

WILLIAMSWOOD COA
ANNUAL MEETING MINUTES
October 27, 2021

Meeting was called to order by president Jim Williams at 4:00 PM. Board members present were: James Williams, Norm Wall, Ron Bennett and Kitty Peterson.

Due to COVID considerations, Diamond Community Management (DCM) did not attend the meeting so election and budget ratification processes were conducted via mail-in ballot. Carol Burton of DCM confirmed by phone prior to the meeting that they had received thirteen ballots, thereby exceeding the required nine, constituting a quorum.

The required quorum of nine having been established, owners (including the Board of Directors) and residents attending the meeting were:

Laurel Joyal – 3B	Judy Davis – 6B
James Williams – 7A	Karen Renaud-Williams – 7A
Ron Bennett - 7B	Susan Fish - 7B
Pamela Asberry – 9B	David Hawley – 9B
Daniel Kenworthy – 13A	Kitty Peterson – 14A
Alyce Glaser – 14B	Norm Wall - 15A
Clara Wall - 15A	Louise Schumock - 16A

Minutes of the 2020 annual meeting were approved.

Highlights of 2021:

- Entry gate was repaired by Robblee’s Security. The inbound gate has been programmed to automatically open early in the day and to close at night which should extend the life of the gate by keeping cycles to a minimum. Unfortunately the outbound gate does not have that option available.
- A “Private Community” sign was purchased and installed at the gate entrance. Hope is to keep non-resident traffic to a minimum.
- SlabJack was contracted to repair sinking walkways at units 6A, 9A/B, 10A/B and 11A/B. This process injects a foam compound under the concrete which raises it back up to the desired height.
- Trees were removed by Williams Tree Removal at buildings 14 and 16 and replaced with ones more long-term community-friendly. Also a tree was planted in front of building 15 and several more trees were trimmed.
- Two new cluster mailbox units were acquired to replace our old, worn-out boxes.

- All units have been pressure washed over the course of the last calendar year.
- All crawlspace areas were inspected by a qualified building inspector. Reports are available for each owner if desired.

Projects for 2022:

- Get landscaping committee active. Their role is intended to be advisory with a goal of not only maintaining the eye appeal of Williamswood, but also of moving us towards a more eco-friendly direction. Enhancing areas as needed by changing to low-maintenance native/indigenous plants and shrubs will reduce the amount of water required, is but one example.
- Get the preventative maintenance program up and running. This will identify units that require attention before something becomes a crisis.
- Arrange for painting/repair of common areas that have deteriorated with age.
- Arrange for repair of issues found during crawlspace inspections. -- Priority issue.

Discussion Items:

- *Budget* - Jim Williams explained how not only increases in living costs have forced a \$25 increase, boosting our monthly assessments to \$425, but also how deterioration of many items in our unit crawlspaces have created the need for a special assessment. Each owner is being assessed \$1000 to help cover the cost of renovation of the crawlspaces.

Lack of awareness of the conditions in our crawlspace areas has allowed deterioration of many items, under virtually every unit. This awareness has been out of sight and mind far too long to the point that most everything we do initially to affect repairs is playing catch-up. We will be including future crawlspace inspections as a regular maintenance task.

Understanding that not everybody may be in a position to pay the assessment within the 60-day window, it was explained that DCM can be contacted and arrangements made that fit their situation.

- *Trees* – Several owners expressed their wish to have certain trees removed and replaced with something...less. Trees noted for removal are: front of building 3, front of building 13, E-side of building 14 and apple tree at SW-corner of building 11. Williams Tree Removal has already been contacted regarding trimming of other trees, we will have him look at these also.
- *Earthquake Insurance* – Question was asked if EQ insurance is really necessary. Deferred until information can be gathered from the insurance company regarding coverages and deductible.
- *Complaints* – Several owners asked if the board could do something about the clutter at building 9A and the deteriorating basketball hoop on the side of 12A. Board agreed to speak with the owners.

- *Vista Construction* – Several questions arose regarding our relationship with Vista, like, what are their duties, is Abel the only employee, why does it take so long to get things done, what does our contract say (there is no contract), how much and how often are they paid. Their concern seemed to center on lack of visibility of Vista and the randomness of their appearance on site. We acknowledged that with Bob’s health issues continuing to be a factor, along with Vista having what amounts to a crew of one, we will likely need to outsource some of the things Vista is doing now. We do not want to lose the knowledge of our site that Vista brings to the table but we also need to have realistic expectations as to what is a practical tasking level for them. Logistics of the situation are being addressed.
- *Crawlspaces* – Questions asked regarding sequence of events for crawlspace repairs, i.e. all done at once or spread out over time, contractors who will be doing the work, priority of tasks, etc. We’ve received three estimates and tentatively we will be using Boulton Insulation for the bulk of the the work. They will be contacted very soon. Owners also were informed that they can receive a copy of the crawlspace inspection report for their unit.

A question came up as to why the crawlspace repairs could not be paid for out of the Reserve Fund. Ron explained that the fund is in place to cover the cost of known replacement items as they reach their end of life. The items commonly found in the crawlspace area don’t have a specified end-of-life designation and are subject to regular maintenance considerations—they are not considered a reserve fund component.

Copies of the Reserve Study (corrected) are available.

Volunteers

- *Board Of Directors* - Kitty Peterson (Secretary) has resigned her position on the Board—thank you for all your work Kitty—and Jim Williams asked if anybody would like to volunteer to become a member of the Williamswood Board of Directors. The response was underwhelming at best.
- *Committees* - There are also formerly active committees we would like to have again; landscape, financial, maintenance, social, etc. but none of this can come about without owner participation.

Meeting adjourned at 5:35 PM.

Post Meeting Addendum – After the meeting, one of our newest owners, Jenny Divish – 8B, coincidentally called Jim Williams asking if she could volunteer for the Williamswood board. She was told she most likely could, and the board would get back to her after consulting the bylaws for the details and procedures.