

Williamswood COA
Board Meeting Minutes – August 18, 2021 via Zoom

Called to order: 10:00am

Board Members Present: Jim Williams, Norm Wall, Pete Langdon and Kitty Peterson. Ron Bennett was absent. Lisa and Carol from Diamond were also present.

Minutes from June 16th Meeting were approved as presented.

Financial Report: As of July 31st, 2021, Operating Acct. Balance \$39,417.89, Insurance Reserve \$7,087.87, MMA Account Balance \$143,585.42 and Petty Cash \$300.00
Report accepted as presented.

Old Business:

- Crawlspace Project – setting priorities for repairs. Discussion about how to finance. Jim has created a spreadsheet and board members will review results of recent inspections by Immaculate Building Inspection Co.
- The concrete walkway repair at unit 3B has been delayed because the contractor reports that rebar is unavailable at this time.

New Business:

- Board clarified question from a new owner that all property outside of the condominium unit is either Limited Common Area (for that unit owner's use) or Williamswood Common Area. There are no personal backyards in Williamswood.
- Several owners have made requests to the board to have additional trees trimmed. Carol will contact Williams Tree Service and arrange an on-site visit with a board member and the landscape committee.
- Board members will again remind a resident about the appearance of their in-process replanting of plants and plant materials in the front of their unit and the time frame to have it cleaned up.
- Board members discussed how best to utilize the whiteboard to keep track of maintenance and landscape issues. This is a project in process.
- Proposed 2022 budget drafted by Diamond Community Management was presented to the board for their first review. Board members will meet again soon to go over options for how to finance the crawlspace repairs for each unit. Lisa will also prepare two additional budget options for board review.
- Because of the flare-up of the Covid virus, DCM is suggesting that the Annual Meeting again be done by Mail-In ballots – the same as last year. Ballots will be mailed out to all owners by the end of September and the date to have ballots returned is tentatively scheduled for October 20th, 2021.

**Considering current health concerns, the board is curious if any owners would like to meet in person at the Clubhouse for an October meeting. If so, please contact Carol at Diamond Community Management at 253-514-6638 or email her at: carol@diamondcm.net.

Next Meeting: September 15, 10:00am via Zoom

Adjourn: 11:56am