

Dartmouth Willow Terrace Regular Board Meeting

April 14, 2016, 7:00 p.m.

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

Others Present: Chad Evans, Donna Bodi, Ken Bell, Wayne Jenkins, Lucy Leath, Joe Alvey

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

- Anita Henkel- doesn't like new table in the WT back hall. She asked Ken Bell (Standards Committee). Ken said he and Karen Long are going to meet with Betsy Wall about it and also ask for more feedback from residents. They are also looking for more potential members of Standards Committee.

CALL TO ORDER. 7:08 p.m. Quorum present.

APPROVAL OF MINUTES from February 11, 2016 Board Meeting (minutes already reviewed by Board and sent to Association via email February 2016). Anita moves approval. Bill seconds. Vote taken. Unanimously carried.

FINANCE REPORTS- Chad Evans

- Finance Report- Chad Evans
 - Balance sheet has our assets at \$222,783. Last year at this time it was \$153,000
 - Chad when thru budget. We spent a lot less in gas, due to boiler upgrade and mild winter (\$18,000 in savings).
 - For Maintenance, we are below what we budgeted by about \$4,000. But we will have the water table bill. And are looking at potential roofing projects
 - Plumbing issues are up. That is really the only thing that is up.
 - Items are really close to the budget.
 - Water table repairs (equipment still remains outside of WT) will be continuing soon. They can't open it up when it is cold and rainy. The equipment needs to be moved up as Andrea the Landscaper said it is stunting the growth of the trees that are under it.
- CPA Audit vs. Review
 - There is a statute that says an Audit is required (because our annual income/revenue is more than \$500,000). So we will proceed with a full audit. Bill moves that we do a full audit. Anita seconds. Vote Taken. Unanimously carried

BUILDING AND GROUNDS REPORT- Donna Bodi

- Donna gave us a list of the numerous completed projects and went through the list

- Discussed the potential for a Backflow Protector
- Water Testing- Water Company tested the water quality without doing the overnight test. He does not think that lead is an issue. We will not proceed with overnight testing because all residents would not be able to use water from 10p.m.-8 a.m. and we think that would be an exercise in futility.
- Bill requested that whenever polyurethane would be used that residents would be notified in advance.
- Personnel- we are fully staffed now with addition of Laura and Isiah.
- If a resident has an issue with a staff member they should bring the concern to Donna, NOT to another staff member. Only negative issue lately has been with Securitas, which Donna is addressing.
- Report on Dartmouth roof. Bob asked Chad to start us off about potential repairs for Southside of Dartmouth roof (where Dartmouth roof garden is located). Chad put together a packet with bids and information. Right now Gary is not having any leaks. Rhoda asked how pressing this situation is. Chad says it is currently not leaking and is not getting any worse, but if a leak starts back again we wouldn't want to have to pay for repairs too. The roofing repair company took core samples and there is water penetrating the roof. Rhoda asked Bob if Dartmouth owners wanted to move on this now. Bob had asked for Dartmouth owner feedback on interest, and didn't get much feedback. The roof garden (tear down, and any rebuild if they so choose) would be paid for by Dartmouth owners. The Roof repair would be paid for from reserves of the DWT Association. Bill makes a motion that we repair the Dartmouth roof before the end of the year. The roof repair would be paid for out of the Association reserves. All costs with the removal of the current roof garden that would have to happen prior to roof repairs would be the responsibility of the Dartmouth owners, along with (if they choose) any rebuild after repairs. Bob seconds. Vote taken. Unanimously carried. Bill reported that a question had been raised by an Owner as to whether Roof Garden removal was the responsibility of the association, rather than Dartmouth Owners, based upon how the terrace repairs on 2A and 2B were handled in the past. Bill's opinion was the situation was quite different and the Roof Garden removal and any desired rebuilding were Dartmouth Owners' responsibility. The entire Board agreed.
- Update on Boiler-temperature contract. Seems to be effective. Valves all working the way they are intended. And our bill is considerably lower.
- Bid for WT lobby and office air conditioning: only company that will bid it is Allegiance (who did the Dartmouth lobby air conditioning). \$11,000. Rhoda said we will refer this to Standards Committee.
- WT garage roof repair. Chad is going to be coating another couple of roofs. Water has gotten into the foam, so we can't put the coating on directly as that would seal the water in. Chad thinks that July for a sealing then coating. Chad will proceed with doing this. Full tear off and rebuild would cost \$77,000.

COMMITTEE REPORTS

- Fitness Committee, Missy Bland. A problem was reported on one of the treadmills but the repairman has been out four times and can't find a problem. This is the treadmill that had the belt repaired in November. Any time someone has an issue with a piece of equipment we need details on what happened. Missy asked if we thought our DWT employees could be allowed to use the Fitness Room during their off hours. We discussed liability, etc. Bill moves that we allow off duty DWT employees to use fitness room. Bob seconds. Vote taken. Unanimously carried. Donna will notify employees of this new perk.
- WT Landscape and WT Fountain replacement, Janet Parrish. Landscaper Andrea mentioned how the landscaping is suffering because of dogs urinating on plantings. Pet owners; please do not allow your dogs to urinate on any trees, bushes, or planting when walking your dogs. WT Fountain is beyond economic repair so a committee of Janet Parrish, Karen Long, and Donna Bodi are looking at potential replacements. When they narrow down the options they will get a designer's approval before proceeding.

OLD BUSINESS

- Rules for wall and plumbing repairs, Bill Seiller. Bill recommends that the Board employ attorney E.J. Wolfe to provide a written legal opinion regarding issues on repair responsibility. Mr. Wolfe has agreed to handle for \$125 per hour, and the charges will probably be \$750-\$1,000 for this matter. Bob makes a motion that we hire EJ Wolfe to come up with guidelines. Janet seconds. Vote taken. Unanimously carried.
- Laundry Room Issues- Rhoda will call owner.
- Follow up from February 2016 Board meeting discussion of Personal Items in WT Halls. Mats a safety concern that need to be removed immediately. Donna will send a memo to remove mats immediately and follow up to make sure it has been done. We will ask the Standards committee to address this. This item will be put on a fast track and Rhoda will ask Ken and Karen to work on this tomorrow. The rule has always been that personal items are not allowed in the Willow Terrace hallways (doormats, wreaths, magazines, shoes, furniture, etc.). When Rosita worked here this was handled swiftly. Since Rosita left no one has been policing it as it should be.
- Chad would like to put into place an approval process for Tommy's time and Evans' bill. Chad feels it is a conflict of interest and wants to have a point of contact for approval. Chad will ask Rhoda for approval
- Dartmouth garage damage plan- Bill, Bob and Rhoda will be meeting to work on this.

ADJOURNMENT 8:41 p.m.

Executive Session- personal-residents' concerns

Minutes Submitted by Secretary Janet Parrish on April 14, 2016

Next Meeting June 9th, Dartmouth Lobby