

**Commonwealth Terrace Cooperative, Inc.  
Board of Directors  
Meeting Minutes  
August 21, 2013  
7:00pm – 8:30pm**

**Present:**

**Absent:**

<input checked="" type="checkbox"/>	Ryan Thompson	Board President	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bryan Runck	Board Vice President	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Michael Billington	Board Treasurer	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Danielle Mahoehney	Board Secretary	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Tasneem Anwar	Board Director	<input type="checkbox"/>
<input type="checkbox"/>	Prabin Bajgain	Board Director	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Hina Mittal	Board Director	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Touba Khurshid Malmi	Board Director	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Shipi Kankane	Board Director	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Scott Creer	Housing & Residential Life	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Kris Graham	Manager	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Shanea Schmelling	Minute Taker	<input type="checkbox"/>

**1 absences**

**Meeting came to order  
at 7:00PM**

## Introduction

## Rules

- Raise hand to speak
- Two minutes per turn
- Give everyone a chance to participate
- Stay calm
- Be respectful
- Be Prepared and read Board Packet in advance
- Inform President or General manager if you are going to be gone or late

Time Keeper: Ryan

Process Assistant: Bryan

## House Keeping:

1. **What date and time works for 2013-2014 Board meetings**
  - a. Third Tuesday of the month
  - b. Next meeting will be September 17<sup>th</sup>
2. **Review National Night out Event**
  - a. All wards went well, but some residents were hesitant to show up at start of the event
  - b. UMPD expressed the difficulty when the wards are spread out and not in one gathering space.
  - c. Suggested to invite the UMPD to the Spring Event when there is a large gathering as well as .
3. **Assign Terrace Times article for September- Due August 29<sup>th</sup>**
  - a. Hina will write something about Guest policy.
4. **Ryan's ISSS Findings**
  - a. Contacts from ISSS will come to discuss questions in October meeting.
  - b. Put 10 minutes on September meeting agenda to discuss what needs to be provided to ISSS contact before she comes in October.
5. **Board members to attend New Resident Orientation- August 22<sup>nd</sup>.**
  - a. Ryan, Mike, (Bryan, Tasnem) 6:15pm

## Approve: Packet/Agenda/Consent Agenda

*Bryan moves to approve the consent agenda. Seconded by Danielle. 7 approve. 0 oppose. 0 abstain.*

**General manager's Review of agenda format and management report, a look at GM's qualifications and job description and answer any questions about the GM position.**

Objective: a time for the board to get to know the GM, ask questions and learn about the position of General Manager.

- Management Report: All staff members gather information and give it to General Manager to compose in a complete management report.
- Question about water issue developed on a unit that was already waterproofed.
  - Unit is vacant until it can be decided if it can be fixed.
  - Update to be given next month to see where the progress is.
- Manger provides the job description and resume to help explain to new board members what the position entails and why the manager is in the position and is capable of this position.

**Scott Creer, UM Liaison; monthly update:****1. Up-date on Composting through the University**

- University price: \$24 for every pick up as frequently as needed.
  - This was given on an example for 3 sites. It is \$24 for the day, not per site.
  - \$15 for 1 ton (2000lbs) of a pick up.
  - Dose the University provide the container?
    - Would need to be discussed with U to accommodate the needs.
    - People for pick up need to be able to lift the compost.
    - Bags might be
  - Weekly pick up at 3 sites would be \$2,028/year.
  - Landcare has compost that CTC could have access to if needed.
- Would like to consider this for future.
- Kris will discuss with staff if this is a viable option and what logistics need to de worked out.

**2. Creosote logs were found outside community center in dig site.**

They are a hazardous material and need to be treated as it is contaminating and needs to be tested. Doesn't know if it will affect time line of project.

**3. Submit for waterproofing for 3 buildings. Hope to still have it done by winter.****A review of the Current Bylaws—Nomination Committee, How can this committee be more effective?**

- Can remove University liaison working from Nomination Committee in bylaws.

- Suggest to appoint 3 board members serve as Nomination committee in the January meeting. These members would contact those that the entire board suggests as possible future board members.
- Each month between meetings, the bylaws can be rewritten on month topic.
- If a full rewrite is not needed in the end, it will be kept on file for all future board members.
- All rewrites will be given to Donna, attorney, and then go to University's attorney for review and approval.
- Ryan and Hina will rewrite this month's topic.
- If all changes are needed. Bylaws need to be announced 90 days in advance before Spring Meeting.

### **Review of the Current CTC Guest Policy:**

- Main Concerns:
  - Is this standard for everyone?
    - The policy is standard, but the occupancy number is different per apartment.
  - Concerned about the people floating around CTC that we don't know about.
  - Adding an extra occupant uses extra utilities that should be paid for.
  - Difficult to enforce and almost impossible
- Board members can inform management if they know of any neighbors with unregistered guests. Management can send letters.
- Policy is good, but the issue is more about how it can be enforced.
- **It should be posted in Terrace Times monthly.** "It is always better to come to the office before the office has to come to you."
- Incentive? Offering those who registered guests into a drawing for a "free guest month". This could be a possible drawing twice a year?
- Suggest- 1. monitor through visitor parking pass. 2. Online registration rather than in office (google form).
- Public service announcements and potentially online registration option sound good.
- Ask about whom the visitor parking pass is for when people pick up passes.
- Utilities can only be tracked per building, not unit.
- Education to the residents!
- Is there a system where the ward rep could keep track of number of occupants? Board members come together with ward reps to enforce or report what they see.

### **Landscape task force presentation of work for past year—Bryan Runck**

- **History-** The landscape task force was instituted because it was felt that there was a lack of the big picture at CTC. Landscape should be thought about in 10-20 year periods. This

grew out of concerns of pesticide/herbicide usage, soil erosion and loss of trees. Initial discussions with U of M land care has been done to think long-term and they seem excited to work with sustainable land care .

- **Vision-** CTC was originally a wetland. We now need to think about our landscape as a wetland; rain gardens and Sarita.
- **Future** - Also thinking about a 20 year time scale- Sarita has had back flow of water in past rains. It is not functioning how it was designed and we need to entertain the thought of how this is going to affect us long term. We should also consider nurse trees at this time in case large storms may damage our large trees. There is also the potential Ag options to use on CTC property on the North end.
- **Funding sources-** plenty of local funding sources.
- **Barriers** – Amount of time to lay out of complete vision. We are property managers and not land owners so this slows down the decision making process and networking.

Good thoughts that need to be coalesced to a single 1-2 page document.

Board would like to see an actual proposal from the landscape committee – with funding options and what the large projects would be or with no funding what we could complete for such smaller projects.

#### **Suggestions for Future Agenda Items:**

- September
  - Composting results
  - Another section for bylaw review
  - ISSS discussion points
- October
  - ISSS Discussion with guest
  - Budget?
- January- approve the budget

#### **Closure and Evaluation**

**Meeting adjourned at 8:30pm**