

**WILLOW CREEK TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
WEDNESDAY, NOVEMBER 22, 2017 – 12:00 P.M.
318 ELK AVENUE, SUITE 24, CRESTED BUTTE**

Board Members Present: Greg Carver, Unit 3
Randy Sackett, Unit 5

Others Present: Rob Harper - Toad Property Management, Inc.

Greg called the meeting to order at 12:15 p.m. and explained the purpose of the meeting was to discuss the water leak and sewer leak identified by Mt. Crested Butte Water & Sanitation and the essential repairs and how to pay for that work.

Randy said he had been researching building plans and attempting to contact the original contractors and engineers to gather more information about the underground pipes. Rob said the current work would probably be \$15,000 and Randy said surface restoration work would be necessary in the Spring.

After discussion it was agreed an immediate special assessment of \$15,000 was necessary and owners would be notified of a second special assessment in the Spring to cover the restoration work. Greg made a motion for an immediate \$3,000 special assessment, per unit, to address the water leak and sewer leak at the property. Randy seconded the motion and it was unanimously approved.

Greg and Randy agreed to draft a letter to owners explaining the exploratory work and the necessary repair work and the letter would be sent out with the minutes and the special assessment invoices.

Rob said he had been in contact with Lacy Construction and Gunnison Septic and would meet again with them to schedule the work.

The meeting adjourned at 12:40 a.m.

Prepared by Rob Harper
Toad Property Management, Inc., Manager
of Willow Creek Townhomes Association