



February, 2020, Newsletter

Greetings, co-owners! In this issue of the newsletter, you will find information on a new key access policy, on building maintenance, and on trees. In addition, there are one or two miscellaneous items toward the end.

New key access policy adopted by board

Under the WWPCA Bylaws, Article V, Section 7,

“Each member shall provide the Association means of access to his unit and any limited common elements appurtenant thereto during all periods of absence, and if such member fails to provide a means of access, the Association may gain access in such a manner as may be reasonable under the circumstances and shall not be liable to such member for any necessary damage to his unit or any limited common elements appurtenant thereto caused thereby or for the repair or replacement of any doors or windows damaged in gaining such access, the costs of which damage shall be borne by such member.”

Due to some recent difficulties in accessing co-owners' units in emergencies, and to effectively implement this bylaws provision, the WWPCA Board of Directors is adopting the following policy for all co-owners.

All co-owners are required to provide to the Waterway Pines Board Secretary the name and telephone number of at least one local contact person holding keys to the co-owner's unit and authorized to allow the Board and emergency providers access to the co-owner's residential unit in Waterway Pines while the owner is not at home. The preferred contact person is a neighbor in Waterway Pines.

The Board Secretary will maintain a list of such contact persons, and make it available only to current Board members. Board communication to the contact person and access to the co-owner's unit will be used only when (1) the co-owner is not at home, and (2) the co-owner cannot be communicated with in a timely manner, or otherwise contacted to provide access, and (3) in cases of perceived emergency (for example but not limited to gas leaks, fires, malfunctioning fire alarms, water service shut-off to the entire building, major storm damage to the structure, etc.). In case of



fire or gas leaks, the Association will contact the necessary emergency authorities to take whatever action is deemed necessary to resolve the emergency.

The effective date of this policy is June 1, 2020.

Adopted by the WWPCA Board: 2/10/2020.

Two things to note here:

- This policy does not take effect until June
- All co-owners have until then to tell the board secretary who has your key. Send that information to bamezeske@gmail.com.

Information about building maintenance

Window Condition and Function

Those co-owners who have remained during the winter months may have noticed windows that do not close completely and/or do not lock shut. If so, please go to the association website (wwpines.net), click on "About Us," then on "Contact Us." Fill in your information, and where it says "Select your reason for contact," select "Buildings". Then describe the window issue and specify which window is causing the problem. For those members who will be returning in the following months, please do this on your return. We can do realignments and minor repairs even during the winter and plan further repairs as needed. Thank you for your cooperation.

Maintenance Plan Summary

At the January meeting, the Board approved an ambitious plan for maintaining our buildings, similar to last year. This includes:

- Priority items- repairing the support posts of 5 sunrooms, repairing the electric meter panels at 5 buildings, replacing the remaining 44 front porch railings, treating the two duplexes where termites were discovered, and installing gutter screens in several strategic locations to reduce clogging;
- Regular maintenance items on a rotational basis- cedar trim and door painting, power washing and staining decks, flushing clogged gutters, replacing door seals, and power washing mold; and
- Inspection Tour (IT) repairs- window repairs, deck repairs, garage door repairs, etc.



We will keep you posted month by month what we will be doing to maintain our buildings at the highest level. A projected 2020 monthly maintenance schedule is below:

January

1. Set up spending plan for the year
2. Set up monthly maintenance schedule for the year

February

1. Contact with vendors to confirm participation
2. Newsletter- overall maintenance plan for the year, report window status using contact form on front page of website

March

1. Assessment of garage doors, support posts, decks, meter panels for winter damage
2. Initiate termite treatment for two sites
3. Newsletter- walk around for winter assessment, requirement for modification requests, Matrix

April

1. Work on 2019 leftover projects, including windows, unclog gutters and add screens to strategic units
2. Newsletter- Inspection Tour plans and recruitment, returnees report window status, deck staining schedule and rules

May

1. Wash mold on one-half of association- western
2. Start porch railing replacement project
3. Start sunroom support post repair project
4. Conduct Inspection Tour (IT) with training, inspection and collating data
5. Newsletter- support posts, porch railings, electric meter panels schedules and landscaping effects, deck staining schedule and rules- warning

June

1. Start meter panel repair project
2. Start trim painting project
3. Initiate deck staining project mid-June- clear off decks
4. Continue sunroom support and porch railing projects
5. Initiate Inspection Tour results repairs
6. Newsletter- deck staining schedule, meter panel schedule, announce dryer vent and furnace duct cleaning project

July

1. Continue IT repairs, sunroom support posts, meter panels, porch railings
2. Repair decks
3. Complete trim painting project
4. Conduct dryer vent and furnace duct cleaning project in late July
5. Newsletter- dryer vent/furnace duct cleaning

August

1. Continue porch railing project
2. Continue IT repair items
3. Complete sunroom support post and meter panel projects
4. Newsletter- report any needed repair items using contact form on website



September

1. Commence gutter repair and screening project
2. Complete porch railing project
3. Continue IT repairs
4. Conduct termite external inspection
5. Newsletter- winterization and absence checklist

October

1. Complete gutter project
2. Complete IT repair items
3. Submit summary report at the Annual Meeting
4. Newsletter- summary report of work completed, smoke alarm battery replacement, furnace filter and humidifier cartridge replacement

If you have questions regarding buildings, please send them to the board using the directions above, under "Windows."

Free trees? Sign me up!

The Holland Board of Public Works, through an agreement with the Arbor Day Foundation, has made 500 young, potted trees available to its energy customers. The intent is to save energy by planting more trees. An email sent to co-owners on February 10 explains how to participate in this program. Any trees reserved by WWPC co-owners will be picked up by the association, and used to refresh plantings around the perimeter of the association, a long-term project the board committed to in 2019. We hope to save the association a little money by taking advantage of this generous offer.

Miscellaneous information

Got deck chairs? You may move them out of storage on April 1. Maybe the sun will be shining that day!

Board meetings have been moved to the second Monday of the month, during the afternoon. That means the monthly newsletter should reach you sometime in mid-month.

Waitlist of potential buyers: this has been updated to remove names that had been on the list for more than a year. If you are contemplating selling your home, be sure to ask the board for the list. If you know anyone who would like to live at Waterway Pines, have them contact a board member.

That's all, folks! Here's to an early spring!