

Dartmouth-Willow Terrace Regular Board Meeting
April 9, 2015, 7:00 p.m.

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

Others Present: Chad Evans, Donna Bodi, Wayne Jenkins, Stewart Cobb

OPEN SESSION: Guest comments and questions (limited to 15 minutes maximum) – None

CALL TO ORDER & ROLL CALL: Quorum present 7:02

APPROVAL OF MINUTES: Last regular Board Meeting February 12, 2015. Minutes sent via email to Association by Donna Bodi in February. Bill moves for approval of minutes. Anita seconds. The vote was taken and unanimously carried.

FINANCE REPORT: Chad Evans

- Rhoda states that Gayle Dorsey is on the Finance Committee and is receiving the monthly reports. Gayle will be involved as necessary. Missy has been reviewing the reports with Gayle.
- Chad went through items.
- There is \$27,000 in the operating account. There is \$14,000 in open payables. There is estimated \$8,000 in payroll through the end of the month.
- MMA transfers were reviewed. \$5,500 was transferred to the MMA on January 7, 2015 as budgeted. February 17, 2015 \$25,000 was transferred to the operating account from the MMA to cover the insurance payment (as discussed/approved in last Board Meeting). \$6,800 was also transferred from the MMA into the Operating account on February 17, 2015 to cover the cost of painting the Willow Terrace Lobby (with Board approval). The \$6,800 was transferred back into the MMA account on March 7, 2015. \$5,500 was deposited into the MMA as budgeted along with an additional \$2,500 on March 7, 2015. \$7,600 was transferred to the Operating account to cover the water bill (with Board approval) March 24, 2015.
- The Standards Committee budget for 2014 and 2015 were all used at the first of the year. Both lobbies were painted and did not come out of the Standards Committee budget. The budget reflects a monthly expense for the Standards Committee, however the expense was front loaded, with the painting and both budgets \$34,453 was paid out for the lobbies at the first part of this year.
- The rest of the budget is in line. Anita made the motion that the \$7600 transferred for the water bill will remain in the operating account and be incrementally replaced throughout the year. Bill seconds. The vote was taken and unanimously carried.

BUILDING, GROUNDS & STAFF: Donna Bodi

- Building and Grounds: Donna had emailed the Board the Project/Maintenance list of completed items. Items were discussed including plaster repairs, lights in storage,

condensation pipe repair, sump pump repair, D door from garage to lobby repaired, WT garage roof repair, WT gutter repair and roof top vent repairs.

- Security cameras were installed and operating in both lobbies. They are panoramic and record each lobby entirely.
- Research Project: Edgeland side garage door closing on cars. Cunningham's gave a price for adding a second set of safety reversing beams. They also gave a price for a safety reversing loop, which is similar to what is currently installed in the Dartmouth. Cunningham's recommends the Safety Reversing Loop as the best way to avoid future issues with the door closing on a car.
- Research Project: Boiler improvements. After meeting with six different companies and discussing all the boiler concerns, efficiency and comfort, the company Perfection Group has a proposal that estimates a conservative savings of 7 – 10% of the gas expenditures and increased comfort in both buildings. It was decided that a separate meeting would be scheduled so Perfection Group can give their full presentation.
- Donna reported that she is still interviewing for a Staff position for Saturday and Sunday second shift. Mike Haberman is the new Staff member and is doing well. Six people have been interviewed to date. Bill Seiller requested that Donna send him a list of all Staff members with hours scheduled and pay rate.
- It was discussed that some would like to see bulbs planted in the Fall for early Spring flowers next year.
- It was discussed that the Staff needs to sweep the sidewalks along the roads, especially in the Spring and Fall.

COMMITTEE REPORTS:

- Guest Room: Ann Cobb reported that she; Wayne Jenkins, Corky Sachs and Lucy Leath have reviewed the guest room and would like to make improvements. Donna will schedule Tommy to do plaster repairs and paint. New towels, sheets and bed spreads have been purchased. Wayne will furnish individual toiletries for the guests. Discussion was had on a binder with local restaurants and a check off list of prices for the cost of towels etc. that residents will be charged if items are missing after their guests leave. The committee is getting prices on having a service cleaning the sheets and towels.
- Standards Committee: The two committees will have an open meeting in May. They will be discussing policies for use of the lobbies, items outside of units, A.C. recommendations for the Dartmouth lobby, etc. If anyone wants to offer suggestions please send ahead of time to Tom O'Toole or Karen Long, or attend the meeting. The meeting will be announced and posted ahead of time.

OLD BUSINESS:

- The elevator contract expires January 1, 2017. Bill will review the contract and see if there is a clause allowing the contract to be cancelled early without a penalty fee.

NEW BUSINESS:

- Election: Discussion was had about the new guidelines/statutes in place verses the by-laws. It was discussed that voting ahead of the meeting does not follow the by-laws as written. It was discussed that the by-laws can be changed to follow the new guidelines and statutes established for condominium associations. Bill stated that if appropriate we should abide by the statutes.
- Missy started a discussion on how to handle issues between residents, i.e. residents not getting along, problems between owners. It was decided that it is not appropriate for the Board or the Management Company to get involved unless it is an emergency. All issues should be handled Owner to Owner using the By-Laws as the basis for resolution and if it escalates then legal action should be sought by the offended owner. If there is an issue with a renter i.e. loud, disruptive behavior etc. then the Staff or Management Company is to call the Owner.
- WT Garage Door (Edgeland side): Ann Cobb moved to have the Safety Reversing Loop installed to the Edgeland door. Missy Bland seconds. The vote was taken and unanimously carried.
- All lobby windows are to be washed before AC units installed. Discussion was had about all exterior windows being cleaned or replaced. At time of last estimate it would be over a million dollars to replace the windows in both buildings. More information on windows to be researched.
- Rhoda thanked Chad for meeting with the Management of 1400 Building and for all his efforts.

ADJOURNMENT 8:10 p.m.

Minutes Submitted by Donna Bodi

Next regular Board meeting June 11, 2015 in Willow Terrace Lobby