex in the Fitness room does not work and he recommends it be removed.
- Jim Pitt- he loves the new plantings around the WT fountain. They look great. Miniature boxwoods and miniature azaleas, in keeping with the Dartmouth's Landscaping plan.
- Connie Sorrell- In July she saw a notice on a car to be towed. She noticed it was not towed. The situation with that particular condo that was in arrears has been cleared so the car may continue to be parked there.
- Carol Pardue- asked about the Standards Committee's plan and if residents will be allowed input. Anita said that we will be having more frequent reports from all committees. Craig asked for clarification as to the Standards Committees guidelines in both buildings.
- Jim Pit- Are the ginger jars permanent additions on each floor? Yes, they are. Cindy Carroll mentioned the mirrors that have been ordered.

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

APPROVAL OF MINUTES from July 19, 2018 Board Meeting. Bob moves approval. Bill seconds. Vote taken. Unanimously carried.

FINANCE REPORTS- Donna Skaggs

- We have \$266,887 in reserve funds. This is after transferring \$43,606 for the down payment for the replacement of the Boiler System (that is a 50% down payment). The funds for the hallway painting have not yet been deducted from the reserves.
- The professional fees are higher due to more consulting with attorney for issues with Owners in arrears.
- Discussion of phone. We have to have a landline due to elevators, etc.
- Workers Compensation is up due to extra employees now.
- Went through some line by line items with budget
- Maintenance is down because there are a couple of projects that are going to be done this fall (WT broken patio tiles, back entry outside floor, D concrete work)
- Bill moves we accept financials. Bob seconds. Vote taken. Unanimously carried.

#### BUILDING AND GROUNDS REPORT- Donna Skaggs

- Donna handed out a list of the Projects/ Maintenance completed and went through the items on the list.
- Bob asked about the status on the fan on the passenger elevator. Donna is waiting to hear back.

#### STAFF REPORT- Donna Skaggs

- Dana is back and in uniform. Working out great
- Jeff is still working the Tuesday and Wednesday shift
- Carla will pick up the second shift on Mondays. This is in addition to her night shift which is on different days.
- Michael is Carla's brother and is on third shift now. He is working out well.

#### COMMITTEE REPORTS

- Willow Terrace Standards Committee- Cindy Carroll  
-Cindy discussed the painting, the shutters in the back hall, the ginger jars across from each elevator, carved wooden table is at Bittners being restored, two lamps have been ordered for that table, and a mirror over each table. Across from the elevators will be mirrors (arrival expected) and installed by Bittners. We have been getting quotes on having Terrazzo restored in halls and new carpet runners. The items and décor for the concept are chosen by Douglas Riddle of Bittners. Connie Sorrell mentioned that the Plantation Shutters in the back hall have made a huge improvement. Jim asked if emails will be sent out to get any paint work touch ups and Donna said they would. Frances also brought up about the painting and the personal belongings in the hallways, wreaths on doors, per Douglas's design plan (his design plan is that no personal items should be in the hallways, and he offered to discuss the reasons and need for this with residents). Now that the painting project is complete, there have been personal items placed in the hallways again. The Standards Committee's stance is that they support Douglas's entire design vision, including no personal items in the hallway, but would like to leave this decision with the Board. Anita said that she has been on the Board for about 15 years, and anything that was approved was before that. Bill said that the Standards Committee was to make the decision (the Standards Committee supports the design plan for no personal items in hallways) and if anyone objected they could submit their objection in writing within 7 days to the Board for review. Donna read a letter from Jesse Turley requesting to put personal items in the hall outside of 74 and 75. Anita mentioned that Common Areas should not have personal belongings but it has not been enforced for years. The Standards Committee mentioned the difficult position they are in, as they want to make the building beautiful, and follow the design plan, but also don't want to be in the position where neighbors are upset with them.
- Dartmouth Standards Committee- Penny Shaw.

-They are about to paint their hallways, but not until the first of the year. The colors have not been selected but will be light and neutral. Donna said the price of the painting of their halls will be about \$12,000. Craig asked if there will be opportunity for the D Owners' input. Penny said that they would be happy to present the selected colors. Douglas Riddle is also consulting on the Dartmouth project so that the two buildings may remain consistent. She also mentioned changing their lighting fixtures in the hallways, and also emergency lighting in the stairwells. Roof Garden was also discussed. They had Joe Kattan engineering and inspection committee come and they cannot put a roof garden there until they put beams and other precautions to protect the new roof. They are sending out for bids for a new roof garden, per Joe Kattan's engineering recommendations. Bob brought up that Evans Property Management needs to be involved in the Structure Side of the project to make it stable. Donna clarified that their involvement would be limited to Structure Side

- Fitness Committee- Missy Bland
  - The Bowflex will be removed
- Landscaping- Corky Sachs, Janet Parrish
  - Weeding will be weekly. Penny asked who mowed the lawn. Donna said Accurate lawn. Penny mentioned how terrible the grass has been looking. Donna will give them another week, and then if no improvement, will move on.
- Guest Room- Lucy Leath, Ann Cobb
  - We need to pull the carpet up, and see the condition of the terrazzo there, and putting in area rugs. Missy mentioned the lamp between the two beds that needs to be replaced. Penny suggested we ask Douglas to consult on that. Janet mentioned that in the Spring she had a guest stay in the Guest room and there was no soap, no shampoo, or other toiletries at all.
- Security- Bill Seiller
  - The new security cameras are working out well.
- Staff- Bill Seiller, Janet Parrish, Ann Cobb
  - Tabled until Executive Session
- Window Committee- Bob Maddox & Ken Bell
  - Bob said there will be a Window Committee meeting next Thursday. Anita mentioned the building across the street. Cindy said that the building across the street was denied to replace windows and must restore. Bob mentioned that the Windows Committee has had three meetings and Craig Buthod is handling their meeting next week with Bill Shrek, who was director of inspections and permits for the City. They will be meeting with the chair of the Landmarks Committee to discuss what they need to do in order to be able to do this project right and be able to progress. Bob says it would likely be phased in. The owner owns the window, so the owner will have the final say on participating in the window replacement.

## OLD BUSINESS

- Dartmouth Elevator- no update. Donna has been trying to get an update on what caused the fire
- Boiler Update- we have been given an update. They removed the Boiler today and it went well and smoothly.

- Anita brought up a recommendation of the WT Garage Committee that was going to be taken to the D as well. Discussion of late payment leading to expulsion from garage. And if D owners in arrears would be expelled from their garage as well. Janet expressed that if owners from the WT would be expelled from the garage for being in arrears then the owners of the Dartmouth who are in arrears should be too.

#### NEW BUSINESS

- Nominating Committee- Ken Hoskins and Ann Cobb served on the 2017 Nominating Committee and worked along with Donna. The people on this committee count the votes. It was recommended we call it the Election meeting. Donna will ask for two volunteers to serve. Jim Pitt said it would do it for the WT. Donna will find a Dartmouth resident to also serve.
- Smoke Alarm System- discussed the need for this project.
- 2019 Budget- is being worked on.

ADJOURNMENT 8:34 p.m.

Minutes Submitted by Secretary Janet Parrish on September 20, 2018

#### **Next Regular Board Meeting Thursday November 15, 2018 Dartmouth Lobby**

Executive Session- Management Performance Review will be on October 4, 2018 in 8A at 7:00. Bob Maddox will send an email to Owners extending deadline for their comments for the review.