



Commonwealth Terrace Cooperative

Board Meeting – August 21, 2018

Meeting was called to order at 6:07PM at the CTC Community Center Building, Fireplace Room

Directors Present:

Javi Monardez Popelka
Fabian Chamba
Do Yeon Hwang
Kate Sammons
Brook Demissie
Paul Bigwood

Also Present were:

Hadley Adkins, General Manager
Shanea Schmelling, Operations Manager
Scott Creer, University of Minnesota HRL

Directors Absent

Jaddy Yuhong
Louai Alarabi
Guisheng Zhang

Time Keeper: Shanea Schmelling

Process Assistant: Javi Mondarez Popelka

Welcome, Time Keeper (minute taker) and Process Assistant (Chair)

Scott Creer/ HRL – University Project Updates

- Gas lines still in construction phase. Should be completed in a few weeks.
- Electrical system project to be completed mid-September.
- Phase IV roofing completed. Punch list to be done.
- FY19 projects have not been initiated yet.
- Occupancy limits and eligibility discussion is ongoing and is to be resolved this fall
- The safety of minor's policy text is complete, Community Child Care Center will need to sign to complete.
- Capital plan will be set in September which drives the University requirements that will be set in November. This will be the time to give any opinions to Hadley, GM, of what projects you would like to see.



- University requirements are based on 10 year capital project needs.

Resident voices – Board will direct resident voice in appropriate direction

No residents attended meeting.

- Need to send reminder email about construction projects continuing and soon to be completed. Project completion update. Next project includes PDF map of construction sites. The noise is the issue when it is right next to your home.
- Improving email correspondence is clear to each individual household (shut downs, reminders).
- Would like signs explaining what the construction is.
- Study Center Laundry Card Reader Machine is not working- Three Weeks.
- Reminders for how to report down machines. Reminder how to load the machines. Visual of a basket for volume that is acceptable in machine.

Approve: Packet / Agenda / Consent Agenda

Kate makes the motion to approve the packet, agenda and consent agenda. Do Yeon Second. All vote in favor. Motion passes.

Kate motion to move Housekeeping item, replace board seat. Fabian second. All vote in favor. Motion passes.

Replacement Board Seat

Kate motion to approve Brook to replacement of Matthew Young for a one-year term. Paul second. All vote in favor. Motion passes.

Elect Executive Committee- Secretary Position

Kate nominates Paul to be the Secretary. Paul accepts nomination.

Do Yeon motions to elect Paul to be Secretary for the board of directors 2018-2019. Fabian seconded. All vote in favor. Motion passes.

IPS Revision- review/approval action

Will send document out to board again for final revisions. The final will be approved at the September Board of Directors Meeting.

Informal Discussion: Executive Committee – updates/suggestions future agenda items- polices, future issues, events, community concerns etc.

The lines for parking spots are hard to see, can Fifi field place be painted? Yes

Map out the use of the property for the possibilities of changes based on the LED task force. Ask Scott about his accounts to do surveys.

Or put maps at the card readers to build density maps. Specify time frame to have it up. Have explanation from Task force. Kate will draft before meeting.



House Keeping

1. Assign Terrace Times – due August 30th
 - a. Do Yeon can write it. Welcome, this is the 18-19 board (give her names and positions). Welcome Back breakfast. Thank you to everyone for enduring the construction.
2. Replacement Board Seat- approve- moved ahead in agenda
3. Monthly Board Meetings (FY 18-19) – 3rd Tuesday of the month 6pm
 - a. Executive committee meeting will be the 1st Tuesday of the Month at 6pm.

Meeting adjourned at 7:46PM