



# COMMONWEALTH TERRACE

## COOPERATIVE STUDENT HOUSING

### Commonwealth Terrace Cooperative

#### Board Meeting – June 18, 2019

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

#### Directors Present:

Kate Sammons  
Javi Monardez Popelka  
Do Yeon Hwang  
Louai Alarabi  
Kiwoong You

#### Future Directors Present:

Amer Al Homoud  
Antony Maikur  
Byju Govindan

#### Directors Absent:

Jaddy Yuhong  
Fabian Chamba  
Sofia Simeto

#### Also Present were:

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

Time Keeper: Shanea Schmelling

Process Assistant: Javi Monardez Popelka

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

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

- Explanation of Scott's position as the University Liaison to CTC.
- Fifield Place/Ave road replacement contracted to Loeffler estimated at \$600K, Preconstruction phase
- Replace Community Center HVAC- Scope changed to repairing condenser, cleaning and sealing ducts, and replacing or cleaning reheats. Also, we will be looking at installing some sound panels or fencing to reduce noise.



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- Renovate Fireplace room for office and meeting space– Abandoned due to code compliance issue. Wall installed, and flooring to be replaced in July.
- Replacing playgrounds \$200K- Construction Phase- Completed as of 6/18/19
- Demolishing old incinerator buildings and replacing with sheds (currently being used for ward storage) - \$500K- Project submitted, awaiting PM assignment.
  - Why are we demoing buildings, if they are working when repairs might be a more cost effective way? A: They are not sound and visually they show the age. For the University it is cheaper to do the full demo, rather than the repair and removals of some of the items needed.
- Scott is willing to meet with Operations Committee on any details or clarification on projects CTC can be in charge of.

### Resident Voices

- Can a resident give a suggestion about design of road construction?
  - The Board was given the capital plan and they can then decide if they need to give suggestions and how they want to talk about it.
  - Once it is out for Bid, it is too late, the scope is already designed.
  - Playgrounds were handled a little differently. The community took too long for input in which we pushed for an approval to get in before the school playground install for the season.
  - Looking at changing that process to allow choices, because of new contractor which has a different purchasing process and issuing a public RFP and the scope. Committee could identify next playground for replacement
- No smoking property. Scott will get additional Share the Air Signs for inside the property.
  - Trash can provided over an actual cigarette disposal?
- HRL was to do a presentation to the Regents June meeting. They were bumped off the agenda.
  - The St. Paul Campus Master Plan as the potential for redevelopment for a Public RFP. For now the Regents have not approved this and it has been pushed to Fall 2019 after Joan Gable steps in as President.
  - As far as the Co-ops involvement, there would be interaction to what the Co-op feels should be RFPs.
  - UV and other property purchases were purchased with an opportunity for revenue and are the only property that are not managed by HRL. It might be better to under the radar for Regents.

### Board Projects Review/ Initial onboarding new Board Members (Review/Discussion)

- Review of Board Manual.
- Management contract is done every 5 years and comes up in 2020.



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- The more you can read and understand the structure, the sooner you can become an effective board member.

### Approve: Packet / Agenda / Consent Agenda

*Kate makes the motion to approve the packet, agenda and consent agenda. Louai Second. All four (4) vote in favor. Zero abstain. Motion passes.*

### Confirming Executive Leadership Committee FY 19-20

#### House Keeping

- Confirm monthly Board meeting schedule (Action)
  - July BOD Meeting Tuesday, July 16, 2019 at 6:15PM
  - Executive Meeting July 2, 2019 at 6:00PM- discussion about onboarding discussion.
- Assign Terrace Times article – due June 28, 2019 – (Action)
  - Kate- summer activities.
- Replacement Board Seat (Action)

*Do Yeon motion to elect Raghu to replace Louai's position of the 2019-2020 term. Kate Second. All four (4) vote in favor. Zero abstain. Motion Passes.*
- Board Member July social schedule (Action)

Would like to have everyone be able to share their topic times ahead of time to give topics and create a list and agenda points prior to the meeting. Peer to Peer social/onboarding- discuss topics at executive.

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

- Fire ring.
  - Will ask Scott.

Meeting adjourned at 8:16PM