



COMMONWEALTH TERRACE

COOPERATIVE STUDENT HOUSING

Commonwealth Terrace Cooperative

Board Meeting – August 28, 2019

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

Directors Present:

Fabian Chamba
Sofia Simeto
Do Yeon Hwang
Amer Al Homoud
Antony Maikur
Byju Govindan
Raghu Velagaleti

Brook Demissie
Tamara Walsky

Directors Absent:

Javi Monardez Popelka
Kiwoong You

Also Present were:

Hadley Adkins, General Manager
Shanea Schmelling, Operations Manager

Time Keeper: Shanea Schmelling
Process Assistant: Amer Al Homoud

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

Approve: Packet / Agenda / Consent Agenda

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

Scott Creer/HRL- University Project Updates (Review/Discussion)

- Replace Fifield Street - \$600K – Construction Phase
- Repair Community Center HVAC – substantially completed - we will be looking at installing some
- sound panels or fencing to reduce noise if needed.



COMMONWEALTH TERRACE

COOPERATIVE STUDENT HOUSING

- Renovate Fireplace Room - completed
- Replace Playgrounds - Completed
- Demo Incinerator Buildings and Install Sheds - \$500K – abandoned due to challenges with approval of new sheds
- Electric vehicle charging – I included CTC on any future request for funding.
- A rough order of magnitude price estimate for placing security cameras at the entrance points of CTC is upwards of \$250,000. We do not feel that this cost is justified at this time, however we are willing to pursue it if the board feels strongly that it is a good use of student money. If the goal is to reduce property crime, we have not seen a significant reduction in property crime on campus or at CSCC where cameras are currently deployed.
 - If the community feels strongly to have the cameras, the Board needs to request the University for that need.
 - Board will have a discussion on Cameras
 - Compare reported Theft to UMNPD and data and see if a difference can be seen with the UMNPD camera.
 - Cost presented covers the Entrance.

Resident Voices

- No resident attending
- Laundry room building 10 window damaged- 2 WO submitted. Facet missing. Check other windows from laundry room

Audit and annual budget processes

- Pat Larson- CTC Accounting
- August- Audit Process starts for previous Fiscal Year
- Finance Committee- looks at audit from the auditors and then present it to the board, then the board approves after finance committee presents
- Audit has to be given to the University by the end of November
- Budget process starts and needs to be given to University by December 15th so the University can approve by January.
- Rents collected and a monthly payment goes to the University \$2.4 million. 46% of CTC expenses.
- Finance Committee will meet in September with committee members, BOD Treasure, Accountant and General Manager.
- Loosing Income on One bedrooms that go offline and the University sends rent increase needed for new budget.

Informal Discussion – **Executive committee- Updates/suggested future agenda items-** policies, future issues, events, community concerns etc.

- Laundry- Correction in Ward Rep duties and improving the cleaning.



COMMONWEALTH TERRACE

COOPERATIVE STUDENT HOUSING

- Ward Rep and community participation for keeping everything clean.

Executive committee for September:

- Parking- violations and how to lock down the policy and after hours lock down.
 - Review our internal policy
 - Talk at executive committee and assign the operations committee to look in great detail of all the options, what's not working and what is.
- Security Camera
- Update on Laundry

House Keeping

- Replacement Board Seats (Action)
 - Javi submitted the official resignation in writing for last year of term.
 - Fabian verbally giving resignation for last year of term.

Raghu motion to have Tamara and Brook fill two open board positions. Antony second. All Seven (7) in favor.

- Complete Board of Directors Policy Agreements
- Assign Terrace Times article due September 3rd
 - *Raghu will write about Security Camera update.*
- Designate Board Member Liaisons Programs/Operations Communities (Action)
 - Programs Committee- *Raghu motions to have Brook the Liaison of the Programs Committee. Antony second. All Eight (8) in favor.*
 - Operations Committee- *Raghu motions to have Byju the Liaison of the Operations Committee. Antony second. All Eight (8) in favor.*

Meeting adjourned at 8:08PM