

Dartmouth Willow Terrace Regular Board Meeting Minutes

July 19, 2018, 7:00 p.m.

Dartmouth Lobby

Board Members Present: Anita Henkel, Bob Maddox, Bill Seiller, Missy Bland and via phone Maryhelen Greaves

Others Present: Donna Skaggs, Ann Cobb, Stewart Cobb , Craig Buthod, Connie Jaquith, Connie Sorrell, Carol Pardue, James Pitt, Cindy Carroll, Wayne Jenkins, Eleanor Maddox, Rhoda Bell and Ken Bell

OPEN SESSION 7:00pm 15 minute Maximum:

- Connie Sorrell asked when the first floor designed idea change. She said she thought that the entire first floor was to match the lobby. James Pitt clarified that the only parts of the first floor that will change is two small resident halls by units 23, 24, 28 and 29. He said that the designer's vision was that all the resident halls will be consistent in colors by design. The mailroom and the rest of the first floor will match the lobby.
- Connie Jaquith requested more communication from the WT Standards Committee to the residents. She stated that things were happening and changing that no one knows about until it is put into action. She stated owners should be more involved with the decisions and plans of their home. Bill Seiller stated that the Standards Committee should send notice to owners when meetings will occur. Mr. Pitt asked if the meeting could be run like a Board meeting where there is an open session at the beginning and then those not on the committee would just observe the remainder of the meeting. Anita asked if the WT Standards Committee had a long range plan. Cindy Carroll said there was but it is still being finalized. Bill Seiller brought up that the Board may want to establish guidelines for the Standards Committees. Missy Bland brought up that there are different standards between the two buildings. Discussion was had, the issue was tabled to be addressed at an executive Board meeting.
- Rhoda Bell clarified the WT Standards Committee is not being attacked that many are upset about changes to the approved personal items in the common area hallways without any discussions. It was clarified that not all personal items were being "tolerated"; many items had prior Board approval to be in the Hallways.

CALL TO ORDER. 7:25pm – Quorum established

Approval of the May 17, 2018 Minutes – Bill Seiller moved to approve, Bob Maddox seconded the motion, the vote was taken and unanimously approved.

FINANCE REPORT: Donna Skaggs reported that as of July 19, 2018 total D-WT assets are \$327,294.82. Donna reviewed budgetary items noting that utilities are running higher than budgeted. Other items over budget are elevator costs, boiler, insurance and salaries. Workers' Compensation has increased after the annual audit with the addition of 2 staff members to cover third shift. Bob Maddox moved to accept the Finance report, Maryhelen Greaves seconded the motion the vote was taken and unanimously carried.

BUILDING AND GROUNDS REPORT - Donna Skaggs:

- Donna handed out a Project/Maintenance list and reviewed the items. The list contained completed tasks from both Standards Committees as well as general Association items.
- Donna reported that the gardeners are now weeding the entire property weekly. Also, the red and pink flowering bushes on the Dartmouth side will be moved to the Edgeland side of the Willow Terrace and replaced with white Azaleas. Andrea is replacing dead Boxwoods and has removed dead limbs from the Dogwood tree. Annual flowers will no longer be planted by the Dartmouth garage, the Ivy will be allowed to continue in the flower bed. Soil is being added to the hill next to Baringer and new Ivy is being planted.
- Donna reported that the exterior lighting is an ongoing issue needing constant repair. She asked for approval to move forward with getting pricing from the electrician for rewiring sections. As the old lighting needs repair she and both Standards Committees recommend that the lighting be replaced with new LED lights that have a similar appearance to what is in place now. The Board is open to review the pricing.
- Donna shared that she had gotten pricing for replacing the broken sidewalk along Baringer along with a couple of other concrete areas, pricing received was over \$9,000. She will continue to get bids.
- The tile on the Willow terrace is being quoted. The Evans Property Management tile technician is tied up on a project until late summer or early fall.

STAFF REPORT – Donna Skaggs:

- Laura is no longer on Staff.
- Melissa Newton has been hired to replace Laura and is doing an excellent job.
- Uniforms have been ordered for all Staff members without uniforms.
- The Staff is working better together as a team at completing tasks.

COMMITTEE REPORTS:

WT Standards Committee – Nothing further was reported beyond the discussion during the Open Session.

Dartmouth Standards Committee – Eleanor Maddox

- Eleanor reported that the Dartmouth Standards Committee had met with Donna on some housekeeping issues and they have seen improvement.
- Eleanor reported that a list of items for the Dartmouth has been given to Donna and they are working together to get them completed.
- Eleanor reported that they are working with Douglas of Bittners for the design to have the front halls painted and new carpet. Eleanor asked for approval from the Board. Bob Maddox moved to approve the request for recommendation; Bill Seiller Seconded, the vote was taken and unanimously carried. Anita welcomed the recommendation and Donna was instructed to get bids for the front hall painting and give the bids to the committee and the Board for review.

Other – Bill Seiller stated that there was an unpleasant episode with staff and a resident. Other residents had concerns and wrote a memorandum for the Board to review. The Board read the memorandum. Bill Seiller moved to remove the mention of one building and to distribute via email and under doors to all residents; Bob

Maddox seconded the motion the vote was taken, Maryhelen abstained from the vote because she did not have a copy to read, the motion was passed.

Fitness Committee – Missy Bland

- Missy read a message from Karen Schellinger requesting the Board approve the purchase of Pilates Reformer package. Discussion was had. Missy moved that the Board approve the purchase of the Pilates Reformer package; no one seconded the motion, the motion failed.
- Missy reported that there is a donated piece of equipment, Bow Flex, which is underutilized and asked if it should be removed. It was decided that it would stay and taken under advisement at a later date.

Landscaping – Nothing new was reported beyond the Building and Grounds Report.

OLD BUSINESS:

Update deferred maintenance list – reported during Building and Grounds Report.

Remodeling Guidelines – Donna Skaggs was instructed to create a contractor handout with the approved guidelines. This handout will be given to all contractors upon acceptance of a contract.

Windows – Bob Maddox reported that with the remodeling of 11B the windows are in such a state that a committee needs to address the concerns with Landmarks. Landmarks are the “hump in the road” for gaining approval. Bob moved to approve a steering Committee. Anita Henkel appointed the following to the Windows Steering Committee: Tommy Arnold, Ken Bell, Craig Buthod, Bob Maddox, Scott Miller, Callie Wall and Chad Evans. Discussion was had on bringing in an outside attorney experienced with Landmarks.

NEW BUSINESS:

Dartmouth elevator – Murphy elevator was unable to attend. They are willing to meet with the Board on another date and time.

Anita Henkel called for an Executive Board Meeting to be held Wednesday July 25 at 10:30am in the Willow Terrace office to discuss Standards Committees. Bob Maddox moved for approval; Bill Seiller seconded the motion, the vote was taken and unanimously carried.

ADJOURNMENT: 8:30pm

Minutes submitted by: Donna K. Skaggs

Next Regular Scheduled Board Meeting – September 20, 2018 7:00pm – Willow Terrace Lobby