

WILLIAMSWOOD CONDOMINIUM ASSOCIATION
BOARD MEETING MINUTES
MAY 16, 2018

The meeting was called to order by president, Carolyn Else at 4:00 PM. Board members present were vice-president James Williams; treasurer Gary Peterson, at-large, Norm Wall; secretary Susan Fish. Residents in attendance were Laurel Joyal, 3B; Peg Greer, 12B; Jan Loomis, 12A; Dorothy Moe, 1A.

Minutes of the April 2018 meeting were approved.

Financial report verbally given by Lisa of DCM.

Reports on Maintenance and Repair:

Fence replacement is completed to everyone's satisfaction, Precise Fencing has been paid in full. Landscaping for Spring is in progress with Bob and Abel. Beauty Bark is being spread in the common areas.

Sealtech Asphalt will be here 5/29 to begin the resurfacing of our streets and driveways. All cars, trash bins, etc, need to be off the streets and driveways no later than 7:00 AM on 5/29. It was originally planned as a two day project but Sealtech has been here recently to do the preliminary patching so the actual surfacing will be on 5/29 and should be completed by 5/30. Carol of DCM will confirm that plan with Sealtech and send another flier to the residents via postal mail and email.

New Business:

The activity survey has been completed by Carol and she will send it via postal mail to the residents to be completed and mailed back or placed in the comment box. Susan Fish assembled a "Welcome" packet for all new and established residents that includes University Place fliers, brochures and other useful neighborhood information plus updated resident information. She will visit the UP city hall and obtain more of the intellectual property to make packets to be distributed at our next annual meeting. Lisa from DCM recommended this packet should also contain a hard copy list of association and owner responsibilities. This will need to be done by an attorney, Carol will research the cost for this service and inform us at the next Board meeting.

Carol will send a reminder to all residents that we all need to be aware of responsibilities as good neighbors to keep our yards --front and back-- tidy and clean.

James questioned the management policies for late COA dues. Lisa informed us she sends a courtesy reminder at 30 days, a pink slip at 60 days and then a certified mail warning if the owner is beyond 90 days in arrears. The owner is then informed a lien will be filed.

Meeting adjourned at 5:15 PM.

Next Board meeting scheduled for 6/20/18 at 4:00 PM.