

Dartmouth-Willow Terrace HOA Corp.  
Association  
1416 Willow Ave., Louisville, Ky. 40204

Board Meeting Minutes  
March 19th, 2020 Teleconference 7:pm

Attendees: Bob Maddox, Bill Seiller, Scott Miller, Penny Shaw, Ken Bell, Karen Schellinger, Charlie Pye, Geoff Wilkinson, Cam Jarvis

#### Agenda

Meeting Called to Order at 7:00pm and a Quorum was Present.

Approve Minutes: January 16th

Penny moved to approve the January 16th minutes, Bill second. Passed unanimously.

Finance Report:

Charlie said we were under budget on most items except the boiler repairs which consisted of the “knocking” repairs for \$3200.00 and the valve repair for \$3600.00. He noted that we are still short one employee. Payroll expenses were \$6100,00. Charlie pointed out that the budget for payroll is too low. Charlie made a motion to accept the financial report, Bill second. Passed unanimously.

Building Report:

Boiler: Cam Jarvis reported that repairs had been completed except for unit #24. #28 owner said the noise had improved and did not happen at all hours of the night. Cam recommends all units be checked at the beginning of the the season. She said each owner should be responsible for issues with traps and other malfunctions which impact the entire system. Ken said bills should be sent to owners who have had repairs within their own unit. Geoff will look into other boiler companies. He stated that there are many more parts to the system than just the boiler itself.

WT Roof: The roof has been completed.

Unit 11A: BJB quote on work \$110,000.00 (estimate about \$250,000.00 if all the top floor were completed). Bill asked for specific areas where the

leaking has occurred. Cam replied that leaking is in several areas. Geoff suggested we get several other bids and tackle this problem incrementally. #88 at Willow Terrace has the same problem. Cam received a bid of 15,000.00 to repair the roof top urns and 11,000.00 to remove them. Geoff said the urns can be fabricated inexpensively. No need to involve Landmarks.

Staff/Extra Cleaning Schedule: Cam sent a memo to the staff outlining cleaning and disinfecting of surfaces, door handles, handrails, elevator buttons, and common rooms for both buildings. Staff will deliver packages to to WT doors for now. Hands-free sanitizers were put in both garages. She will send out another memo about the corona virus. Geoff said not to close the gym. Bill suggested one person in the elevator at a time.

Open Session Questions sent to Cam Jarvis:

Gale Dorsey 11A: The windows in apartment 11B of the Dartmouth are the wrong color. They would like a response from the board about what they believe to be a serious breach of both the integrity and appearance of the building. Bob Maddox suggested that the dark screens were the problem. He proposed asking the owner to remove one of the screens. Ken Bell plans to talk to the Dorseys about this problem.

Chenault Conway Garage Office: Bob said the Dartmouth Standards Committee would like the HOA to pay the \$676.96 for new office furniture for Dartmouth garage. Charlie said HOA should pay as the office is for all employees. Charlie made a motion for HOA to pay the amount. Karen second. Passed unanimously.

2019 Financials: Charlie motioned we wait to publish the 2019 financials until we have the audit and then will post the audit. Bill second. Passed unanimously.

Missy Bland Door Handle: Geoff will talk to fire inspector.

New Business:

Bill made a motion to give Diana the bookkeeper \$1000.00 bonus for extra work in the transfer of bookkeeping. Scott second. Passed unanimously.

Geoff Wilkinson presented a Staffing Study to the Board for its consideration. He would like to move the D/WT staff to Ready Valet, and use Ready Valet as our staff source and management. Karen made a motion that we hire Ready Valet and make the transition by April 1st. Charlie second.

Discussion: Bill Seiller mentioned his concerns; cost, potential loss of good and faithful employees, Ready Valet's employee policies. Scott suggested we meet with Ready Valet's owners for more information. Ken supports this move to Ready Valet. Charlie called the question. Ken second. Bill said there had not been a full discussion of the motion. Karen's motion passed 5 to 2.

Geoff will arrange a meeting with the Ready Valet owners and the D/WT Board.

Next Board meeting is 5/21/20 at 7:00pm Willow Terrace Lobby.

Meeting Adjourned 9:10 pm.