

**DARTMOUTH-WILLOW TERRACE CONDOMINIUM ASSOCIATION
2019 Co-Owners Annual Meeting**

**December 5, 2019
Willow Terrace Lobby, 7:30pm**

AGENDA & MINUTES

Call to Order 7:35 by President Bob Maddox 55.8% of the membership present in person or via proxy.

Roll Call of Board by Tomese Buthod, Secretary. Present: Bob Maddox, Anita Henkel, Bill Seiller, Emily Hosea, Penny Shaw, Tomese Buthod

Proof of Meeting Notice - per by-laws. Timely notice was sent to all owners by Donna Skaggs, Evans Property Management. Along with notice was meeting agenda and proposed budget for 2020.

Approval of 12/6/18 Minutes Motion to approve by Tomese Buthod. 2nd by Bill Seiller. Motion passed.

COMMITTEE REPORTS:

- **STANDARDS COMMITTEES**

Willow Terrace Standards declined to give a report at this time.

Chenault Conway, chair of Dartmouth Standards reported: This has been a big year. Front hallways were repainted. Hallway carpet replaced. Original light fixtures cleaned, rewired and re-installed. (Two had to be replaced.) Emergency lighting was moved to better illuminate the black stairs. Elevator floor replaced with marble (as was WT elevator.) A

painting and a decorative urn were purchased for the lobby. New Walk-Off mats to coordinate with the new color scheme and to protect elevator marble (in the winter) were purchased (also for WT.)

- GUEST ROOM (Anita Henkel and Tomese Buthod)

Due to very limited budget, a few updates were accomplished in 2019. The room was painted. Old carpet was removed and terrazzo floor cleaned. An area rug was purchased. New bedding, decorative pillows were purchased. Originally we planned to change bathroom fixtures to a rubbed bronze finish, but we realized there is a lot of exposed chrome plumbing that will always be present, so the decision was made to stay with the vintage chrome fixtures. A new lighting fixture in a chrome finish was purchased, and we need an electrician to install it. For 2020, the next items on the list is a better cabinet arrangement for microwave, coffee and refrigerator. After that is installed, we recommend the rental price be raised.

- LANDSCAPE/GROUNDS (Tomese Buthod)

Grounds are in pretty good shape after an intense weather year. Too much rain this spring, followed by a very long hot and dry late summer/fall. Trees were assessed by two tree companies, and light pruning was recommended. Hopefully the pruning will be funded in 2020. In late summer, the landscaper accidentally killed large patches of grass while attempting to kill weeds. Areas were re-seeded and the grass came back beautifully.

Landscaper is stumped as to why nothing will grow on Baringer Hill - soil has been tested, replaced, fertilized, etc. and the ivy will not grow there. Tomese noted that weather is getting more intense and iratic. The grounds are lovely but they are subject to many environmental factors that make it expensive to maintain. As different plants are considered for addition or replacement in the property, she urges the HOA to consider the maintenance expenses.

- **ELECTIONS FOR 2020 BOARD**

66.8% of owners voted. Sue & Bob Cobb (8B) assisted Donna Skaggs in the counting of ballots. The 2020 board is as follows: Bob Maddox, Penny Shaw, Bill Seiller, Ann Cobb, Ken Bell, Karen Schellenger, Scott Miller. Bob thanked Anita Henkel for 16 years service on the board.

- **WINDOWS COMMITTEE (Craig Buthod, not present)** There has been no developments since the November board meeting. Tomese Buthod read the report from the November minutes. Tommy Arnold and Jeremy English hosted an open house for all owners on Dec 4th so everyone interested could see firsthand how replacement windows look and feel. At least 30 owners have expressed serious interest in replacing their windows. The committee was introduced - new resident Charles Raith and Earl Dorsey have recently joined the committee. Bob Maddox noted this is going to be expensive, but it is highly desired and will be a major priority for 2020 to get applications into the city.

MANAGEMENT COMPANY REPORTS:

- **BUILDING AND GROUNDS**

WT roof is finished. Boiler room roof replacement will start next week, and is to be completed in 2019. Boiler noises are still being investigated and efforts to reduce them are ongoing. Significant improvements have been made from last winter. Traps are being replaced, pipes insulated, pressure regulated, etc. The boiler room is 100% to current code with venting and other requirements.

Loading Dock for the WT is now completely water-tight.

The irrigation system had a major leak this summer and was repaired.

Repairs to back hallways were completed.

The WT Basement was cleared out of all junk, thanks to Ken Bell and Craig Buthod.

The parapet wall over 11A will be examined via a drone camera, as water continues to come into that unit. Donna is getting prices for repairs.

The decorative scrolls and urns on the WT parapet wall are crumbling. Urns are currently wrapped in tarps to prevent pieces from falling. The urns themselves are stable, but pieces are breaking away. The decorative scrolls are allowing water to get under the new roof. Repairs are being priced by 2 local companies with strong reputation and knowledge of the buildings.

The first electric car has been purchased by an owner and the board is considering how to establish policy and chargers.

The Project List that was mailed to all owners with the meeting notice and budget is a list compiled by Craig Buthod. Donna gave him all the items she had on her list, along with suggestions for priority. Many owners also contributed items they are concerned about. Craig used the maintenance schedule recommended by a consultant several years ago to draft a priority proposal. The budget committee of the board refined that list, which will be the starting point for the 2020 budget. All owners are asked to provide input to the board on the priorities.

Chenault Conway thanked Evans Property Management for their 7 years of dedicated service to our wonderful buildings. Bill Seiller added that he has lived here for 33 years and has seen many management companies, and Evans has been the best, by far. All in attendance gave several rounds of applause to Chad and Donna. They will be with us until December 31st and they are working with Geoffrey and Associates which will officially take over management on January 1st, 2020.

- **STAFF COMMITTEE:** Emily Hosea

We transitioned to a new staffing management arrangement in August. Melissa Newton was promoted to supervisor in August. Melissa and Emily have been working closely with Donna in the transition. Turnover has flattened tremendously. We had one employee leave in August after 2 years, and no one has left since. Replacing that position has been difficult - the job market is very tight. Emily feels they have a couple of strong candidates, but asks if any owner knows someone who might be a good fit

to encourage them to apply. Emily thanked committee members Rhoda Bell, Bill Seiller and Phyllis Florman for all their work on the committee.

- **BUDGET AND FINANCE:**

This has been an exceptional year with unexpected expensive repairs to the elevators and the boiler. The reserve fund was used to pay for those, so it is lower now than planned this time last year.

The special assessment for the roof covered the WT roof replacement as planned.

Evans Property personnel (Chad Evans, owner, and Donna Skaggs, manager) took leave at this time.

- **GEOFFREY & ASSOCIATES INTRODUCTION**

Geoff Wilkinson, owner of our incoming management company, introduced himself. In brief:

19 years experience. Managed The Commodore condominiums for the past 13 years. Knows Chad Evans and has a very good relationship with him. They are working together on the transition.

Our books and check-writing will be handled by an outside contractor. Staff will be paid via direct deposit. Geoff will have no contact with our funds, only the board and the bookkeeper.

He is looking to establish an in-house part-time manager/maintenance person. That person will be shared with the Commodore. Due to the need for Geoff to train that person, 2020 will be slightly more expensive for the HOA. He sees that after the manager is fully onboard that our management expenses will be significantly reduced.

He is establishing email structures for more efficient and effective communication.

Geoff is eager to get to know the HOA members and to learn the ins-and-outs of our buildings.

OFFICER REPORT and 2020 budget:

President: Bob Maddox introduced Charlie Pye (5A) a retired CPA who worked with the board's budget committee. Charlie explained that the amount each owner will be paying in 2020 will be a little different than in 2019. The assessment is going to be continued in 2020 to help rebuild the reserve, but it will be going down 3.8%. That amount is being shifted to the monthly HOA fees, as they have not been increased in 5 years, but our utility and other expenses have increased. So the monthly amount we have been paying in 2019 will be continued in 2020, as well as an additional \$6/month to cover the increased contract price for Spectrum for cable.

The Board and budget committee has assessed our reserve needs as items on the project list were reviewed, and it was decided that we must rebuild the reserve fund. The board cannot commit for how long past 2020 the assessment will continue - that will be up to future Boards each year. Now that everyone has the project list, Bob encourages everyone to review it, and provide input to the board to help prioritize the items.

Emily Hosea asked that big items that have recently been finished - roofs, boiler and components, carpet, etc. be included on the list so we can keep them in mind that they will eventually need to be updated/replaced again. (Hopefully, not for a long time!)

The board voted to accept the proposed budget at the November meeting. Bill Seiller asked that members consider joining the budget committee - the board needs to know what members are concerned about.

ADJOURN:

At 8:45, Bill Seiller moved to adjourn the meeting. Tomese 2nd. Adjourned until December 2020.