



Commonwealth Terrace Cooperative

Board Meeting Zoom Meeting – January 26, 2023

Meeting was called to order at 6:34 PM - Via Zoom

Directors Present:

Amer Al-Homoud
Brad Walker
Ryan Johnson (Chair)
Munkh-Erdene (Muugii) Bayarsaikhan
Taiwo Aremu
Jovin Lasway
Manlin Cui

Directors Absent:

Also Present:

Shanea Amundson, CTC Executive Director
Patrick Broderick, CTC Operations Manager
Lindy Wirth, CTC Communication & Community Outreach Manager
Scott Creer, UMN Housing and Residential Life Co-op Liaison
Erica Torkelson Flaherty, CTC Accountant

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 five (5) vote in favor. Zero (0) opposed. Packet, agenda, and consent agenda is approved.

UMN Housing and Residential Life / University Project Updates -- Scott Creer

- All projects are on track, gearing up for playground replacements and others noted in the report.
- This is Scott's last meeting; after 14 years, he is resigning as the Housing Liaison.
- Daniel Elliot, Scott Creer's supervisor, will be filling in until a replacement is found (likely Summer 2023). Daniel will oversee capital planning.
- We appreciate all of Scott's hard and dedicated work for CTC for the past several years and wish him the best in his new position at the University of Minnesota Foundation.



Community Voices (2 minutes each)

- No attending community members and no community voices formally received.
- Gibbs Ave cul-de-sac: adding a speed bump to deter speeding out of the area, which has been noticed to be an issue from contractors (mail/package/food delivery services).
 - Ask Daniel Elliot our options for speed bumps in that area. ‘Installed speed bumps’ are less expensive than an elevated crosswalk, with some drawbacks including Landcare equipment getting caught.
- Many residents indicate misdelivered mail and packages on CTC Shop & Swap. Give options of how to correct misdelivered mail: if you can, walk the item over to the correct household.
- USPS Mail Cluster Boxes: Reports are coming in that the parcel keys are not opening the parcel box.
 - Submit CTC work order (maintenance request) and CTC will report to USPS.
 - Difficult to get a hold of USPS customer support; wait for USPS mail delivery person.
 - One on Knapp Ave is damaged.
 - Historically, takes ~6 months to get replacements from USPS.

FY23-24 Proposed Operating Budget + Fee Schedule- (Discussion/Action)

- Changes are highlighted in yellow, including Animal/Dog fee being one of the major changes.
 - Registering Dogs and Cats/Rabbits/etc. is now separate, with dogs being more expensive due to the damages/overhead costs for dogs.
 - No charge for animals not listed (birds or hedgehogs)
- Animal/Dog fee – DNA testing is that fee correct (seems low)? Falls in line with what CSCC is doing and what was quoted to the Task Force.
 - All these fees are intended to cover all the additional administrative costs; the cost should deter unguided behavior, but also CTC shouldn’t be losing money for allowing dogs for residents.
 - What if we test and find it isn’t a resident’s animal? Then, CTC must bear the cost. If this becomes an issue, it may be something to consider setting aside a budget for.
 - CTC would likely only test for suspecting issue (reported by a neighbor).
- Late Rent Fee: Recommended is 8%, versus the \$50. The 8% is common and industry standard and falls within our lease.
- Shoveling Fee: The fee is incurred for not shoveling the sidewalk after the inspection.
- Cleaning Charges: CTC charges an hourly rate for cleaning and restoration.
 - Can CTC residents request cleaners? Not through CTC, yet residents can hire cleaners.
- Electronic Recycling Fee: If residents opt to throw these items away in the garbage, there is nothing CTC can do without proof. If a violation is found, then the resident incurs the Garbage Negligence Fee (\$65).
 - Could we store electronics in good condition for incoming residents? 90% will be junk and then we’ll have to pay people to move and recycle it. It will be costly and anything of value will be taken immediately or sold by the owner. CTC also does not have the space to store these items.
 - CTC offers Free Recycling Day – a two- or three-day event in which there is no fee to recycle electronics to encourage electronic recycling.
 - Advertise the University Reuse Center to donate and buy from.



Amer makes the motion to approve the proposed budget and fee schedule. Taiwo seconds the motion. All five (5) vote in favor. Zero (0) opposed. The proposed budget and fee schedule.

Informal discussion – Executive committee – updates/suggested future agenda items – policies, future issues, events, community concerns etc.

- Committee Liaison Updates:
 - Operations/Manlin: New proposal for water and energy conservation, with sights set to tackle reducing waste next. Thinking brochures, events, signage starting this summer.
 - Great opportunity to include the Programs Committee for events.
 - Meters are not realized as individual households but by buildings.
 - New Phase IV laundry rooms have sensor lights; most faucets and showerheads throughout CTC are energy saving.
 - Programs: Introducing many new community events, such as a wellness/mindful event in February, Saint Patrick’s Day bingo, Self-Defense Workshop
 - UMPD also offered to host a cultural event.
 - The wellness events could continue/evolve, such as a walking group, yoga, etc.
 - Book Club: Start a new library in the Community Center (or Study Center) with fun, relevant books Possibly through Blink notes. Provide option to donate. Events could also develop from volunteers, teaching subjects from books.
 - How to archive/organize? Library will be locked, containing valuable books. One volunteer is responsible for giving and receiving the books. Operations Committee to explore the possibility of implementing the library idea; expected to include it to their agenda.
 - Start monthly events for games or food. Open to different international games and food.
 - Games: take caution/carefulness to avoid it getting competitive, avoid gambling.
- Recycling batteries: CTC should have a place to recycle batteries. Ramsey County offers battery recycling (and many other) services. Batteries have a bad impact on the environment.

Taiwo exits the meeting.

House Keeping:

1. Elect Treasurer Position (Action)
 - a. Brad volunteers for the position. Brad wishes to ensure the future of CTC. He noticed some fees that weren’t thinking of the future or growth. With the current economy and impact of residents, plus co-op costs should be covered by income/fee income.
 - i. *Amer makes the motion to approve the proposed budget and fee schedule. Muugii seconds the motion. All four (4) vote in favor. Zero (0) opposed. The proposed budget and fee schedule.*
2. Nominating Committee Election (Action)



- a. Three board members brainstorming ways to get new board members to join for next term (July 2023-June 2025). Using events as ways to share what is being done on the board and get neighbors interested.
 - i. Events such as Wellness Event on February 15, 2023, Fire Extinguisher, Exchange on February 22-23, 2023, Spring Clean-up
 - ii. New Resident Orientation should recruit and encourage new residents.
 - iii. Board Applications are due March 13.
 - iv. Talk to one person!
 - v. Advertisements: Community Announcements, RentCafe, Facebook.
- b. If everyone agrees to work together, it isn't necessary to vote three board members into the office. All board members will attend events/take opportunities to talk with new residents, forwarding interest to CTC Executive Director (Shanea)
- c. Increase transparency/communication for what the role entails. The position can seem overwhelming and/or unapproachable.
 - i. Highlighting benefits of serving in your career and community
- d. Community Voices: Those that submit voices have the desire for change. We usually try to recruit based upon those people interested.
- e. Programs: Create a one-hour social event monthly that is a chance for social
 - i. Reminder email goes out too late; emails should go out one or two weeks in advance.
 - ii. Avoid 'Tomorrow' or advertise more on the CTC Shop & Swap
 - iii. Lindy: Ask Plaudit to add the ability to 'add to calendar' (sync with calendar)

Amer exits the meeting.

3. Assign Board member to Board Social Hour w/ Board (Feb-June 2023) (Action)
 - a. Assign board members to the upcoming, monthly social hours.
 - b. February: Ryan
 - c. March: Manlin
 - d. April: Brad
 - e. May: Muugii
 - f. June: Jovin and Ryan

Muugii motions to adjourn the meeting. Brad seconds. No objections. Meeting adjourned at 8:03 pm.