

Willoway Condominium Association Board of Director's Meeting
January 13, 2021- General Minutes
APPROVED February 10, 2021

Meeting called to order at 3:08 pm by Ruth Peck, President. Meeting was held on Zoom due to COVID19 restrictions.

Present: Ruth Peck (President), Carol Durkin (Vice-President), Jean Brittain (Secretary), Mike Arlow (Treasurer), Jim Dafoe (AMI Community Manager), Diane Peck (WCA Assistant Secretary)

Excused: Dr. Kurm Manyam

Approval of Minutes

- Minutes from the October 14, 2020 Board of Directors meeting were approved by email vote on December 16, 2020 and submitted for the records.

Approval of December 2020 Operating Statement

- Jim Dafoe reviewed the financial documents and there were no questions from the Board.
- Since the checking account has over \$60,000.00 in it at present with no large bills outstanding, Jim recommended moving \$40,000.00 from checking to Reserve Account. Motion by Mike Arlow to move 40,000.00 from checking to reserve. Second by Carol Durkin. Unanimous approval.
- Motion by Ruth Peck to approve the December 2020 Operating Statement. Second by Mike Arlow. Unanimous approval.

Treasurer's Report - See attached Treasurer's Report for details

- Treasurer's Report for December 2020 was filed for the records.
- Treasurer's Report dated January 8, 2021 was discussed and filed for the records.
- Reserve Account Balance as of January 8, 2021 as reported in the Treasurer's Report submitted by Mike Arlow, Treasurer, is \$133,828.66.
- Discussion regarding future expenses budgeted for recently but not completed yet due to the COVID19 pandemic.

Old Business

- 1. Reserve Study-** Jim sent the Board's comments/questions to Jon Schreiner on October 16, 2020 and had not heard back from him. Jim contacted Jon's boss and Jon should be getting in touch with Jim ASAP on the comments/changes/questions.
- 2. Master Deed and By-Laws update** – Passed by mortgagees. All documents have been signed and notarized as required but have yet to be filed with the County Clerk since the Clerk's office is closed to in-person filings due to COVID19 and these types of documents cannot be e-filed. Sarah Karl will have them filed ASAP.
- 3. Web Site** – Due to the COVID19 restrictions, we are still waiting to be able to meet with Tony of AMI to review the web site. Jean Brittain has prepared a format/menu and list of items we would like to have on the website so we will be ready to meet with Tony. Jean will stay in touch with Jim on this matter. Could possibly do a Zoom meeting with Tony but it would be nice to all be looking at the web site together which is more complicated on Zoom but not impossible.
- 4. Door replacement** – Bids have been submitted for replacement of exterior doors, including all new hardware. The accepted bid is \$985.00/door. Motion by Mike Arlow to have the exterior doors replaced in both sections of buildings B, F and I as they are in the worst shape. Second by Carol Durkin. Unanimous approval. Doors are special order and there may be some delay due to the pandemic but the project will be completed ASAP.
- 5. Window replacement** – Since Wallside is telling us they are considered "sidelites" and are part of the door, Jim will contact his "connection" at Wallside and see if he will come out and look at our front door/window situation.
- 6. Basement Lighting** – This project needs to be completed. Jim will follow up with Brad on which buildings remain to be done.

New Business

- 1. Late List from Attorney** – Discussed in Executive Session
- 2. Snow Removal (Great Lakes Landscaping)**– So far it seems they are doing a good job. A few key areas were missed during the first snowfall. Diane completed a site map for snow removal, highlighting "frequently missed areas" which Jim sent it to Great Lakes.
- 3. 2021 Budget (Dues & Projects)** – Letter and budget were sent out to all co-owners. Board again discussed the need to build up the reserves to hopefully avoid any special assessments for asphalt and roofs in the near future. Reserve is growing at the rate suggested by the Reserve Study so we are headed in the right direction.

Correspondence - Violation letters/Requests/Exceptions – Discussed in Executive Session

Next Board Meeting will be held on Wednesday, February 10, 2021 at **3:00 pm** via a Zoom meeting or in Ruth's condo depending on the status of the pandemic.

Motion to adjourn by Mike Arlow. Second by Jean Brittain. Meeting adjourned at 4:10 pm.

Respectfully Submitted,



Diane Peck, Assistant Secretary