

Dartmouth Willow Terrace Board Meeting

October 17, 2013

Willow Terrace Lobby

Board Members Present: Gayle Dorsey, Bob Maddox, Anita Henkel, Bill Seiller, Keith Eiken, Janet Parrish

Others present: Chad Evans, Stewart Cobb, Ann Cobb, Carolyn Whelan, Steve VanHooser, Wayne Jenkins

Open Session- Started at 7:02 p.m.

- **Steve VanHooser-** would like to see minutes from Board meetings sent out in a timely manner.
- **Wayne Jenkins-** is concerned with the security issues with the garage door standing open in the Dartmouth. Doesn't feel that the door should be left open without an employee in the garage. Chad will speak with employees about keeping the garage door closed.
- **Bob Maddox-** when there is extensive construction; it is a really heavy load on our staff. Perhaps we need to look into charging the person who is doing the construction a fee.
- **Carolyn Whelan-** wanted to ask about the porch. They came to clean and a residue was left on the flooring. Chad said that they weren't finished. Also, there are a couple of air conditioning units that are dripping above the entrance to unit 25. She asked if we could perhaps add an awning. Chad is going to look into it in the spring to get a price for awnings over both of the other front entrances (spring 2014 is when we are scheduled for WT awning replacement).
- **Ann Cobb-** Front door of Dartmouth does not close properly. Chad will check to make sure that the door is locking with the new closer.

Meeting called to order 7:16 p.m.

Approval of Minutes- Minutes from 9/15/13 were sent by Rhoda Bell to the Board and discussed electronically and informally approved. Bill moved to accept, Anita seconded. Vote, unanimously carried.

New Business

- **Water Damage-** Water Damage: There was a discussion regarding the situation when water damage is caused to one Owner's unit which is the result of something that is the responsibility of another Owner. Due to By-Law provisions, the damaged Owner's insurance policy will cover the damage, except for the deductible. That deductible in Bill's opinion should be paid for by the responsible Owner's insurance company. However, at the present, the insurance companies are

taking the position that they do not have to pay at all. Bill expressed his opinion that if the proper fact situation arose, a lawsuit should be brought, and if the Court decided the insurance company was wrong, all the companies would probably honor the Court's decision and adjust their policy accordingly.

The problem is somewhat complex. Bill agreed to draft a memo explaining his opinion so that it could be distributed to the entire membership.

- **Approval of Revised Project List-** We need pricing for some of the items. Carpeting needs to be replaced from the Dartmouth garage into the Willow Terrace. Chad will send the latest project list. Chad will update pricing lists. And he will update the marble pricing for floors in both buildings. Chad will ask us to review list and approve.

Old Business

- **Storage Space Update-** Storage project is almost finished. Bob will write letters to residents who need to vacate storage. Chad will also build new storage spaces in the boiler area eventually.
- **WT Elevator Door-** Elevator Door is finished and looks great. But something seems to be scratching the inside when the door is opening or closing. Anita said that we need a reminder that people should use the luggage rack cart and larger things (bikes, etc.) only on freight elevator (smaller grocery carts OK on passenger elevator).
- **Web Site Proposal-** The website guy is pretty close to having something for us to look at. The Domain has been transferred from the old host to the new host. He was on site taking new photographs, you'll be able to download new forms, be able to book guest room, and project list will be on there. There is a possibility it may be up and running by the annual meeting. Keith asked if we should post DWT condos for sale on the website.

Committee Reports

- **Finance & Budget-**
 - Gayle and Chad met to discuss Finance and Budget. Reserve is built up to close to \$150,000. It looks as though we are going to have a surplus if we table the marble floors.
 - The project list- a larger expense on project list are the floors (marble floors in both the Dartmouth and the Willow Terrace).
 - They will be doing the budget by the middle of November.
 - Bill moves to accept the monthly finance report. Anita seconds. Vote. Unanimously carried.
- **Building & Grounds-**
 - Chad will send out a memo to WT residents saying that they can hire someone to remove their air conditioning units (Chad has someone who can do it and will provide that contact).

- Not enough carts for groceries in Dartmouth. Chad will buy two more carts for the Dartmouth. And check to get rid of any of the ones in WT reserved for contractor use that are too bad for them to use (broken wheels, etc.).
 - Lights in front of Willow Terrace not coming on early enough. On a timer that will be reset.
 - Unit 78's floor to be done from past damage. Leak in 73 repair complete. Irrigation resolved. Website moving forward.
 - Retested "defective" smoke detectors. 7 of the 8 passed. Koorsen will be coming back to re-test those detectors.
 - Tuck pointing ready to start putting back mortar. Rain delays.
 - Dartmouth front entrance can start with cleaning once tuck pointing is finished.
 - WT stairwell lights have been replaced with dual fixtures.
 - WT hallways the bulbs were not changed properly and a part needs to be replaced. It will be cheaper to buy new light fixtures than replace them. Jenkins will help pick out the fixtures.
 - WT lobby bulbs will be replaced (with incandescent bulbs that give off better light). Jenkins will help with which bulbs to get
 - Main sewer pipe has a large crack in it (in unit 71)
 - Natural Gas smell near WT back entrance by water fountain again. Chad will ask Scott Potter about the history and proceed.
 - Unit #24 renovation will begin.
 - Heating plans- will tentatively be turned on Monday, October 28th.
 - Fountain & sprinkler will be winterized as well.
- **Staff/Personnel Report-**
 - Bill Seiller- people are occupying Staff members for too long/keeping them tied up. Keith suggested that we discuss this at the annual meeting. Chad put out a memo a month ago
 - Keith asked who evaluates staff performance. Evans Management does.
 - Chad discussed employee issues.

Adjournment 9:11 p.m.

Annual Meeting- December 5, 2013

Next Regular Board Meeting January 16, 2014

Minutes Submitted by Janet Parrish on October 17, 2013