

EXECUTIVE SESSION COA BOARD

8/12/20

Meeting was called to order by president James Williams at 11:05 AM after the general COA meeting. All board members were present.

The purpose of this session was to discuss the details and logistics of changing our somewhat informal verbal agreement with Bob Sauve of Vista Construction to a more formal and accountable written contract with Bob/Vista that will be reviewed annually.

It was decided that Jim would re-send via email to Bob our list of short-term, long-term and repeating tasks –both landscaping and building maintenance--- that are needed at Williamswood on a continuing basis.

Bob will be asked to submit a bid for this work, along with his expectations of frequency of payment from DCM. The plan is that he will be paid an ongoing constant fee for all the work rather than payment done piece meal as it is now. We will need not only the work to be completed in a timely fashion but each job to be documented and submitted to the board president. (Special tasks for the community that are not part of the ongoing work lists can be paid and handled case specific). The jobs will be documented on a spreadsheet and also kept current on a central tracking board in the clubhouse.

For now Bob has been asked to consider the lists, submit a bid for the work to Pete Langdon on or about Monday Aug 17, 2020 and to also submit his findings for the crawl space inspections NLT Aug 17, 2020. Carolyn will give Jim documentation she has on the crawl space job to Jim, After the executive session we approached Bob with these requests and he agreed.

Meeting was adjourned at 11:30 AM.