

Dartmouth-Willow Terrace Regular Board Meeting

June 20, 2013

7:30 p.m.

Board Members Present: Bob Maddox, Anita Henkel, Janet Parrish, Keith Eiken, Rhoda Bell, Bill Seiller

Others present: Pat Moreman, Stewart Cobb, Ann Cobb

Open Session: 7:30 p.m.

- 1) Rhoda Bell on behalf of Ken- garage dirty: cleaning up around dumpster and recycling bins not happening; dumpster lid should be closed at all times.
- 2) Anita Henkel- lids are often off of the garbage cans on her floor.
- 3) Janet Parrish- WT back hall still has not been painted. Chad has it on his list for next week.

Call to Order and Roll Call: 7:35. Quorum present.

Approval of Minutes (Board meeting 4/17/13): Sent by Janet via email 4/17 and feedback already given. Keith makes motion to approve. Rhoda seconds. Vote taken. Unanimously carried.

New Business

- **Evans Property Management Cutover** (Chad Evans). Chad reported that so far things are going well with the transfer over to their management. They are still working on updating the balance sheet (should be updated by the end of the month). They have personally called every vendor that we are doing business with to let them know of the changeover. He has met with the staff and was pleased with the meeting. Staff seems eager to learn and eager for direction. The biggest thing he would like to implement is to assign different roles and responsibilities to different shifts. And to develop systems and paper trails for items like moves, guest room reservations, etc.
- **Employee Tasks & Jobs per shift** (Janet Parrish). As a follow up to a personnel meeting, on 5/20/13 Janet provided the Board with a list of tasks that she thought the employees do and created a possible breakdown of tasks per person per shift. This plan would make sure that there is less idle time and hold our employees accountable. We have excellent employees and we need to do a better job of directing them. Janet asked for Board feedback from this plan, and to look at tasks to add any that she left off of the list. Chad Evans met with the employees and asked them to write down all of the tasks that they do. Janet then took these task lists that each

employee created, combined it with the list that she made and any feedback from the Board, and added those tasks to the shift breakdown. Passed these documents out at meeting. Janet suggested we pay each of our employees to come in and be trained on how to properly do the tasks. Instead of just having “clean the elevator” on their list, they will have been shown by a professional cleaning company what all that means (proper materials for polishing wood, brass, dusting, vacuuming, etc.). Chad will proceed with implementing this plan. The plan is a working document that will change as needed/additional tasks are realized.

Old Business

- **Storage Space update** (Janet Parrish/ Chad Evans). Phase 1 has been completed. Phase 2 will begin shortly. Storage space rules will be followed and communicated. There are three owners who have a larger storage area (maid’s rooms) who also have a second storage area. Owners with larger storage areas are only allowed one area, and will have to move from the second area.
- **Status of US Cap Assessment & Reserve Study** (Chad Evans). The Board is pleased with the study and feels that it will be helpful to proceed as an association to keep everything up to date and prepare for future repairs and expenses. Gayle Dorsey will head a new Capital Reserve Fund Committee to look at how to fund this report. 3 committee members, plus Bob Maddox, as president, will serve as an ex-officio member. Gayle will be one of the 3 committee members. The other two members will consist of one from the Willow Terrace and one from the Dartmouth. Bill made a motion. Anita seconded. We’d like to see progress made by next meeting. Vote. Unanimously carried.
- **WT Elevator Repairs** (Chad Evans). Keith Eiken asked for the brass in the WT elevator to be repaired. It is all scratched up. Chad will take a look at it and make a suggestion. Anita said the numbers lights up high in the inside of the elevator don’t light up. Chad will have the lightbulbs checked.

Committee Reports

- **Finance and Budget** (Gayle Dorsey/ Chad Evans). Chad shared financial reports with the Board. He tried to mirror and categorize the way that we’ve been used to seeing things. Also actual/budget, aged receivables, profit & loss. Chad explained reports.
- **Building & Grounds** (Chad Evans). Chad has a long list.
 - WT gutters on the garage are clogged, need cleaning & repair. Estimate \$660. He is also having them give him an estimate on a longer lasting repair (this is just a band-aid). He

will let us know what the other bid is and then we will decide which way to proceed. Bill moves to give Bob the authority to give Chad permission to proceed in however Bob sees fit when Chad gets other estimate (can't wait until next board meeting). Rhoda seconds. Vote unanimously carried.

- WT exit garage door. Cunningham door came to look. They made a repair but suggested we replace the operator. \$1,300. Chad has approval to proceed.
 - Payroll for the staff- Payroll goes in every other Tuesday. We are currently estimating/projecting the hours for the rest of the week and then going back and adjusting after the fact. It seems strange but would be a hardship to the staff to change it as that would require them missing a pay while we adjust.
 - Getting bids from marble companies for both lobbies for repair, sanding. Chad will also ask marble companies how we should properly be cleaning the marble (and with what products).
 - WT #51 there was a plumbing leak above them (from before). They have a bathroom repair. One of Chad's guys is going to do the repairs.
 - Fire & Safety. He thinks he may be able to save us some money. Is getting bids from Fesco (we currently have Koorsen).
 - Guest room. Discussed process. Rhoda tried to inventory linens. The guest room is filthy, carpets need cleaning, shades replaced. Guest room needs to be better kept. Rhoda asked for money to clean and fix up. Rhoda will work with Chad to solve the problems.
 - Drain problems in the area between the Dartmouth and the Willow Terrace by the steps by the Dartmouth garage (by the dumpster). Residents need to move plants (plants may not be placed in any common areas). Bob will send out memo stating this.
 - Rhoda said area behind bicycles in WT garage needs to be cleaned
- **Staff & Personnel Report** (Chad Evans).
 - Chad shared forms for Move-in/Move –out and Guest Room reservations.
 - Keys need to be properly labeled and locked. Keys need to stay on site.
 - Accounts Receivable. Discussed cases.

Adjournment 9:20 p.m.

Next Regular Board Meeting August 15, 2013

Minutes submitted by Janet Parrish 6/20/13