

**Dartmouth Willow Terrace Regular Board Meeting**  
**February 12, 2015, 7:00 p.m.**

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

Others Present: Chad Evans, Donna Bodi, Stewart Cobb, Keith Eiken, Lucy Leath, Vincent Roth, Marianna Oglesby, Carolyn Whelan, James Pitt, Ken Bell, Sharon Marx, 2 representative from new Insurance carrier (Brock Evans and Dewayne), Wayne Jenkins.

OPEN SESSION: Guest comments and Questions (limited to 15 minutes maximum)

- Keith Eiken- would like to clarify his comment from yesterday.
- Stewart Cobb- heat came on too late last night (at 9:30) and no heat on Sunday. Heat in basement is overwhelming. Donna explained the hours for the boiler. Donna and Stewart will meet and discuss.
- Vincent Roth- will be moving to the Commodore, and wishes us all well.
- Janet Parrish
  - Kudos to Lobby committees: the lobbies are looking so great!
  - Not allow people to put things out in lobbies (knick knacks on console table, old magazines and books, etc).
  - How much are we funding per year to each building's lobby fund? Rhoda said that we could discuss this in the meeting.
- James Pitt- also likes the lobby
- Marianna Oglesby- has put together a letter of WT residents' complaints about the new décor of the Lobby redecoration. She read this letter and the complaints. Rhoda directed her to speak with the Standards Committee.
- Ken Bell- he is on the Standards committee. They asked everyone in the building to select a decorator. At that point they interviewed every decorator who was suggested, spending hours doing so. For every one complaint, he has had at least 20 compliments.
- Vincent Roth- his quote may have been taken out of context, but what he was saying is the arrangement of furniture is not ideal.

CALL TO ORDER & ROLL CALL. Quorum present. 7:15

APPROVAL OF MINUTES- from last regular Board Meeting November 20, 2014. Sent via email to Association by Donna Bodi in November. Bill moves for approval of minutes. Anita seconds. Vote taken. Unanimously carried.

FINANCE REPORT- Chad Evans

- Rhoda requests that we all look at the financial reports before meetings so that Chad can just highlight certain things.

- Chad went through items
- We have always played the insurance bill up front, which is a \$25,000 bill. Chad recommends that we make a transfer from the reserve and then increase the reserve over the next X-number of months until that is paid off (we get a \$2,000 discount to pay in full). We will be moving \$25,000 from reserve fund to the general operating fund to pay in full the insurance, and the reserve fund will be reimbursed. Increasing reserve funding from \$5,500 to \$8,000 per month until the \$25,000 is paid back to reserve fund in 10 months. Anita makes a movement to accept this proposal. Janet seconds. Vote taken. Unanimously carried.
- We need to include an item in next year's budget (is already in this year's) to continue funding for Standards Committees (for the lobbies) so that the monies will be available for each building for when it is time to re-do the lobbies again. It is important that our lobbies are beautiful and never out dated and we plan to re-decorate the lobbies at least once every 10 years (or sooner).

#### BUILDING, GROUNDS & STAFF- Donna Bodi

- Building and Grounds: Donna passed out handout with completed DWT projects and discussed items, including lobby heat, and building heat, plaster repair, garage door repairs, painting bulkhead in stairway in D, tracking light bulbs in hallways to see how long they actually last, some improvement with the smell in the B side of the Dartmouth, fire monitoring is now to code (phone line),
- Staff- Donna has put out notices at the Seminary and at Bellarmine to look for employees. So far no luck. Residents have said that they have seen improvements with the two younger employees. John Williams' health is slowly improving. He is anxious to return to work and is worried he could lose his job. Donna assured him that all is well here and his job is secure.
- Janet would like to schedule a Building Walk through. Rhoda suggested that Janet send out an email to the Board to schedule a time to do a Walk through with whomever is available to go (with Chad and Donna).
- Janet wants constant repair of plaster and paint touch ups throughout both buildings. Chad says that they are always doing that.
- Douglas- said that the window air conditioning units in Dartmouth had caused damage and when the lobby project was happening the units were removed and the damage repaired. They are looking into different possibilities for cooling the D lobby.

#### COMMITTEE REPORTS (formation of committees for the upcoming year)

Note to Association: If anyone is interested in volunteering for any of the committees, please contact Rhoda Bell to volunteer. We would love to have you involved.

- Finance Committee- Gayle Dorsey will review finance reports every month and give us feedback.

- Staff Committee- Bill Seiller, Janet Parrish, and Ann Cobb will serve on this committee and Bill will send an email to Ann and Janet to schedule a meeting.
- Fitness Committee- Missy Bland and Stewart Cobb will serve. We will also ask Eleanor Maddox
- Guest Room- Ann Cobb
- Standards Committee (Lobby Committee)- Karen Long and Tom O'Toole are chairs for each building.
- Election Committee- to be determined once we review election procedures
- Grounds Committee- Corky Sachs- Rhoda will ask her to do this for both buildings.
- Pet Committee- Rhoda will call Terry McCoy to ask him to serve. Carolyn Whelan will serve for the WT.

#### OLD BUSINESS

- Approval of insurance contract- Chad Evans introduced Brock Evans and Dewayne. The policy is left with Auto Owners. Brock explained coverage and his suggestion to get us to the recommended 90% co-insurance. Discussed system breakdowns, general liabilities, and went through items line by line. The Board asked questions about coverage due to theft, etc. This Insurance policy is already in effect. Bill moves that we accept the bid for the new insurance coverage. Anita seconds. Vote taken. Unanimously carried.
- Review of bid for additional security cameras. Donna talked to the security camera company (Jack from HJB) about adding additional cameras to cover additional areas of lobby and elevator. Total cost \$999. This covers dome cameras for both buildings that will feed into units in the office. Bill moves that we accept this. Anita seconds. Vote taken. Unanimously carried.
- Review of elevator contract- Chad Evans. Madden Elevator was here and did a presentation at the November Board meeting. He has given us a bid that offers us the same level and type of coverage as Murphy. \$1470 per month with Murphy. Madden would be \$864 per month. Murphy's straight time is \$192 per hour. Madden straight time is \$126 per hour. And Madden's time and a half is cheaper than Murphy's. We spent \$25,000 with Murphy last year. Murphy is an excellent company but so is Madden. Chad recommends that we go with Madden. There is no contract with Madden (5 year contract with Murphy), so if we are ever unhappy we could cancel a contract with them and go back to Murphy immediately. Bill will review Murphy contract (first we need to see if we can able to terminate Murphy contract at this time). Provided we can terminate contract with Murphy, Bill moves that we go with Madden. Anita seconds. Vote taken. Unanimously carried.

#### NEW BUSINESS

- Safety issues of cars and garages- Missy said that people are driving too fast in the garages, and approaching and leaving the garages.

- Missy's car has been hit twice by the garage door. To add a second set of eyes is \$550 per door. Donna will meet with Cunningham doors to get other suggestions as to what to do with WT garage door problems. D garage door already installed additional sensors due to same problems there with door hitting cars.
- Douglas will discuss the lobbies and their functionality. Are the lobbies extensions of our personal units? What are the rules and regulations of the common areas? The lobbies are common elements owned by everyone. We could ask the Standards Committees of each building to come up with an amendment to our rules and regulations in regard to lobbies.
- Donna will buy a new flat screen tv for the fitness room.
- Donna will look into putting up decorative fencing to keep dogs from using the area right outside WT alley.
- Rhoda said that we will rotate Board Meeting locations from WT to D, every other meeting.

ADJOURNMENT 8:31 p.m.

Minutes Submitted by Secretary Janet Parrish on February 12, 2015

**Next regular Board meeting April 9, 2015 in Dartmouth Lobby**