

**Commonwealth Terrace Cooperative, Inc.
Board of Directors
Meeting Minutes
January 19, 2016
6:30pm – 8:30pm**

Present:

Absent:

<input checked="" type="checkbox"/>	Kimberly Weaver Olson	Board President	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Joshua Motz	Board Vice President	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Chris Crosby	Board Treasurer	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lacee Clark	Board Secretary	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Divya Bhaskaran	Board Director	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Fahad Kidwai	Board Director	<input type="checkbox"/>
<input type="checkbox"/>	Dhondup Dorjee Shokta	Board Director	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Rong Han	Board Director	<input type="checkbox"/>
<input type="checkbox"/>	Lisiane Pruielli	Board Director	<input checked="" 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"/>	Hadley Adkins	Operations Manager	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Shanea Schmelling	Minute Taker	<input type="checkbox"/>

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: Divya

Process Assistant: Divya

Introduction

Welcome, Choose Time Keeper and Process Assistant

House Keeping:

1. Assign Terrace Times article -- Due January 29th
Josh Volunteers
2. Discuss Setting Day and Time of CTC Board Meeting
4th week of the month on Wednesday. Next Meeting 2/24/16

Approve: Packet / Agenda / Consent Agenda

-this is an add or drop time only leading to an up or down vote. Any concerns or questions with the packet should be attended to during monthly reading of the packet (Financial, Management Report, Meeting Minutes, Committee Minutes, etc.). Address questions to Exec Committee or GM.

Divya motions to approve the board package, agenda and consent agenda. Josh second. All 6 approve. 0 opposed.

Scott Creer, University liaison: Updates and University News – Capital Plan

- Every Fall the 10-year draft version of Capital plan is sent to General Manager and Maintenance Manager. Alterations needed to be made are done based on this is asked by CTC. The Representatives then add changes. It is then finalized. Reserve balances and projections then create the University Requirements.
- Electrical infrastructure is nearing its end along with sewer and water infrastructure.
- The Capital Plan: building projects are large projects with high costs. Major maintenance projects-replacing water heaters, landscaping and things that are depreciable. Supplies and equipment are refrigerators and stoves and playground equipment.
- 2018 will be the start of taking 1 bedroom buildings offline. Budgeting is currently in place with taking 5 buildings off line to start with demolition.

General Manager: Review Enforcement Philosophy

- Enforcement is a critical piece of keeping piece within community. Communication was not given to the residents; the lease didn't match the handbook when the current General manager came to CTC. The current enforcement policy was created after the General Manager started. Fines are set high to negotiate with people and help educate those who have received the fine. It is about being reasonable and respectful with people.

Update on Laundry machine contract

- The final copy of the contract from our attorney is in the General Manger's hand with a few red markings. Working on the last few issues between the attorneys. Hope to have a final lease agreement by the next meeting. After approved, CTC will give notice to current company to leave.

Close Meeting for board Discussion

Meeting closed at 7:09pm