

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

**Meeting called to order** at 3:01 pm by Ruth Peck, President. Meeting was held on Zoom due to COVID-19 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**

- Motion by Carol Durkin to approve the Executive and General Minutes from the January 13, 2021 Board of Directors meeting without changes. Second by Ruth Peck. Unanimous approval.

**Approval of January 2021 Operating Statement**

- Jim Dafoe reviewed the financial documents and there were no new questions from the Board.
- ATT bill for the pool phone has been re-negotiated by Mike Arlow. Bill was \$164.67/month since October 2020. New rate is \$83.78/month and will be in effect until rates are raised.
- Motion by Carol Durkin to approve the January 2021 Operating Statement. Second by Ruth Peck. Unanimous approval.

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

- Treasurer's Report dated February 4, 2021 was discussed and filed for the records.
- Checking Account Balance as of February 3, 2021, as reported in the Treasurer's Report submitted by Mike Arlow, Treasurer, is \$41,979.90.
- Reserve Account Balance as of February 3, 2021, as reported in the Treasurer's Report submitted by Mike Arlow, Treasurer, is \$179,771.89.
- Discussion regarding upcoming expenses and Spring/Summer projects to be completed.

**Old Business**

1. **Reserve Study**- Response to 3 questions from Jon Schreiner to be sent ASAP so we can continue to move ahead on the final Reserve Study report.
2. **Master Deed and By-Laws update** – Master Deed and Bylaws have been registered with the Oakland County Clerk and we are waiting for the State of Michigan to record the Articles of Incorporation. Once we have all three documents filed, a packet will be sent to all Co-owners with the new documents and a cover letter. The Bylaws committee is working on updating the Rules and Regulations to reflect the new Bylaws and also WCA/AMI forms for each Unit. These items will be mailed separately to Co-owners/Tenants.
3. **Web Site** – Due to the COVID-19 restrictions, we are still waiting to be able to meet with Tony of AMI to review the web site. Meanwhile we are looking at our web site, other sites for ideas and the new AMIcondos.com site.
4. **Door replacement** – Brad Schick has a work order to replace front and back doors of Buildings B, F and I. This work will be done as soon as materials are received.
5. **Window replacement** – Wallside will begin window replacement on April 21 and they anticipate the project taking 3 days. Large top hallway windows are individual pieces on the inside grid work and would be very costly to replace. Brad Schick would be willing to wash them on the outside (and possibly inside but not in between) when he is out doing other work requiring ladders. Jim will ask Brad for a bid.

**New Business**

1. **Late List from Attorney** – Discussed in Executive Session
2. **Proper procedure for reporting a maintenance issue** – Email blast will be sent to Co-owners/Residents regarding the proper way to report a maintenance request. Reports should go thru AMI and Jim Dafoe, not Board members.
3. **Basement Water Hogs** – To help deal with minor water issues and avoid costly after-hours/weekend water issues, simple to use water barriers will be placed in each basement that Co-owners can use to stop water heading towards a storage unit or equipment. Water issues still need to be accurately reported to AMI but the water barriers can provide some immediate protection.

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- 4. Power washing** – Jim will talk to Brad for an estimate of the cost to power wash the underside of porch roofs and shutters, with the understanding that doing the power washing could expose other porch and window issues that would need immediate attention (porch pillars, window trim gaps, etc.)

**Electronic Actions Taken**

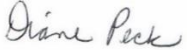
- 1.** Motion to approve contract with Wallside for replacement of front door side windows was approved by email vote on January 22, 2021 and filed for the records.

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

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

Motion to adjourn by Carol Durkin. Second by Jean Brittain. Meeting adjourned at 4:23 pm.

Respectfully Submitted,



Diane Peck, Assistant Secretary

APPROVED