

Willoway Condominium Association Board of Director's Meeting
August 11, 2021- General Minutes
APPROVED September 8, 2021

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

Present: Diane Peck (President, Assistant Secretary), Carol Durkin (Vice-President), Jean Brittain (Secretary), Mike Arlow (Treasurer-present by Zoom), 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 June 7, 2021 Board of Directors meeting with no changes. Second by Mike Arlow. Unanimous approval.

Approval of July 2021 Operating Statement

- Jim Dafoe reviewed the financial documents. Question regarding the cost of the pool emergency phone increasing again was discussed. Mike Arlow will contact ATT to get an answer.
- Motion by Mike Arlow to approve the June and July 2021 Operating Statements. Second by Diane Peck. Unanimous approval.

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

- Treasurer's Reports dated July 10, 2021 and August 4, 2021 were discussed and filed for the records.
- Checking Account Balance as of August 4, 2021, as reported in the Treasurer's Report submitted by Mike Arlow, Treasurer, was \$24,152.49.
- Reserve Account Balance as of August 4, 2021, as reported in the Treasurer's Report submitted by Mike Arlow, Treasurer, was \$188,497.88. The decrease from previous months was due to several planned and ongoing capital improvement projects (cement, landscaping, exterior door replacement, etc.).

Old Business

- 1. Rules and Regulations** – Done, done and done. Everything has been completed and distributed to all Residents and Co-owners.
- 2. Door replacement** – One door has been installed at the back of G 1-4. This glass has an interior grid but others will be ordered without grid work and we can always replace the glass on this one door at a later time. The remaining 33 doors have all been ordered since the previous 1 door took almost 6 months to receive. Brad will hold doors for us if we are not ready to install them all at one time. Depending on when the doors arrive and our financial position at that time, the Board will decide on installation timeline; if installed in phases, the worst doors will be done first.
- 3. 2021 Landscaping/Planting** – Bid was received from Great Lakes for mulching and removing/replacing landscaping along Sunningdale for A, E, F buildings and along front of I building. Tim Travis from Goldner Walsh also came out and gave us ideas and a bid for the fronts of A, E, F and I buildings. Discussion regarding the two bids, pros/cons, comparison of work bid on and follow-up care. Motion by Diane Peck to accept the Goldner Walsh bid. Second by Jean Brittain. In favor: Diane Peck, Jean Brittain, Carol Durkin. Opposed: None. Abstained: Mike Arlow. We are also continuing to work on the landscaping behind C building.
- 4. Cement Work**– All of the cement work planned for this year has been completed and looks/work great.
- 5. 2021 Bush & Tree Planting** – We planted Amber Jubilee shrubs around several patios (at Co-owner expense) which has really improved the look of the patios. The Association planted several hydrangea shrubs to help hide meter boxes. We were able to finally (after 13 years of planning) plant a Maple tree in the back of E building and a Maple tree at the front of I building.

New Business

- 1. Late List from Attorney** – Discussed in Executive Session
- 2. Hallway Carpeting** – The Board has received one bid for carpet replacement in the hallways. At least one more bid will be obtained.

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3. **Hallway Painting** – Estimates from Perkins Paint and U&S Painting were compared. Jim will get updated bids from them and a more specific bid from U&S that includes wallpaper/moulding removal. Once the bids are in for paint and carpet the Board will discuss how to proceed and the budget will include building painting /carpeting beginning in 2022.
4. **Hallway Runners** – 3 new runners and 2 new front door mats have been purchased to replace ones in bad shape. Diane will submit a work order to have Brad replace the old ones with the new ones where needed.
5. **Sump pump replacement and battery back ups** – After the recent power outage and flooded basements partially due to failed sump pumps, we are looking more closely at the issue of battery back ups. The Board will do more research and get input from professionals regarding this issue.
6. **Leasing (Rules & Regulations)** – There have been some questions from Co-owners and some misunderstanding about the new Leasing Cap. A Unit that had a lease on file or was being prepared for leasing at the time the Bylaws were adopted (January 14, 2021) can still be leased as long as it is not sold. If the Unit is sold, the new Co-owner cannot lease the Unit until we are under the Leasing cap of 20 leased Units. Also, the initial lease must be for 1 year – after the initial 1 year lease, a Co-owner may lease month-month since the intent is to avoid lots of tenant turnover.
7. **Annual Meeting** - Currently, the Bloomfield Township Library and the Township offices are not taking any meeting reservations for their community rooms. The meeting may need to be held by Zoom with ballots mailed out for Board elections or possibly held on-site (in carport) like we did for the ByLaws meeting in 2020.
8. **2022 Budget/Projects** – Painting and carpet replacement, landscape, cement/asphalt, pool re-marcing/repair and sand filter replacement, replacing front porch sconces.

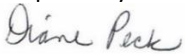
Electronic Actions Taken – Filed for the records.

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

Next Board Meeting will be held on **Wednesday, September 8, 2021** at **3:00 pm** at Unit E-1.

Motion to adjourn by Mike Arlow. Second by Jean Brittain. Meeting adjourned at 4:53 pm.

Respectfully Submitted,



Diane Peck, Assistant Secretary