

## **Dartmouth Willow Terrace Regular Board Meeting**

**August 13, 2015, 7:00 p.m.**

Board Members Present: Janet Parrish, Bill Seiller, Anita Henkel, Rhoda Bell, Missy Bland, Ann Cobb

Others Present: Chad Evans, Donna Bodi, Bob Maddox, Stewart Cobb, Jesse Turley, Ken Bell, James Pitt, Amanda Miller, Kelly Gerrard

OPEN SESSION 7:06 p.m. Please keep your remarks to two minutes maximum

- Anita Henkel- we had a fire alarm and about 6 people showed up. People need to be fully aware that they are responsible for themselves to get out. It is not the building's responsibility to get people out.
- James Pitt- would like that thank Donna and Tommy for all of their hard work. He also asked if there is movement forward on new windows. His mother's condo unit at the 1400 Willow replaced her windows at a cost \$26,000 with a bulk rate (it would have cost \$41,000 without the bulk rate) The studies we have done to replace our windows have shown it would extremely expensive. Jim will look into the past rates to see if it is something we want to bring up again.
- Ken Bell- the Standards Committee came up \$650 short in the budget and has owed Bittner's for a year. He would like to request that the Board reimburse Bittner's now or he can pay now. Rhoda stated that we would address this concern during the Standards Committee portion of the meeting.
- Call to Order & Roll Call. 7:15 p.m. Quorum present.
- Approval of Minutes from June 11, 2015 Board Meeting (minutes already reviewed by Board and sent to Association via email June 17, 2015). Bill moves approval. Anita seconds. Vote taken. Unanimously carried.

### FINANCE REPORTS

- Finance Report- Chad Evans
  - We have about \$205,000 cash on hand
  - We are over on maintenance for the year (by \$4,000)
  - \$10,000 under in plumbing right now
  - We are up a little bit in fire and safety. But we have already paid our annual inspections, so this will even out
  - Up in Electric
  - Down in gas
  - We are putting \$8,000 per month in reserves

- No one is in arrears currently
- Rhoda asked when the Murphy contract is up. Donna and Chad are watching it.

## OLD BUSINESS

- Election procedures- can we keep the procedures we are using- Bill recommends we change the bylaws to allow election by mail of the Board Members prior to the Annual Meeting actually taking place. And that we change the Annual Meeting date in the By Laws from February to December. It takes 60% of the Ownership to make a change in the By Laws. It seems to him that we should be able to make 60%. Ann Cobb asked a clarification question about the election of the Board. Bill will write up what he thinks the By Law changes will be, give it to the Board for approval, and if approved, send to the Association for a vote. The Board supports these proposed changes to the By Laws.
- Rental Committee- do we need to address the issue of Air B&B and short term rentals? Rhoda had looked at the minutes from 9/21/11 which stated that rentals must be one year in length and renters should get a lease agreement. Donna will send out a reminder about this.
- Fire Alarms/Evacuation- Bill brought up that we need to get volunteer wardens to take it upon themselves or a sort of buddy system to check on each other during fire alarms to help those who would be unable to descend the staircase and exit the building during an evacuation. Rhoda and Janet remember a list of people who needed help being posted in each building that the fire department would know about. We need to get an updated list of those who feel they need help evacuating and descending the stairs in case of emergency. Donna will handle.

## NEW BUSINESS

- Electric Cars- recharging stations and cost of charging. The Board had discussed this years ago. Donna will ask around to find out the cost of each charge. We will need to be prepared for this.
- Building and Grounds Report- Donna Bodi (written report from Donna and bids for garage improvement)
  - The vendors for garage door repairs were not able to see the malfunction while here. Cunningham and Overhead said that it is running properly. Raynor Garage door was more aggressive about the wear and tear and suggested replacement of the doors. There is currently nothing that will be done at this time.
  - With the project list, we have a lot going on every day and every month. It is very difficult when we have owners calling Tommy directly to report issues in the building. This needs to stop immediately as it is counterproductive. Tommy does not work for the DWT, he works for Evans. Very small Maintenance items are ok to go through Donna, projects come through the Board. At no time should any resident be showing Tommy additional things that need repair.
  - Chad said we have several big (expensive) projects coming up. Roof in WT above 83 is leaking where the drip edge ties into the roof membrane into the gutter. The water runs down the building instead of in the gutter. We have a bid for \$5,000. Chad suggests we do the drip edge

repair first and downspout. Bill moves we approve. Anita seconds. Vote taken. Unanimously carried.

- In WT #88, there is a problem with the water table. This has been a persistent problem and the owner has been very patient. Bid is \$15,000 for an 80 linear feet repair. Bill moves approval. Anita seconds. Vote taken. Unanimously carried.

-Chad is getting a roof bid for above the Boiler Room.

-WT garage roof is really bad. It is a foam roof over original terra cotta tile. This has been a major problem for a few years (and was discussed in DWT Minutes years ago as a problem needing major repair soon). Everyone who looks at it won't do a repair over the top; they want to do a complete tear off. A complete tear off would be very expensive. Chad will keep working on solutions and will get back to us.

- Above 11 B they had some water issues. BJB is going to come and look to see if it is a roof issue. Chad suspects it is cracks in the attic concrete wall. They will give him a bid.

- Dartmouth section of the roof where they roof garden is located is also looking worn. All of the planters, trees and the fountain is a lot of weight. The whole deck where the fountain is has bowed down due to the weight of that fountain. This is causing issues with the deck and perhaps the building and roof. The deck just sits on top of the roof and is not tied into the flashing as it should have been. It is purely cosmetic. The Dartmouth Roof Garden Committee should look at that. If this is damaging the roof, it will be the financial responsibility of the Dartmouth owners, not of the DWT Association. Bill, Ann, Donna, Chad, and Gary will meet to discuss this problem of this limited common area.

- Discussion about the Energy Reduction Boiler Controls Project presentation to the Board by Perfection Group (presentation was given 8/13/15 6:30-7:00 p.m.)

## COMMITTEE REPORTS

- 1) Ann Cobb will report for Lucy Leath- the Guest Room is looking great. Lucy Leath has done a wonderful job. Thanks to Lucy!
- 2) Staff Committee- Bill Seiller and Donna Bodi
  - Whitney had given her notice but then was let go (she was over an hour late to work)
  - Donna has several resumes and will be interviewing for that position
  - Missy notes that Securitas needs to be shown how to turn on exterior lights
  - Items are coming up missing from the Boiler room again. We do not think it is employees. We think it is residents (box fans, desk chair, Christmas decorations, etc.). We would like to put cameras there. Bill moves that we get cameras there provided that it doesn't cost more than \$500. Donna will research this. In the mean time, we will also make sure that all items are locked up to stop these thefts.
  - We have had requests for costly repairs to cars parked in the Dartmouth. Rhoda states that cars that are parked are done so at the risk of the owner. If you park, you park at your own risk. Any repairs would be handled by and paid for by the owners or they can

report to their insurance. We will come up with a list of procedure for damage. We discussed need to re-evaluate Dartmouth garage fees for the 2016 budget. And also discussed that the Dartmouth owners carry additional insurance policy for parking (how is this paid?).

- We had an owner complain about damage to items in his storage unit. Storage units are covered by your homeowners' policy. Everyone is obligated to carry insurance.

### 3) Standards Committee

- I.O.U. for the air conditioning expense. Bill says that installation of Central Air in the D Lobby is a Capital Improvement cost, so that the cost of the air conditioning should be a cost of the Association. Rhoda said that would be ok with her as long as the same is done in the Willow Terrace (central air installed). Janet agreed that it would be fine to make it a Capital Improvement cost provided the same is done in WT (Chad already has the bids for this). Rhoda would like to suggest that we do it as planned (for the Association to pay the bill now and take the money out of the D Standards Committee January 1, 2016 to reimburse the Association) and then when we do the budget, if we make this a Capital Improvement fee, we reimburse the D Standards Committee by increasing their budget by this amount. The I.O.U. as stands is: January 1, 2016, the Dartmouth Standards Committee will reimburse \$1150 to the Association (their 2016 D Standards Committee budget will be \$4500, less the \$1150= \$3350). When discussing the 2016 Budget we will talk about making the air conditioning projects a Capital Improvement cost, in which case the D Standards Committee would be reimbursed for this cost (less O'Toole's donation).
- IOU: We will pay Bittner's \$650 now from the Association and take that from the WT Standards Committee January 1, 2016 (their 2016 WT Standards Committee budget will be \$5500 less the \$650=\$4850).

ADJOURNMENT 8:42 p.m.

Minutes Submitted by Secretary Janet Parrish on August 13, 2015

**Next Regular Board Meeting October 8, 2015**