

Dartmouth Willow Terrace Regular Board Meeting

June 8, 2017, 7:00 p.m.

Dartmouth Lobby

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

Others Present: Chad Evans, Donna Bodi, Jim Pitt, Ken Bell, Terry McCoy, Carol Pardue, Scott & Amanda Miller, Kelly Girard, Ann Cobb, Stewart Cobb, Wayne Jenkins, Gayle Dorsey, Earl Dorsey, Sue Ackerman, Carolyn Whelan

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

- Jim Pitt- WT service driveway has large potholes in it and needs repaving; lighting in front of the WT to the right side there is no exterior lighting (there is no lighting on the right side). Lighting needs to be replaced. Donna will address
- Missy Bland- suggested an intrabuilding basement yard sale. Could be a fun social activity.

CALL TO ORDER. 7:05 p.m. Quorum present.

APPROVAL OF MINUTES from April 13, 2017 Board Meeting. Bill moves approval. Bob seconds. Vote taken. Unanimously carried.

FINANCE REPORTS- Chad Evans

- Finance Report- Chad Evans
 - Cash on hand \$333,000
 - Aged Receivables- 1 unit with a past due balance.
 - Budget- income is doing well. We are very close to as budgeted.
 - We lowered the budgeted amount with new boiler
 - Maintenance- last two months has been really good. BJB window inspection (\$7,000) and Dartmouth back hall painting (\$15,000) have us down a little.
 - WT heating and air in lobbies is almost complete (next week, if not sooner). This system will cover the WT office, lobby, service entrance, guest room.
 - Elevator we are over budget due to brass skimming we did. The brass company is coming back to finish the job (next week).
 - Boiler- we had a large expense last month (\$9,000) replacing the vacuum tank. We opted for a stainless steel tank that will last longer (hopefully 20 years)
 - We have started our reserve transfers for April and May. We are still on target to pack away \$97,000 additional into the reserves by the end of the year. Bill feels that utility bills will be high for the summer. Chad said that right now we are ahead \$5,000 so hopefully that will balance out with any high bills.
 - Rhoda asked about the 3 LG& E meters and billing

- Bob moves to accept the financials. Bill Seconds. Vote taken. Unanimously carried

BUILDING AND GROUNDS REPORT- Donna Bodi

- The past two months we have had 2 units to do repairs in from one overflow
- Donna went over the list of completed projects, which includes: D fountain light, exterior repairs and painting 3s, Annual fire alarm testing, uniforms for staff, WT front door closer, D missing brass plates replaced, D garage door, lights in basement, bids to refinish both passenger elevators (\$2,100), D passenger elevator issues, small overflow in 82, 3 new resident orientations, spoke to potential new owners of 42 and 52, 3 camera footage reviews, Securitas meet and greets with new employees, WT awnings have been cleaning, been getting a bid for new fire alarm system, AC installation in WT, plaster repair at D, landscaping, and a lot of other small repairs.

COMMITTEE REPORTS

- Windows- Bob Maddox
 - Finance committee has met once to look at options and before the next Board Meeting will have a financing plan for the Board to consider. Chad has met with 2 different window contractors so far for bids. Next week Chad is meeting with the company that did the windows at the 1400 Willow.
- Employees- Janet Parrish
 - The Staff Committee (Janet Parrish, Ann Cobb, Bill Seiller) met to discuss giving our employees more money per hour. This would help the DWT to be able to attract and keep good employees, as working in a building with so many residents and personalities is quite difficult. This would also reward the current employees that we have that are excellent.
 - Most DWT employees make in the \$10-10.50 an hour range (160 man hours per week). We pay the cleaning company \$25 an hour/15 hours per week.
 - If we were to come up with an alternative cleaning plan rather than the \$25 an hour/15 hours per week, we could afford to give our DWT employees each a \$2 per hour raise.
 - Suggestion for Alternative Cleaning plan is to have our employees to absorb some of the tasks (the louder tasks, such as vacuuming, etc.), and to hire, as our third shift night employee, a cleaning person. This would be 56 hours of cleaning per week (instead of 15 hours currently).
 - Bob makes a motion that we try this. Anita seconds. Vote taken. Unanimously carried. We will first see if this is a feasible option (finding night shift people, etc). Employees will not get the raise until we know this will work.
 - Additionally, we are looking into options to provide our Employees with Health Insurance (Bill Seiller is researching).
 - Donna discussed Employee uniforms. She has been discussing with a uniform company about different plans. The uniform companies measure the employees and provide with a specific number of clothing (pants, shirts, shorts, etc) and the company will launder the uniforms weekly. There are men's and women's cuts for the shirts and pants. It would cost

\$36 a week total (\$1900 a year). Douglas makes a motion that we proceed with uniforms for the staff. Janet seconds. Vote taken. Motion carried.

OLD BUSINESS

- Roof Replacement bids- this will be tabled until after the Special Meeting on June 19th.
- Water Shut-off survey- a few years ago we had Alpha tag the radiators that were not operating. Our biggest expense is from water damage. We need to know which units don't have emergency water shut off valves. This would help tremendously. Donna will find someone to survey and find which units do not have emergency water shut off valves.
- Car Damage- To repeat our policy: when there is damage to a vehicle that has been confirmed to have been done by a staff member, the person gets two estimates. If the repair is under \$500, the Association pays for it. If it is over \$500, the Association will pay \$500 towards the repair or the Owner's insurance deductible. If we cannot determine the damage has been done by our employee, the Association will not pay for the repairs. We also do not pay damage that has not been reported within ONE week of the damage having occurred (it will be verified on the security tapes after being reported). Our staff calls Donna immediately to report any damage to cars.

NEW BUSINESS

- Garage spaces, requirement for usage- anyone who has unpaid items with the Association cannot move into the garage. In the WT garage they can remain at the top of the list and, once the past due balance is paid and they no longer owe the Association money, they may move into the garage when a space is available again. Bob make a motion. Bill seconds. Vote taken. Motion carried.
- Anita will write about the garages for the handbook for the next board meeting for us to discuss (what happens if someone is in arrears and already in the D or WT garage). We are tabling this portion of the garage conversation until the next meeting.
- Discussion of rentals. Rhonda and Donna will meet to create a memo for requirements for rentals.
- No Smoking signs for dock area. Douglas will approve the signs before they are ordered.
- Schedule a Walk Through for Board Members to make a repair list- Donna will schedule.
- Lights in elevators (behind buttons) need repair- Donna will handle.
- The Special called meeting is Monday, June 19th, 7:00 Willow Terrace Lobby
- Internet- Donna is still looking into it.

ADJOURNMENT 8:19 p.m.

Minutes Submitted by Secretary Janet Parrish on June 8, 2017

Next Regular Board Meeting August 10, 2017