

**Delta Tau Housing Corporation  
(DTHC)**

**Board of Directors**

**Regular Meeting**

**May 1, 2018**



**9:00 am (PST)**

***Conference Call via Free Conference***

# Minutes

## Meeting of the DTHC BOD

### CALL TO ORDER - President

A regular meeting of the Board of Directors was called to order May 1, 2018 at 9:00 am (PST), by Doug Eaton, President, on a conference call.

### ESTABLISHMENT OF A QUORUM - President

Introductions, Establishment of Quorum, & Proof of Meeting Notice

**Recommendation:** That the President of the Board introduced the Board members present, established the presence of a quorum, and noted the publication of meeting / agenda via e-mail announcement to the Board officers and directors in accordance with the ORS, Title 7.

**Action:** The President of the Board noted that the Board members present established a quorum, and made note of a proper meeting/agenda announcement in accordance with the ORS, title 7. The following Board members were present: Doug Eaton, President; Daniel Hearn, Secretary; John Johnston, Treasurer; Steve Langenberg, Director; and John Blake, Director.

### APPROVE MEETING MINUTES FEBRUARY 7, 2017

**Recommendation:** That the Board approve the February 7, 2018 minutes as written.

**Action Taken:** There was a motion from Steve Langenberg to approve the February 7, 2018 meeting minutes, and a second by John Blake - there was no discussion. The Board unanimously approved the February 7, 2018 meeting minutes as written.

### APPROVAL OF AGENDA – May 1, 2018

**Recommendation:** That the Board approve the meeting agenda as published.

**Action Taken:** There was a motion from Steve Langenberg to approve the meeting agenda and add: (1) a discussion about a summer work party; (2) lease agreement; and (3) B. Grant Construction Contract. There was a second by Doug Eaton, no discussion. The motion passed unanimously.

### AGENDA ITEMS FOR ACTION / REVIEW - Secretary

#### Agenda Item #1

Approve Luxton Trust investment.

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**Recommendation:** That the Board approve the Luxton Trust investment with Vanguard Wellesley Income Fund.

**Action Taken:** There was a short overview from John Johnston on the Vanguard application process. There was a motion from Steve Langenberg to approve the use of Vanguard Wellesley Income Fund for investment \$20,838.76 the Luxton Trust funds, there was a second by John Blake, no discussion. The motion passed unanimously.

**Agenda Item #2**

Authorize Daniel Hearn, Doug Eaton, and John Johnston as signers on the Vanguard account.

**Recommendation:** That the Board approve Daniel Hearn, Doug Eaton, and John Johnston as signers on the Vanguard Wellesley Fund.

**Action Taken:** There was short discussion led by John Johnston regarding the need for three signers on the Vanguard account. There was a motion from John Johnston to approve three signers on the Vanguard account as follows: Daniel Hearn, Doug Eaton, and John Johnston. There was a second by John Blake, no discussion. The motion passed unanimously.

**Agenda Item #3**

Approve requesting the water proofing contractor to return our \$1000 deposit. John.

**Recommendation:** That the Board approve returning water proofing contractor \$1,000 deposit to DTHC.

**Action Taken:** The board discussed the recent winter season rains, the July work party cleaning of drain lines, and no detection of water leakage in the basement. There was a motion from John Johnston to approve a request for return of \$1,000 deposit from the contractor. there was a second by Doug Eaton, no further discussion. The motion passed unanimously.

**Agenda Item #4**

Budget status update as of March 31, 2018

**Recommendation:** That the Board receive a budget status report from the Treasurer 3<sup>rd</sup> quarter FY 18, ending March 31, 2018.

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**Action Taken:** The Board reviewed the Treasurer's 3<sup>rd</sup> quarter report and noted the low cash flow. There was a motion from Doug Eaton to approve the Treasurer's report. There was a second by Daniel Hearn and no further discussion. The motion passed unanimously.

**Action Taken:** The Treasurer presented a proposed budget for the 2018 – 2019 fiscal year. There was a motion from John Johnston to approve the 2018 – 2019 fiscal year budget, a second from Steve Langenberg, and no further discussion. The motion passed unanimously.

**Agenda Item #5**

Budget status report on TV room conversion expenses to date from the Treasurer.

**Recommendation:** That the Board receive a budget status report on the TV room conversion expenses to date from the Treasurer.

**Action Taken:** The Board received a budget status report on the TV room conversion expenses to date from the Treasurer. There was a motion from Doug Eaton to approve the Treasurer's report. There was a second by John Blake, and no further discussion. The motion passed unanimously.

**Agenda Item #6**

Capital Campaign funding report.

**Recommendation:** That the Board receive an update from the Secretary regarding pledges and donations received to date at the Sigma Nu Educational Foundation – tax deductible and non-tax deductible.

**Action Taken:** The Secretary reported the most recent accounting of DT Capital Campaign funds recorded by the Sigma Nu Fraternity Educational Foundation (SNEF). The Secretary noted that there were not enough funds available to accept the G. Grant proposal at this time and a revised proposal is forthcoming soon detailing cost breakouts for bathrooms and study rooms. The Secretary did make mention that some donations were being accelerated, but until we had a definitive accounting from SNEF contracting signing was on hold with B. Grant.

**Agenda Item #7**

Monthly Lawn Service - Summer & Fall

**Recommendation:** That the Board determine if monthly lawn service is needed from July 15<sup>th</sup> to June 30<sup>th</sup> to fertilize, remove leaves, and keep grass trimmed.  
**(Note:** dates changed from approved agenda)

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**Action Taken:** The Board determined that a monthly lawn service is needed from July 1<sup>st</sup> to June 30<sup>th</sup> at the Chapter house provided funding can be made available. Doug Eaton was requested to contact landscapers for bids.

**Agenda Item #8**

Living Room Large Area Rug

**Recommendation:** That the Board determine if the purchase of a large area rug for living room to protect flooring from constant moving furniture is needed

**Action Taken:** No action taken – deferred to next meeting.

**Agenda Item #9**

2018 Contract for Isabella Sciuto as House Director

**Recommendation:** That the DTHC take control of the contracting process for the DT Collegiate Chapter Resident Advise for the 2018-19 school year.

**Action Taken:** Doug Eaton reported that action was already underway for the DTHC to assume the RA contract with Isabella for 2018 – 19 as part of the lease negotiation process.

**Agenda Item #10**

Removal of large oak tree in the front yard.

**Recommendation:** That the Board take action to move the dying oak tree in the front yard.

**Action Taken:** The Board agreed that dying oak tree presented a liability. Doug Eaton and Daniel Hearn were requested to contact the local harvester to remove the tree. John Johnston recommended further investigation pertaining to pruning and second opinion from another arborist.

**Agenda Item #11**

Front door lock - Keypad repair and Room Door Locks.

**Recommendation:** That the Board determine when and how the front door locking function should be improved as it is currently not functioning properly.

**Action Taken:** The Board agreed the front door lock was in need of repair to make it function properly. John Blake knows a door and lock company and

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agreed to obtain an estimate to install a high end digital lock and strengthen the door hinging by May 31<sup>st</sup>.

**Recommendation:** That the Board discuss the general keying of all study rooms and exterior doors and determine if this should be a funded repair / maintenance matter.

**Action Taken:** John Blake agreed to ask the door and lock company in the above action for their best recommendation regarding study room locks. The issue of repair / maintenance to be postponed until cost estimates can be provided and reviewed.

**Agenda Item #12**

Summer Work Party

**Recommendation:** That the Board discuss and decide if a summer alumni work party should be scheduled to work on landscaping.

**Action Taken:** Daniel Hearn to send a message to DTAC stating.

**Agenda Item #13**

Lease agreement

**Recommendation:** That the Board hear a report from the secretary and treasurer regarding recent discussions with the collegiate DTCSN.

**Action Taken:** The Secretary and Treasurer indicated the increase in rent was presented to the DTCSN house manage and treasurer without objection, subsequently they presented the lease highlights to the DTCSN membership on Friday, April 20<sup>th</sup> and answered question. D. Hearn to send notice to DTCSN to complete lease agreement in next 30 days.

**Action Taken:** The Board recommend that all alumni be removed from **TYCO** fire alarm notification list and have only Chapter members on the notification list. A motion was made that Doug Eaton notify the chapter of this and also the DTAC President, second by John Blake, no discussion. The motion passed unanimously.

**Agenda Item #14**

B. Grant Construction Contract Update

**Recommendation:** That the Board receive a report from the secretary and treasurer regarding recent discussions with B. Grant Construction.

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**Action Taken:** The Secretary and Treasurer indicated they spoke with John Slingluff from Bob Grant Construction. A motion was made by D. Hearn to turn on the design architect (\$2,500+) to begin drawings for second and third floor in order to start the permit process. There was a second by Doug Eaton, limited discussion, The motion passed unanimously. John Slingluff indicated demolition could start without a permit.

**ADJOURN MEETING – President**

The meeting was adjourned by D. Eaton at 10:53 am.

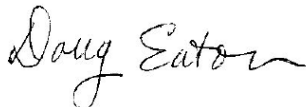
**MINUTES PREPARED BY:**

**Daniel Hearn, SECRETARY**



**APPROVED BY:**

**Doug Eaton, PRESIDENT**



**Notice**

This agenda and related documents are posted on the  
DTCSN Website – Alumni Section  
<http://www.sigmanuosu.org>

**Administrative Note**

*While these minutes are reflective of actions taken by the BoDs, they are not a verbatim transcript of the discussion and meeting. The BoDs reserves its right to amend, amplify, or revise these minutes at any future time, if clarification is called for on the part of a Board member or DT alumni member. The BoD does not hire professional help to record minutes. In view of this, it is humanly possible for typographical errors, use of brevity, and absence of total discussion. Clarification should be sought from the Board in all instances to gain a full appreciation of each agenda item and its meaning.*