

Commonwealth Terrace Cooperative, Inc.
Board of Directors Minutes
August 22, 2006
7 pm

Attendance

Board Members Present

President: Teresa Reid
Ward 1: Truong Duong
Ward 4: Jeanette Moss
Ward 5: Ismail Hussein
Ward 6: Maj Padamsee
Ward 7: Chuck Hyatt
Ward 8: Ilhan Isik
Ward 9: Gavin Hart
Ward 14: Shabnam Rahman
Ward 15: Alejandro Rebeiro

Absent

Ward 3: Neal Sivula
Ward 10: Bili Yu
Ward 11: Genlin Hu
Ward 12: Jared Rahman
Ward 13: Joe Saha

Management

Lynne Pederson
Eduardo Christ

University

Fred Frogner

Committees

Mysti Murphy, Programs
Pablo Olivera, Grounds
Dickson Atuke, C&E
Wendy Wirtz, F&O
Lachelle Smith, TT
Meryem Burduroglu, Sports

I. SHAREHOLDER'S VOICE

- A. A resident requested a refund of towing charges. She explained that after returning home late one night, her parking space was occupied by another car, so she parked in a nearby visitor's parking space. The following day her car was towed. The board decided to vote on this request in closed session.
- B. Concerns were expressed over having only one money machine to input credits onto laundry cards. Because the machine is located within the community center, it's not accessible on weekends.

II. ADOPTION OF AGENDA

Agenda adopted.

III. APPROVAL OF JULY MINUTES

Motion: To approve July board meeting minutes

Seconded

Vote: 8-0-0, Passed

IV. REPORTS

A. C&E Committee

- C&E chair, Dickson Atuke, was present and gave a report.

- Chair Atuke clarified that he left messages for the related residents, inviting them to attend the C&E meeting, but they did not attend. Each of the C&E cases involved residents who had their cars towed. Both times, the residents had time to move their car away from visitor parking, but they did not act as required. He also emphasized that people should follow the policy book.
- The next C&E meeting will be held on September 5, 2006 @ 6:30pm.

B. Grounds Committee

- Chair, Pablo Olivera, was present and a report was given.
- The committee now has five members again.
- Pablo discussed the possibility of finding a place to store thrown-out furniture and recyclable items.
- The Committee discussed how to control sidewalk weeds.
- Grounds Committee had a hard time finding the University contact for replanting of trees. Fred Frogner offered help.
- Next Grounds meeting is on September 6th @ 7pm.

C. Programs Committee

- The chairperson, Mysti Murphy, was present and gave a report.
- CTC got 60 state fair tickets for dispatchers and patrollers during the State Fair.
Motion: CTC would buy some extra tickets for dispatchers and patrollers if needed in order to have adequate coverage of the community.
Seconded
Vote: 7-1-0, Passed
- The Summer Party was a success with around 100 residents attending.
- The CTC Garage Sale was a success too. The teen booth collected \$46 to be used for their committee.

D. Terrace Times Committee

- Chair, Lachelle Smith, was present and gave a report.
- The Committee has shifted printing dates.
- She added that the new towing policy was printed in the Terrace Times after it was passed by the Board.

E. Sports Committee

- Chair, Meryem Burduroglu, was present and gave a report.
- The Committee has had three meetings since its setup. It also wrote ads on fliers, requesting inputs from the community.
- The Committee formed a yahoo group for residents to contact them.
- Some residents are interested in a soccer program that includes younger kids. The committee may do that this upcoming spring.
- Concern over liability was brought up since it was uncertain whether a written waiver of liability was adequate. The manager said CTC had

sufficient insurance coverage in case somebody got injured during sports activities.

F. Executive Committee

- Steve Smith, CTC's legal counselor in regards to general employment matters said CTC received a request from the Minnesota Department of Human Rights for further documentation related to the pending case. This request has been turned over to Steve for review.
- Manager Eduardo was asked to give an update on a number of issues including the website, monthly financial statements, new laundry machines and parking.
- Next meeting scheduled for September 11th @ 6 pm.

G. Manager

- Lynne and Eduardo were present. Eduardo announced that occupancy remains at 100% with a waiting list of 285 people.
- Building 55 was completed on August 16th for the new residents to occupy. Building 50 has been delayed until further notice.
- Web page reconstruction is in progress.
- Full time accountant position has been posted.
- The office has begun inspecting units. Residents will be given one weeks' notice before their unit is inspected.

H. Wilder Proposal

- Lynne Pederson, director of Wilder Supportive Housing Management submitted a report to the Board of Directors in the areas of marketing, administration, maintenance, grounds and finances.
- In the last five months, Wilder has gotten to know CTC better. The first area Wilder worked hard on was marketing. Now 100% occupancy has been achieved.
- In the past, CTC did not have a clear system of who lived where. Now it has a system of current residents and vacancies. Teams are in place to turn over a vacant unit within 48 hrs.
- New resident orientation started. The office will put a PowerPoint presentation together for newcomers. Also, it will work on improving the appearance of the office by painting and pictures.
- Wilder will continue to improve communication and customer service.
- Wilder's Information Services Department has evaluated the current CTC computer hardware and software and has made some recommendations.
- The office will begin a new parking system, beginning with new stickers for resident vehicles.
- Wilder Supportive Housing Management would like the opportunity to continue their work with CTC. Wilder's recommendation is to extend the Management Contract for a two year term from October 1, 2006 to September 30, 2008 at a fee of \$22.00 per rented or occupied unit.

- A board member proposed Wilder speed up the clarification process of old financial records and make sure to hand in monthly financial statements on time.
- A board member expressed concern over the fact that Wilder proposed in February that it would install Yardi and hire a general accountant. However, it has been delayed for months. Wilder proposed to put someone to work full time on the financial projects.

I. Ward Reps Meeting

- The Quarterly Ward Reps Meeting was held on August 17, 2006.
- During the meeting, there were few complaints about the new laundry machines. There were, however, some complaints over the consistency of cleaning duties between wards.
- Discussed problems such as parking/towing, rent credits and unit inspections.
- Some ward reps said they still did not know which residents in their ward were members or not.
- A board member said the responsibilities of the ward rep and manager should be better defined.
- A board member also requested that the office provide names and other information of move-ins and move-outs to the ward and board reps.
- The manager said he would increase communication with ward reps.

V. Unfinished Business

A. Board & Committee Roles

- President Teresa Reid proposed to enforce the regulation that any board member who has been absent for three times during his/her serving year must report to the board, who may then ask the member to resign.
- The President also stressed the importance of punctuality. The board agreed to discuss the details of its enforcement during closed session.

B. Rent Credits

- F&O Committee chair Wendy Wirtz was present and a report was given.
- Wendy proposed that the best time to have the change to no rent credits is July 1, 2007, when the new fiscal year begins.
- F&O's goal for membership is that almost all (95%) of residents are members. The membership price will be lowered and a fee for non-members will be high enough to encourage participation---the price being about what it takes to pay for hired help (\$60 month fee for non-members).

VI. New Business

A. Rebuttal Statement

It has come to the board's attention that a resident feels he has been wronged by past actions of the F&O committee and the board. The board formally apologizes for its actions if this has in fact been the case.

VII. Announcements

- A.** September Board meeting will be held on September 19th at 7pm

The meeting was adjourned at 11:40 pm followed by closed session.

Minute taker:
Sophia Geng