

**Dartmouth-Willow Terrace Condominium Association  
Annual Meeting**

**December 1, 2016**

**Call Meeting to Order** – Rhoda Bell – 7:35pm

**Roll Call & Quorum** – Donna Bodi – 56.7% of Association Present or Proxy, Quorum present.

**Approval 12/3/2016 Minutes** - Vote taken to approve minutes, vote taken, unanimously carried.

**Committee Reports**

Standards – Chenault Conway and Cindy Carroll reported on each building. Chenault stated the Dartmouth lobby is now complete. Painting on the back halls is scheduled for December 12 – 22, 2016. Highland Contracting Consultants has been awarded the contract. Cindy Carroll stated the WT office walls have been repaired and painted, the employee bathroom is remodeled, new floor has but in throughout the office. The new console is in the office and they have ordered a nice large book case and cabinet, a large dining table to be used as a desk and for meetings. The new light fixture is ordered and the blinds are installed. It should be complete soon. The Willow Terrace lobby is complete. Rhoda stated the Standards Committees are funded each year out of the budget to maintain and make changes as necessary.

Guest Room – Lucy Leath and Ann Cobb worked as guest room committee. There has been an increase in use of the guest room with 105 nights used and generating \$5,905.

Landscape – Corky Sachs and Janet Parrish worked as the landscape committee. A statement from Corky was read by Ann Cobb. “The gardens at both the Willow Terrace and Dartmouth are coming along very well. The landscape plan for a more formal green and white garden to compliment our historic buildings has been implemented and is looking good. Keeping it trimmed is of course, an ongoing project, and there are a couple of places where replacements will be needed in the spring. Trying to cut back, trim, etc., at this time of year can definitely be counter-productive as it can cause problems. Needless to say, a garden is a continuing project no matter what, and Andrea Santos, our professional caretaker, is an expert on the care and feeding of the landscape and has done a terrific job of maintaining the trees and hollies etc., as well as the rest of the gardens. If there are any questions you can call me. – Corky Sachs”

Elections – Ann Cobb and Ken Hoskins worked on the election committee. There were eight nominated and after all the votes were tallied the existing board will remain.

Finance – Missy Bland, Gayle Dorsey, and Rhoda Bell worked as finance committee. Rhoda stated that is nice to have Gayle on the Finance Committee, her banking background is very helpful.

**Evans Property Management Reports**

Building & Grounds – Chad Evans and Donna Bodi

Donna provided a spread sheet of Project/Maintenance items completed in 2016. She also provided charts that show the number of units being repaired is decreasing. Fifteen units in 2016 were repaired seven of them were due to overflow situations that could have been avoided. Boiler and plumbing repairs are also on a

decline. There are plumbing repairs scheduled for 2017. The boiler upgrade has saved DWT \$18,000 to date. The elevator contract was negotiated with an approximate savings of \$5,400. The Fire Safety contract was negotiated with an approximate savings of \$6,000 per year. It was asked if there is an option to have windows cleaned, if it is something that can be addressed by the Board. There was discussion that it would need to be an all or none contract. It would be too difficult and expensive to pick and choose windows. There are places that will give us pricing and the Board will take it under consideration.

### Staff Operations – Donna Bodi

The newest Staff member hired was Ben Yessin. He has been a great addition to the Staff. Laura came back from her medical leave and has been covering Jeff's shifts. Leean is improving with her attendance issues and Dana has proved to be a fantastic addition. The staff now seems to be problem solving and comfortable with the dynamics of the buildings. We will be having a staff meeting to redirect all staff members towards their responsibilities beyond parking cars and taking out trash. Jeff is recovering nicely from his strokes. He has not had the heart surgery yet. He wanted everyone to know that he misses everyone and still plans on coming back.

### Budget and Finance – Chad Evans

Rhoda stated that the whole board reviews all operating reports every month. Chad reported that the balance sheet shows that the D-WT has \$284, 219.86. That breaks down as approximately \$167,000 in a money market account and there are two CD's a 6 month and a 12 month they are valued at just over \$50,000 each, plus there is approximately \$17,000 in the operating account. That is \$60,000 ahead of 2015. When Evans took over managing there was \$60,700 in reserve. This year utilities are ahead of budget by approximately \$28,000. The majority is gas. The estimated payoff for the boiler upgrade was 4 – 5 years, at this rate it will be paid off this year. Maintenance is 9-10,000 over budget, that is due to 80 linear ft of water table was failing and needed repair, repair of the Dartmouth back halls, WT office repairs, concrete repairs on the roof and the WT garage roof coating. Maintenance supplies are over due to the materials for the WT garage roof. The budget was close and we are in line to have deposited \$66,000 into the reserve. Bill Seiller commented it is so comforting to hear these numbers. He remembers when there was a 0 balance; it's nice to have a reserve for an emergency. Projects can be paid with reserve money instead of Special Assessing. When you go to sell, a buyer will ask about the Reserve. Bob Maddox pointed out that we did this without raising or Special Assessing. Bob thanked Evans for their hard work. In January 2017 we will do like last year, no reserve deposits for the first three months so that the insurance can be paid all at one time for the discount and in anticipation of larger utilities. It will be made up the rest of the year. Income side, dues remain the same. The Electric and Gas is lowered in the budget. We took actual 2016 numbers and added 5%. Maintenance numbers will be the same, we are increasing plumbing and HVAC. HVAC is raised to cover the lobby in the WT. Most of the HVAC is being paid for with the savings from the elevator and FESCO contract. There will be a \$40,000 transfer in June for the Dartmouth roof. The type of roof installed will come with a 20 year full warranty.

### **Officer Reports**

Vice President – Bob Maddox reported on the windows. Ken Bell, Bill Seiller, Chad Evans and Bob Maddox have been working on windows since June. The committee has met a number of times with numerous contractors, regulators such as Landmarks and window suppliers. The conclusions to date are: Window replacement is not an option, since our buildings are on the historical register and their condition is too good to meet Landmarks standards. Restoration of our existing windows will be necessary. Restoration should make windows like new and if combined with the placement of new storms which cover all outside surfaces,

should allow us to break the very expensive chain of painting them every 7-10 years. Ownership of the windows has been discussed and outside legal assistance is being secured. Our unofficial opinion is that everything outside the sash is the responsibility of the Association, but the inside and operation/function of the window is the responsibility of the Owners. We will let everyone know what the opinion of the outside attorney is when we receive it. It was determined that a detailed analysis of some of our windows would be needed in order to make a bid. Since our first repainting job was to be the west side of the Dartmouth, the Board has approved a contract with BJB Restoration to complete the analysis and give us a detailed estimate. Weather permitting this might be completed this year, if not early 2017. When the estimate is received, we will look at the cost for the Association and each specific owner based on our legal opinion of ownership of the windows. We will then make a recommendation to the board concerning the first phase of the project and how we think it might be financed. Terry McCoy stated that all the windows need to be replaced in both buildings. There was discussion about why that can't happen.

President – Rhoda Bell reminded everyone that the only time the Board has Executive Sessions that do not include all owners is when there is an issue about someone specific that needs to be named. These types of issues should be kept confidential.

### **Old & New Business**

Old Business – None

New Business – Wayne Jenkins would like for the board to approve getting a bid to enhance the security of both buildings. He would like a monitor of all the cameras in the Dartmouth garage office, a monitor of the Dartmouth lobby by the door from the garage into the lobby. He would like for additional external cameras around both buildings. Add a camera at entry doors so the Staff and Residents can see who is at the door before they are let in. He would like sensors on the Dartmouth front door and the stairwell door that would alert the staff if they remain open longer than a few minutes. Discussion was had on enhanced lights, and alternative security features. Rhoda formed a Security Committee consisting of Wayne Jenkins, Anita Henkle and Dean Proctor. The committee is to investigate options and prices to present to the Board for consideration. Karen Schellinger asked if there are plans to continue the lobby color up to all the floors in the Willow Terrace. The Standards Committee will review. Carolyn Whalen has asked that her lobby be added to the cleaning schedule every once in awhile. It was agreed that this can be done.

### **Announcements**

Rhoda welcomed all new Owners and Residents. She also noted that all units are full, there are none on the market.

Bill Seiller makes a motion to adjourn the meeting, Anita Henkel seconds, dismissed 8:55pm.

Minutes submitted by Donna Bodi