

WILLIAMSWOOD COA
BOARD MEETING MINUTES
January 16, 2019

The meeting was called to order by president, James Williams at 4:00 PM. Five board members plus Carol Burton from DCM were present. Residents present: Pam Asberry and Jan Loomis.

The minutes of the previous meeting were read and approved.

Financial Report: Verbally presented by Carol Burton. As of Dec. 31 the OP Account balance was \$12,076.33; the Insurance Reserve \$7,075.70; the MMA account balance was \$132,670.90; petty cash \$300. Total Assets \$152,123.01.

Old Business: Sprinkler maintenance has been completed by M&M Irrigation. The outgoing mailbox is in place at the cluster boxes and is for all residents to use. Outgoing mail can be inserted into the box by lifting the flap and dropping in the mail. Then raise the red flag to signal the mail carrier that mail is ready to go out.

The roots evident in the driveway of 16A will be removed and the driveway resealed. SealTech has given us a bid of \$1200 and the board approved. Carol will contact Sealtech so they can begin work.

The support beam under 12B is sagging and as we've discussed before the association will be responsible for fixing this and will see to it that it is completed in a timely fashion. Pete Langdon will contact a contractor that he knows for an assessment/site evaluation and who will in turn provide an estimate for the work. Jim will speak to George Harris, the owner, and keep him apprised of the progress on this project.

Landscaping additions will include a short, elevated and curved wall under the windows of 6A and 6B. Plantings will be deferred until this is completed. Carol will contact a landscaper to proceed with this project.

There is sinking evident at the sidewalk of 9A; Jim, Pete and Norm will assess this and decide how best to proceed.

The door surrounds and barge boards that need painting will be addressed with warmer weather.

Carol will contact a resource for an estimate on roof moss removal.

New Business: Williamswood having a credit card was discussed with Carol who explained this cannot be done as DCM needs to be first-line responsible for the accounting of expenditures and to pay bills. She assured us that there are emergency numbers to contact DCM and they can provide emergency utility services etc. when needed. She stated that they can work with most vendors of services as long as the vendor is willing to be invoiced.

Petty cash requests for reimbursement are done by submitting a receipt to the treasurer who will reimburse. When the fund gets low, the treasurer can request more money from Lisa Dillon at DCM.

Maintenance: The box at the gate has again been damaged by an unknown assailant, Carol will contact a gate company for repairs.

If the police are summoned they cannot get through the gate so the caller needs to provide the access code to the police. Fire departments possess a device that will allow gate entry, but not police.

13B experienced a half-house power outage on Dec. 28; unfortunately it couldn't be repaired until Jan 2. Jim discovered later that Beacon Plumbing also does electrical work and provides emergency services.

Fence between 14A/12B has blown over; this is a resident issue. All other fencing issues that involve perimeter fencing will be handled by the Association and Vista. There are several loose posts that Bob will repair for approximately \$150 each.