

Willoway Condominium Association Board of Director's Meeting
March 10, 2021- General Minutes
APPROVED April 14, 2021

Meeting called to order at 3:03 pm by Ruth Peck, President.

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

Excused: Dr. Kurm Manyam

Approval of Minutes

- Motion by Jean Brittain to approve the Executive and General Minutes from the February 10, 2021 Board of Directors meeting with no changes. Second by Carol Durkin. Unanimous approval.

Approval of February 2021 Operating Statement

- Jim Dafoe reviewed the financial documents and there were no new questions from the Board.
- ATT bill for the pool phone is still showing up as a higher monthly charge than negotiated (\$83.78). The bill for January was \$165.11. Latest bill was correct with the latest rate of \$83.78/month.
- Motion by Carol Durkin to approve the February Operating Statement. Second by Mike Arlow. Unanimous approval.

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

- Treasurer's Report dated March 8, 2021 was discussed and filed for the records.
- Checking Account Balance as of March 8, 2021, as reported in the Treasurer's Report submitted by Mike Arlow, Treasurer, is \$54,519.95.
- Reserve Account Balance as of March 8, 2021, as reported in the Treasurer's Report submitted by Mike Arlow, Treasurer, is \$185,716.82.

Old Business

1. **Reserve Study**- Copies of the first revision were distributed to Board members. Study confirms WCA finances are on track and moving in the right direction.
2. **Master Deed and By-Laws update** – Copies of the Restated and Revised Master Deed, Bylaws and Articles of Incorporation are being printed and will be distributed to all Resident Co-owners ASAP. They will be mailed to Non-Resident Co-owners with the updated Rules & Regs soon.
3. **Rules and Regulations** – The committee is working on updating them to match the new governing documents.
4. **Web Site** – We have placed a notice about the leasing cap and an "under construction" notice on the Home page. The work order request can still be filled out on the web site. The site will remain "Under Construction" until we can meet with Tony/Paula at AMI. Discussion with Jim regarding timing of AMI website and matching WCA website to the same format.
5. **Door replacement** – All doors (front and back) of both sides of B, F and I building (12 doors) have been ordered by Brad and installation will begin as soon as they arrive. They will be painted white before installation.
6. **Window replacement** – Wallside Windows representative was on-site to measure on February 25. Windows are being made/processed and installation is still set for April 21-23, 2021.
7. **Power washing** – Plan is to power wash JUST the porch (front and back) ceilings. Shutters, windows and the remaining areas of the porch will wait until we have the finances to tackle repairs that may arise from the power washing of these other areas.

New Business

1. **Late List from Attorney** – Discussed in Executive Session
2. **2021 Landscaping/Planting** – It's time to start planning so we can be sure of the availability of the plants we want and determine a schedule for planting them. The Covid-19 pandemic is still affecting some supply so the sooner the better. We will make a list of what we need/want and submit it to Great Lakes Landscaping for a bid on procuring and planting.

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3. **Proper procedure for reporting a maintenance issue** – Email blast, approved at last month's meeting, was sent to all Co-owners and Tenants on March 2, 2021.
4. **Basement Water Hogs/Pigs** – Additional water pig socks and water pig mats were ordered along with large heavy-duty, plastic bags with handles. Each basement section (17) will have a bag with 2 water pig socks and 5 water pig pads along with instructions/pictures which will be placed on a hook along/under the basement stairs.
5. **2021 Tree Trimming** – Arbor Tree was on-site Monday, March 8 to begin Spring trimming.
6. **2021 Pool Opening** – Jim shared comments/information from Steve Guerra, WCA attorney, and Pristine Pool (Dave Ragland). Pristine feels confident they can handle the proper procedures for the required safety measures as long as the COVID-19 pandemic does not worsen or health requirements become unrealistic for opening. They will do the hand sanitizers, signage and chair placement and daily bathroom cleaning. As of this time, the allowed pool capacity is 50% (15 people for WCA). All pool users will be required to sign a waiver to use the pool. Motion by Jean Brittain to open the pool this season. Second by Carol Durkin. "Yes" votes from Jean Brittain, Carol Durkin, Ruth Peck. (Mike Arlow was no longer present at the meeting).
7. **Resignation from Ruth Peck** – Ruth Peck, Board President, submitted her resignation from the Board, effective immediately. Motion by Carol Durkin to appoint Diane Peck to the Board and install her as President. Second by Jean Brittain. Unanimous approval. Diane will be President and also remain as Assistant Secretary.

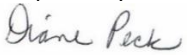
Electronic Actions Taken - None

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

Next Board Meeting will be held on Wednesday, April 14, 2021 at **3:00 pm** at Unit E-1.

Motion to adjourn by Carol Durkin. Second by Jean Brittain. Meeting adjourned at 5:16 pm.

Respectfully Submitted,



Diane Peck, Assistant Secretary