

WILLIAMSWOOD COA BOARD MEETING MINUTES JANUARY 15, 2020

The meeting was called to order at 4:00 PM by president James Williams. Board members present were Carolyn Else, treasurer; Norm Wall, vice-president; Pete Langdon, at-large and Susan Fish, secretary. Residents in attendance were Jan Loomis(12A), Larry Smith(10B), Kitty Peterson (14A), Louise Schumock (16A), Greg Boyd (16B) and Carol Burton from DCM. Minutes from the November meeting were approved.

FINANCIAL REPORT: The asset balances are: OP Account \$33,978.55; the Insurance Reserve \$7,086.89; the MMA Account \$149,367.96; Petty Cash \$300. The liabilities balances: Pre-paid Assessments (\$583.95); Total Liabilities (\$583.95); Retained Earnings: \$176,679.36; CY Earnings/Loss \$14,637.99. Total Capital \$191,317.35. Total Liabilities and Capital: \$190,733.40. The report was approved by the board.

DISCUSSION ITEMS:

- Lincoln Gutters will be coming 1/16 to replace the back gutters on 7A and 7B. Jim will discuss with them the feasibility for them to visually inspect the entire complex to assess the downspouts and gutters. Jan Loomis had some questions about the appearance of the gutters at her unit (12A).
- Vista's license has expired, Carol has spoken to Bob Sauve about this and he will renew within 2 weeks. Carol will also follow-up on this issue to be sure he is current.
- There is no report available yet on Bob's inspection of the crawl spaces; when there is a report available all residents will receive it. Carol will also follow-up on the progress of this issue.
- The landscaping committee has held their first meeting and offered a few ideas: 1) the Master Gardeners and Willow Tree Nursery will both be invited to give us a consultation of the area and offer ideas for beautification and for more efficient use of water. The committee will get board approval beforehand if there are any fees. 2) Painting the utility boxes which we can do ourselves without any permission from the utility companies. 3) Ask Bob or Abel to spray for moss 4) In the spring move a shrub or two to different areas. Pete Langdon and Susan Fish both expressed a desire for more low maintenance flowers and color throughout the complex. Carol will call Steve the Arborist for more tree trimming around bldg 16.

DISCUSSION ITEMS CON'T.

- The inbound and outbound gates are both experiencing some problems with opening and closing. This is being corrected by Guardian and by Jim right now, parts are needed and more work is planned for the near future. For now both gates are in the upright position.
- All residents need to report to Jim or Pete as to where their unit's water shutoff valve is located. Each unit is different and for safety and damage purposes the location should be readily available. A notice will be posted on the mailboxes and a hard-copy letter sent with a copy of these minutes.
- All agreed we should have an itemized monthly statement from Vista Construction as to what has been accomplished and what is in progress in the community, a more formal contract so we know what Vista can do and what needs to be out-sourced and that we need a system for work orders and documentation. The best way to accomplish this is with another meeting with Bob Sauve so we can work on and discuss this together. Carolyn will ask Bob to arrange a time for this ASAP with the board.

ADMINISTRATIVE:

- Carol has informed us that our bylaws allow us to have non-voting board members if we so desire. This could be an advantage as we have residents with years of experience in finances, accounting, architecture, landscaping, building and contracting. Including non-voting board members could be a way to have more community involvement and also be of benefit for the voting board to have these resources close at hand.
- There will be a sign-up sheet in the clubhouse for residents who wish to use the facility for personal or family use. An owner must sign the sheet and be responsible for the gathering and clean-up afterward. Every Monday is still reserved for the "Bridge Ladies" group that has been given permission to use the clubhouse.
- A notice will be posted and sent to the residents to remind all that we need to have current house keys for each unit in the lock-box to use in case of a lock-out or other emergency.

Meeting adjourned at 5:12 PM. Next meeting date in February TBD.