

Willoway Condominium Association Board of Director's Meeting
May 12, 2021- General Minutes
APPROVED June 7, 2021

Meeting called to order at 3:02 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 Jean Brittain to approve the Executive and General Minutes from the April 14, 2021 Board of Directors meeting with no changes. Second by Carol Durkin. Unanimous approval.

Approval of April 2021 Operating Statement

- Jim Dafoe reviewed the financial documents. There were no questions from the Board.
- Motion by Mike Arlow to approve the May Operating Statement. Second by Diane Peck. Unanimous approval.

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

- Treasurer's Report dated May 5, 2021 was discussed and filed for the records.
- Checking Account Balance as of May 5, 2021, as reported in the Treasurer's Report submitted by Mike Arlow, Treasurer, is \$49,863.57.
- Reserve Account Balance as of May 5, 2021, as reported in the Treasurer's Report submitted by Mike Arlow, Treasurer, is \$197,602.10.

Old Business

- 1. Master Deed and Bylaws** – Notebooks have been hand delivered to Resident Co-owners. 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 have also received the Governing Documents in PDF format.
- 2. Rules and Regulations** – Feedback/suggestions were received from Jim and the Board and the final draft has been sent to Sarah Karl, attorney for review. Upon approval by the Board, they will be distributed in the same way as the other Governing Documents.
- 3. Door replacement** – All doors (front and back) of both sections of B, F, G and I building (16 doors) will be replaced. First door is expected to arrive mid-May and Brad will have it installed to make sure it is the right size/style since they are custom ordered. He will then place the order for the other 15 doors and install them ASAP.
- 4. 2021 Landscaping/Planting** – Great Lakes will be giving us a quote on mulch for all of the beds. Jean Brittain found some old Willoway papers in her files that contained information about the fence and arborvitae between C building and the shopping center. The Board will continue to assess the situation with the retaining wall behind C building and the fence/arborvitae for the best plan of action.
- 5. Window replacement** – Windows on the sides of the front doors were replaced by Wallside. They did an excellent job and cleaned up well. The windows look great!
- 6. Devon Square Trash** – The trash has been cleaned up from the corner of Devon Square property. We will continue to monitor for any more trash that accumulates and deal with that as it occurs.

New Business

- 1. Late List from Attorney** – Discussed in Executive Session
- 2. Cement Walk Around** – Jim and Diane walked around today with Ben from RC Concrete to assess sidewalks, porches, steps, thresholds and the remaining 2 patios that need to be addressed this summer. This will be the final year for patios!!! Also looked at asphalt areas in need of repair and the drainage issue in front of I building.

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3. **2021 Tree and Bush Planting** - We have received a bid from Arbor Tree on an Autumn Blaze Maple for the back of E building and a Tri-colored Beech for the front of I 5-8 building. We are waiting for bids from Great Lakes Landscaping on trees and from both Great Lakes and Arbor on shrubs. Jim will also get a bid from Davey Tree for the 2 trees and shrubs.
4. **Power wash porches** – We would like Brad to complete this before the May 20 carpet cleaning date.
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** – Dave Ragland, owner of Pristine Pools, met with Jim and Diane and presented signage required by the Health Department and regulations regarding hand sanitizer, spray sanitizer for the furniture, bathroom cleaning, etc. As of right now, maximum capacity is 50% of normal capacity (30) which means a 15-person capacity for the WCA pool this season. Dave is confident we can safely open the pool this season. Pristine will take care of sanitizer, signs, "x" marks for furniture. We have had the cement furniture removed and Pristine will look into some sturdy metal tables for the pool area to be purchased either this year or next depending on price and availability.
7. **Modification Requests** – Discussion of approval process and what needs a Modification Request. Placement of seasonal items on Common Areas (patio table, swing, porch chair, flowers) will require a one-time Modification Request from the current Co-owner. The Rules & Regs committee will develop Modification Request guidelines for the Board to review and adopt at the next Board meeting.
8. **Summer Projects** – Since supplies/materials are so costly right now, we are trying to focus on projects that don't require purchasing materials. Attached project list was distributed to Board members for review and send input to Jim/Diane.

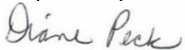
Electronic Actions Taken – None

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

Next Board Meeting will be held on **MONDAY, JUNE 7, 2021 at 3:00 pm** at Unit E-1.

Motion to adjourn by Jean Brittain. Second by Carol Durkin. Meeting adjourned at 4:29 pm.

Respectfully Submitted,



Diane Peck, Assistant Secretary