

Willoughby End Board Meeting Minutes

Date: Jun 29, 2023

Meeting called to order by: Jenny Clark	
Attendees: Jenny Clark, Sharon Hammond, Joe Rogers	
Approve Minutes from Date: May 18	The financial report will be delayed until next month after Prestly has submitted all invoices and Lambeth has been able to verify transactions with invoices paid.
Introduction of our new Lambeth agent Donna Williams.	<p>Donna reviewed some of the projects that she has been working on:</p> <p>Irrigation back flow dates were obtained from the city. Those dates will be coordinated to a single date annually. Donna is to check on common system irrigation repair with LIS.</p> <p>Electrician got the breakers working and the electrical cord has been removed. The up-lights along the entrance beds are still not working. Donna will have the electricians check into those.</p> <p>The roof inspection of all units was done June 29.</p> <p>Lining up bids for the door project, power washing/ painting of dormers on Waterline Drive.</p> <p>She has notified Brightview that their contract will not be renewed and is receiving bids from several Landscaping contractors.</p> <p>She has also made a call to Republic waste to see if our cost could be renegotiated. We were paying \$498 total and Donna was able to get the bill reduced to \$375 total per month. A yearly savings of \$1476.</p>

UNFINISHED BUSINESS

Topic	Front Doors
Discussion	RFPs received 3 bids for sanding and refinishing the doors.
Conclusions	Board approved the bid for Paint Master Co. Mike Rosaco Mike will triage the worst doors first We have \$8100 set aside for this years phase.
Topic	Landscaping

Discussion	RFPs received for landscaping contract.
Conclusions	Board approved Lenny Kerns landscaping bid "Pending contract review"

NEW BUSINESS

Topic	Board meeting format
Discussion	Discussion with Donna as to procedures for conducting future Board meetings.
Conclusions	Due to the improved communication that Donna and Lambeth management will be providing, it was agreed that community involvement at the board meetings will occur semi-annually going forward. The annual meeting in May and an open meeting in November.
Topic	Property Management Committee
Discussion	Joe reports that the first meeting was held on Tuesday, June 27th. In attendance were Joe Rogers, Gene Hammond, Robert Jones, Barry Romberg. Discussions were held regarding upcoming maintenance. With Lambeth Management taking over all maintenance issues it was determined that a property committee would be useful in occasionally supporting Donna at Lambeth with property-related concerns. The first opportunity will be to distribute a list of the known property issues that Lambeth has documented, inviting each owner to rank their top three, and add any issues not on the list. Future opportunities might be evaluating replacement of pine needles with bark mulch.
Conclusions	A Solar Panel committee will convene in August. The purpose will be to explore the pros and cons of solar panels in our community. The information will be shared with the community and a survey will be conducted. The state is continually changing their policies regarding HOA restrictions for solar panels so those rulings will override any decision made.

NEW BUSINESS (cont'd if necessary)

Topic	Social Committee Update
Discussion	The Social Committee met on June 28th. In attendance were Sharon Hammond, Diane McLaughlin, Tina Rogers Betty Turner. Missing were Diane Marsden and Yvonne Thompson.

Conclusions	<p>Contact information was shared. Tina Rogers will serve as Chair and Diane Marsden will be the note taker for a term of one year.</p> <p>The committee will meet every two months and the place will rotate among the members. We welcome new members from the community to join us and/or volunteer for activities/projects/and to offer ideas. We will ask Joe Hodges to come up with a name for our committee.</p> <p>Important activity :</p> <p>Encourage all to be helpful and friendly to our neighbors</p> <p>Community Care-Respond with cards/flowers to illness, deaths, or other hardships of our neighbors. Sharon and Betty will take flowers to Carol Shearin at 5 Midland lane this weekend following her hip surgery.</p> <p>This task will rotate among the members as needed.</p> <p>Welcome new neighbors</p> <p>Ideas for events:</p> <p>Soup night in the fall (October) Sharon's house</p> <p>Holiday Open House (Dec) Tina's house</p> <p>Outdoor cookout at the end of street</p> <p>Impromptu gathering at the end of the street-Bring your own chairs, drinks, snacks etc</p> <p>Next meeting will be Wednesday Aug 15 at 6:30 Tina's house 22 Waterline Drive.</p>
Topic	Community Directory.
Discussion	
Conclusions	The board requested that Donna add contact information to our community directory for the new tenants and distribute to the community.

Prepared and Submitted by:

Name: Sharon Hammond/Secretary