

Dartmouth-Willow Terrace Regular Board Meeting Minutes

November 15, 2018 – 7:00pm

Dartmouth Lobby

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

Others Present: Donna Skaggs, Emily Hosea, Ann Cobb, Stewart Cobb, Craig Buthod, Tomese Buthod, Jim Pitt, Gayle Dorsey, Karen Schellinger, Leo Schellinger, Amanda Miller

OPEN SESSION 7:00pm 15 minutes

- Letter was presented to the Board from Marianna Oglesby asking the Board to help with the problem of smoking and smoke travelling into common areas and other units. Discussion was had about the legality of prohibiting smoking within a unit, and it cannot be prohibited. An appeal will be made to all owners/residents to either smoke outside or place smoke eater appliances in all units housing smokers, in order to respect the wishes of the majority of the community.
- Tomese Buthod also spoke to the problem of smoking and addressed the ongoing problem of doors slamming.
- Gayle Dorsey expressed concern about the recent withdrawal from reserves and additional withdrawals.
- Jim Pitt asked about the possibility of a new landscape fountain since the current fountain performs very poorly. He says it does not fountain, only trickles down. Board members replied that the fountain is 2 years old and will not be replaced in the near future unless someone wants to donate the funds.

CALL TO ORDER 7:14pm

APPROVAL OF MINUTES from September 20, 2018 Board Meeting, Bill Seiller moves to approve, Bob Maddox seconds, vote taken and unanimously carried.

FINANCE REPORT – Donna Skaggs

- There is currently \$190,716.80 in the reserves, including both CD's.
- WT hall painting totaling \$54, 556 was taken from the reserves along with the first payment for the boiler of \$43,606.
- The last payment for the boiler contract of \$43,606 will come from the reserves once final state inspection is completed. The reserve will be \$147,110.80 after this payment.
- Dartmouth front hall painting will also come from the reserve. Estimated cost \$14,000.
- Budget items were reviewed.

Bill Seiller moves to accept the financials, Bob seconds, vote taken and unanimously carried.

BUILDING AND GROUNDS REPORT – Donna Skaggs

- Donna handed out a list of the Projects/Maintenance items complete and reviewed.
- More detail is reported under Old & New Business

STAFF REPORT – Donna Skaggs

- No turnover for four months.
- Communication between staff members has improved.
- All staff has uniforms.

- Community has been very complimentary about the staff members.
- John Williams, fell at home, had surgery and was in rehab. He is back in the hospital for other health concerns at this time. He had been working one day per week.

COMMITTEE REPORTS

- Guest Room – Donna Skaggs reported that in the last 5 years the guest room has made \$29,753. The only updates to the guest room have been painting 5 years ago and new linens twice. The committee is planning on updating the guest room. Donna has met with Douglas Riddle and reviewed with the Standards Committee. Bittner's is working with the Guest Room committee for the update. Some of the items that have been suggested are: Repaint in the colors that match the new décor, remove the carpet (after carpet is up the decision will be made to expose the terrazzo floor with an area rug or replace the carpet), plantation shutters and window treatments will be added, eliminate the headboards, purchase new linens, new lamps, new artwork and replace the desk with a cabinet that will hold the refrigerator, microwave and coffee pot, etc. These costs will be absorbed in the maintenance budget.
- Security – Donna Skaggs reported that a monitor will be placed in the Dartmouth garage office so staff can view persons at the exterior doors wanting access to the buildings. They will be able to view all cameras in both offices.
- Standards Committee – This committee will be reworked with the other committees to begin working through the board, which will forward items and issues to Donna.
- Landscape – No report given.
- Fitness – Donna Skaggs reported that no money has been spent in this committee other than regular maintenance upkeep on the equipment. Inquiries have been made about the possibility of using the remaining budgeted funds to purchase Pilates equipment. A certified instructor is a resident of the Willow Terrace and will give instruction. Donna will gather more information and a decision will then be made.
- Windows – Nothing is stated in By-Laws or Master Deed about the responsibility for windows in units, Bob Maddox presented a proposal regarding window ownership. Mr. DeWeese, our attorney, read and approved the proposal as it relates to our governing documents. Discussion was had. Craig Buthod suggested presenting to all owners at the Annual Meeting, but first doing a redraft. Decided to rework proposal and tabled until the Annual Meeting.

OLD BUSINESS

- Boiler update – Donna Skaggs reported that the boiler has been installed and is working well. With the new efficient boiler Donna is tweaking the sensors for more comfort levels in both buildings. We will be changing companies that handle the boiler chemicals and testing. Due to updated state regulations for boiler systems, it is now required to have ventilation louvers above the boiler. The cost for the louvers is \$10,780. The labor is estimated at \$12,000. We will not pass state inspection without these installed. Parts have been ordered.

NEW BUSINESS

- Election Committee – Gayle Dorsey from the Dartmouth building and Karen Schellinger from the Willow Terrace along with Donna Skaggs will count the votes on December 5th.
- Smoke alarm system – The old system is being repaired frequently and a new system will be very costly due to rewiring requirements. Estimates are being obtained.
- 2019 Budget – Discussed in Executive session.
- Consolidating Committees – This will be the New Board's (2019) responsibility and it will assign new committees. The two standards, landscape, guest room and fitness will all work together as one committee and report to the

Board and not to Donna. Personnel committee will be Donna and Emily Hosea. A motion was made by Bob Maddox to adopt a rule, that past Board presidents may attend meetings and speak, but not vote. Bill Seiller seconded the motion; the vote was taken and unanimously carried.

- Willow Terrace Roof – There is a water pond under the roof. Fourteen core samples were taken and all except two filled with water. The roof condition is bad and must be replaced. There are two types of roofs to possibly install, both of which are very expensive. The first bid received from Ray Nolan Roofing was \$171,000 for the granulated modified system and \$150,000 for a PVC style. Donna is obtaining bids from at least two more companies one has already measured and others have been called. Financing to be discussed in Executive Session following the Regular Board Meeting.
- Willow Terrace Terracotta Terrace – A 20 square foot area of terracotta tile needs replacement. There have been numerous problems getting the tiles ordered and to match. Donna met with Douglas Riddle about options. It is recommended to replace all of the terracotta tiles with limestone pavers. Limestone pavers can be easily obtained locally for future repairs. The estimated cost for the pavers for the entire terrace is \$5,130.65 plus labor. This cost can be absorbed in the 2019 maintenance budget. The pavers could also be extended to the sidewalk in which the estimated cost for the terrace all the way to the sidewalk would be \$14,268.45 plus labor. Decision has not been made.
- Structural concern in basement/boiler room. There is a beam in the boiler room that is failing and at risk of collapse, this must be addressed immediately. An Architectural Engineer is being brought in to advise on repairs the engineer will cost \$1,000. The loading dock is cracked and leaking water over the boiler. The loading dock is currently in process of being repaired and recoated for a cost of \$7,750. The roof over the boiler must also be repaired. The first bid from Ray Nolan Roofing is \$31,900. Donna is obtaining at least two additional bids.

ADJOURNMENT 8:30pm

EXECUTIVE SESSION until 9:00pm – Discussed budget matters and financing options to fund projects which must be soon completed.

Minutes submitted by Missy Bland, Treasurer

Annual Board Meeting – Thursday December 6, 2018 – Willow Terrace Lobby