

**WILLOW CREEK TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
WEDNESDAY, JULY 27, 2022 – 4:00 P.M.
VIA ZOOM**

Present via Zoom: Greg Carver
Randy Sackett
John Routa
Joe Robinson – Toad Property Management

Joe called the meeting to order at 4:07 p.m. and Joe confirmed there was a quorum.

Randy made a motion to approve the minutes of the May 31, 2022 meeting. Greg seconded the motion and it was unanimously approved.

Joe said Jan Johnson had resigned from the Board. Randy made a motion to appoint John Routa to the Board to complete the remainder of Jan's term. Greg seconded the motion and it was unanimously approved.

Joe explained a draft 2023 Budget had been distributed to the Board prior to the meeting. Following email exchanges some amendments had been made to the Budget and Joe explained those changes. Joe said the Covenants stated roof maintenance which included snow removal was the responsibility of individual owners. Advance payment from owners might be a way to avoid roof maintenance bills not being paid by individual owners and the same process could be conducted for other maintenance projects. Roof snow removal was not shown in the latest version of the draft Budget. Joe said there was approximately \$29,000 in the bank accounts.

Joe explained all expenses had been increased and \$3,700 was allocated to go to the reserve account (approximately 10% of operating costs). Joe confirmed landscaping work was underway.

Randy expressed concern about a dues increase when there were funds in the bank account. Greg suggested removing the \$3,700 from the Reserve line item and trimming some of the line items to keep dues at the current level. Joe confirmed keeping landscaping (general) and snow removal flat (\$1,400) plus the removal of the Reserve line item dues could remain at the current level.

Randy made a motion to approve the 2023 Budget with the amendments discussed. Greg seconded the motion and it was unanimously approved.

Joe confirmed the quarterly financial report had been prepared and Joe would circulate that to the Board. Joe confirmed the updated Budget would also be circulated.

Greg said Units 2 and 4 had not been maintained. Randy said the Town of Mt. Crested Butte could be involved in a condemnation process although the Town was generally

reluctant to take such action. Legal advice from Jacob at Law of the Rockies was necessary. Joe said he would continue to reach out to Jacob about the Town initiating the condemnation process and the Town responsibility to do so due to safety concerns.

It was agreed to hold the annual meeting on Wednesday, August 17, 2022 at 5 pm with a board meeting immediately after that meeting. Joe said John's term would finish at that meeting and John was willing to continue for a full term. Joe agreed to prepare and circulate the annual meeting documents.

Joe explained Blue Dog Home Improvements would be willing to do the screw and glue on the roofs but the company would not provide an estimate. John agreed to find out who did the work on his unit in the past. Allan would be given the option to have any work done on Units 2 and 4 and if he wanted to proceed with the work payment would need to be made upfront. All owners would make payment prior to the work which made it important to have estimates for the work.

Randy said the inspection and pumping of the sewer should be done this year and Joe agreed to reach out to the contractor and schedule an inspection.

Randy said the railing at Unit 2 appeared to be damaged. John said he noticed the damaged railing after the high winds but did not know when or how it happened. Joe said he had not heard back from the FedEx adjuster regarding the damage to the stone and would reach out to him.

John made a motion to adjourn the meeting at 5:15 pm. Randy seconded the motion and it was unanimously approved.

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