

DARTMOUTH-WILLOW TERRACE CONDOMINIUM ASSOCIATION

1412-16 Willow Ave, Louisville, KY 40204

BOARD MEETING MINUTES

November 21st, 2019 Dartmouth Lobby 7:00pm

Attendees: Board: Bob Maddox, Anita Henkel, Bill Seiller, Penny Shaw, Tomese Buthod.

Guests: Julie Johnson, Charlie Pye, Eleanor Maddox, Chad Evans, Donna Skaggs, Craig Buthod, Carol Pardue, Sue & Bob Cobb, Missy Bland, Tommy Arnold, Connie Sorrell, Scott Miller, Ann Cobb

AGENDA

Open Session

15 minutes

Bob

Tommy Arnold is hosting an open house on Dec 4th, 6:30-8:30pm for all DWT owners in his newly finished 11B unit. Come check out the new windows! Tommy will try to have the Anderson Window representative at the open house to answer any questions you may have. Tommy is thrilled with the windows - no drafts, rattling, the apartment is much, much more quiet.

Ann Cobb asked what provision would be made for electric cars in our garages. This was researched and discussed in the Sept, 2019 board meeting - those minutes document the findings. In short, a regular electric outlet will charge an electric car with the cable that comes with the car - it is not a fast charge, however. Fast chargers are not inexpensive and would require dedicated spaces. With our current number of outlets, the slow charge system can be used immediately and as the demand requires is, the fast chargers can be added later.

Craig Buthod cleaned out the basement of the WT, with help from Ken Bell. Also, the elevator room on "12" of the Dartmouth is now cleared out, with Tomese & Craig Buthod doing the clearing out and Charlie Pye providing space in his demolition dumpster. Tommy Arnold is now ready to finish the partial wall around the new air-conditioner unit for 11B, and will install a panel wall to allow easier access in the future.

Missy Bland asked if the dead boxwoods in the planters on the WT loading dock could be cut back/off and new ones put in next spring. Donna will tell our landscapers to do so.

Meeting called to Order at 7:10pm

Approve Minutes **Sept 19th and Oct 25th** **Tomese**
Minutes for the regular September board meeting and the special October meetings are ready for approval. Bill moved to approve, Anita second. Passed unanimously.

Finance Report **Budget YTD SStatus** **Donna**
Our money market account currently has \$72,000. \$57,050 will be paid soon to Nolan Roofing for the WT roof. \$10,885 and approx. \$10,000 will be transferred from the operations account in December, leaving a balance of approx. \$36,000 in the money market account. We have a proposal to replace the boiler room roof - \$31,900. If we do that this year, the money market will finish with \$4000 at year end.
Nolan has scheduled to do the boiler room roof in December.

The budget is still trending to end the year approx. \$17,000 in the red.

Two audits were completed - the annual financial audit and we were chosen for a random employment tax audit.

The financial audit was strong - copies distributed to the board.

The employment tax audit found we were correct in not taxing staff birthday gifts, they are not taxable. We were not paying taxes (for the time the audit covered) on the June bonuses. The overpayment of one tax can be applied to the other areas, and we will still have a small credit! As of 2019 the June bonuses are being taxed in accordance with the guidelines.

Bill Seiller moved to approve Finance report. Penny second. Passed unanimously.

Buildings Report

Donna

By-laws Appendix C: Rules & Guidelines for Work in Units, Article 2:

Paints/Stains/Protective Coatings to be amended to read: “Co-owners and their contractors are to use Low VOC products for painting, staining and all protective coatings including but not limited to, varnish and polyurethane.”

Tomese moved to approve, Bill second. Passed unanimously.

This new rule will be distributed to all owners and included in online by-laws on the HOA website.

Unit 85 in the WT has no cold water. It is the last unit on the cold water plumbing, and has been vacant for about 1.5 years. Sediment has built up and the plumber does not recommend blowing or snaking it out for fear of tearing up the pipes. So, the floor in that unit will have to be torn up to get to the pipe. This will be an HOA expense. Donna to send a memo to all that if a unit to be vacant or unused for a period of time that it must be checked for water issues. Connie Sorrell wants the pipes in her walls checked as they are making odd noises. Donna will arrange that.

Boiler: There are still some issues with banging, always at night, making it difficult for the boiler company to diagnose the problem. The noise is less than last year. Refinements to boiler pressure are helping with the noise. The Dartmouth lobby thermostat must not be raised higher than 71 or the sensors for the rest of the building will not kick on.

Boiler room roof: Now that the WT roof is finished, except for a few punch list items, a big water problem in the parapet walls has become apparent. The decorative scrolls sitting on the parapet walls are crumbling and water is coming in under them. Also, the decorative urns are in serious condition of decay. Nolan Roofing has placed tarps to stop water from getting under the new roof, but the parapet walls must be repaired. Restoration companies are being asked for price quotes.

Chad recommends removing the urns immediately as they are an imminent danger of falling. (Update - the urns were wrapped on Friday, Nov 20th to prevent pieces from falling until the urns can be removed.) Bill Seiller moved to give Chad authority to remove the urns, Tomese second. Passed unanimously. Chad will work with Bob on urn project coordination.

After board approval at the October meeting, the deposit to begin work on the Dartmouth roof terrace has been paid to the contractor. \$17,000 has been repaid to the HOA. The terrace is expected to be completed in January 2020.

Committee Reports:

Grounds

Tomese

Grounds are in good shape, the grass has grown back. Fountains will be turned off the day after Thanksgiving.

Tomese mentioned to the group that our grounds are very complicated with many different types of plants that all require and compete for water and sunlight quite differently from each other. Weather patterns are changing and our urban environment is not gentle on such a landscape. She urges that as we go forward to be mindful that the more we put out in the landscape, the more we have to maintain, and already our maintenance budget is one of the biggest line items in the operating budget.

Staff**Emily**

No report. Board will have an executive session immediately following this meeting to discuss staff needs.

Windows**Craig B.**

28 owners have contacted Craig with serious interest for new windows. A new owner in the WT is Charles Raith (unit 89) and he is working with Craig on the committee. He is an architect, he used to work for Louisville Metro and has much experience in historical preservation. Another former city employee, Bill Schreck (friend of Craig's) who was the director for Licensing, Permits and Inspections and was over the city planning department, is also volunteering to work with the committee to help with the window application. Earl Dorsey has joined the committee. An application to go to the city is being developed.

Regarding the new windows in 11B, the color of the exterior wrap was matched to the original building color, not to the color on 11A.

Old Business:**Management Company Contract****Bob**

The contract for the new company was received today and Bob has sent it to the board members for their input on the details in it. There will be an email vote to approve it once it is finalized with Geoff Wilkinson.

New Business:**2020 Budget****Bob**

A budget committee chaired by Gayle Dorsey has been meeting for the past few months to develop the 2020 budget. This will be a transition year, as we move to different bookkeeping structure to improve cash flow and clearer lines of delineation between the operating and reserve funds. All vendors will be instructed not to perform work with only verbal permission from owners - only the board or building management will approve any expenditures for the property.

Monthly fees and assessment levels for all owners will remain at the 2019 amounts for 2020. The proportion will be split differently in 2020 - monthly HOA fees will go up 3.9% and the special assessment to rebuild the reserve fund will be 96.1% of the 2019 level. All owners will have a \$6 increase in the Spectrum cable/internet fee, as Spectrum has raised their rates.

Bill Seiller moved to approve the submitted budget from the committee. Tomese second. Passed unanimously.

Project List

A list of capital projects was prepared by Craig Buthod, based on input from many owners and items addressed in past board meetings. The list was used in the setting of the 2020 budget. The list of all projects will be sent to all owners.

**NEXT MEETING: Annual Meeting
DECEMBER 5th Willow Terrace Lobby 7:30PM**

Adjourn