



COMMONWEALTH TERRACE

COOPERATIVE STUDENT HOUSING

Commonwealth Terrace Cooperative

Board Meeting Teams (Online) Meeting – August 24, 2023

Meeting was called to order at 6:33 PM

Directors Present:

Munkh-Erdene (Muugii) Bayarsaikhan (Vice Chair)

Javier Ruiz (Board Member)

Manlin Cui (Board Member)

Mwaso Mnensa (Treasurer)

Muyideen Yusuf (Board Member)

Taiwo Aremu (Secretary)

Jovin Lasway (Board Member)- Technical issues not allowing presence for entire meeting.

Directors Absent:

Adepeju Adesina (Board Member)

Yorkinoy Sharapova (Chair) – Attended as a community member.

Also Present:

Shanea Amundson (Executive Director)

Lindy Wirth (Communication & Community Outreach Manager)

Austin Holik (Co-op Liaison, UMN Housing and Residential Life)

Liz Loeb (Consultant for organizational development, facilitation and training, leadership)

Timekeeper: Lindy

Process Assistant: Muugii

- 1. Welcome**, Timekeeper (minute taker) and Process Assistant (Vice Chair)
 - Introduction of everyone present was conducted.
- 2. Approve: August 2023 Consent Agenda, July 2023 Meeting Minutes, Committee Minutes (Action)**

Muyideen makes the motion to approve the August 2023 consent agenda, July 2023 meeting minutes, and committee minutes. Manlin seconds the motion. Five (5) votes in favor. Zero (0) opposes. August 2023 Consent Agenda, July 2023 Meeting Minutes, and Committee Minutes are approved.

- 3. Austin Holik / UMN Housing and Residential Life (HRL) -- University Project Updates & HRL (Discussion/Review)**



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- Fire alarm system in the Community Center needs to be updated. The new system will cover the entire building. Met with vendors, going through proposals to design a new fire alarm system, bringing it up to code. The Community Center must have a more sophisticated system due to having a public office and a childcare center in the building, requiring more than residential homes. Expected to select a vendor by end of September 2023
- Ward 4 Playground Construction Update: ahead of schedule, starting next week. Reminder to communicate to the community to stay away from the construction zone.
- Phase IV Storm Door Installation Project: Project is nearly wrapping up. The project experienced some issues and delays. Austin will investigate with the project manager. Project should be complete by the end of September.

4. Community Voices (2 minutes each)

- A Board member mentions two comments about the meeting:
 - Note to Agenda: Gap in time; correction to be made.
 - This meeting was being recorded without the consent of Board members (as it shows a few minutes out). [Vice Chair &](#) ED mentioned that the recording was a continuation from legal training prior to the board meeting. The recording was stopped.
- A board member asked if the added, temporary dumpster will return to CTC again.
 - MGMT Response: This was a trial to help residents with accessibility, but it ultimately costed the co-op more money and it appeared that external (non-residents) were using the dumpster.
- A Board member reports seeing a resident posting on CTC's Facebook Shop & Swap regarding damaging the Rock Garden, including damaging plants and removing the rocks.
 - MGMT Response: There were a few residents who invested a lot of time and effort, including some of their own money, and did an amazing job. Community announcement will be sent out tomorrow regarding parental supervision and consequences when lacking. The Operations Committee is experiencing some changes but will work toward improving these processes.

Austin exits the meeting.

A Board member asks for follow up regarding a previous community voice. Response is that an attempt is being considered by the Chair and a Board member to communicate with the resident, but has not been completed, as the Chair needed to travel outside of the country.

5. Management & Financial Report (Discussion/Action)



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- The monthly report discusses the financial report, occupancy report, maintenance, and facilities report.
- With the fiscal year just beginning in July,
 - **Overbudget: Income** YTD is **over** budget by \$17,**840**. Contributing factors: AC charges, cleaning, regular membership fee.
 - **Overbudget: Admin** expenses are over budget YTD, **due** to the renewal of our software contract hitting in one month while the budget is spread throughout the year.
 - **Maintenance** expenses are overbudget YTD by \$22K. Contributing factors: carpet, repairs, and interior painting, all due to high turnover in vacancy (turns).
 - **Maintenance** supplies are on budget.
 - **Co-op** expenses are over budget for the period YTD. This is mostly due to vacancies being higher than anticipated and units being unable to be filled.
 - **Utilities** are underbudget YTD.
 - **Investments** are up \$35K.
- Idea to add/incorporate graph visuals to all months and compared to previous year to compare averages. How can we improve the understanding of this – quicker visual for those without excel/accounting experience. Maybe a summary costs/expenses budgeted for the bigger picture.
 - Predicting gas for July: why did we overbudget? The average is \$21K, so it is underbudgeted this month since this is connected to heating which will occur in the winter month, expected to be over \$21K then.
 - Difficult to convey with it only being one month into the fiscal year.
 - **ACs:**
 - Prior to this year, the admin was a labor-intensive process involving prorating per day on both the registration and de-registration side.
 - Ultimately, it is a flat rate for the month. How to distinguish the policy and for move-outs if the fee was a flat rate for the entire summer?
 - Idea: Fixed fee for the summer and residents can choose to install an AC or not – everyone is charged regardless. We can readjust this for next year if the board wants.
- **Occupancy Report:**
 - 24 move-ins; 27 move outs; 24 vacant units at the end of month.
 - High interest in one-bedrooms, for cost or size, but these are the first buildings to be demolished. Something to note for future conversations to advocate for resident wants/needs.
 - 26 applications received in July. These applicants join our applicant pool (200+).
 - One-bedrooms at CTC: 160.
 - One time application fee and can remain on the waitlist as long as they want.
 - Our application fee has remained low since the wait can be longer.



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- Redevelopment at CTC: Needs a go ahead from UMN Board of Regents. Timeline is unknown/pending. CTC was bumped by St. Paul Student Center (3–7-year timeline), then CTC is expected to be next. Once HRL has the go ahead and gets the financial backing/planning > bids for design > university processes start. Maybe 5 years minimum? Once units need to go offline, CTC will have less units available on property.
- “Turns” = move outs, prepping the units for new residents to move in
- Work Order (maintenance request) updates: 161 completed in July.
 - Average for units: 4.5 days. Average for buildings: 1.6 days.
- Facilities Report:
 - Completed projects: concrete sidewalk repairs (capital budget) and tree removal.
 - Report of one tree near falling close to building 40. The branches touch the top of the cars, for which residents now avoid parking there. ED will provide an update later.
- Operations Report: improving policies and processes: online form signing and room reservations.
 - Room Reservations: A small fee (\$15/room) is effective for August 2023, from the approved fee schedule from last year. The fee is waived for community events (as approved in advance by the CTC office).
- Volunteers:
 - Three residents are leading community events.
 - Our committees are lacking participation and we need to focus on recruiting to improve the numbers.
 - Idea: At the fall clean-up, we can invite stakeholders/members to join the committees and/or get their contact information if they show interest.
- Communication:
 - AC season
 - Turf Applications, Weekly Mowing, Landcare Announcements
 - Minimizing chemical use, as implemented by the Operations Committee
 - Rental Rates
 - Minnesota State Fair
 - Claim Day
 - Ward 4 Playground
- Events at CTC: Keeping track of events, attendance.
 - Puppet show was a community favorite and July highlight.
 - Cops & Coffee is a continual success. Last one was today (hoping for more).
 - National Night Out was an August highlight.



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- Safety Report
 - One report of bike theft in June. No reports in July.
- Questions: Can a non-CTC resident UMN student volunteer at CTC?
 - Not a resident of CTC: It depends. CTC has external partnerships (such as COGS, Roseville ECFE) to bring activities/events to CTC. Direct inquiries to CTC's Community Outreach Manager to see what we can put together.

Mwaso motions to approve the management and financial report. Muyideen seconds the motion. Five (5) votes in favor. Zero (0) opposes. The management and financial reports are approved.

A Board member mentions that CTC's bylaws state that the Board can excuse CTC Management from the meeting if there are no additional questions or concerns for ED/MGMT.

- CTC Bylaw Section 6, Subsection A: "The Board and the Executive Director could request that the Executive Director be excused from portions of the meeting where the Executive Director's input and assistance is no longer needed or requested."
- Confirmation of who will take meeting minutes once CTC management leaves (since Lindy is the timekeeper and minute taker for the management): Secretary agrees to continue to take the minutes.
- Confirmation of transferring host of meeting/meeting continuing after MGMT leaves, due to being a virtual meeting started by ED.

Muyideen motions to excuse CTC Management and continue the meeting with only the board members. Taiwo seconds the motion. Five (5) votes in favor. Zero (0) opposes. The motion is approved.

CTC Management and Liz Loeb exit the meeting.

6. House Keeping

1. Monthly Board Meeting Schedule + Format:
 - a. Some members prefer the online, while some prefer the hybrid (in-person and online).
 - b. Further discussions deferred to September 2023 meeting.
2. Assign Terrace Times (Oct., Jan., April., July)
 - a. April 2024: Mwaso
 - b. July 2024: Executive committee
3. Committee Liaison Update (Discussion/Action)
 - a. Finance committee: Treasurer signed forms to be on signature card for Sunrise bank. It's been 2 months since the finance committee has met the accountant.



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The Treasurer was supposed to meet with the ED and Accountant last week, but the meeting was canceled because the ED mentioned that she was not feeling well. No date has been scheduled.

- b. Operations: meeting rescheduled for next week.

7. Future of Co-op (Discussion/Action)

- a. Future meetings:
 - i. August ending – Audit process begins.
 - ii. September – budget starts.
- b. Training:
 - i. Finance committee have not received training from Erica (CTC contracted accountant)

Manlin motions to have finance training open to all Board members. Taiwo seconds the motion. All five (5) votes to approve. Motion is approved.

8. Informal Discussion

- a. A Board member asks if the Conciliation committee is functional. The process assistant mentioned that the committee is not yet functional.
 - i. A Board member reiterates the need to have a functional Conciliation committee to facilitate conflict resolutions in the Co-op.
 - ii. A Board member cites an example of a Board member being reported to the University for comments made in Board meetings and taken out of context or misinterpreted, hence emphasizing the importance of establishing the Conciliation committee.

Yorkinoy (attending as a community member) exits the meeting.

- iii. A Board member suggested that pending the functionality of the Conciliation committee, potential conflicts among the Board and management of CTC can be addressed by the Executive committee and the Board.
 - iv. A Board member suggested the Conciliation committee discussion and action be added to the September 2023 agenda.
- b. Flat rate for AC usage (Lower the fee and charge a fixed amount for everyone).
 - i. It would be unfair for people who do not use AC to pay even if we lower the fee.
 - ii. Besides, some chose to not have AC because they cannot afford it.
 - iii. No meter for each household, that's why fixed rates are charged for electricity and water.
 - iv. May be unfair to pay for AC when not used.



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***Taiwo motions to adjourn the meeting. Mwaso seconds. All five (5) in favor. No objection.
Meeting adjourned at 8:35 pm.***