

## **Executive Board Session**

### **Dartmouth Willow Terrace Association**

**Wednesday, August 22, 6:45 p.m. Willow Terrace Office**

Board Members in Attendance: Bob Maddox, Anita Henkel, Bill Seiller, Janet Parrish, Penny Shaw, Maryhelen Greaves (via teleconference).

Others in Attendance: Donna Bodi (excused after Boiler portion of meeting)

A meeting was called by Anita Henkel to discuss the boiler system.

#### Boiler System

- It was reported that the boiler was leaking
- Alpha Mechanical unassembled the Boiler to find the leak
- Three sections in the middle are cracked
- All gaskets were removed, and found the metal sealing plates are pitted so new gaskets may not seal
- Alpha Mechanical recommends a new boiler. Alpha Bid is \$87,212.00 for a new boiler
- Board went over the bid. Janet asked for clarification on the warranty.
- Board had a discussion of the options and whether to replace now or continue to band-aid the situation. The concern with continuing to fix the leaks is if the boiler were to break down completely during the winter and leave us without a heat source
- We need to make a decision quickly because it will take 2 weeks for parts to arrive and about 4 weeks for installation and state inspection, if we are replacing the boiler rather than doing repairs.
- Bob Maddox mentioned that we may want to consider two boilers, one installed in each building, for sake of efficiency. Each boiler could be smaller, each housed in the building it serves. Donna thought that we couldn't do this, Bob thought perhaps we could. Discussion of if boiler use is something that is being phased out by those who use central air and heat.
- On 8/23 the boiler efficiency experts are coming so that we could see if there are any other recommendations or options. They are the ones who recommended we put in the regulatory system that has made a huge difference in our boiler usage, building temperature, and cost effectiveness.
- The Board requested that Donna obtain an additional bid for comparison. She will do this and share the bid with the Board so that we may make a decision quickly, so that the boiler (if replaced) is fully functioning before the cold weather.
- After the boiler portion of the meeting, Donna departed so that the Board could meet in Executive Session.

## Standards Committee

Bob presented a memo he had written to clarify Standards Committee Funding and a Standards Committee Guide:

### Motion #1:

DWT Board will fund its Standards Committees on an annual basis at 55% WT and 45% D. The budgeted amount to date has been \$10,000 annually, but the Board should consider what amount is proper each fiscal year and allow the committees to carry over unspent funds each year, if justified. That would provide the flexibility to plan ahead for major expenditures.

- Board discussion of motion. The Standards Committees were given these budgets in 2015 when we were doing lobby redecorations so that the Committees would be able to make improvements, order items, and build up monies for larger projects (it was projected that lobbies would be redecorated every 10 years). Discussed how to carry-over the unspent monies with accounting system. Bob makes a motion that we approve Motion #1. Bill seconds. Vote taken. Unanimously carried.

### Motion #2:

Approve the Standards Committee Guide for the Willow Terrace and Dartmouth Committees effective immediately:

**Committee Membership:** Three to five members per building, appointed annually by the President of the DWT Board, from the list of owners in each building. Chair to be determined by the members and a status report should be presented to the board at regular board meetings.

**Committee Responsibility:** Determine the recommended décor for all common and limited common elements (areas) of the building. An interior designer may be consulted as needed. This includes halls, lobbies, garages, basements, terraces, etc. Décor is defined as the decorative scheme of an area (Common or limited common element). Some areas, such as the landscape, might require both building committees to make a joint recommendation.

Any committee project for improvement of the décor in these areas which requires additional Association funds not already allocated to the committee, must be approved by the DWT Board and scheduled by the Management Company.

- Board discussion of motion. Bob makes a motion that we approve Motion #2. Bill Seconds. Vote taken. Unanimously carried.

## Management Company Performance Review

Objective- Secure information on the Evans Property Management Company's performance as the DWT Condominium Association's management company for 2018.

1. Each appointed DWT Board Committee will be asked to submit their evaluation of Evans PMC to the Board.

Board Committees are: Staff, Dartmouth Standards, WT Standards, Landscape, Finance, Security, Guest Room, Windows, and Fitness.

Ask each committee to use the following guide in submitting their info to the Performance Review Chair, Bob Maddox, before 9/20/18 for compilation and distribution to the Board for the Board to discuss in private Executive Session.

Evaluation Guide: How well has the Management Company supported your committee during 2018? Please be specific and consider some or all of the following:

- Were they pro-active or reactive in dealing with your committee?
- How did they handle follow-up on requests made?
- What could they have done better and how could they have done it? We want positive action items for 2019.
- What are the strengths and weaknesses that you observed? What do you think that they can do to improve in these areas in 2019?

The Board of Directors will each give their individual opinions as well.

Any owner who has comments about the Management Company for this performance review can direct their evaluations in writing to Anita Henkel, hard paper copy slipped under her condo door or to her via email at [anitashenkel@aol.com](mailto:anitashenkel@aol.com) Anita will gather these evaluations and share copies of your written opinions with the Board members for their discussion in private Executive Session of Board Members. Your reply will be treated confidentially and only Board Members will discuss them. Any feedback to the Management company will be a Board Summary.