

WILLIAMSWOOD COA MEETING SEPT. 16, 2020

The meeting was called to order at 10:00 AM by president, James Williams. In attendance were Norm Wall, vice-president; secretary Susan Fish; at-large Pete Langdon. Carol Burton of DCM was present via telephone conference call.

Financial Report was verbally presented by Carol Burton, a copy of this is available and will be sent as an attachment with these minutes. The report was approved.

Meeting minutes from 8/12/20 were approved.

Maintenance/Landscaping

Crawlspace inspections are still being done, near completion and Bob Sauve will submit his findings ASAP. When this is submitted we can proceed with the actual work that needs to be done under the units.

The front gate is still inoperable but Dave Wimbles who did the original installation will be available to work on this; we are waiting for his visit and assessment before we order a new gate.

The gutter replacements by Lincoln Gutters are almost complete, we will need to set up a post-installation inspection once they are completed.

Speed bump is in place and seems to be helping slow down traffic.

A "Private Community" sign has been received from DCM and will soon be installed near the entrance.

The Work Order/Request system is coming together, the white board has been hung in the clubhouse, submitted work requests will become Work Orders and forwarded to Vista. Vista will return an invoice and/or a Work Completed form once the task is finished.

Administrative

The budget proposal received from DCM looks good to all, there is no increase in the assessments. The proposal was approved.

The owner of unit 10B has offered to pay for the damage from the feral cats but

since the unit was in need of repair and updates in the crawl space anyway he will not be held financially responsible for the work.

Vista Construction (Bob Sauve) has agreed to be responsible for the community landscaping and appropriate repairs and submitted a bid of \$47,900. Instead, we will propose an annual amount of \$52,000. Details covering purchase of materials have yet to be determined however, any invoices submitted will be reviewed by at least two people before payment.

Our annual meeting would normally be next month but due to our ongoing restrictions from the governor and the CDC the annual meeting, while following the laws of Washington State, will be conducted differently this year:

Packets with ballots, all intellectual materials needed and a link and invitation to a Williamswood Zoom meeting scheduled for Oct. 7 (see below) will be mailed to residents on **Sept. 28, 2020**.

A virtual Zoom meeting will be offered to all residents on **Oct. 7, 2020** at **4:00 PM** so anyone who has questions, suggestions or has issues that need to be discussed will have an opportunity to do so. Those who have never participated in a virtual meeting should find it fairly easy to join in. The link and invitation will be included in the mailing from DCM that will be sent on **Sept. 28**.

*The ballots and votes for the budget ratification need to be received by DCM no later than **Oct. 14, 2020**.*

Our next COA Board meeting will be **Oct. 21, 2020** at 10:00 and new officers will be chosen.

Meeting was adjourned at 11:00 AM.