

**WILLOW CREEK TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS SPECIAL MEETING
THURSDAY, NOVEMBER 13, 2014 – 9:00 A.M.
318 ELK AVENUE, SUITE 24, CRESTED BUTTE**

By Phone: Greg Carver, Unit 3
Jill Norris, Unit 5
Jennifer Bossard, Unit 1
Amy Brimah, Association's attorney
Angela Reeves, Toad Property Management, Inc.

Greg called the meeting to order at 9:00 a.m. and Angela confirmed a quorum was present.

Jill made a motion to approve the July 17, 2014 minutes as distributed. Jennifer seconded the motion and it was unanimously approved.

Greg explained Amy Brimah had left Brownstein Hyatt Farber Schreck LLP and set up her own firm, Brimah LLP. Jill made a motion continue to retain Amy Brimah as the association's attorney. Jennifer seconded the motion and it was unanimously approved.

Angela said all assessments were current and the association had approximately \$9,000 in the bank accounts. Angela explained the dumpster enclosure had been repaired and then a bear had caused new damage to the doors. After a short discussion it was agreed monthly assessments would remain at the current level for 2015 and Angela agreed to circulate a draft 2015 budget to the Board for review and approval.

Amy joined the meeting and said she had been reviewing the association's governance documents for compliance with State statute. Amy explained the following policies were in compliance with statute and did not require any changes:

1. Collection of unpaid assessments.
2. Handling of conflicts of interest.
3. Conduct of meetings.
4. Procedures for addressing disputes arising between the association and unit owners.

Prior to the meeting Amy had distributed two new policies and had some amendments to existing policies.

Procedure for adoption of policies, procedures, rules, regulations, or guidelines. It was unanimously agreed all owners would be provided with copies of proposed policies and given 10 days or provide comment and/or feedback on the proposed Policy.

Policy for reserve studies. Amy recommended the association adopt a policy for reserve studies although the statute did not seem clear if this policy was mandatory for all associations. After discussion it was agreed the association would have a policy explaining the purpose of a reserve study but at the present time the board would continue to discuss maintenance requirements in the common areas as part of budget discussions and not prepare a reserve study.

Maintenance and retention of records. Amy said changes in statute needed to be added to the existing policy. Jill identified a couple of typos in the original document and Amy agreed to make those changes.

Enforcement of covenants and rules. Amy said the existing policy required updating to be in compliance with current statute. Amy questioned the amount of fines and said they could be higher or lower. After discussion it was unanimously agreed the existing policy amounts for fines were acceptable.

Procedure for addressing disputes. After discussion it was agreed the existing policy was acceptable.

Amy encouraged Board members to review the policies and exhibits and send comments to her. Amy said she would distribute revised policies and the Board would vote to adopt the policies and the policies would be sent to all owners for comment. Amy confirmed the Board would review owner comments but the Board had discretion to adopt the policies.

Amy said she believed Unit 4 was still with the Bankruptcy Trustee and Angela said Allan Kroll had questioned why Amy received all court mailings relating to the bankruptcy. Amy said as an attorney of record she would stay on the mailing list until everything was closed. Amy said she was not reviewing every document or charging the association for receipt of the documents and just scanning for issues which might concern the association. It was agreed Amy should continue to receive court mailings.

Amy left the meeting at 9:45 am.

Jill suggested the Board review the current rules and regulations and make amendments if necessary. Greg said the next Board meeting would be in April to review any maintenance work required. No meeting would be held in January unless there were new items for discussion.

As there was no additional business Jill made a motion to adjourn the meeting at 9:52 am, Jennifer seconded the motion and it was unanimously approved.