

**Dartmouth-Willow Terrace Regular Board Meeting**  
**June 11, 2015 7:00p.m.**

Board Members Present: Rhoda Bell, Anita Henkel, Bill Seiller, Missy Bland, Douglas Riddle

Others Present: Donna Bodi, Ken Bell, Karen Long, James Pitt, Lucy Leath, Wayne Jenkins, Carolyn Whelan

OPEN SESSION: Guest comments and questions (limited to 15 minutes maximum) – Mr. Pitt asked about the status of the Lobby, he was told there would be a presentation from the Standards Committee later in the meeting. Mr. Pitt asked if “Air B&B” was an option at the Dartmouth-Willow Terrace. It was discussed that commercial enterprises are not allowed per the Master Deed. Mr. Pitt redirected back to the lobby and stated that he had re-arranged the furniture in a more friendly arrangement he feels that the current arrangement is more sterile, not comfortable for sitting and reading or having a drink. Lucy Leath also feels a few things could be done to make the lobby friendlier and not be very expensive.

CALL TO ORDER & ROLL CALL: Quorum present 7:05p.m.

APPROVAL OF MINUTES: Last regular Board Meeting April 9, 2015. Minutes sent via email to Association by Donna Bodi in April. Anita moves for approval of minutes. Bill seconds. The vote was taken and unanimously carried.

FINANCE REPORT: Donna Bodi - Line items of Budget were reviewed.

BUILDINGS AND GROUNDS, STAFF: Donna Bodi

- Building and Grounds: Donna had emailed the Board the Project/Maintenance list of completed items. (List attached with minutes.) Items were discussed including repaired leaks, WT garage door repairs, electrical repair and tuck pointing.
- Staff: The schedule is completely staffed at this time. Discussion was had that the Staff is melding well together and all are eager to do a good job. Improvements still are needed but with all the new Staff members still learning the “ins and outs” of the Dartmouth-Willow Terrace, patience is appreciated.

COMMITTEE REPORTS:

- Guest Room: Donna Bodi reported for Ann Cobb that Tommy had repaired one wall, painted the radiator cover, moved the TV and painted the doors that do not open the wall color per instructions from the committee. The other wall is scheduled to be repaired the week of June 22, 2015. Donna has purchased individual sized toiletries for the guests. Discussion was had whether to include items such as coffee, toothbrushes, etc. for the guests and if so they should be kept in the office.

- Staff: Bill Seiller reported that the committee had reviewed the Staff wages and benefits and would like to offer the following recommendations:
  1. Each Staff member would receive their birthday off with pay along with a small monetary gift.
  2. Yearly bonuses for long term employees based on hours worked and time with D-WT to be paid in July. The bonus schedule is to be emailed to all Board members for an electronic vote.
  3. Raises are not yet ready for recommendation at this time.

Discussion was had about Christmas bonuses and how it will be handled for 2015, this issue to be tabled until next meeting.

- Standards Committee: Rhoda read a letter from Tom O'Toole for the Dartmouth standards and Karen Long reported for the Willow Terrace.
  1. Installation of AC in the Dartmouth lobby was voted on via email and approved. Bill moved to approve the AC and Douglas seconds. The vote was taken and unanimously carried.
  2. Karen Long and Ken Bell met with the decorator about additional tables, chairs and artwork. They are expecting recommendations back within a couple of weeks. The additional chairs will be moveable when being used. The furnishings that will be ordered Bittner's has agreed to deliver and defer payment until 2016, thanks to the generosity of Douglas Riddle.
  3. Discussion was had on movement of furniture in both lobbies. WT the couches, consoles and chairs by the service entrance are not to be moved. It can damage the furniture and the floors. Dartmouth furniture can be moved for use but is to be put back in place when finished.
  4. Placement of Personal items in the lobby – the current rule states that personal items of residents should not be placed in the lobby. WT recommends that the rule go unchanged. Dartmouth will allow personal items as Wayne Jenkins has chairs in the front of the lobby that are on loan.
  5. Parties and Gatherings in the Lobby – Both buildings recommend that residents are welcome to utilize the lobby for both formal and informal gatherings with other residents but not to use the lobby to host a private event. There is no end time for parties and gatherings and no recommendation for a change has been made. It should be understood that residents participating in such parties or gatherings should be courteous and respectful to other residents.

Anita moved to accept the Standards Committee recommendations. Bill seconds. The vote was taken and unanimously carried.

- Grounds: While planting, trimming and feeding are the job of the landscapers, any residents of either building are welcome to pull weeds and dispose of them.

#### OLD BUSINESS:

- Election Procedures – researching is not completed. Tabled until August meeting.

- Boiler update – a separate open meeting is to be scheduled in July for the presentation of boiler system improvements.

NEW BUSINESS:

- Currently if someone changes the phone number that they have in the entry system the Association is charged for the update. Discussion was had that the first time someone moves in the association will pay to have the Resident added to the system. Any additional changes will be charged to the Owner at \$35 per change. Bill moved to approve the charge. Anita seconds. The vote was taken and unanimously carried.
- John Williams has been released by his doctors. He will be returning to work one day a week.
- Discussion was had on cost of new windows. Cost and options will be researched, again.

ADJOURNMENT - 8:00p.m.

Minutes Submitted by Donna Bodi

**Next regular Board meeting August 13, 2015 in Dartmouth Lobby**

## Dartmouth-Willow Terrace Projects/Maintenance

1. Tuck pointed parapet wall above 11A
2. Repaired lighting in laundry area
3. Repaired leak in 73
4. Repaired ceiling in 63 from leak
5. Repaired wall in 63 from previous outside leak
6. Repaired window area in 72 from outside leak
7. Repaired leak between 8B and 7B
8. Repaired ceiling in 7B from leak
9. AC installed in Dartmouth Lobby
10. Replaced pump in WT fountain twice
11. Installed loop sensor in WT garage Edgeland side
12. Repaired other sensor in WT garage Edgeland side
13. Repaired a leak in storage unit
14. Repaired side wall in Guest Room
15. Repaired water seepage into Dartmouth garage
16. Repaired sink in WT office
17. Repaired window area in 83 outside leak
18. Cleaned up/investigated damage from over flow 78/68/58.
19. Ongoing – Lights in hallways and outside
20. Repaired termite damage in Dartmouth Lobby
21. Repaired wiring from electrical “fire”
22. Stairwell to roof garden repaired from leak