

**Commonwealth Terrace Cooperative, Inc.
Board of Directors
Meeting Minutes
August 20, 2014
6:00pm – 8:30pm**

Present:

- Michael Billington
- Tasneem Anwar
- Lisiane Pruinelli
- Touba Khurshid Malmi
- Shipi Kankane
- Prabin Bajgain
- Radhika Vernekar
- Divya Bhaskaran
- Fahad Kidwai
- Scott Creer
- Kris Graham
- Shanea Schmelling
- Hadley Adkins

Absent:

- Board President
- Board Vice President
- Board Treasurer
- Board Secretary
- Board Director
- Board Director
- Board Director
- Board Director
- Board Director
- Housing & Residential Life
- Manager
- Minute Taker
- Operations Manager

**Meeting came to order
at 6:00PM**

5 absences

Rules

- Raise hand to speak
- Two minutes per turn
- Give everyone a chance to participate
- Stay calm, Be respectful and do not get personal
- Stay at the meeting (even if you get upset)

- Be Prepared and read Board Packet in advance
- Inform President or General manager if you are going to be gone or late

Time Keeper: Prabin

Process Assistant: Prabin

House Keeping:

1. Assign Terrace Times Article
 - i. Mike Billington- Safety (in relevance to the recent thefts).
 - ii. Setting up secret surveillance system for bikes. Bait bike program system (Setting up with the Uni. Police to get stickers and set this system). UMPD can also be contacted if residents are hesitant to dial 911 upon suspicious activity)
2. Discuss National Night Out
 - i. Went well. Good number overall.
 - ii. Combining 1-bedroom and 2-bedroom will enable the 1-bedroom to show up more.
3. Review board orientation with Donna Hanbery
 - i. Went well. Good information

Approve: Packet/Agenda/Consent Agenda

Shipi moves to approve the agenda and consent agenda. Seconded by Prabin. 5 approve. 0 oppose. 0 abstain.

Operations Manager and Maintenance Manager: an introduction to their work: A short review of Hadley Adkin's and Jeff Ciesynski's work and responsibilities *Objective: A time for the board to get to know the work of management and ask questions.*

Jeff:

Organizational skills

Management

3 full time maintenance technicians how get together daily to discuss management (Q&A).

Responsible for ordering material and supplies

Performing maintenance reviews- 30 days before the resident moves out (to see if anything needs to be changed in the apartment).

Final inspection before the client moves out- Vendors come in queue that way

If a resident is unhappy with the maintenance service; Jeff sits with the resident for better way to solve it. Open door policy to discuss any issue.

Work with university of Minnesota on different projects

Each technician has a boilers license- wide range appliances have been taught by the technicians

Hadley:

Eligibility

Notifications

House occupancy standards

Efficiency in the office

New resident orientation (Jeff and Hadley work together)- Next will be on 10th Sept.

Shipi and Lisiane sign up for the next orientation.

Front desk stuff- compiling news letters- communication flow.

Processing and productivity

Scott Creer, UM Liaison; Monthly update: What is the Capital Plan?

- 10 year plan
- Uni understanding of the facility to keep going (large projects)
- Replacing fifield road- making new road
- If a boiler break in the apt-maintenance stuff
- If all the boilers need to be replaced, that's a capital plan
- Process of the plan
- Manager meets with Jeff discusses the changes that need to make
- Based on reserve balance- University of M evaluates the discussed changes

- University evaluates and discusses the changes
- Oct/Nov- University lets the facility know about the decisions
- Demolition of 1-bedroom apt- once 4 buildings are offline, they will be taken off at one time rather than taking care of 1 by 1
- Because of the substantial increase in rent to sustain the 1-bedroom apt, therefore they will be taken off.
- A discussion took place over why the 1-bedroom apartments will be taken off with different reasons- such as increased rent, old, remodeling.

Question for Jeff and Hadley: Discussion over the new door security and card system (residents will reserve rooms and not return the keys)- the card keys won't be active after the allocated time- keeping the building safe.

Proposed Parking Plan and Mail Box changes for 2014-2015 An open discussion with the maintenance manager and operations manager about the parking changes that are being designed. In addition, an update about the change in Post Office/mail deliveries that will happen this fall at CTC.

Discussion over:

Parking

Around \$60,000 as a cost for painting the parking spot numbers
Resident complaint that people are parking on the wrong spot
Parking monitoring and maintain the spots
Agreement with towing company to tow within CTC
Second car parking with the use of different visitor parking
Proposed parking start Sept 15th
Interchangeable parking for residents with more than one car
Unique identifier used other than using address for first car parking.
Address used for the 2nd car parking
Don't expose the CTC sign over the mirror in the car for security purposes
Each address has a numerical code- could replace address? Figure out an abbreviated system
No need to buy a new sticker and save money
Snow removal will be a more frequent CTC activity with first come first served parking basis.

Mail:

Mail boxes taken out for efficiency and cost
Keys to be replaced by the post office by the residents at cost for \$40
Each station has ongoing mail

Closure and Evaluation
Meeting adjourned at 8:00pm