



## Commonwealth Terrace Cooperative

### Board Meeting – January 15, 2019

Meeting was called to order at 6:08PM at the CTC Community Center Building, Fireplace Room

#### Directors Present:

Fabian Chamba  
Do Yeon Hwang  
Kate Sammons  
Louai Alarabi  
Jaddy Yuhong  
Sofia Simeto

#### Also Present were:

Hadley Adkins, General Manager  
Shanea Schmelling, Operations Manager  
Scott Creer, Housing Properties Coordinator, HRL  
Pat Larson, Accountant

#### Directors Absent

Javi Monardez Popelka

Time Keeper: Shanea Schmelling  
Process Assistant: Fabian Chamba

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

#### Approve: Packet / Agenda / Consent Agenda

*Kate makes the motion to approve the packet, agenda and consent agenda, including November Minutes. Do Yeon Second. All five (5) vote in favor. Zero abstain. Motion passes.*

#### Scott Creer/HRL – University Project Updates

- Replace Fifield Street - \$600K – likely to start Spring 2019
- Replace Electrical system Transformers - \$500K- completed
- Electric Utilities and CPPM are currently reassessing risk after last outage
- Renovate Fireplace Room for Office and Meeting Space - \$200 – design combined with HVAC
- Replace Community Center HVAC - \$450k – design



## COMMONWEALTH TERRACE

COOPERATIVE STUDENT HOUSING

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- Is currently in the design phase. We can no longer use the crawlspace under the main floor because it is not to code. A new design will need to be decided and will be quite extensive.
- Hopeful to be done before June to have A/C.
- A thought to put the condensing unit on the roof, but the roof is not designed for that weight. Or a split system, but again that roof is not designed. So Roof would also need to modifications.

Have there been any updates about the St. Paul Campus Master Plan?

- Resubmit and presentation to regents will be in February.
- No change to the feedback received, to Scott's knowledge.
- The Plan is about Zoning, not all the details at this time.
- To Scott's knowledge the two-bedroom split study will be presented after the Regents approve and finalize the St. Paul Master Plan.

Electric car parking spaces can be done, but it is shared funding and two spaces of actual parking would need to be chosen. Need to know by July 2019.

Increase in University Requirements. – lowest they were comfortable in raising to. future investment or dept that might be incurred. HRL Save to build new property. Without an expected expenditure, it is hard to predict what HRL will need. The highest it has been increased was 7% and the lowest was 2%, in previous years.

Roads were done at 15-year life cycle renovations. It has been decided to not invest in specific areas in one bedroom and two-bedroom splits.

Electrical Utilities is working on the updates of the risk of the outage late December. Electric Utilities could argue that their responsibility stops at the transformers. If this is the case, housing will not want to invest in that and would rather take building off line. If it was a small fix (example \$5000), HRL might fix it, if it is a \$1M project, they will not invest. The part that went out was not a part of the original study.

### Resident Voices

Two letters given by two third graders from Roseville Area Elementary put requests for what they would like to see at CTC. Responses are requested back to the classroom.

- Kate will respond to Soobin and the request for dogs to be allowed.
- Do Yeon will answer the request for a gym

Resident expressed thankfulness for the piano room. The online schedule for sign up is really nice.



There is no options for a gym on property. We are still working with the St. Paul Gym to see if a package can be created for CTC family members. Regarding the possibility of adapting some one-bedroom apartment for this purpose: an entire one-bedroom building is 1% of CTC's rent and upper level would be repurposed but the lower are not occupiable. It makes more sense to ask the St. Paul Gym to work out a special for CTC that is affordable. Rather than taking on liability issues, needing commercial grade equipment, having youth that has access and unsupervised.

### **Elect Secretary**

*Louai motions to elect Sofia Simeto as the secretary. Kate Seconds. All five (5) vote in favor. Zero abstain. Motion passes.*

### **FY 19-20 operating budget and fee schedule (Discussion/Action)**

The Finance Committee submitted their official recommendation for approval for the FY19-20 operating budget and fee schedule.

The management would like to request the fee schedule to be affective 3/1/2019.

Regarding some of the fees: do the fees need to be increased so it is worth the Management time to enforce them? Higher fees to those aspects that take the most time for management. Sometimes a higher fee ends up needing more time from Management (several mails, not easy to get paid, etc.) than a lower one. If a resident incurs in the same fine several times, despite being not as high, the total amount would be enough to persuade him/her.

Is it too optimistic for the expected decrease the operations budget?

Maintenance Salaries increase is due to the 4<sup>th</sup> Maintenance Tech on top of the seasonal employee. The Admin expenses are up because of the change from the split front desk position to full time and adding another position.

*Kate motions to approve the FY19-20 operating budget and fee schedule and to have the fee schedule effective March 1, 2019. Louia Seconds. All five (5) vote in favor. Zero abstain. Motion passes.*

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

- The option to use the Study Center as the gym and find study center space in the community center and away from the piano.
- Gym space areas alternative locations
- Re-examine the pet task force.



### House Keeping

Assign Terrace Times article – due January 30<sup>th</sup>

Topic- budget and increases coming. Kate will write it.

Schedule Annual Member Meeting (Action)

April 16 2019- North Star Ballroom

Replacement Board Seat (Discussion)

Brook had to officially resign because he is stuck out of the country.

Two seats need to be filled.

Start campaign early for April and 2 seats.

**Meeting adjourned at 7:36PM**