

Dartmouth-Willow Terrace Regular Board Meeting
February 9, 2017 7:00pm – Dartmouth Lobby

Board Members Present: Bob Maddox, Bill Seiller, Anita Henkle, Missy Bland, Douglas Riddle

Others Present: Donna Bodi, Ann & Stewart Cobb, Karen Long

OPEN SESSION:

- Missy Bland – Brought up the discussion, in the past there have been problem tenants in units owned by non-resident owners. Should stricter guidelines on how they choose their renters be made such as back ground checks? This could ensure that convicted felons are not allowed to rent. Discussion was had that then background checks would need to be completed on potential owners as well. Bill Seiller stated that the Board and Management team should put more pressure on owners who have problem tenants. The Board will discuss further on stricter guidelines for potential tenants.
- Bill Seiller – A special notice needs to go to all owners that AirBnB and/or Transient Rentals is a violation of the Master Deed and By-Laws.

CALL TO ORDER: 7:02pm – Quorum Present

APPROVAL OF THE OCTOBER 13, 2016 MINUTES: Minutes previously distributed and reviewed by Board. Bill Seiller moves to approve, Douglas Riddle seconds, vote taken, unanimously carried.

FINANCE REPORT – Donna Bodi

- Insurance payment was made in entirety to take advantage of discount.
- Transfer from reserve to cover insurance is being made in February. Then the reserve amount transferred will be repaid over the year.
- Budget is in line as expected
- Accounts payable to be discussed as a special session after the Board Meeting.
- Bill Seiller moved to approve the budget, Anita Henkel seconds, vote taken, unanimously carried.

EMPLOYEE REPORT – Donna Bodi

- Dana Yates and Ben Yessin each gave their two week notice and have both left.
- Anthony Wyatt is replacing Dana and Jeff Friend is replacing Ben.
- The Staff committee is going to meet to discuss ideas on making the concierge position more appealing to retain stronger staff members.
- Donna reported that it is becoming a problem with Residents wanting to instruct the Staff, talking with Staff about other people/staff members and wanting to hang out in the office. The Board agrees all instruction and questions should go through Evans Property Management as it relates to their job duties or changed responsibilities. Residents can still, as always, ask for assistance with something that takes less than 10 minutes, but all building and personnel issues should be given to Donna.
- Jeff Hutchings continues to improve and misses everyone; however he is still a long way off from a full recovery.

COMMITTEE REPORTS:

- Window Committee – Bob Maddox reported that they have received the window analysis that was conducted by BJB. The window committee will meet and review all the findings. Ken Bell is working with the Storm Window supplier. The committee will make recommendations to the Board at the April meeting.
- Security – Donna Bodi reported that two quotes have been received to install the items discussed at the Annual Meeting. Discussion was had that the criminals are getting used to cameras and are finding ways around them.

Even when you have a good picture the police aren't able to make identification. The Security Committee will review the bids, meet and make recommendations at the next Board meeting.

OLD BUSINESS:

- Buildings and Grounds – Donna Bodi reported on several items needing repair for Board approval.
 1. Vacuum tank for boiler system is leaking. Alpha Mechanical has furnished two quotes. The first one is to install a new tank like the one already in place for \$6,953. The second quote is for a stainless steel tank that will have a longer life expectancy for \$9250. Discussion was had Anita Henkel moved to approve the stainless steel tank, Douglas Riddle seconds, vote taken, unanimously carried.
 2. Window systems for 43, 53 and 63 are allowing water to penetrate and deteriorating the brick. BJB furnished a quote for \$7,200 to repair the window systems, concrete headers and brick around these windows. The exterior of window 78 has significant water damage and needs to be repaired. BJB furnished a quote of \$3425. If they can schedule 78 at the same time as the "3's" they will give D-WT a \$2,800 discount. Anita Henkel moved to approve all windows quoted, Douglas Riddle seconds, vote taken, unanimously carried.
 3. The passenger elevator at the Dartmouth is scraping every time the door opens and closes. This is due to the brass skin coming loose and will continue to get worse. It can no longer be "re-glued". Murphy has provided a quote of \$5,400 for the mirror brass finish (same as now) and \$3,800 for a mirror stainless steel finish. Bill Seiller moves to approve, Anita Henkel seconds, vote taken, unanimously carried.
 4. The Willow Terrace garage area above the doors is deteriorated, bulging and allowing water to enter the garage creating more damage. The Edgeland side of the garage is the most critical. BJB has provided a quote for the necessary repairs, the Edgeland side is \$11,500 the alley side is \$9,700. Discussion was had. Bill Seiller moved to approve the repairs on the Edgeland side, Anita Henkel seconds, vote taken, unanimously carried.
- LG&E is going to replace the gas meter. Donna Bodi reported – The meter is currently located inside a small structure in the Willow Terrace garage. The regulatory requirements for gas meters have changed and this has to be done. The new meter will be outside, mounted to the side of the garage on the driveway to the loading dock with concrete poles to ensure no one hits the meter. LG&E is planning on replacing the meter without any interruption to service. There will be a short period of time when the drive way to the loading dock will not be available.
- Standards Committee money – Bob Maddox reported that the Dartmouth Standards committee has opened a separate bank account and the money owed to them from the Association has been deposited.
- Dartmouth Roof and Deck update – Additional core samples have been taken on the roof and it is evident that the roof is deteriorating and cannot be put off. Discussion was had about the removal of the roof garden. The quoted cost of removing the roof garden is \$17,000. Bill Seiller moved that this is enough money to obtain an outside legal opinion regarding who's responsible for the removal of the roof garden, Douglas Riddle seconds, vote taken, unanimously carried.
- Willow Terrace Lobby AC update – Donna Bodi reported that all approvals are in place and the AC is scheduled and budgeted to be installed March of this year. The Willow Terrace lobby, office and guest room will all be cooled.

NEW BUSINESS:

- Plan for scheduled maintenance of the sewer pipes – Donna Bodi is still investigating alternatives that will maintain without deteriorating the existing pipes. Update to be given at the April meeting.
- Discussion of requiring shut-offs on all existing water pipes – all owners are supposed to have shut offs in their units for each fixture. Donna is awaiting pricing from plumbers for an inspection of all units similar to when the radiators were inspected. Pricing will be provided to the Board upon receipt.
- AT&T phone contract – Currently there are three AT&T lines for elevator monitoring, fire monitoring and the door entry system. Fesco has provided an estimate to install a cell phone system for the fire monitoring. The initial set up is \$1,845 and the monthly cost will be \$35. Kings III has quoted \$56 per month per elevator.

Eliminating two AT&T phone lines will be an approximate savings to the Association of \$1,500 annually. Bill Seiller moved to approve the change, Anita Henkel seconds, vote taken, unanimously carried.

- Window Cleaning Contract – Donna reported S&K Building Services has submitted a quote to wash all the windows. Exterior only is \$6,000. To wash storms and windows inside and outside is \$12,000 and the customer is to remove the storm windows. This would have to be done all at one time and everyone would need to participate. Discussion was had. Donna was instructed to clarify the quote. The decision was made to table the cleaning until more is known about the window project.

Adjournment 8:52pm

Executive Session – aged receivables regarding specific owners.

Minutes submitted by Donna Bodi

Next Meeting April 13, 2017 7:00pm