

**WILLOW CREEK TOWNHOMES ASSOCIATION
ANNUAL HOMEOWNERS MEETING
WEDNESDAY, AUGUST 17, 2022 – 5:00 P.M.
318 ELK AVENUE, SUITE 10, CRESTED BUTTE
VIA ZOOM**

Present via Zoom: John Routa, Unit 1
 Allan Kroll, Units 2 and 4
 Greg Carver, Unit 3
 Randy & Kathy Sackett, Unit 5

Joe Robinson – Toad Property Management

Joe called the meeting to order at 5:01 p.m., confirmed notice of meeting had been mailed on August 2, 2022 and said there was a quorum with all units represented at the meeting.

Allan questioned the \$600 recently spent on window washing. After discussion it was agreed the \$600 was not an Association expense and it had been intended that Units 1, 3 and 5 would each pay \$200 for Crystal Clear to wash the exterior of the windows. The three units would reimburse the Association the \$600 and the \$650 budgeted in the 2023 Budget would be removed. Kathy explained the company would not come out for individual window washing and only came out if multiple units requested the work at the same time.

Allan questioned why the management fee had increased significantly and said for 2023 the management fee would be \$106.66 per month, per unit. Joe explained Toad had increased the management fee in September in an attempt to keep up with increased labor, lodging and operating costs in the valley and Rob Harper had sent a letter to all owners. Joe agreed to email a copy of the letter to Allan.

Joe confirmed previous screw and glue on roofs had been paid by the owners who wanted the work to be performed.

Joe explained owners could put their name forward for election to the Board.

Allan questioned the Alpine Landscapes and Toad proposals for landscaping and ongoing maintenance. Joe explained the work had been performed in 2022 and involved the areas between the dumpster and the road and grass had been removed in front of Unit 1 and Xeriscaping added so less water would be required. Greg explained there had not been irrigation since the Association decided not to install the backflow preventer on the irrigation system as requested by Mt. Crested Butte Water & Sanitation District several years earlier.

Greg made a motion to approve the minutes of the August 23, 2021 meeting as presented. Randy seconded the motion and the motion passed three votes to two with Allan abstaining from the vote.

Allan questioned if progress had been made on the damage to the stone on his Unit 2 caused by the Fed Ex delivery driver. Joe explained Fed Ex had sent out their insurance adjuster to assess the damage and Toad had obtained a bid from Peakview Stucco in Montrose to complete the repair. Joe said the stone was difficult to obtain and the Peakview bid was higher than the assessor's figures. Joe said he had been unable to reach the insurance adjuster and Joe agreed to share the bid and the insurance adjuster's information with Allan. Joe also agreed to resend photographs of the damage to the stone to Allan.

Joe explained the Waste Management costs had increased for trash collection mainly due to the WM fuel and environmental charge. Management fees had increased and there had been landscaping costs. Joe said at the end of the year the Board could make a decision to move \$4,365 from the operating account to the reserve account if the Association did not have any large unforeseen expenses.

Joe said he had met with Jack Barker, of Turd Herder, to inspect the lift station. Jack had suggested Toad seal the entrance to the vault for the septic system (near Unit 5) as it would be a simple process to apply sealant and some new bolts. Jack had also confirmed he would be able to pump the lift station with just a couple of days notice. Joe confirmed the pumping had been completed in the Fall of 2021.

Joe explained rough estimates had been received for screw and glue on the roofs and confirmed it was an individual owner expense. Blue Dog estimated \$1,000 per unit and Pinnacle estimated \$776 per roof. Allan said he would opt out and arrange his own roof inspection and possible repair. Randy said he would inspect Unit 5 and then decide if he wanted somebody to perform the screw and glue. It was agreed Greg, Randy and John would confirm by email to Toad if they wanted the Association to schedule the screw and glue and individual units would pay the cost.

Joe said Toad would be performing some weeding and Kathy asked that weeds in front of the parking areas be removed. Allan asked that the weed whacker not be used close to the deck of Unit 2. Allan questioned the \$625 budgeted amount for Water/Sewer and the zero in actual expenses for 2022. Joe confirmed no money had been paid to Mt. Crested Butte Water & Sanitation and Greg confirmed any water for irrigation of the common areas was coming from Units 1, 3 and 5. The new landscaping would reduce the amount of water needed. Joe agreed to adjust the 2023 Budget to show \$0 for water/sewer instead of the \$650 currently shown.

Joe agreed to find out if the spray irrigation at Unit 1 could be changed to drip irrigation to the six plants in that location.

The removal of \$650 for window washing and \$650 for water/sewer for the 2023 Budget would allow \$1,300 to be moved to reserve. Allan suggested reducing the dues to \$530 per unit instead of \$550 per unit. Allan asked if bids had been received from other management companies and Greg and Randy said there had been conversations with

other management companies but those companies were not able to take on additional accounts at that time.

After discussion Allan made a motion to remove the line items for window washing and water/sewer from the 2023 Budget resulting in a reduction of \$1,300 in expenses. The dues income would be adjusted from \$33,000 to \$31,800 with dues set at \$530 per unit (a reduction of \$20 per unit) and the \$100 would be applied to the reserve account. Greg seconded the motion and the motion passed three votes to two with Allan opposing the motion because of the increased management fee and other bids not being obtained for the management.

Allan nominated himself to join the Board and with John and Allan both willing to serve on the Board for a two year term Joe explained the process to vote by secret ballot using the chat feature on Zoom. After tallying the votes Joe confirmed John Routa was elected to the Board for a two year term.

Randy asked Allan how he would be dealing with roof snow removal in the Winter and if Allan would be paying Whiteout Snow Removal (Ben Whittaker) for the work performed in 2022. Allan said he received an estimate of \$400 to \$500 per roof and he was willing to pay a total of \$1,000 for the Unit 2 and Unit 4 roofs but he was not willing to pay the additional \$145 charged by the contractor. As Whiteout Snow Removal also cleared snow throughout the winter from the driveway Greg and Randy expressed a wish to have the contractor paid. Joe said he had not spoken with Whiteout to know if Ben Whittaker would be willing to continue with snow clearing on the driveway. Kathy expressed safety concerns if the snow was not cleared from the roofs of Units 2 and 4 as necessary. Allan said the matter was between him and the contractor.

Randy said moving forward the Association would give Allan the opportunity to have work scheduled on Units 2 and 4 at the same time as the other three units but payment would be required in advance of the work being performed. Allan was not willing to make a prepayment and said he would schedule work on his units as needed.

At 6:27 p.m. Greg made a motion to adjourn the meeting. John seconded the motion and it was approved.

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