

**WILLOW CREEK TOWNHOMES ASSOCIATION  
BOARD OF DIRECTORS MEETING  
MONDAY, AUGUST 23, 2021 – 6:24 P.M.  
318 ELK AVENUE, SUITE 10, CRESTED BUTTE  
VIA ZOOM**

Present via Zoom: Jan Johnson, Unit 1  
Greg Carver, Unit 3

Proxy to Greg Carver: Randy Sackett, Unit 5

Jordan Brandenburg – Toad Property Management

Jordan called the meeting to order at 6:24 p.m., confirmed notice of the meeting was mailed July 29, 2021 and said there was a quorum with all Board members represented at the meeting.

Greg made a motion to approve the minutes of the meetings held on August 31, 2020, September 29, 2020, January 14, 2021 and July 31, 2021. Jan seconded the motion and it was unanimously approved.

Greg made a motion for the following Board positions, Jan seconded the motion and it was unanimously approved.

President	Greg Carver
Vice President	Jan Johnson
Secretary/Treasurer	Randy Sackett

Jan expressed concern about the eaves and roof on Unit 2 which required some maintenance. Jordan agreed to research and follow up as the damage was not clearly visible from the ground but was visible from other units.

Jordan confirmed maintenance on the sewer lift/pump station would be scheduled and also he would also check if screw and glue had been performed on the roofs in the Fall of 2020.

Greg said the damage to the concrete at Unit 3 was getting worse and there was also concrete damage on Unit 5. Ice build-up in front of the units had been a problem during the winter. Greg said the asphalt would also require attention in the future. The concrete and asphalt did not require immediate attention and Greg said the Board would review options, including heating in front of the units.

It was agreed the recent tree trimming had gone well and the crew had done a good job without cutting the trees back too much. Greg said the crew had also performed some maintenance and the trees had been sprayed and fertilized. It was agreed the crew should

return to inspect the trees prior to the winter and then return each year and review and maintain the trees as necessary.

Board meetings would be scheduled as necessary and the annual meeting was tentatively scheduled for July 13, 2022.

At 6:40 pm the meeting adjourned.

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

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