



# COMMONWEALTH TERRACE

COOPERATIVE STUDENT HOUSING

## Commonwealth Terrace Cooperative

### Board Meeting – January 22, 2020

Meeting was called to order at 6:35PM at the CTC Community Center Building, Meeting Room

#### Directors Present:

Sofia Simeto  
Do Yeon Hwang  
Amer Al Homoud  
Brook Demissie  
Tamara Walsky  
Byju Govindan  
Antony Maikur

#### Directors Absent:

#### Also Present were:

Hadley Adkins, General Manager  
Scott Creer, HRL University Liaison  
Lindy Wirth, Marketing and Customer Support Coordinator  
Pat Larson, Accountant

Timekeeper: Shanea Schmelling  
Process Assistant: Amer Al Homoud

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

**Approve: Packet / Agenda / Consent Agenda**

*Byju makes the motion to approve the packet, agenda and consent agenda. Antony Second. All seven (7) vote in favor. Zero (0) opposed. Motion passes.*

#### University Updates: Scott Creer –HRL

- Security Cameras Update: Vendor has been selected, and as soon as the sample camera is received, testing of the functionality will start as well as if it will be able to work with UMPD. Testing will take a few weeks or months. Orders will be after that.
- How do was the selection of the type of camera made?
  - UMPD, Central Security and HRL met with several vendors. This manufacturer is already working with UMPD and the cameras on trailers. These units are cheaper than the trailer ones (estimated cost: 11000 \$ to 15000\$). These are mounted on



# COMMONWEALTH TERRACE

## COOPERATIVE STUDENT HOUSING

building surfaces for the most part and will be replacing an existing floodlight fixture. This allows to have easy options of power and also allows it to be a cheaper set up. They are more mobile than traditional cameras.

- Because these mobile security cameras are cheaper, we can provide more coverage than with fewer trailer cameras. Trailer cameras would also incur in high maintenance cost. The maintenance cost is much lower for these cameras, they have battery backup and they report and send an alert when they need maintenance. Those with solar will need some extra maintenance to remove snow.
- Installation cost is not included in the 11k-15k per camera. They are very customizable to choose lights, Wi-Fi or ports.
- Board of Directors approved \$250K to be spent by the HRL, Central Security and UMPD to get the best the best options and maximum coverage..
- The cameras will probably not stop crime but will hopefully aid in prosecution if a crime occurs.
- The current burglaries (last weeks) were successful, so they will probably come back. Management to increase information to community advising not to leave in valuables in cars.
- There is concern on whether some crimes are not being reported because international student are somehow reluctant to get involved in the report process with the police probably because there is lack of knowledge on how it works. There are services for student and international students that can work on that. The board can help campaign this education to residents on how the legal system works in these cases. Operations committee could help building the campaign on legal system and encourage residents not to leave valuables in car. Adding to the current webpage that we have. <https://www.umnctc.org/reporting-criminal-activity.html>
- University Central Security is the only one who has access to footage.

### Resident Voices

- No residents in attendance to provide feedback or Q/A section.
- Although it has already been explained in Terrace Times, it would be worth to mention in the Annual Meeting, why there was no patronage refund.
- Ward Reps have all standard Ward Rep emails to use for Ward duties
- All community announcements should also include not to leave valuables in the cars.

### Elect Secretary

- Sofia volunteers.

*Do Yeon motions to have Sofia to be the board secretary. Antony second. All (7) in favor. Zero (0) opposed. Motion passes.*



# COMMONWEALTH TERRACE

## COOPERATIVE STUDENT HOUSING

### FY20-21 proposed operating budget and fee schedule

- Shoveling fee is proposed. It is already a requirement. Both neighbors (of a shared pathway) will receive the fee.
  - Announcement, education of policy, when things will be checked, who is responsible for the fee. The operations committee will review and write the policy.
  - Assumption is to clear within 24-36 hours or will then get fee. Who will monitor, Ward Reps/Maintenance/laundry room schedule- should not be put on maintenance. Similar CSCC has policy.
- Rent is going up 2.8%. All 152 of the 160 one bedrooms are accounted for in the income, rather than taking them offline for this budget, because we do not have a building known to go down.
- 456 units not the 464 units. Those offline have been already been agreed upon.
- Do we have alternative income to fill the gap in a situation? We have reserves set aside we could use.
- The University increase is the large amount that explains the rent increase as well as some operational cost, for example, the Trash and recycling, Audits, health benefits,
- The Board requests management to provide a pie chart or bar for better visual of the main incomes and expenses for next year's operating budget.

*Byju makes a motion to approve the FY20-21 proposed operating budget and fee schedule. Tammy seconds. All seven (7) vote in favor. Zero (0) opposed. Motion passes.*

### Proposed SMS Text for Urgent Community Updates

This urgent community communication through SMS will not be related to the Security alert emails that already exist. The SMS messages will be used for example to last minute reminder of snow emergencies, etc.

*Tammy makes a motion to approve the recommendation from the operations committee for topics. Do Yeon seconds. All seven (7) vote in favor. Zero (0) opposed. Motion passes.*

### Informal Discussion

- Proposal: set up screen during meeting use for everyone to view same thing when discussing/analyzing a particular document..
- Proposed no executive meeting during February.
- Shanea will run meeting in Hadley's absence to discuss the HRL update, Annual Meeting details, Board Recruitment.



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### House Keeping

- Assign Terrace Times article- quarterly
  - Amr and Tammy
- Annual Members Meeting
  - April 21, 2020.
  - 6-8pm (6:30-7:30pm business)
- Replacement Board Seats
  - Needing to replace 5 seats.

Meeting adjourned at 8: 04PM