

# WILLIAMSWOOD COA BOARD MEETING

## MAY 27, 2020

The meeting was called to order by president James Williams at 4:00 PM. All board members were seated socially distant and were present, Carol Burton and Lisa Dillon from DCM were present via telephone conference, Bob Sauve from Vista Construction was also present.

Financial Report was given verbally by DCM via the conference call. The Balance Sheet is attached with these minutes.

Minutes from the last meeting on April 15, 2020, were approved.

Maintenance: The gutters in most units have reached their 30 year life expectancy and many may need replacement. Jim, Pete and Bob will do a unit by unit inspection and determine which units need repair and/or replacement. After that inspection vendors will be contacted for an estimate of what work is actually needed throughout the community.

Bob has completed approximately 2/3 of the crawl space inspections throughout the community. He speculates he should be completed with this in about a month. So far he has found some insulation problems, evidence of rodents in the past and many of the outside crawl space lids are deteriorating and need replacement.

The inbound and outbound gates are now functioning appropriately thanks to Jim, he got the necessary parts and has them working up to speed.

Locations of unit water shut-off valves are still in progress, several houses need to be completed. When all is completed Jim will provide a copy of all the locations to DCM plus each unit will have a printed reminder on their water heater where theirs are located. There will be a copy in the clubhouse as well, probably with the keys.

Solar powered lights for the community were discussed. Each board member will do some online research to see if a few more lights could be feasible. This will be discussed at our next meeting.

Beauty bark spreading is still in progress and looks very nice.

Sprinkler system is now activated. Jim will set up the watering schedule for each zone.

We have developed a new "Work Request" form. The form is a half sheet that can be filled out by a resident and placed in the box that will be located by the mailbox cluster. This form, which is attached with these minutes, will be mostly owner-discovered problems with their unit and requests for private repairs and projects that need to be considered. In addition to this work request box we will have a notice bulletin board posted by the mailboxes as well.

We are still working on a formalized list of maintenance and landscaping duties for Vista. We will be negotiating final details soon.

The sidewalk at 9A is sinking more, Bob from Vista Construction will call Slab Jack about this issue as it was repaired by them relatively recently.

For all residents: Some of our contact information is inaccurate and not current. If you have a change in your phone numbers or email addresses please contact any board member with your more current info.

**Next COA Board Meeting will be June 24, 2020 at 10:00 AM.**