

**WILLIAMSWOOD CONDOMINIUM ASSOCIATION
BOARD MEETING MINUTES
MAY 25, 2016**

The meeting was called to order at 4:00 p.m. by President Carolyn Else. Board members present were: Vice President Karen Renaud-Williams, Treasurer George West, and Gary Peterson. Condo owners in attendance: Dorothy Moe, 1A, Lori Durand, 11A, Janet Welsh, 16A, and Kenneth Krell, 13B. Also attending was Carol Burton from Diamond Community Management.

The minutes for the April 20th meeting were motioned for approval and seconded by board members.

The financial report was given by Carol Burton for April 2016: Operational account is \$6,167.76, insurance reserve is \$6,757.28, money market account is \$100,739.80 and the petty cash account has \$300.00.

Maintenance and Repair

Topics reviewed:

- Retaining wall on east side of entrance was installed incorrectly originally and must be reinstalled prior to fence repair, which will consist of the removal of one or two panels,
- Moss removal on shaded roofs and some driveways is currently being addressed,
- Remainder of south fence will need replacing eventually,
- Grab handles beside steps on various units may be installed at owners' expense, (Carolyn to send out memo explaining whom to contact),
- Install exterior faucet for club house,
- East fence near unit 4A needs attention (pushed out by loose gravel),
- Asphalt cracks in pavement need to be addressed later this spring by Blackstone,
- Williamswood sign lighting needs to be installed; power source is an issue,
- Vinyl siding washing to be coordinated with owners' spring planting, private space cleaning. In process with 3-4 buildings completed,
- Drainage in area between 13A and 11B to be addressed in the near future,
- Roof truss deflection issue creating some interior cracks. Cosmetic repair to be tried on worst cases initially (6B),
- Exterior faucet in 6B installed
- Drainage in area between 13A and 11B to be addressed in future,
- Pressure wash sidewalks to be scheduled,

Bob Sauve will be able to address most of the above.

Landscaping

Topics reviewed:

- Irrigation system is now active,
- Asphalt repair needed by M&M Irrigation in concert with the repaired break in the line at 6A,
- Lawns need to be kept clear for mowing operations,
- Some tree trimming is needed between 7A and 7B

New Business

Striping of resident roadway discussed; to be revisited during the next meeting.

REMINDER TO RESIDENTS TO KEEP OUTSIDE LIGHTS ON DURING THE NIGHT!

The next meeting is scheduled for June 15, 2016 at 4:00 p.m. The meeting was adjourned at 4:40 p.m.