

WILLIAMSWOOD CONDOMINIUM ASSOCIATION INFORMATION FOR RESIDENTS

The information below is designed primarily for new residents, but may serve as reminders for the rest of us. Board members are listed on page 2. If we can be of help or answer any questions, please call one of us.

NOTICE TO ALL: Williamswood Condominiums is located in Tacoma. It is NOT in University Place.

NOTICE TO RENTERS: Your primary point of contact is your landlord or the property manager your landlord has designated for you. In the event of issues with the interior of your unit, they should be your first contact. Diamond Community Management (DCM) has been contracted to be the property manager for the Williamswood Condominium Association. In the event of issues with the exterior of your unit, please contact **DCM** at **253-514-6638**.

BULLETIN BOARD: Most announcements are posted on and near the mailbox and on our website www.williamswoodcondos.com. The website is public but access to any private resident-only information requires a password which can be obtained from any board member and will be given to you with this document on a separate piece of paper.

PHONE LIST: A phone, e-mail address and emergency contact list of all owner residents is available and is updated as needed. Contact **James Williams, 7A, 253-536-7366** dubwood@jaydub.nulluser.com with information or additions and corrections. This list is available on the website and a password is needed. Renters will receive contact information for the board members and the landlord of their unit

CLUBHOUSE KEY: If your Realtor or the former owner has not given you a clubhouse key, contact a Board member. The clubhouse is provided for the use of all residents and renters. Limited use during the Covid pandemic is occasionally possible. Should you desire to use it, notify a board member. Specific regulations regarding usage are found in the Covenants and Rules. If you would like to use the clubhouse, contact any board officer.

GATE ENTRANCE: The community entry gate is open daily, generally from 7:30 AM to 7:30 PM but varies with hours of daylight. If the gate is closed when you arrive, you may open the inbound gate by using the gate opener provided by your Realtor or the previous owner. *In the event your opener fails, there is a special code you can manually enter on the keypad. Please use discretion in giving out this code; it is provided as a backup.* An arriving guest will first need to either scroll through the directory listing to find your name or enter your designated code number and then press the CALL button. Your phone will then ring. After answering depress 9 and the gate will open and the telephone will then hang up. Contact **James Williams, 7A, 253-536-7366** to add your information to the gate directory if you are a new resident or for any changes you wish to make. (The special backup code is provided on a separate piece of paper along with the username and password for the website)

GARBAGE COLLECTION: Garbage and recycling collection is every other Monday morning. Yard waste days are also on Monday, on the alternate weeks. There presently is no pick-up for recyclable glass. For more information, call **Tacoma Public Utilities at 253-502-2100**. Garbage bins, recycle bins and yard waste bins should be in place for pick-up by 7:00 a.m. There is a recycling center (including hazardous household waste) at the Tacoma Landfill & Recycling Center at 3510 South Mullen, off Center Street. They accept recyclable glass and the outsized items that will not fit in your recycle bin. If you intend to use the landfill, take a copy of your Tacoma Public Utilities bill with you to prove your Tacoma residency—they will otherwise ask for your ZIP code which converts to University Place.

MANAGEMENT COMPANY: **Diamond Community Management** staff handles all bookkeeping for the Association. DCM's phone is **253-514-6638**. Their address is 7512 Stanich Lane, Ste 6, Gig Harbor, WA 98335. DCM collects our monthly association fees for us. Any community related concerns or complaints can be directed to **Carol Burton** at Diamond Community Management via email to carol@diamondcm.net

EMERGENCIES: Dial 911; equipment has been installed at the gate so that a fire truck can enter automatically. If you are dialing 911 for the Tacoma Police Department, you must give them instructions for entering as they do not have remote access. Some emergencies, like a water leak, can be handled by our general contractor / repairman, **Bob Sauve**. Check with him first at **253 221-1512**. On rare occasions an emergency arises that makes it necessary to enter a unit in the owner's absence. Therefore, if you have your locks changed, it is necessary to provide keys to a board member to be kept in a secure lock box and available to each Board Member. If you find yourself locked out of your unit, contact a Board Member, who has access to keys for each unit.

MAIL DELIVERY: Mail is delivered to the mailboxes located on the left-hand side of the street after coming through the gate, just beyond Unit 3B. Two keys to your box should have been given to you by your Realtor or previous resident. If not, there should be a spare in our locked key box. Contact a Board Member in this regard. If you receive a package, the mail carrier will place a key into your mailbox that will open one of the large parcel boxes below.

REPAIRS: The Association is responsible for those repairs on the outside of your unit that are deemed necessary (refer to your Declaration for specific information). A written work request form must be filled out and dropped in the white box at the mailboxes. The forms are there as well, inside of a plastic tube. The box is checked daily. Most inside repairs are the responsibility of the homeowner. You may contact **Bob Sauve, 253 221-1512**, as mentioned above or **Diamond Community Management, 253-514-6638** or whomever you prefer. If you use Bob, you must pay him directly for whatever work he does for you. If you're not sure if it's a job that should be privately paid or covered by the Association, please complete a work request form. A decision as to financial responsibility will be made in a timely fashion. If you are in a rental unit, please contact the homeowner.

BOARD MEETINGS: Board meetings are usually held monthly, on the third Wednesday at 10:00 AM. During 2021 all board meetings will be done remotely over Zoom. All owner-residents are welcome to be a part of the Zoom meeting, contact Carol at DCM and a link and invitation will be emailed to you prior to the meeting. Copies of minutes of all meetings are mailed to all owners and also placed in a notebook in the cabinet in the clubhouse, along with copies of all agreements and contracts. Upcoming board meetings are posted on the mail box and website. The board welcomes all owner residents to the monthly board meetings.

Current board members, through September 30, 2021, are:

James Williams, president 253-536-7366 Unit 7A dubwood@jaydub.nulluser.com
Norm Wall, vice-president 253-627-1451 Unit 15A lofallwalls@centurylink.net
Ron Bennett, treasurer 206-369-5036 Unit 7B bennett_ron@msn.com
Kitty Peterson 253-909-2910 Unit 14A kep1942@hotmail.com
Peter Langdon, at-large 253- 691-0052 Unit11B langdonconstruction@hotmail.com

VOTING REGISTRATION: Williamswood is in the city of Tacoma, which is sometimes confusing because parts of Fircrest and University Place share the same 98466 zip code. The school district is the University Place School District.

Revised April 2021