

Willoway Condominium Association Board of Director's Meeting
April 14, 2021- General Minutes
APPROVED May 12, 2021

Meeting called to order at 3:01 pm by Diane Peck, President.

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

Excused: Dr. Kurm Manyam

Approval of Minutes

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

Approval of March 2021 Operating Statement

- Jim Dafoe reviewed the financial documents and there were no new questions from the Board.
- Motion by Jean Brittain to approve the March Operating Statement. Second by Diane Peck. Unanimous approval.

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

- Treasurer's Report dated April 8, 2021 was discussed and filed for the records.
- Checking Account Balance as of April 8, 2021, as reported in the Treasurer's Report submitted by Mike Arlow, Treasurer, is \$56,727.38.
- Reserve Account Balance as of April 8, 2021, as reported in the Treasurer's Report submitted by Mike Arlow, Treasurer, is \$191,661.26.

Old Business

- 1. Master Deed and Bylaws** – Notebooks are assembled and will be delivered to Resident Co-owners this week. Non-Resident Co-owners will receive the notebook along with the Rules & Regulations notebook in the mail as soon as the new Rules & Regs are approved. All Co-owners with an email on file will also receive an email with the documents in PDF format.
- 2. Rules and Regulations** – The committee is having what will hopefully be their final meeting this Friday, April 16 and then other Board members and Jim will receive the Rules & Regs for review before sending to the attorney, Sarah Karl, for her approval.
- 3. Web Site** – Still “under construction” as we wait for AMI to complete their new web site. Due to the increase in Covid-19, AMI has closed the office down again so we will have to wait to meet with anyone regarding the website. We will continue to work on items for the website as well as researching other sites to see what we like/don't like.
- 4. Door replacement** – All doors (front and back) of both sides of B, F and I building (12 doors) will be replaced. Discussion regarding adding Building G to the first-round list as their doors have become much worse over the winter. Motion by Diane Peck to add the 4 doors of Building G to the work order for door replacement this Spring. Second by Jean Brittain. Unanimous approval. We will have replaced 16 doors and have 18 left to replace.
- 5. Basement Water Barrier bags** – Brad has hung the bags on hooks just under the basement stairs. Instructions for use are included in the bags and will also be in the Spring 2021 newsletter.
- 6. Window replacement** – Still on schedule for installation April 21-23, 2021. Jim will ask Wallside for an estimate on replacing the large picture windows over the front doors so we will have an idea of cost for the 2022 budget.

New Business

- 1. Late List from Attorney – Discussed in Executive Session**
- 2. Devon Square Trash** – Jim has contacted (by email and phone) Renee LaLonde, Devon Square Association President and spoken with their property manager and asked to have the corner of their property cleaned up immediately. He will continue to follow-up as necessary.

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3. **2021 Landscaping/Planting** – A walk around was done with Don from Great Lakes Landscaping to discuss landscaping projects. Don was also sent a prioritized list of potential projects. Once we receive cost estimates for each project, the Board will vote on projects to proceed with and ones to wait on. Meanwhile, Don will be in contact with his suppliers to try to procure the amber jubilee shrubs for around patios. A walk around was also done with Rob from Arbor Tree to discuss a tree for back of E building, front of I building and around gazebo area. Arbor Tree will also bid on the prioritized list of potential projects and be in contact with their suppliers for the trees and shrubs to be planted this Spring/Fall.
4. **Power wash porches** – Bid from Brad (STACO) to power wash all front and back porches and front shutters is \$2,300.00. Motion by Carol Durkin to accept the bid. Second by Mike Arlow. Unanimous approval. Jim will ask Brad to make sure this is done before the May 20th carpet cleaning.
5. **Modernistic hallway and stairs carpet cleaning** – Carpet cleaning will be done May 20, 2021 from 8:00 am - 1:00 pm. Brad will move runners and front door rugs before May 20. All Residents with an email on file will receive an email that week and signs will be posted on building doors to remove all doormats, etc.
6. **2021 Pool Opening** – David Ragland, owner of Pristine Pools, will be meeting with the Board on May 3, 2021 to review Covid-19 restrictions, rules and compliance. The current plan is to open the pool with 50% capacity as required by the Health Department. Regular capacity for our pool is 30 people so the restriction this season will be 15 people.
7. **Report of ants and spiders** – Spiders on the inside of the Unit are the Co-owner's responsibility. Jim will contact Erlich and request they spray for ants on the outside of all buildings.

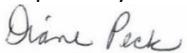
Electronic Actions Taken – Email vote of March 19, 2021 entered into the records. Motion by Diane Peck to approve the bid from Arbor Tree for \$1,100.00 to remove the dead maple tree behind C building. Second by Mike Arow. Approved with "yes" votes from Diane Peck, Mike Arlow and Carol Durkin. Tree has been removed. Jim has spoken with Rob from Arbor Tree about the lawn damage done from the big equipment needed to remove the tree and stump. They will address the issue.

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

Next Board Meeting will be held on Wednesday, May 12, 2021 at **3:00 pm** at Unit E-1.

Motion to adjourn by Carol Durkin. Second by Mike Arlow. Meeting adjourned at 4:19 pm.

Respectfully Submitted,



Diane Peck, Assistant Secretary