

Dartmouth Willow Terrace Condominium Association Annual Meeting

December 3, 2015

Call Meeting to Order – Rhoda Bell- 7:35p.m.

Roll Call & Quorum – Donna Bodi- 62.5% of Association Present or Proxy, Quorum present.

Approval 12/4/14 Minutes - Vote taken to approve minutes, vote taken, unanimously carried.

Committee Reports

Elections – Ann Cobb and Janet Parrish were the Election Committee. Only seven (7) people responded to the nomination requests. There was no need for ballots. All seven positions were filled with the seven nominated. This is an official vote.

Standards – Karen Long and Tom O’Toole are the heads of the Standard Committee. Dartmouth lobby is complete with the installation of the central air. Willow Terrace lobby is complete with the exception of possible lighting by the fireplace. Central air is to be installed in the Willow Terrace lobby that will include the guest room and the office.

Guest Room – Lucy Leath and Ann Cobb worked as guest room committee. All repairs and renovations have been completed. New bedding, coffee pot, towels etc. are all in place. The guest room was open at the meeting for all to view. New mattresses are requested by the committee.

Landscape – Corky Sachs is the landscape committee. Rose bushes around Dartmouth fountain have been removed and replaced with Boxwood and holly; three trees have been replaced, all paid for by donations from Dartmouth Owners. Amanda Miller is requesting that flowers with color be planted around the Willow Terrace fountain next year.

Finance – Missy Bland, Anita Henkel and Gayle Dorsey worked as finance committee and have proposed a budget to be voted on by the Board at the Special Meeting after this meeting adjourns.

Evans Property Management Reports

Budget & Finance – Chad Evans

Chad reported that there are no issues with monthly payments all condo fees are up to date and current. Utilities are all on budget except the water bill which is higher than anticipated. Maintenance is down \$5000, Administration is on budget. Cash on hand is approximately \$228,000 compared to last

year with \$177,000. The 2016 budget is a little different with no money being put into the reserve until April. Historically we have had to pull money from the reserve to cover the higher winter bills and insurance payment. The monies put into the reserve starting in April will be at a higher monthly rate which will allow the Association to continue putting \$50,000 into the reserve for the year.

Building & Grounds – Chad Evans and Donna Bodi

Perfection Group is the company that will be installing enhancements to the boiler system. Work is to begin immediately. They will be installing sensors in both buildings and computerizing the system to better determine the need for steam and improve the efficiency of the boiler. This is a capital expense that will have an estimated 4 year pay back in savings in gas usage.

Other capital expenses that will need to be addressed; the roof under the roof garden on the Dartmouth Building is in need of replacement. Infrared pictures and a core sample of the roof were taken and determined water is penetrating the surface. It is also determined that a chemical "Pitch" has been used and will need to be removed. Bids for removing the decking and replacing the roof have been acquired. The Willow Terrace garage roof originally was clay tile that has spray foam applied to the top; it is also in need of repair. No company will recoat the roof. We have gotten bids for tearing off the roof which can lead to a lot of possible concerns with the structure. We have also gotten bids to power wash and roll on a coating to extend the life of the current roof and reduce leaks. Water table repairs are being made and there are more areas in need of repairs. The water table diverts water from the brick. These repairs are costly due to height and differences in steel shape. The Willow Terrace roof is in good shape with the repairs to flashing that have been made. Tuck pointing on both roofs is needed. Rhoda reported that Jim Pitt has been investigating new windows for the Willow Terrace. He has met with the same company that is replacing windows at 1400 Willow. They have taken the request to the Landmark Society and they have denied the request. The Landmark has said that windows are to be repaired and only if it is beyond repair can it be replaced. Much discussion was had regarding options to force the Landmark Society to approve. The Owners feel that this is a massive problem.

Staff Operations – Donna Bodi

The newest Staff member hired October 21 is Brian Doty. All Staff members are working well together at the moment with no attendance issues. Annual bonuses were put into effect July 1, 2015 and raises are to be given in January with performance reviews. The committee has approved incremental raises twice a year.

Officer Reports

Vice President – Anita Henkel stated there is no need for increase in maintenance this year. Chad, Donna and the Board have worked very hard to keep costs down.

President – Rhoda Bell reminds everyone that the Board is made up of all volunteers that work very hard for the best interest of both buildings. The water bill being up is great because that means that both buildings are full.

Bill Seiller seconds everything Anita and Rhoda have said but states that it is depressing that only seven people ran for the Board. He hopes more people will get involved and should run.

Old & New Business

No old or new business was discussed outside of the above topics.

Announcements

Rhoda named and welcomed all new Owners and Residents to both buildings. She thanked Ann Cobb for all her work on the Board and welcomed Bob Maddox back to the Board.

Bill Seiller makes a motion to adjourn the meeting, Anita Henkel seconds, dismissed 8:37p.m.

Minutes submitted by Donna Bodi