



COMMONWEALTH TERRACE

COOPERATIVE STUDENT HOUSING

Commonwealth Terrace Cooperative

Board Meeting Zoom Meeting – December 15, 2022

Meeting was called to order at 6:33 PM - Via Zoom

Directors Present:

Amer Al-Homoud
Taiwo Aremu
Ryan Johnson (Chair)
Jovin Lasway
Manlin Cui

Directors Absent:

Brad Walker
Munkh-Erdene (Muugii) Bayarsaikhan

Also Present:

Shanea Amundson, CTC Executive Director
Patrick Broderick, CTC Operations Manager
Lindy Wirth, CTC Communication & Community Outreach Manager
Erica Torkelson Flaherty, CTC Accountant
Scott Creer, UMN Housing and Residential Life Co-op Liaison
Dana Murdoch – Design Project Manager, UMN Capital Project Management
Cara Walls – Design Team Architects
Peter Van den Kieboom – Design Team Architects
Alan D’Souza – Design Team Architects Matt Bombyk – CTC Resident (Community Voices)

Timekeeper: Lindy

Process Assistant: Ryan

Welcome, Timekeeper (minute taker) and Process Assistant (Chair)

Approve: Packet / Agenda / Consent Agenda

Amer makes the motion to approve the packet, agenda, and consent agenda. Taiwo seconds the motion. All four (4) vote in favor. Zero (0) opposed. Packet, agenda, and consent agenda is approved.

6:35 pm – Lindy joins

UMN St. Paul Campus Center Project Feedback (Dana Murdoch and Workshop Architects)



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- St. Paul Campus Center Project: New building to replace the existing student center and Bailey dining. This will be a student center, dining, and library. Adding library services from Magrath. Not sure what Magrath will become. Timeline: currently in predesign phase.
- Not a commercial investment. It involves three partners yet is led by student unions, and funded by student fees. The dining and library are coming from university funding. No state funding.
- CTC is a very active community on campus. Give students a reason to come into the building, great with dining, library, etc.
- Has there been any thought that the student center could be a part with the CTC? There is an opportunity to partner with CTC, such as expanding childcare. CTC has vacant land that could be an option to split up the footprint print between two spaces. CTC has CCCC, a highly regarded organization and they need more space. CTC and CCCC both have long waitlists.
 - Feasibility study 2019-2021 for splitting up the print; right now, it will be one building at this location as directed by the board of regents.
- The idea is to develop a critical mass of activity, which also helps create safety when a lot of people are around. Green design. Connect the inside to the outside. Garden areas, such as the Como Conservatory. Sell the products/partnerships with surrounding schools. Take all the good research and work on campus and make it the connector.
- Minneapolis campus has Coffman; we could think of replicating it. The idea is to make this unique, creating a new draw to the area. Plus, not enough customers to support something exactly like Coffman.
- Ideas for Recreation: bowling, theater, student space/ballroom, and more activities that are family-oriented, ice skating (hockey), and skiing. Something fun too, such as a bar or restaurant.
- Are plans aligned plans with Bailey Hall?
- Convenience is a priority for graduate students, especially those with families.
- Underground parking is not in the plans currently.
- Operating hours/campus connector... contact them directly as this is beyond the building design team's control.

Community Voices (2 minutes each)

- An attending resident reports that shovels are provided to all households, yet could ice chippers also be provided? They could be stored and shared in the Ward sheds.
 - Ward storage is locked, with ward reps having the keys. It could also be something that could be checked out from the office, such as garden tools.
- CTC provides a salt/sand mixture in barrels throughout the property. A board member reports hearing other residents buy their salt to complement the paucity of salt in the mixtures.
 - CTC creates a mixture to reduce the overuse of salt, both to deter waste and for the environment. Sand creates friction.



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- Encourage residents to come to the 'community voices.'
- Residents should not be salting on the main sidewalks. It damages the sidewalks.
 - Sidewalk clearing should be faster/better (by UMN Landcare)

Draft FY 23-24 Operating Budget + Proposed Fee Schedule + Rental Market

- CTC's income is based on rental income, plus Fee/Fine Income (additional appliances, parking, etc.), and Net Income (Oper Exp-Fees/Fines): Laundry income (CTC takes on the increase), non-member rates income, cleaning charges, rent from CCCC.
- 'Other Capital Expenses' will soon fall under 'Total Maint. Supplies'
- Co-op Expenses: insurance, ward expenses, cable/internet, investment expenses
- Utilities: Water, sewer, gas, and electricity
 - Water: there is only one meter; unable to find usage per household.
 - Gas: metered by building
 - Budgeting can be difficult since we are budgeting with six months remaining of the year, in which it can be challenging to predict unforeseen circumstances, such as the significant inflation in gas
- It would be useful to have a document that breaks down all the titles.
 - The finance committee looks at all details and reports to the board.
 - Set up a time with Shanea to go through it
 - The budget is currently being "cleaned up" compared to previous years, in which there are changes for line items and stuff.
- Rent Loss: We budget a 2% rent loss. There will always be rent loss; when people move out, someone can't move in the next day, we need time to 'turn' the apartment
 - Industry-wide: typically, 5% or more.
- CTC budgets are set to break even, where expenses and income are equal.
- Capital money is only being invested in Phase IV units by the University.
 - One-bedroom apartments will be demolished first; thus, we decipher the percentages between unit types.
 - We are playing "catch up" for not increasing rents in previous years. CTC now needs to match the increased university financial requirements.
 - The proposed increased rates are still less than comparable housing in the area. Additionally, CTC also provides all utilities for residents.
- Minor changes to proposed fee schedule.

Animal Task Policy

- Still some suggestions we need to address before the policy can take effect.
- Motioning to expand the policy to include dogs or vote it down. If approved, then CTC will write the policy with legal requirements. The vote must be now since the budget (fee list) must be approved next week.
- All fees will be voted on in January and the official policy and logistics will need to be written and reviewed by legal.
- ***Amer motions to update the Pet Policy to allow dogs with a revision of the policy from management and legal review. Any fees of the policy will be approved with the Budget and Fee Schedule. Taiwo seconds the motion. Four (4) votes in favor. Zero (0) opposed. The motion is approved.***



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House Keeping

- Terrace Times: Board Corner Author selection
 - January 2023: due December 23, 2022
 - Ryan
 - April 2023: due March 27, 2023
 - Manlin
 - July 2023: due June 26, 2023
 - Brad (and Amer, if available)
- Elect Treasurer: Open board position
 - No interest from current board members.
 - Make announcement to community: Apply to become our board treasurer!
 - Vote in January
- Board Calendar
 - From a community voice, suggested to host a “Social Hour with the Board” 5:30 pm – 6:30 pm before the executive meeting. A chance for residents and board members to chat and see what’s happening, and possibly even recruit new board members. Virtual social hour
 - Proposed to move the Annual Member meeting to February 23.
 - Voting in May meeting for new board members.
 - Committee liaison report for Annual Report.
 - Programs: Amer and Lindy
 - Finance: Shanea and Erica
 - Operations: Patrick and Manlin

Amer motions to adjourn the meeting. Taiwo seconds the motion. No objections. Meeting adjourned at 8:19 pm.