

Board Meeting Minutes

Live Meetings at Willow Terrace

June 17, 2021

7:00 PM

Attendees: Bob Maddox, Scott Miller, Douglas Riddle, Carl Tannehill, Susan Gittleman, Geoff Wilkinson, Cam Jarvis, Penny Shaw (briefly via zoom)

Agenda

Open Session-

Bob Maddox

Anita Henkel brought up the problem of door decoration- in particular, a Christmas wreath on the 6th floor. The standards committee has ruled no personal items, but the rules have not been enforced. Anita Suggests that the board should enforce the rules which appear in the bylaws but not in the handbook. Bob M. suggests a reminder letter that could be sent out directing all Christmas decor be taken down by January 6th. Check Next Meeting.

Package delivery- Douglas Riddle investigated several options but ran out of time due to pandemic interference. No final report tonight. For now, people will continue to come to the office for pickup. The biggest issue appears to be the choice of total package delivery or keeping items locked up safe in the office. Bob recommends continuing to look for a solution.

Call To Order

Bob Maddox

Approval of minutes on April 15, 2021: Unanimous Approval.

Financial Report

Gayle Dorsey

Presented by Scott Miller

January Through May 2021.

The 2020 CPA Audit is nearing completion and will be posted on the Owner's Corner once finalized.

Revenue for the first 5 months was \$348,271. We are under budget by \$2,951 largely due to lower guest room rental and moving in-and-out charges. We are optimistic that we can make up this shortfall.

Operating expenses for the first five months were under budget, we ended the period with a net income of \$16,005 following our monthly transfers to our reserve account. The reserve account balance at the end of May was \$205,268.

Building Report

Cam Jarvis

Cam distributed a handout to all board members and the project list is posted on the Owner's Corner.

Anita Henkel brought up the problem of parking in WT garage. Before covid there was a plan in place to restripe. This plan includes the removal of the wash bay to enlarge the parking spaces. Bob Maddox said there is no reason for further vote, and the striping will be done.

A vote was taken on the desperately needed repairs on 11B at the Dartmouth. This includes numerous leaks and tuck pointing. Geoff Wilkinson noted that the repairs on 11A were successfully completed. The vote was unanimous on \$81,350 for the project.

Expense will be taken from Reserves.

Dartmouth Fountain

After some discussion led by Douglas Riddle, it was decided not to repair, or replace the lights inside the fountain. Geoff will check the landscaping lights. Some of them are out or the timers might need to be adjusted. No decision made but will follow up next meeting.

Beam Project

A motion was made by Scott Miller to pass the DWT boiler room structural repair of the beam and seal up water intrusion areas. The project of \$15,050 was passed unanimously. The money will come from the reserve.

Elevator Brass

The money was allocated for DWT brass professional stripes and refinish on elevators. The cost will be \$4,775. Geoff pointed out that this should only be every other year.

Dartmouth garage pipe repairs were approved - repair completed at approx. \$5,800.
Sprinkler fire panel replacement was approved - repair completed at approx. \$6,000.

The HOA is purchasing a washer/dryer of a previous resident for in house use; staff can stop using pay washers to wash guest linens, towels, etc. The cost will be approx. \$300.

New Business

Chenault Conway expressed concern about the WT ladder. This ladder runs between the top floor of the WT to the roof. Geoff says it is sound and is included with the elevator inspection. There is no problem with the door as long as the key is used properly. No action was taken.

Emily Hosea brought up the 100th anniversary of Willow Terrace. She will check with Joseph & Joseph to make sure of the completion date. It may be 1923, not 1922.

Guest Room

Chenault Conway and Anita Henkel requested a \$3000 budget for a face lift on the guest room. Things included would be pillows, chairs, lamps, bench, and a new rug. Scott Miller suggested there should be some kind of approval by residents. Anita suggested an open house of the guest room when finished; also, people could voice opinions on Owners Corner. Douglas Riddle made the motion to approve the money and it passed unanimously.

Windows Report

Scott Miller

We need a uniform standard for all window replacement in the Dartmouth-Willow Terrace. A blanket approval for both buildings would give people the go ahead for replacement. The blanket approval relates to having the Cherokee Triangle Architectural Review Committee and the Guidelines for Preservation Districts be revised to allow blanket approval for a high rise building as opposed to seeking approval unit by unit.

Description of Replacement Windows was based on windows that already have been approved by the Cherokee Triangle Architectural Review Committee and any Government body.

Window exterior color is Sherwin Williams Prairie Grass.

Scott Miller put forward the following motion- second by Douglas Riddle and approved unanimously.

Full Description follows:

Rectangular Double-Hung or Casement Replacement Windows

Replacement window units shall fit the existing masonry openings. The size of the window and brick mold shall allow for a maximum 3/8" sealant joint at the perimeter. The use of trim to accommodate windows to the masonry openings is not permitted. Windows shall be Andersen E-Series or equal, constructed of kiln-dried clear pine or other suitable fine-grained lumber, water-repellent preservative treated, sheet or extruded aluminum cladding mechanically bonded to exterior exposed wood members, including brick molds, mullions and sills which shall match existing historic profiles. Cladding shall have a high performance two-coat, thermo-cured finish system consisting of primer and fluoropolymer color topcoat to match the approved color sample.

Double-hung and casement sash shall be full (not simulated) divided light and match the existing window type including muntin patterns, with clear dual or triple-pane insulated glass and tilt-in operation for cleaning from the inside. Muntins shall match existing historic profiles and dimensions.

Weatherstripping shall be designed for complete concealment when the window is closed. Insect screens shall be micro-fine stainless-steel mesh (Andersen "TrueScreen" or approved equal).

Rev. 3 (6/10/2021)

Meeting ended at 8:25 PM