

**WILLOW CREEK TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
THURSDAY, JANUARY 14, 2021 – 5:00 P.M.
VIA ZOOM**

Present via Zoom: Jennifer Bossard
Greg Carver
Randy Sackett
Scott Kelley – Toad Property Management
Jacob With – Law of the Rockies

Scott called the meeting to order at 5:08 p.m. and Scott confirmed there was a quorum with all Board members participating.

Jennifer made a motion to approve the minutes of the September 29, 2020 meeting. Greg seconded the motion and it was unanimously approved.

At 5:10 pm Randy made a motion to go into Executive Session to discuss governing documents, policies and procedures with the Association's legal counsel. Jennifer seconded the motion and it was unanimously approved.

At 5:34 pm Randy made a motion to leave Executive Session. Jennifer seconded the motion and it was unanimously approved.

Greg made a motion to adopt the Collections Policy as drafted by the Association's legal counsel. Jennifer seconded the motion and it was unanimously approved.

Randy made a motion directing Toad to record the Notice of Assessment Liens in the agreed upon amount. Greg seconded the motion and it was unanimously approved.

At 5:42 pm Jennifer made a motion to adjourn the meeting. Greg seconded the motion and it was unanimously approved.

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