

WILLOWS CONDOMINIUM ASSOCIATION, PHASE I
ANNUAL MEMBERSHIP AND BUDGET MEETING

September 29, 2020

Via Zoom

MINUTES

1. Roll call, determination of quorum and certification of proxies.
Charles Glaser, Peter Glaser, Tingate Jue and Mandie Jue.
Absent: Jenn DiFiore.
Also present: Judi Balkind, HOA Manager. It was determined that we have a quorum.
2. Motion to approve/waive notice of meeting. ***Tingate Jue made motion to approve the notice of meeting. Charles Glaser seconded and the motion passed unanimously.***
3. Reading and Approval of the Minutes of the May 9, 2019 Membership Meeting. ***Tingate Jue made a motion to approve the minutes of the May 9, 2019 meeting. Charles Glaser seconded and the motion passed unanimously.***
4. Election of Officers:
 - a. Charles Glaser, Secretary/Treasurer – 2 years remaining
 - b. Tingate Jue, President – expired
 - c. Jen DiFiore, Vice-President – 1 year remaining

Note: Per the By-Laws, section 4.5; at the expiration of the term of each office of each representative Board Member, his successor and all Board members thereafter shall be elected to serve a term of three (3) years. ***Peter Glaser made a motion to elect Tingate Jue for a 3-year term. Mandie Jue seconded and the motion passed unanimously.***

5. Reports of Committees: none
6. Unfinished Business
 - a. Financial Statement Review FY 2019. Judi Balkind presented the 2019 financials to the members. Discussion ensued. ***Tingate Jue made a motion to approve the FY 2019 Financials. Peter Glaser seconded and the motion passed unanimously.***
 - b. Elevator Door: Can the elevator door be operated manually if necessary; Judi will verify with the elevator providers.
 - c. Test & inspection of sprinkler system: report attached and Test & inspection of smoke/alarm devices: report attached. Any items in the closets should be removed; comment made that the items are also

flammable. Judi Balkind will send out a notice regarding the closets cleaned out and flammable items removed, per the Fire Marshall.

7. New Business

- a. Financial Statement Review YTD 2020. Judi Balkind presented the 2020 financials to the members. Discussion ensued. ***Peter Glaser made a motion to accept the YTD 2020 Financials as presented. Tingate Jue seconded, and the motion passed unanimously.***
- b. 2021 Approval of Budget & Dues: Will wait until YE 2020 to finalize the 2021 Budget and Dues.
- c. Replacement of new water spicket in garage: completed
- d. Replacement of side garage door with full wooden door no window reordered on hold: Door ordered was incorrect, correct size replacement has been ordered. Same lock set and hinges will be used on new door.
- e. Cleaning out of the garage floor drains/new drains were needed: they were quite dirty and Advanced Hydronics cleaned them out and installed new pans. These should be cleaned annually. Judi Balkind will check with Leo regarding sweeping/cleaning of the garage.
- f. Meet with Painter to look at building exterior, bids for 2021. Feels the building looks pretty good and maybe needs some touchup in Spring 2021. Members agreed to hold off and discuss needs in Spring 2021.
- g.** Other: Installation of fence cage in back of garage: Glaser's would like install a cage similar to Tingate Jue's cage. ***Tingate Jue made the motion to approve the cage the Glaser's will build at their cost. Charles Glaser seconded and the motion passed unanimously.***

8. Adjournment: ***Peter Glaser made a motion to adjourn the meeting. Tingate Jue seconded.***

Respectfully submitted by:

Jarmik Property Management
Judi Balkind, HOA Manager