

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

**February 11, 2016 7:00 p.m.**

Board Members Present: Rhoda Bell, Bill Seiller, Bob Maddox, Anita Henkel, Missy Bland, Janet Parrish

Others Present: Donna Bodi, Karen & Leo Schellinger, Ken Bell

OPEN SESSION 7:00 p.m. Please keep your remarks to two minutes maximum

- Ken Bell- a lady called from Recycling place to repair recycling containers. We have plenty of containers, it is just the way we manage them. If owners and residents have any boxes (including cereal boxes, etc.) they all need to be broken down by the owners/residents. Containers are getting full because people aren't doing it that way/properly.
  - Ken has a concern about the garage door from the WT to the alley, coming down when it shouldn't. It is a danger. Ken said we need to replace mechanism and door, and it needs weather stripping. Donna has estimates and will proceed with getting us the estimates tomorrow.
  - We have several people with windows that are not repairable and cannot replace. Cherokee Triangle Historical Architecture committee says our windows are fine, but they are not. There are ones that need to be replaced and we need to work on being able to replace them (for those who want to). Bill Seiller and Ken will work on this.
- Missy Bland- one of the employees asked if we could reiterate that people are NOT allowed to open the doors and let people in to the buildings.
  - Pet waste can is too big (bag gets pushed down in there). Donna said the can is supposed to be emptied every single shift. Donna will handle this with staff.
  - We have a resident who likes to scent the halls. This is not allowed and Donna will handle.
- Janet Parrish- a reminder that personal items (door mats, wreaths, magazines, shoes, etc) are not allowed in the halls outside of units at the WT. There have been complaints. While Rosita was here memos were sent out to anyone who put out things in the hallway to remove immediately. Since Rosita left no one has been policing this and it needs to be policed and enforced again. Rhoda said we would look into it. Rhoda also said mats are a safety concern.

CALL TO ORDER 7:15

APPROVAL OF MINUTES from October 8, 2015 Board Meeting (minutes already reviewed by Board and sent to Association via email in October). Bill moves to approve. Anita seconds. Vote taken. Unanimously carried.

#### FINANCE REPORTS- Chad Evans

- Cable fees for Dartmouth- Dartmouth will be billed for the overages (the D monthly cable fee is currently less than the actual cost, and the overage has been paid by the Association)
- Chad is going to work with Time Warner to see about a contract for WT for basic cable. It will be all or none and the Board will decide if we will proceed.
- Chad is working on more contracts for WT lobby air conditioning. Last year we said this would be a spring 2016 project.
- Garage roof for WT will be painted with the coating this summer and Chad's employees will be doing it.
- Chad will also bid the paintings for spring for outsides of buildings (exterior painting usually is done in phases, and usually begins on the west side).
- Bob Maddox updated us about the D roof situation. They need a professional structural engineer.

#### BUILDING AND GROUNDS REPORT- Donna Bodi

- Boiler up date- all of the sensors are in. If we have to purchase a new computer for office (in order to properly monitor the boiler sensor system) we would need a new door entry software system. We have been having problems getting the computer to work with the new boiler system (the DWT computer is very old). Donna will find out how much a new computer and entry system software will cost.
- Follow up from October 2015 meeting on topics:
  - WT doorbells- electrician said all of the main doors in the WT doorbells suddenly stopped working. Donna will check by laws to see whose responsibility doorbells are (owner or association)
  - Delivery sign for WT service entrance- have been ordered
  - Marble floor cleaning- only supposed to clean it with clear water. A buffing schedule once a month (buffer currently broken).
  - Assistance list for both buildings during an emergency- Donna will send out a letter saying we are putting together a list for emergencies of who needs help, however everyone is still responsible for getting themselves out during an emergency.
  - We had to replace the video recorder.
  - Units that are flushing items other than toilet paper down the toilets will be held financially responsible for any repairs needed due to flushing other items. Donna recommends we camera the 6 stack in the WT building that has had continued issues (dental floss, wet wipes found that someone is flushing). We will proceed with this when weather warms up. Donna may proceed. Bob suggests we do the camera with more than one stack at the same time to cover the other stacks having issues.

#### EMPLOYEES- Donna Bodi

- Brian and Roy are no longer employees. So we are currently interviewing for 2 new positions. Donna is interviewing but having difficulty finding people. She has put in ads at Bellarmine, the Seminary. Donna will send an email to the Association asking for leads for employees. Donna will also ask current employees (and offer current employees a bonus if it works out). Donna will also check with Catholic Charities and Kentucky Refugee Ministries.
- Discussion of extra shifts- if we must ask someone to work extra shifts, Bill Seiller thinks they should get double time if they work a second shift (on the same day). Bill makes a motion for John Harris if he works more than 24 hours per week that he gets time and a half for those additional hours. And for anyone who is asked to work a double shift (16 hours in a day), for the second shift in that day they get double time. Janet seconds. Vote taken. Unanimously carried. Donna will notify the employees of this policy change, effective immediately.
- Duties of Second shifts- Donna discussed what is done by shift. They have a task list of what is done by shift by day. Donna says that second shift actually has a long task list (in many ways longer than first shift).
- A reminder that all residents are to treat employees with respect. We have had some issues of owners speaking to employees in an unacceptable manner.

#### COMMITTEE REPORTS

- Notice of standing committees for 2016
  - Finance Committee: Gayle Dorsey and Missy Bland
  - Landscape Committee: Corky Sachs
  - Dartmouth Standards Committee: Eleanor Maddox, C. Conway, Gayle Dorsey
  - Willow Terrace Standards Committee: Karen Long and Ken Bell
- No committees have reports at this time

#### OLD BUSINESS

- Rules for wall and plumbing repairs- Bill tried two different lawyers and they didn't want to do it. We want to get an outside lawyer who is an expert in this field to give us a written opinion and definitive rule of who is responsible for what in the case of plumbing leaks, damage, and repairs. Bill will continue to try to find someone (outsider) to do this. Donna will find a copy of McClain DeWeese's opinion that was written up for another association they manage to give to Bill.

#### NEW BUSINESS

- Water Testing- Bill Seiller suggests we have our water tested. Donna will call the city and water company to come test the water. We will proceed.
- Dartmouth Parking damage costs- Rhoda- we had quite a year with damages. This problem needs to be looked at. Bill says that we could require all owners who work in garage could be responsible for their own damages. Bill, Bob and Janet will work on this.

- Laundry room issues- Missy Bland- there are people waiting for washer/dryer space in laundry room. There is a washer/dryer set that doesn't work and isn't used. Rhoda will call the owner. Donna will call another owner about another set that isn't working.
- Current Resident lists- everyone would like a current list. Also the lobby boards will be updated. Donna will handle.
- The monies from the Standards Committees that were borrowed from reserves to pay bills were reimbursed to the reserves.
  - For the Dartmouth they owed \$1160 from their standards budget of \$4,500 for the year 2016 to be paid back to reserves, so reserves was given \$1160 back and D standards will get \$3340 this year (instead of usual \$4,500)
  - For the WT they owed \$650 from their standards budget of \$5,500 for the year 2016 to be paid back to reserves, so reserves will get \$650 back and WT standards will get \$4850 this year (instead of usual \$5,500).

ADJOURNMENT 8:23 p.m. then into executive session\

Minutes Submitted by Secretary Janet Parrish on February 11, 2016

Next Board Meeting April 14, 2016 in Willow Terrace Lobby