

**DARTMOUTH-WILLOW TERRACE CONDOMINIUM
ASSOCIATION**

1412-16 WILLOW AVENUE, LOUISVILLE, KY 40204

BOARD MEETING MINUTES

MAY 16, 2019 WILLOW TERRACE LOBBY 7:00 PM

In Attendance: Board Members -- Bob Maddox, Penny Shaw, Anita Henkle, Bill Seiller, Zac Meihaus, Tomese Buthod

Guests -- Emily Hosea, Connie Sorrell, Carol Purdue, Ann & Stew Cobb, Rhoda & Ken Bell, Carolyn Whalen, Wayne Jenkins

Open Session

15 Minutes

Bob

- Connie Sorrell pleaded again for assurances that the boiler issues will be resolved before the need to heat this fall/winter. Her unit was unliveable this winter due to the noise. Bob apologized, as the service companies have thought they've found the problem several different times and then another problem presented. Bob and Donna believe the steps in place this spring and summer with the various boiler systems and replacement of the accumulator tank for the vacuum system should fix it. (More detail in building report below.)
- Carolyn Whalen asked what is taking so long in getting the WT porch replacement, which has been on the project list for over a year. The recent patch is good for now, but this is the entrance to the building and it really should be right.
- Emily Hosea asked about the list of projects/needs for the buildings and would like it shared with all residents so they can better see the full picture of needs and desires. She understands prioritized items must be shifted as new, more pressing issues arise. Bob responded that the Board is working on prioritizing the list and it will be shared.
- Ann Cobb asked about the wire that is still hanging over the Willow sidewalk. Donna relayed it was difficult to get any utility agency to claim ownership for it. We now know that Spectrum owns it, but as it is high enough not to be a danger, it is not high enough on anyone's list to get a ladder out to cut it off much higher up. Donna does not want the staff climbing on ladders to cut it off, so it is here for now.

- Ken Bell has observed that the property needs to be cleaner/tidier. The WT garage floor needs to be cleaned. There is a neighborhood Junk Pick-Up day coming on June 6 that we should take advantage of to clear out junk from storage units. There is a lot of trash in the alley by the dumpster and Jefferson Co. Development needs to be called when trash is all over the alley. Wayne Jenkins noted that when walking his dogs early and late in the day he sees illegal dumping happening.
- Wayne Jenkins asked for status on the deep cleaning of stairwells. The freight elevator is filthy and gets ones clothing dirty if you brush up against the walls. The passenger elevator corners of the molding is very dusty. Donna reported the cleaners did one pass of the stairwells and the stairs were so dirty it is going to take a 2nd cleaning. They should be back soon to finish.
- Carol Pardue noted the wash bay in the WT garage is being mis-used with long-term parking instead of loading/unloading only. Also parking in the firelane is going on.

Meeting Called to Order at 7:15 by Bob Maddox, Chair

Approve Minutes 3/21/19 Meeting Tomese, Sec

- Tomese apologized for incorrect version of March minutes being sent out shortly after the March meeting. The correct set is on the website.
- Bill motioned to approve the minutes, Anita Seconded. Vote passed.

Finance Report Budget YTD Status Donna

- Donna presented a report on funding for WT roof (attached.) There are 2 roofs - the Building itself and the roof over the boiler. Total for both roofs is \$203,050. As of right now we do not have funds on hand to fully pay for the project, but with timing of payments due and collections of special assessment the roofs will be paid for.

Buildings Report--Boiler/Heating Status, Other Projects Donna

- Boiler - reminder that the project has been expensive because of new regulations/codes, so we had to go beyond just replacing the boiler itself. The system noises were much worse in the WT than in the Dartmouth due to the location of system components, and Connie Sorrell's unit unfortunately has received the bulk of noise. All

components (sensors, control module, vacuum breaks, traps, etc.) have now been replaced and updated, with the one remaining item of installing an accumulator tank for the vacuum system. This receives overflow condensation and acts as a buffer so when the condensation is too hot it can pull from this tank and release into this tank instead of pulling water from the boiler or pushing the hot condensation back into the pipes. Cost for the tank (\$8000) and installation will be around \$10,000 and the vendor (Alpha) will set-up a payment plan for us. The tank will be installed this spring/summer and will be tested. The loud banging, now should be due to our not having this tank.

- Penny motioned to approve the expenditure, Bill seconded.
The Vote passed.

- Traps will be an ongoing issue as they go bad more frequently than other components, but they can also be replaced more easily.
- Painter for WT loading dock “skirt”, back doors, front porch doors is due this week (Friday.)
- Donna has been looking for someone to clean the light fixtures in the WT, but has not yet found someone to do it.

Committee Reports:

Grounds

Arborist Report

Tomese

- Tomese & Donna have met with 2 tree company certified arborists - Green Haven and Limbwalkers. Green Haven recommended a comprehensive trimming/tree removal program for \$8700. Limbwalkers recommended a significantly smaller program of trimming only, their arborist felt that overall our trees look very good. The proposal for trimming from Limbwalkers is \$3500. (The tree on Edgeland that is intruding on the WT garage roof, the Saucer Magnolia next to WT needs to be trimmed away from the building, the oaks on Willow need trimming, and the large maple nearest corner of Edgeland and Willow needs trimming/dead limb removal. The columnar oaks on the WT entryway need shaping.)
- Both companies declared the tree on Beringer to be dying and is beyond saving. It should be replaced this fall. Andrea Santos will be contacted for that.
- Bob suggested we put this on our project list for prioritization and possibly be done 3rd quarter.

Staff Personnel Status Emily H and Donna

- Dana left with no notice, leaving us in need of a new staff person ASAP. Donna had 5 people signed up for interviews, but only 1 person showed up. He is a former Kroger meat department employee who enjoys customer service and loves cars, so the Dartmouth garage didn't scare him. Emily worked with the Board and Donna on creating a hiring process including a drug test for the final candidates. Donna used this process and if all drug and background checks are clear, then "Gary" the new guy will start next week.
- Carla is now doing 1st shift on Mon and is also the person called when we need shift fill-in. Mike is her back-up.
- Tomese motioned to approve the hiring procedure, Bill seconded. The vote passed.

WT Standards Awnings Donna for Cindy C

- Front door awning on WT has been removed, new small awnings for the 2 side doors have been installed. New benches that will replace the concrete benches on the loading dock will be presented at the July meeting for approval.

Guest Room Status Report Tomese

- Improvements for room will be very slow in happening over the remainder of the year due to budget and how frequently the room is already booked.
- Old carpet removed, terrazzo floor buffed, new baseboard molding being put down, area rug (\$530) in place. Walls painted same colors as Dartmouth lobby.
- Next items planned are bedding and lighting.

Windows Status Report Bob

- We are in a waiting mode - Tommy Arnold should have his hearing within a month on his need for windows in 11B. As soon as the date of the meeting is known, it will be shared so as many as possible can attend in support.

New Business Rental Percent Status Donna

- Bob asked Donna for the rental percentage in the buildings. We are at 23% for the entire Association. It breaks down as 18 rentals in Willow Terrace and 1 in Dartmouth. Bob asked if there was anything that can or should be done about rental percentage. Bill didn't think so. Short-term rentals are not allowed and that is where most issues, financing and otherwise, would arise.

Old Business Evans Evaluation Distribution Bob

- Item was tabled from March meeting. Tabled again until July meeting.

Next Board Meeting July 18, 2019 Dartmouth Lobby Bob

Adjourn