

Willoway Condominium Association Board of Director's Meeting
February 9, 2022 - General Minutes
APPROVED March 9, 2022

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

Present: Diane Peck (President/Secretary), Carol Durkin (Vice-President), Mike Arlow (Treasurer-present by speaker phone), Dr. Kurm Manyam (present by speaker phone), Jim Dafoe (AMI Community Manager).

Excused: Jean Brittain

Approval of General Minutes

- Motion by Diane Peck to approve the General Minutes from the November 10, 2021 Board of Directors meeting with no changes. Second by Mike Arlow. Unanimous approval.

Approval of December 2021 and January 2022 Operating Statements

- December Operating statement was reviewed by Mike Arlow, WCA Treasurer, and Jim Dafoe, AMI Community Manager, and no discrepancies or issues were discovered.
- Jim Dafoe reviewed the financial documents for January 2022 and answered any questions.
- Motion by Mike Arlow to approve the December 2021 and January 2022 Operating Statements. Second by Carol Durkin. Unanimous approval.

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

- Treasurer's Reports dated December 9, 2021 and January 5, 2022 were filed for the records.
- Treasurer's Reports dated February 3, 2022 was discussed and filed for the records.
- Checking Account Balance as of February 3, 2022, as reported in the Treasurer's Report submitted by Mike Arlow, Treasurer, was \$8050.08.
- Reserve Account Balance as of February 3, 2022, as reported in the Treasurer's Report submitted by Mike Arlow, Treasurer, was \$187,019.75.

Old Business

1. **Door replacement** – Still waiting for back doors to arrive. Front and back door will be painted white semi-gloss before new hardware and kick plates are installed. This will make them easier to clean and maintain. New keys will be distributed before the new hardware is installed. After all doors are installed, an inspection of the metal trim and thresholds will be done to see if gaps need to be addressed.

New Business

1. **Hallway Painting** – U & S Painting began painting on January 27 in Building (I) and are working their way thru. They are currently finishing up Building F. Everything looks great. We will need to decide what kind of wall protectors we want to protect the walls from the door hardware. Some of the newly painted hallways already have damage from the door slamming into the wall when it is opened. Not all of the hallways have the chair rail at the same height so the issue will need to be addressed for each hallway. When the Unit doors are painted, someone will need to be available to open the Unit door and it will need to remain open for at least 2 hours after the last coat of paint is applied. U&S will place notices on each Unit door with 4 weekend dates to choose from and each Resident will be asked to contact U&S to set up a date and time.
2. **Hallway Carpeting** – Bid from Exclusive Floor Covering was accepted by email vote. Installation will begin March 14, 2022 and coordinate with painting. When carpet is installed, Unit doors will need to be open for threshold installation. We will encourage Residents who cannot be home to give a key to a trusted neighbor for access.
3. **2021/2022 Snow Removal** issues continue with Great Lakes Landscaping but Jim is addressing them with the company and, so far, they have been pretty responsive in coming back to correct issues – although not always as quickly as we would like.

The Board moved into Executive Session

Next Board Meeting will be held on **Wednesday, March 9, 2022 at 3:00 pm at Unit E-1.**

Motion to adjourn by Carol Durkin. Second by Mike Arlow. Meeting adjourned at 4:18 pm.

Respectfully Submitted,

Diane Peck

Diane Peck, President/Secretary