

**WILLIAMSWOOD COA
BOARD MEETING MINUTES
APRIL 15, 2020**

The meeting was called to order by president Jim Williams at 4:00 PM. All board members were present as was Bob Sauve from Vista construction. Of note, other residents were asked not to attend this meeting since the COVID19 pandemic is going on and CDC guidelines are in effect and being followed. DCM was not present.

Minutes from 2/12/2020 were approved.

Financial Report was transmitted to us via email from Lisa Dillon, verbally approved and is as follows: Assets, COA OP Account \$36,156.95; COA Ins Reserve \$7,087.14; MMA Account \$153,420.47; Petty Cash \$300. Total \$196,964.00. Liabilities and Capital, pre-paid assessments \$509.00; Total liabilities \$509.00; Retained earnings \$176,679.36; CY Earnings/loss \$19,776.20; Total Capital \$196,455.56 Total Liabilities and Capital \$196,964.56.

Discussion Items The incoming and outgoing gates are operational thanks to Jim Williams. There are parts en route at some point from Italy and when they arrive the second phase of the repair will begin. The out of pocket expense so far is \$472.62. The sprinkler system will be turned on and activated by Malone's, they are scheduling this sometime soon. Individual unit water shutoff valve identification is still in process.

Grounds keeping and Maintenance Most of the meeting was spent in conversation with Bob Sauve of Vista Construction discussing ways to maximize our communication with him and sorting out various tasks that will be appropriate for Vista to complete and those that need to be out-sourced. We will meet with him again next week to discuss effective and efficient forms for itemized work orders, work completed invoices, fees and communication, a plan for ongoing scheduled short term and long term maintenance, a comprehensive list of community tasks—such as specific trim painting and gutter work-- for him to complete.

Bob will continue the project of crawl space inspections and evaluations. His assessments include examining vapor barriers, plumbing, rodent damage, pipe insulation, evidence of standing water and drainage issues. He is preparing individual unit reports for all of his examinations and has completed assessments on approximately half of the units. Bob has suggested we contact a vinyl siding company for re-cladding the barge-boards and trimming rather than just trying to paint the trims and barge-boards. This is done on-site and will require an appointment with dates for starting and completion. An email will be sent to Carol of DCM with a request that she make the appropriate arrangements for that job.

MEETING ADJOURNED AT 5:50 pm; Next COA Board meeting 5/20/2020 at 4:00 PM.

