

Dartmouth-Willow Terrace Regular Board Meeting Minutes

January 17th, 2019
Willow Terrace Lobby

Board Members Present: Bob Maddox (Pres), Bill Seiller, Anita Henkel (VP), Tomese Buthod (Sec), Penny Shaw (Tres), Zac Meihaus, Maryhelen Greaves

Others Present: Emily Hosea, Wayne Jenkins, Chenault Conway, Gayle Dorsey, Eleanor Maddox, Craig Buthod, Connie Jaquith, Missy Bland, Jim Pitt, Lee Deters, Amanda Miller

OPEN SESSION 7:00pm 15 minutes

- The staff was very appreciative of the holiday gifts.
- A request was made for routine touch-up of scraped paint around loading dock and garage hallways. Donna will add that to routine maintenance list.
- Dartmouth Standards Committee requests that all contractors clean the hallways (mopping, dusting) each Friday during extensive projects.
- There is now only one staff person per shift and with the current load of renovation projects requiring many freight elevator trips each day, the staff is very busy. As projects wind down, that should ease, and in the meantime, Donna is helping out on known busy times.
- The Website is up-to-date, and through a contractor it is updated monthly.
- Reminder to schedule the guest room through the website.

CALL TO ORDER: 7:10pm

APPROVAL OF MINUTES from November 15th, 2018. Bill Seiller requested a rewording of statement concerning reworking of committees, which will be reflected in minutes for January 2019 meeting. Bill S. moved to approve, Maryhelen G. seconds. Vote taken and unanimously carried.

FINANCE REPORT - Donna Skaggs

- Maintenance was under budget for 2018, but the boiler replacement put the association well over-budget for the year. There is \$166,416.15 in the operating account. The 2 CDs were not touched.
- Our insurance has been paid for the year, and it increased \$3000 this year. Donna was asked if we could look at getting prices from other insurance companies as we have not done that for a few years.
- The special assessments are being put into the reserve account as they are collected.

- There were unexpected expenses for steam leaks and elevator breakdowns.

Bill S. moves to approve the financials, Anita H. seconds. Vote taken and unanimously carried.

BUILDING AND GROUNDS REPORT - Donna Skaggs

- Installation of louvres for boiler room code compliance is almost completed.
- Steam traps that have failed are being replaced in the common areas. At completion, pipe noise should be somewhat reduced and heat more consistent.
- If residents feel something is wrong with the heat Mon-Fri, they should contact Donna. Staff can not change any settings for the heating system. On weekends, heating problems are to be given to the staff and will handled through Evans Prop. Mgt.
- Dartmouth front hall painting project is underway and being paid for out of reserves.
- Maintenance man Tommy no longer will be here on a set schedule, but will only be here on an as-needed project basis for better budget control. Maintenance needs must be given to Donna through the forms in the WT office and Dartmouth garage.
- Dartmouth Standards Committee requests that the emergency lights be moved for better illumination of the black stairwells, taking advantage of the wall repair and painting currently underway. One was installed in the desired location for a thorough test of the improved lighting. This will cost \$8,700, which will come from the monthly maintenance allotment. Tomese B. moves to approve, Bill S. seconds. Vote taken and carries unanimously.

CURRENT ANNUAL CONTRACTS REVIEW - Donna Skaggs

We have contracts with the following companies:

- Greenway Landscaping (mowing/weeding/snow removal) No price increase this year except tax.
- Garden Designs (landscape annual care, shrubbery, fertilizing, etc.) No price increase this year except tax.
- Crawford Design (website maintenance) No price increase this year.
- Ampro (pest control) No price increase this year.
- Mats (D - WT logo rugs in common areas) no increase this year.
- Spectrum (cable and internet) no increase this year.
- Alpha (Boiler) maintenance no increase this year. Also, as needed pricing the same.
- Chardon, deals with the chemical balance in boiler water paid monthly.
- Scheller's (Fitness Room) paid quarterly no increase this year.
- Murphy Elevator maintenance and monitoring paid quarterly and as needed for repairs. No increase this year
- Fesco (Fire safety and monitoring) no increase this year.

Copies of contracts are available to residents upon request.

STAFF REPORT - Donna Skaggs

- No turnover for 6 months, seems to be very stable
- Some specific maintenance tasks (polishing, buffing, etc.) will be taken on by staff before or after their regular shifts at their current hourly rate. The Staff has stated they are in favor of this arrangement.
- Donna mentioned the staff is kept very busy by a few Dartmouth residents with multiple car parkings a day. Rather than issue a rule regarding car parking frequency, Donna was asked to contact those residents directly about their parking needs.

COMMITTEE REPORTS

As committees are currently being reconfigured to eliminate duplication and become more effective, there were no reports at this time. Committee reports will resume at the March meeting.

The intention is that committees will make recommendation to the Board for approval and action, and that committees document decisions for better communication among residents.

A concern was raised by Bill Seiller about the decision by the Dartmouth Standards Committee that there would be no unit door adornment allowed after the painting project is completed. WT residents were given the same "rule" after that painting project and there is still confusion about the authority of the decision. After discussion, it was decided to table the decision until the March board meeting for a final vote on the recommendation, allowing residents to see how the hallways look after the painting project is completed.

OLD BUSINESS

Fire Safety System - Donna reported that Fesco will provide a budgetary price for updating the system. Maintaining the existing system is becoming costly.

NEW BUSINESS

Board and Committee assignments

Residents wishing to volunteer for committees should contact a board member, as committees are being structured now.

ADJOURNMENT 8:25PM

NEXT MEETING March 21, 2019 Dartmouth Lobby