

DARTMOUTH-WILLOW TERRACE CONDOMINIUM ASSOCIATION

1412-16 WILLOW AVENUE, LOUISVILLE, KY 40204

BOARD MEETING MINUTES

JULY 18, 2019 DARTMOUTH LOBBY 7:00 PM

In Attendance: Board Members -- Bob Maddox, Penny Shaw, Anita Henkel, Bill Seiller, Zac Meihaus, Tomese Buthod, Emily Hosea (Mid-year appointed replacement for MaryHelen Greaves, who sold her unit.)

Guests -- Connie Sorrell, Carole Pardue, Ann Cobb, Rhoda & Ken Bell, Wayne Jenkins, Julie Johnson, Craig Buthod, Donna Skaggs, Chad Evans, Janet Parrish, Cindy Carroll, Missy Bland, Chenault Conway, Lee Deters, Eleanor Maddox, Gayle Dorsey

Open Session

15 Minutes

Bob Maddox

Missy Bland noted that she recently had her air-conditioner coils cleaned, and asked that a reminder be sent to all residents that cleaning air-conditioner coils and keeping the filters changed help them to run more efficiently.

Bob added that also keeping draperies and blinds closed during the heat we are currently having also help keep the air-conditioners from having to run so much.

Missy asked if the cause of unexpectedly high water bills has been found and addressed. Donna believes it has - there was a broken irrigation line that was repaired, and a rain meter added to the irrigation system. The most recent water bill was much lower.

Wayne noted the irrigation around the Dartmouth fountain does not appear to be working. He voiced he has concerns about the status of window policy - The status will be explained in the Window Committee report later in the meeting.

Connie asked if we have a date for the testing of the boiler system? Yes, will be explained fully in the building report

Call to Order at 7:10pm

Bob Maddox

APPROVAL OF MAY MEETING MINUTES: Bill S. moved to approve, Anita 2nd. Motion passed.

FINANCE REPORT:

Donna Skaggs, Penny Shaw

As of the Board meeting there is \$130,319.27 in the money market account. There are two CD's totaling \$100,858.54. The operating account right now has \$8,503.89. The total assets as of the July meeting were \$239,681.70. The Special Assessment is tracking as expected. Funds for scheduled payments for the WT roof replacement are on track.

We are currently over-budget, but that is typical for our annual cycles.

Donna is confident we will catch up over the remainder of the year.

However, we are holding off on purchases and repairs that are not critical, and staff has been asked to help look for ways to cut \$3000/mo from the maintenance budget.

The boiler and the elevator issues at the start of the year is where the problem came from. There are also 2 significant invoices from Alpha Mechanical due to the boiler - \$18,000 may have to come out of the reserve fund to pay those.

Due to the timing of payroll this month and when the monthly homeowner fees will come, we need to make another temporary transfer from the reserves for payroll. The amount will be replaced immediately upon receipt of the August fees - this is the same structure as last month. Tomese moved to approve the transfer, Bill 2nd. Motion passed.

The cost of the Dartmouth hallway cleaning was higher than anticipated.

Tomese moved to approve financial report, Bill 2nd. Motion passed.

BUILDING REPORT:

Donna Skaggs

The new tank for the boiler system is ready to be installed on July 19th. As soon as we have a few cooler days (temperatures in the 70s) the system will be tested, with the expectation we will have confirmation the horrible banging noises of this past winter has been solved.

Willow Terrace roof is scheduled to begin at the end of August. It will take a month to do the work. We want to have the work completed and paid for in calendar year 2019.

The roof replacement will be organized such that they will begin on one side of the building and work across in sections. Chad will have a color-coded drawing to show where the work will be occurring.

Donna met with the engineer on the visually suspicious beam in the boiler room that supports the loading dock. He said it looks worse than it actually is for the good news that he does not feel we need to replace it. He has suggestions for more minor repairs to continue appropriate maintenance.

A major renovation is to begin soon in Dartmouth 5A and the owners know they must follow the renovation guidelines. There is a new owner in WT-89 doing cosmetic work. 63 has not submitted their plan yet. 54 and 53 recently sold and the new owners do not plan to do any changes.

GROUNDINGS:

Donna Skaggs, Tomese Buthod

A rain meter was installed for \$125 and 3 sprinkler heads were replaced.

STAFF REPORT:

Donna Skaggs, Emily Hosea

Annual reviews are underway. Staff Committee is participating in the process. Service improvement exercises are underway. Donna reports the staff feels they are working more as a team. She wants to start a monthly staff meeting. Evans Property is trying to create a stronger team environment and staff seem to be interested in the approach.

WILLOW TERRACE STANDARDS COMMITTEE: Cindy Carroll, Janet Parrish

Janet asked to officially revisit tabled items from March meeting. Now that the loading dock has been re-sealed and trim repaired around the perimeter, the Stds Committee would like some seating. Teak benches at \$800 have been recommended by Bittners - they weather well in an out-door setting and the price is the best they have been able to find online or locally. Janet moved to approve the expense, Tomese 2nd. After discussion of the budget constraints, motion failed.

Second item is movement of emergency lighting in WT hallways and addition of wall sconces. A bid from Alternative Electrical of \$3984 for fixtures and labor was presented. Janet moved to approve the expenditure as soon as the budget allows. Penny 2nd. Motion passed.

Other items - there are several areas of chipped paint, dangling wires, the fountain, etc., that are non-critical but need to be addressed. Are these things the staff can do in slow periods of their shifts? Donna will check with the staff and see what can be done.

Standards Committee asked about the timing for replacement of carpet in the WT hallways - they know it will be an expensive project as the hallways are so large. They would like to use the same carpet chosen for the Dartmouth hallways. Bob asked if it could be done in 2 phases instead of all 8 floors at once. WT Stds will consider that. For now, the desire for the replacement carpet is noted and will be addressed when 2020 budget is developed.

DARTMOUTH STANDARDS:

Chenault Conway

Chenault reported that since the by-laws state specifically that personal items are not to be placed in common areas (the front halls) that the Stds Cmte. proposes grandfathering all existing items for the foreseeable future. She has made photographic documentation of every floor which was sent to the board. In the future as funds permit, the issue will be revisited to consider a standard look in all hallways, but that is too far down the road.

Chenault moved to approve leaving all current items as is. Penny 2nd. Motion passed. Discussion included that as units turn over and hallway furniture changes, any new features to currently empty halls or changes to existing arrangements, that the Standards Committee will work with residents on the floors to approve chosen furnishings.

A related issue is that some of the current hallway furnishings are attached to the building in such a manner that when they are removed, there will be necessary repairs. Chenault moved that as current owners leave and take their furnishings, they will be financially responsible for repairs to walls and floors to restore them to the same state as all the other hallways. (paint, carpet, etc, where damage has occurred.) Tomese 2nd. Motion passed.

GUEST ROOM:

Donna Skaggs, Tomese Buthod

New bedding has been purchased. We now have 2 complete sets of bedding for each bed and 3 sets of towels. Room changes between guests should be easier and faster for the staff with the additional linens. Donna is working with the staff on the room set-up and cleaning between guests. The room is now booked for several weeks. A new light fixture for the bathroom vanity has been purchased and will be installed later. The bedding and lighting were a few hundred dollars.

The next major expense will be cabinetry, but that will be postponed until the budget stabilizes.

WINDOWS:

Craig Buthod

Craig reported for the Windows Committee he chairs on behalf of the board.

Wayne Jenkins asked for clarification on the HOA plans for windows - if this is a project for all windows, why aren't we getting bids? Craig re-iterated that this is not a project for all windows.

Craig reminded everyone of the board action last December confirming that apartment windows are the property of individual owners, not the HOA. Owners are responsible for the maintenance of their own windows. The issue of window repair and replacement has been discussed at several board meetings since that action.

Many owners wish to replace the original windows and unoriginal storm windows with modern replacement windows, and as our buildings are in the Cherokee Triangle Historic Preservation District, any such replacement must be pre-approved by the city's historic preservation process and committee.

Tommy Arnold applied to the city for approval to replace the original windows in his 11th floor unit with new windows that look identical to the original ones. The Cherokee Triangle Architectural Review Committee (CTARC) handled the request.

The D-WT Board has asked Craig Buthod to be the spokesperson for the HOA in working with the CTARC in support of Tommy's request.

The Cherokee Triangle Association (the neighborhood association) endorsed the Board's proposal to develop a window plan for our buildings to keep them viable for at least another 100 years.

Tommy received approval to replace his windows. The CTARC approved a double-paned window that looks identical to the original windows. He has already ordered the windows and they will be installed as soon as they are received.

The window committee proposed to CTARC to work with them on how D-WT owners could:

- Re-work their existing windows
- Replace their windows with an accepted standard replacement window
- Leave their windows alone

Members of the CTARC said they understand that multi-story condominium buildings are different from free-standing houses and that the normal process and criteria for replacement windows may not work in exactly the

same manner. They suggested the HOA work with the Planning Department staff to develop a window plan to guide individual owners. Craig and the windows committee will continue to work on this plan and will report back at future board meetings.

NEW BUSINESS:

Bob Maddox

MaryHelen Greaves resigned from the board. Emily Hosea was appointed as the replacement.

A contract addendum with Evans Property for oversight of major contracts and projects that specifically includes Chad Evans has been drafted. Bob sent it to board members for review with the intention of approving at this meeting. Due to a technology difficulty, many members did not receive it, so it will be resent and an email vote will used for approval.

A CPA review of bookkeeping by Evans Property Mgt for the association is expected. Donna will report on status at the next board meeting.

OLD BUSINESS:

Bob Maddox

None at this time.

ADJOURNMENT 8:40pm

NEXT MEETING: September 19, 2019, Willow Terrace lobby. 7pm.