

## Dartmouth Willow Terrace Regular Board Meeting

April 13, 2017, 7:00 p.m. Willow Terrace Lobby

Board Members Present: Rhoda Bell, Janet Parrish, Missy Bland, Bob Maddox, Anita Henkel

Others Present: Donna Bodi, Chad Evans, Ken Bell, Amanda Miller

OPEN SESSION 7:00 p.m. Please keep your remarks to two minutes maximum. *Reminder- Once the Board meetings are called to order they are closed to comments outside of Board members and committees presenting. Please add your feedback or comments to this Open Session portion of the meeting only.*

- Missy Bland- water fountain in WT lobby looks bad. Board agreed. Rhoda mentioned that the old one could have mold in the line. Donna will look into replacing the fountain.
  - Missy suggested we get a lightweight ramp for the WT garage entry to be left out. Donna will look into this.
- Anita Henkel- followed up on the flag pole we had priced out. We will revisit the possibility of installing a flag pole. Anita will discuss with residents and come up with a suggestion on where to install.
  - Wood in WT elevator needs some attention from carts running into it. Donna will look into having both WT and D wood refinished.
  - Area outside of WT service area has not been cleaned in some time.
  - Bikes in garage need to be identified
  - Would like an updated list of residents and owners and both buildings. Donna will get.
  - Are we still updating annually the proof of insurance? Donna will send an email. This must be done annually.
- Janet Parrish- some exterior maintenance items need addressing. Donna said she is already addressing these issues
  - Stucco around base of building needs patching and then entire thing repainted (current paint job quite patchy). Also stucco on columns and along front staircase
  - Concrete ledge all the way around WT on 2<sup>nd</sup> and 3<sup>rd</sup> floors moldy and needs scrubbing
  - Cracked tiles on WT patio need repair
  - WT exterior floor by rear entrance- discolored, cracked, needs resurfacing
  - Scrub awnings with soapy water
  - Add yellow safety paint to step from garage into building (has worn off)
  - WT service entry door needs painting
  - Landscaping- needs to remove dead leaves from ivy
  - Potholes in back alley
  - Plaster and paint repair on wall leading out to garage
  - brass kick plates on front doors need replacing

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

APPROVAL OF MINUTES from February 9, 2017 Board Meeting (minutes already reviewed by Board and sent to Association via email February 2017). Bob moves approval. Anita seconds. Vote taken.

Unanimously carried.

#### FINANCE REPORTS- Chad Evans

- Chad said the gas bill has still been dropping since they put a brain on the boiler. And a lot less complaints
- Maintenance is the only thing we are over on (\$20,000) due to Dartmouth painting of back halls (\$15,000) and BJB reviewing the windows.
- Heat and air- we have made the down payment for HVAC for WT Lobby. They will start work next week. Work will take approximately one week.
- Everything else is running the way it should
- Balance sheet- \$267,000 in reserves.
- Anita moves that we accept the Financial Report. Bob seconds. Vote taken. Unanimously carried.

#### EMPLOYEE REPORT- Donna Bodi

- Donna updated us on employees.
  - Laura has now been here 1 year. Everyone else is still here and things are going well.
  - New employee Jeff was on his bike last night and clipped by a car. He is doing much better and thinks he will be at work tomorrow.
  - There is a new person in charge at Securitas and Donna is impressed. Anytime Securitas sends a new person, Donna will meet and approve of that person too.
- Uniforms- Will be looking at new uniforms for the staff (Employee Committee will meet on this: Bill Seiller, Ann Cobb, Janet Parrish, Donna Bodi). Janet will send an email to committee to plan meeting. In addition to selecting new uniforms will also set guidelines for employee dress.

#### COMMITTEE REPORTS

- Windows- Bob Maddox. Replacement is not an option (with the preservation district), so we will take what we have and preserve it and make the old windows as good as possible.
  - Discussed the bid from BJB for the West side of the Dartmouth alone for the Windows, rehabbing the windows, painting and install permanent storm windows (180 windows). Assuming we will get a 10% tax credit. We discussed the BJB bid and potential ways to fund the project , including appointing an ad-hoc committee to study the potential on financing options and securing additional bids.
  - Committee recommends an Ad Hoc committee that we ask to come back to us by June 1<sup>st</sup> with their recommendation. Chad will also get another bid by June 1<sup>st</sup>
  - Discussion- about the expense, the project, the need for the project, potential ideas for funding.

- Bob makes a motion that we create an Ad Hoc committee of 4-5 members of both buildings. Anita seconds. Vote taken. Unanimously carried.

- Security- Anita Henkel. The security committee met. With the turnover of employees we need to have set protocols of what to do when certain things happen. Donna said that she has all employees read the employee and owner handbooks and sign saying that they have read. We also need to remind residents they are not to let anyone in the buildings at any time (doesn't matter how friendly they look). Donna said that when all renters and owners move in she also makes sure they have handbook and points out important items. It is up to owners and residents to follow those guidelines.

#### OLD BUSINESS

- Dartmouth roof and deck removal- Chad has obtained a total of 5 bids, all with varying prices.
  - Chad and Ken will choose a contractor and make a recommendation.
  - Discussed details of project
  - We will be doing the project this summer
- Cable or internet service- Donna said that feedback has shown there are too many variables (types of cable, types of internet). After discussion it was decided that Donna will look into cost of wifi or internet (individual locked accounts) for the buildings
- Window Cleaning- cost prohibitive to do entire building. Donna will send owners a contact for window cleaning service if they wish to hire on their own. Also she will hire window washers for the first floor common areas of both buildings.

#### NEW BUSINESS

- Long-range plan for plumbing upkeep. Donna has been talking to Alpha. First bid was just for condensate and steam lines (\$5,900 annual) and is working on bids. We need a long term plan for constant maintenance and Donna will present at June meeting.
- Airbnb and rental issues. Donna will send out a notice/reminder that it is not allowed. We have 81 units and 17 renters, which is less than 20%.

#### BUILDING AND GROUNDS- Donna Bodi

- Donna handed out impressive list of everything that has been completed and discussed some of the larger projects. Thank you to Donna, Chad and Evans Property for all that they are doing.

ADJOURNMENT 8:25 p.m.

Minutes Submitted by Secretary Janet Parrish on April 13, 2017

**Next meeting June 8, 2017**