

Dartmouth Willow Terrace Regular Board Meeting

January 18, 2018

Willow Terrace Lobby

Board Members Present: Anita Henkel, Bob Maddox, Bill Seiller, Missy Bland, Penny Shaw, Maryhelen Greaves

Others Present: Donna Bodi, Chenault Conway, Scott Miller

OPEN SESSION 7:00 p.m. 15 minutes maximum.

- Missy Bland has requested more cameras. Bill suggested reactivating the security committee.
- Chenault suggests that the Board review the new roof and approve.
- Donna requested that the WT landscape lights be put on a timer.

CALL TO ORDER. 7:06 p.m. Quorum present.

APPROVAL OF MINUTES from October 5, 2017 Board Meeting. Bill moves approval. Bob seconds. Vote taken. Unanimously carried.

FINANCE REPORTS- Donna Bodi

- Finance Report- Donna Bodi
 - No transfers to the reserve account until April. This is to cover the insurance payment in January and higher gas bills in winter months.
 - No extraordinary expenses.

BUILDING AND GROUNDS REPORT- Donna Bodi

- Donna went over list of completed projects and maintenance items.
- Roof completed.

COMMITTEE REPORTS

- 2018 Committee Members – Anita will put together the committee members for 2018.
- Employees- Donna Bodi
 - John Williams is limited on what he can do during the 8 hours he is scheduled each week. Discussion was had, tabled for next meeting.

OLD BUSINESS

- Keys for entrance to all units – Donna reported that we currently have keys to all units except 85. Donna talked with the attorney and we are limited on actions to gain a key. However, if damages occur because we cannot enter, the owner of 85 will be financially responsible.

NEW BUSINESS

- Remodeling guidelines – Adhoc committee formed (Bob Maddox, Penny Shaw and Maryhelen Greaves). Committee will meet with Donna and review guidelines for next meeting.
- Approval of letter for A/C bids – Donna is to resend the Allegiance letter to the Board.
- Employee Compensation for bereavement – Staff Committee to update handbook with recommendations. Tabled for next meeting.
- Garage Policy – Discussion was had regarding tenants' use of garage spaces. Donna is to notify owner of vehicle not legally tagged to remove the car from the garage.

ADJOURNMENT 9:00 p.m.

Minutes Submitted by Donna Bodi

Next Regular Board Meeting March 15, 2018