

## Dartmouth-Willow Terrace Regular Board Meeting Minutes

March 21, 2019  
Dartmouth Lobby

Board Members Present: Bob Maddox (Pres), Bill Seiller, Anita Henkel (VP), Tomese Buthod (Sec), Penny Shaw (Treas), Maryhelen Greaves (via telephone.)

Others Present: Donna Skaggs, Carolyn Whalen, Lucy Leath, Carole Pardue, Wayne Jenkins, Corky Sachs, Craig Buthod, Emily Hosea, Chenault Conway, Eleanor Maddox, Jim Pitt, Cindy Carroll, Ann Cobb, Stew Cobb, Connie Sorrell

OPEN SESSION 7:00pm 15 minutes

- Connie Sorrell described the very difficult situations in many apartments this winter after the installation of the new boiler. Ms. Sorrell asks that the board make adjustments to the heating system a priority so we don't have the same problems next winter. (Donna addressed this in the Building Report, below.)
- Jim Pitt said the loading dock area still looks terrible and needs to be corrected. (Donna addressed this in the building report below.)
- Many people voiced appreciation for the new elevator floors of marble tile. They like how the new floors complement the lobby floors.

CALL TO ORDER: 7:07pm

APPROVAL OF MINUTES from January 17th, 2019. Bill Seiller moved to approve as written and submitted. Anita Henkel 2nd. Unanimously carried.

FINANCE REPORT - Donna Skaggs and Penny Shaw

- March maintenance will be over budget due to Dartmouth emergency light repositioning and purchase of new carts for both buildings. Donna expects the maintenance budget to smooth out in the next few months.

- We received a small refund from the insurance company, as they had overcharged us.
- The special assessments are being put into the reserve account as they are collected. The planned amount of \$151,468 in the reserve account is still on target to be achieved by the end of the year.
- There were unexpected expenses for steam leaks and elevator breakdowns.
- Maintenance supplies were higher this month due to overlap of switching from old supply company to new. Should be considerably less going forward.
- Donna was asked at the Exec. Committee meeting earlier this month to clarify Standards Committees budgets, donated funds, expenditures and carry-over amounts. Donna prepared a summary document (attached to these minutes) showing these amounts since Evans Prop. Mgt. became our management company.
  - As of March 2019, the Dartmouth Standards Committee has \$4,063 remaining in the overall budget for 2019, and the Willow Terrace Standards Committee has \$507.82.
  - Separate checking accounts for both committees will be in place soon (Dartmouth has one, Willow Terrace is in process of setting theirs up) and in the future, if at year end there are unspent amounts in the Standard Committees budgets, the Association will transfer the amounts to the respective committees. In this way, the committees may “save up” money for bigger projects in the future, and the association budget will be more clear.

Bill S. moves to approve the financials, Anita H. seconded. Unanimously carried.

#### BUILDING AND GROUNDS REPORT - Donna Skaggs

- Marble tile floors for both building passenger elevators was completed this week.
- Regarding the inconsistent heat levels and pipe noises that everyone (particularly WT residents) have been suffering through this winter - The manufacturer of the boiler came in. There are older systems that the new boiler was connected to, and some of those systems need attention. Most recent is the boiler “brain,” which is 4-years old. A new one was approved by the board (\$4600) and is being installed.

- 3 different companies are involved in the running the boiler - the boiler itself, the “brain” and the water chemicals. All three must work together, and seem to be doing so.
- Recommended that all traps in all apartments as well as in the common areas be assessed this spring and replace traps that aren’t working.  
Donna will get bids for the “full sweep.”
- Regarding the WT loading dock - Repairs are expected with the onset of the next good weather conditions.
- Projects being prioritized by the board include the replacing of the WT terrace tiles and repairing or replacing the brick walkway to the Dartmouth front door. Combined total of those two projects could be around \$80,000.00
- The Dartmouth common interior common areas will be deep-cleaned around April 15th, after the front hall carpet installation which is scheduled for April 8-12. Will include the brass doors and elevator brass in both building. Brass to be cleaned and coated.
- Fire department inspection on Dartmouth 11th floor finds that a wall and ceiling tile that were removed for renovation of 11B need to have at least the ceiling replaced for proper working of sprinkler in that area. Tommy Arnold, owner of 11B, said he would do whatever needed to be done. Bob M., Penny S. and Chenault Conway to assess it and relay to Donna.
- 3 bids have come in for WT roof. Bids are \$177,470, \$203,050 and \$226,164. Ray Nolan Co, is the middle bid and they are the company who replaced the Dartmouth roof. Evans-PM recommends going with Nolan for consistency and that Nolan knows the buildings pretty well. Bill S. motioned to approve that choice, Penny S. seconded. Vote unanimously carried.
- Walk-off mats for both buildings will be replaced soon with new ones. New ones will be black and grey, in keeping with current color schemes in both lobbies.

#### GROUNDS REPORT - Donna Skaggs and Tomese Buthod

- Tomese Buthod, Board liaison for grounds, has met with interested residents in both buildings and has a list of desires for the entire property. She is also getting some bids on some things such as the brick walkway repairs and birdbath maintenance for WT, etc. A scheduled “interview” with tree maintenance companies has been postponed.

- Tomese will be meeting with current grounds companies to discuss ideas for simplifying the grounds somewhat to reduce maintenance expense.
- Some immediate plans include: Dead plants will be removed. “Pocket garden” between the buildings will be simplified. Additional hostas to be added to WT border on north side of building. Monkey grass to be removed from under the 3 dogwoods on northeast corner of property and used to fill in spare spots in other beds. Bed along the WT service driveway will be filled in with perennials.
- The company that deals with the irrigation system was here this week and replaced several broken watering heads.

#### STAFF REPORT - Donna Skaggs

- The owner handbook will have a statement added to Section 3.1 - Office and Staff, that any issues with Staff need to be reported to Donna in a timely manner.

#### COMMITTEE REPORTS

##### Willow Terrace Standards Committee - Cindy Carrol

- Emergency lighting needs to be moved into the corner of the stairwells for better illumination, as was done in the Dartmouth. The current e-lights are also the stairwell lights at the front doors of the 1 stack and are on all the time. By moving the e-lights, new lighting is needed for the stairwell.
  - Wall sconces were selected at \$437.00 each for 6 floors.
  - Moving of e-lights and installation of sconces will cost \$3984
- These items were put on the board “project” list for consideration with other projects and sequencing.

##### Dartmouth Standard Committee - Chenault Conway

- Front hall refurbishing project is wrapping up.
  - Painting complete
  - Refurbished original light fixtures, including re-wiring.
  - Brass kick-plates for doors that didn’t have them.
  - Brass numbers for all doors ordered
  - Door knockers can be re-installed if individual owners wish to do so.
  - Carpet ordered to be installed April 8-12.

- Carpet was not in the current budget and the committee wanted to complete the updating project all at the (relative) same time. The committee privately paid for the carpet, with Board approval, in the hopes that the 2019 or 2020 overall budget would allow for reimbursement to the donors. This was the structure used a few years ago for the upgrading of the HVAC system in the Dartmouth lobby.
- The committee is considering establishing standards for furnishing the hallways, but that is well down the road from now.

#### Guest Room - Donna Skaggs and Tomese Buthod

- Tomese and Anita are the guest room committee. Last year, a proposal was drawn up by Bittner's to update the room. Their proposal was \$31,000. Tomese and Anita have done preliminary pricing on various alternatives and feel the room can be completely updated over several months with a total budget of \$8,000-\$12,000. The updates will not be done all at one time, but spread over a few months to work around association cash flow and current reservations of the room, so as not to disturb any guests. The new budget includes floor refinishing, painting, new lighting and towel bars for the bathroom. The funds for the updating will come out of the maintenance line-item.
- Tomese made the motion to approve the updating budget, Bill S. second. Vote taken and unanimously carried.
- After the room is updated, a rate increase proposal will come to the board for approval.

#### Fitness Room - Eleanor Maddox

All equipment seems to be working fine. The committee would like to have the Bowflex machine removed as soon it can be arranged. Donna to work on getting it removed. Scheller's checks all machines, even the ones we did not purchase from them.

#### Windows - Craig Buthod

Tommy Arnold is still working on his initial submission for window replacement. Craig attended the Cherokee Triangle Association annual meeting last weekend, introduced

himself and made a brief “presentation” to the CTA on status of our landmark buildings, which are approaching their 100th anniversaries. He described the multi-million dollar issues we have in maintaining these buildings - with getting new roofs, boilers, etc., but the buildings are showing their age and we are dealing with water encroachment. He just wanted the CTA to be aware that we are trying to save and maintain these buildings for another 100 years. He will be attending the CTA monthly meetings, with the purpose of gaining the support of the CTA as we start to petition for window improvements. He is also planning on meeting with Brandon Coan to gain his support, as this could be the biggest redevelopment project in the district.

#### NEW BUSINESS;

- Executive Committee Established

Bob Maddox has formed an Executive Committee of himself as President, Anita Henkel as VP, Penny Shaw as Treasurer and Donna Skaggs as building manager. The committee will meet monthly to closely review the budget and expenditures, This will not have a quorum of the board and no votes or actions can be taken. Donna will relay “minutes” of the meeting in her weekly update which goes out each Friday.

- Distribution of the Evans Property Management evaluation report (Anita H. chaired this agenda item.)

The 1st evaluation of EPM strengths and weaknesses is completed. The question before the board is whether to distribute the report or just a summary. Bob made a motion to send the report summary to unit owners in the association, Tomese seconded. During discussion, many considerations were presented and no clear consensus was established. Bob made a motion to table the decision to the next meeting, Tomese seconded. Vote unanimously carried.

- Bob reminded everyone that Donna is our building manager and as such, has many tasks on her shoulders. To help relieve her of some of the administrative burden, Tomese, board secretary, will be sending out the agendas and notifications for board meetings.

Bill Seiller wanted to go on record as one of the owners with the longest connection to our homeowner association and many property management

companies, Evans Property Management is by far the best we've ever had, and in his opinion, things are running much smoother now than ever.

**OLD BUSINESS:**

There was no old business.

**ADJOURNMENT:**

Meeting adjourned at 8:30pm.

**NEXT MEETING:** May 16th, Willow Terrace lobby