

**WILLOW CREEK TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
MONDAY, AUGUST 31, 2020 – 6:20 P.M.
VIA ZOOM**

Present via Zoom: Jennifer Bossard, Unit 1
Greg Carver, Unit 3
Randy Sackett, Unit 5
Rob Harper - Toad Property Management
Scott Kelley – Toad Property Management

Scott called the meeting to order at 6:23 p.m. and Scott confirmed notice of the meeting was mailed July 31, 2020 and said there was a quorum with all Board members participating.

Greg made a motion to approve the minutes of the July 15, 2019 meeting. Jennifer seconded the motion and it was unanimously approved.

Greg made a motion to approve the minutes of the August 6, 2019 meeting. Randy seconded the motion and it was unanimously approved.

Jennifer made a motion to approve the minutes of the August 19, 2019 meeting. Greg seconded the motion and it was unanimously approved.

Randy made a motion to keep Board positions the same as the previous year. Greg seconded the motion and it was unanimously approved.

President	Greg Carver
Vice President	Jennifer Bossard
Secretary/Treasurer	Randy Sackett

Greg suggested it was once again time to schedule a service on the lift station for the sewer system. Greg made a motion to schedule an inspection and servicing on the lift station. Randy seconded the motion and it was unanimously approved.

Greg asked roof snow removal be coordinated by the Association with individual units being invoiced and given the opportunity to opt out and make their own arrangements. After discussion Scott agreed to have Jacob With, the Association's legal counsel, review the governing documents and determine how to deal with roof snow removal in the future.

Rob suggested a roofing contractor make roof inspections and perform screw and glue with individual owners invoiced for the work. Scott agreed to ask Jacob With to give guidance on the correct process for the Association to follow to give owners the opportunity to coordinate roof maintenance.

Sealcoating the driveway had been put off in recent years. SealCo had given a proposal for \$5,250 for crack sealing and seal coating. Rob explained the work would not address the area by the dumpster but SealCo would be able to provide a quote for cutting out and replacing the area by the dumpster. It was agreed to obtain a current proposal from SealCo for work to be performed in 2021 if funds were available.

Scott agreed to reach out to Crystal Clear Window Washing to have exterior windows cleaned in the Fall with individual unit owners being invoiced for the work performed.

Greg said he wanted to plant a couple of trees at Unit 3 and contract with a landscaping company to set up an irrigation system for the trees by joining into the original, abandoned, irrigation system. Greg said he would be responsible for those expenses but wanted to know if the Board would support that work. Rob agreed to reach out to Tyler of Spring Creek Landscaping to schedule an inspection to know how to move forward and either use the abandoned irrigation system or Greg would set up a separate irrigation system. Rob said any trees needed to be away from snow storage and a local expert, like Rocky Mountain Trees, needed to be consulted to give direction on location and size of any trees.

Randy said Spectrum had been considering the installation of underground cables from 17 Castle Road, under the creek to West Elk Townhomes to improve internet service but that work had been put on hold. Xstream Internet could provide service to homes with direct line of sight of their towers. Randy said he would continue to research options for increased internet speed.

It was agreed the annual meeting would be in mid-July 2021 with Board meeting scheduled as needed. The next Board meeting would be scheduled after coordinating with Jacob With.

At 7:15 p.m. the meeting adjourned.

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