

Dartmouth Willow Terrace HOA Board Meeting Meeting Minutes

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| Meeting Date: | Thursday August 19, 2021 | Meeting Time: 7:00PM |
| Meeting Location: | Zoom Meeting | |
| Meeting Host: | Bob Maddox | |

Meeting Attendees

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| Bob Maddox | Scott Miller | Douglas Riddle | Carl Tannehill | Susan Gittleman |
| Penny Shaw | Gayle Dorsey | Geoff Wilkenson | Cam Jarvis | |

Meeting Summary

| Area of Focus | Agenda Topic/Discussion | Follow-up Task |
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| Open Session - <i>Bob Maddox</i> | <p>Bob: Welcome to the board and owners listening. 8/19 Dartmouth Willow Terrace HOA Board Meeting</p> <p>2 Inputs: Missy Bland: 8 item list. Bill Seiller email.</p> <p>Missy's questions with Geoff and Cam's responses:</p> <ol style="list-style-type: none"> 1. Willow Terrace passenger elevator not accessible for wheelchairs or carts 2. Loading dock entry door difficult and unsafe for many weeks - can it be adjusted 3. Ramp into garage is unattractive. <i>Thresholds will be looked at going into the garage. Mission of being functional not aesthetically attractive. The floor is not level, and it takes an industrial ramp that we can manually adjust. We will take a look at all those thresholds.</i> <p>Board comment: <i>There is now a ramp leading to the garage and it is an improvement for those with wheelchairs. The door closing will be looked at.</i></p> <ol style="list-style-type: none"> 4. Chandeliers have a variety of wattages and lightbulbs can they be uniform? <i>We are working to replace bulbs floor by floor basis when bulbs go out, but we will not be removing good bulbs.</i> | <p>Geoff and Cam to examine thresholds for elevator and garage ramp.</p> |

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| | <p><i>We did try to remove extra-bright bulbs. We are trying to have lights consistent floor by floor.</i></p> <p>5. Further training at recycling needed with residents and staff on the new procedures <i>We've put out communications 3+ times on what the city will and won't take. If there are specific incidents regarding staff, then we would like to know. The city changed last month to every other week pickup. We have ordered extra bins but there is a backlog.</i></p> <p>6. Some staff seem to lack proper training. They do not recognize some issues. <i>Please let us know what those specific issues are. Tim is working with new people and they have improved based on feedback. We will see info from the survey in a couple weeks.</i></p> <p>7. Work in garage and issue of abandoned car that needs removal. <i>Based on availability and supplies work will be done. HOA's legal advisors have said to not address the car until other legal issues have been resolved. This is part of a bigger issue with that unit. Unit summary: We are up to them owing ~\$25,000, there are some dates in August that are important and if they will provide an answer. Then we have another 10 days to respond. Sometime early to mid-September we should know if we are moving to a judge hearing the motion for summary judgment to put it on the commissioner's docket. This is unit 85.</i></p> <p>8. Development of an emergency guideline for all types of emergencies: <i>This has been communicated in writing. In any emergency that is life or safety related including smell of gas, the authorities should be called first. Order of calls: 911/authorities; staff, and then management. Douglas: I wonder if one of Missy's concerns is for situations like a tornado? Geoff/Cam will look into a list for earthquake/disasters. There is a list in the office for the staff, of those who need assistance in case of fire/earthquake.</i></p> <p>Email from Bill Seiller: I believe our staff is doing a great job under unreasonable pressure. I believe RV management is doing an inferior job in several areas. Staff is overworked and doing too much overtime. It appears RV cannot keep a full staff.</p> | <p>Board members should bring any specific incidents of staff and recycling to Geoff and Cam.</p> <p>Geoff and Cam should report on status of additional bins at next board meeting.</p> <p>If there are specific issues with staff, board members should discuss the incident with Geoff/Cam.</p> <p>Geoff/Cam to look into a list for earthquakes/disasters, report back at next meeting.</p> |
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| | <p>I recommend that a committee be made up to investigate all actions and complaints to report back to the full board with recommendations.</p> <p><i>Comments from Geoff:</i> <i>No one has paid overtime since RV took over. They have been affected by the hiring shortage. They are trying to hire constantly. They have enough people to staff the buildings. If RV has to pay overtime, then it does not cost the Dartmouth/WT anything.</i></p> <p style="text-align: center;">A resident called to express her concern about COVID and restarting spraying of the building. She thought we should hire professionals to clean inside the building instead of the valets wiping things down.</p> <p><i>Geoff: The board should discuss what they want to do but we just got off of spraying. The staff has picked up their sanitation duties. Other COVID efforts follow KY recommendations. There is an expense if we want to take up spraying again.</i></p> | <p style="text-align: center;">Geoff will post/email relevant information on tasks staff will do.</p> |
| <p>Call to Order</p> | <p>All board members are present. There is a quorum to conduct official business.</p> | |
| <p>Approve Minutes</p> | <p>6/17/21 minutes Susan moves to approve, seconded. The minutes are approved unanimously.</p> | |
| <p>Finance Report Gayle Dorsey</p> | <p>Bookkeeper sent reports to the board.</p> <p>Gayle: Revenue is currently under budget by approximately \$1,000. Although guest room revenue has improved, we continue to fall short on our “move in and move out” fees. This topic needs to be reviewed at the fall budget meeting. We received a delayed payment for laundry in the amount of \$1,898.</p> | <p style="text-align: center;">Gayle/Geoff/Cam to review utilization of “in and out”/elevator use for 2021, if the budget is appropriate.</p> |

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| | <p>Our over budget expenses were caused largely by the need to purchase a new fire and safety panel for \$9,500 and elevator repairs cost \$8,000.</p> <p>As of July 31st we have positive cash flow of \$3,953.</p> <p>The reserve fund has a balance of \$215,356</p> <p>With respect to reserves, there will be a drawdown of 90 - 100 thousand to cover Dartmouth 11B tuck pointing and the repair of a beam in the boiler room.</p> <p>Gayle motions to approve the financial statement as presented through the end of July. Passed unanimously.</p> | |
| <p>Buildings Report</p> | <p>Cam: On tuckpointing, to update everyone: When they get to the garage area they will send an update.</p> <p>Douglas: Fountain lights. My recommendation was that replacement and repair would be about \$2,500. Removing the lights is \$600. My recommendation is that we remove them. This would be done after the fountain is turned off in fall.</p> <p>Geoff: No insurance concern. Also, the gates were not an insurance concern.</p> <p>Douglas: I met with Bluegrass Ornamental Iron, and we agreed on a standard gate. Per BOI, the gate isn't an issue with city code because it isn't locked. This proposal is a gate at the top of the stairs and wraps the railing into the new gate to stabilize the railing. It's loose and hasn't been addressed. Cost: \$2,435.</p> <p>Vote breakdown: Scott: Yes Carl: Abstain</p> | |

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| | <p>Susan: No Penny: Yes Douglas: Yes Gayle: Yes Bob: Yes</p> <p>Proposal passes. We will put this on the project list. We will put this in the 4th quarter.</p> <p>Cam: Boiler room beam repair will happen the week of the 23rd. They may have to block the dock area. Passenger elevator brass cleaning has been scheduled around the 23rd. Elevators would need to be down 6 hours. A notice will go out. Executive committee decided to leave the decision of what time of day to Cam and staff. Kitchen drainpipe leak repair is affecting 2 units and next week or the week after this will be addressed and a notice will be sent out.</p> <p>Package Delivery at the Willow Terrace: Douglas: There are 3 options.</p> <ol style="list-style-type: none"> 1. We deliver packages to doorsteps at Willow Terrace as happened during the beginning of COVID. A staff member has to be available, and this could only take place during 3rd shift. There is the issue of packages piling up if a resident is out of town 2. Restructure the mailroom to where residents could use wands to let themselves in. 3. Continue with current system. <p>This will be held off until the October meeting, to see if the Willow Terrace members can determine what the issue is and relay it to Douglas.</p> | <p>Gate at Dartmouth entrance will be put on the project list for 2021 Fourth Quarter.</p> <p>Cam will provide more information when available on the boiler room repair.</p> <p>Cam will provide more information when available on when passenger elevators will be out.</p> <p>Scott, Carl, and Susan will reconvene to evaluate Willow Terrace mailroom issue. They will create a brief survey to share with Willow Terrace members.</p> |
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| | <p>Cam: Still a couple people on Willow Terrace side having issues with hot water. Repair person will come on Friday to check things over again.</p> <p>Question about power outage and elevator breaking down again: Issue with the elevator: A breaker had to be reset and fuses needed replacement. Murphy said it would be cost prohibitive to surge protect.</p> <p>Fire Plan: To overhaul the Fire Plan would cost \$56,000. This is on the project list for 2022 or later. The system is 20+ years old and outdated. We are currently in code and inspected at least twice yearly.</p> | |
| <p>New Business</p> | <p>Fitness room proposal from Eleanor Maddox and Missy Bland: Committee would like to put two issues on project list.</p> <ol style="list-style-type: none"> 1. There is a leak on South Wall. Water stands on the floor. We would like leak fixed. This could involve painting and possibly replacing a some of the floor. 2. Exercise equipment is 14 years old and dying. <p>Schiller reports that the equipment (recumbent bike, elliptical machine, and treadmill) is safe but will not last. They can no longer replace the parts. One recumbent working fully. Two treadmills are working. Order of priority (unless a piece dies entirely): 1. Recumbent bike, 2. Elliptical, 3. Treadmill.</p> <p>Leak on South Wall: Two concerns: Hydrostatic pressure and mold. Cam also expressed concern at executive committee.</p> | <p>Eleanor Maddox will write up proposal for exercise equipment</p> |

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| | <p>Concern that leak and mold could be dangerous and should be addressed immediately under general building maintenance.</p> <p>Equipment on project list for 2022. Leak will be a maintenance issue, Geoff and Cam will get back to board with issues as soon as possible.</p> | <p>Cam/Geoff will review the leak and report back to the board as soon as possible. Must be addressed by October meeting at the latest.</p> <p>Exercise equipment will be added to project list for 2022. Each piece of equipment is a separate project.</p> |
| <p>Old Business</p> | <p>Scott's statement occurred after financial report: Scott: (moved up) The committee has met several times. Last month the board adopted a uniform window. Now we're working on revising the city's guidelines. We checked with other states, and we found NYC has guidelines recently that differentiate high rise buildings from residential. Charlie Raith and Jim Hopkins are involved. They will present revisions to the city planning and design group. Following, revisions go to committee of landmarks commissions, then Metro council and then the mayor's office.</p> <p>We are in favor of preservation. To treat these buildings the same way as 100 years ago is inefficient and impractical. Goal is a blanket approval of whole building. We tried to adopt a uniform window at the last board meeting.</p> <p>Cable: Spectrum, who currently does cable, is proposing a new contract. We are currently under annual deal that can escalate 6% a year.</p> | |

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| | <p>Proposing a 5-year contract that increases channel offerings. In turn they give a lock of 4% increases. Pricing will stay the same for a year. They will pay \$8,300 commission/bounty if we agree to 5 years. The first year they do not increase but will go 4% up after that.</p> <p>Vote unanimous in favor of the Spectrum contract, which would start 12/13/21.</p> | <p>New Spectrum contract to go into effect 12/13/21.</p> |
| Next Board Meeting | <p>Next Meeting: October 21, 7pm. It will be determined at a later time whether the meeting will be in person or on Zoom. Meeting ended 8:46pm</p> | |