

**WILLOW CREEK TOWNHOMES ASSOCIATION  
BOARD OF DIRECTORS MEETING  
WEDNESDAY, JANUARY 23, 2019 – 6:00 P.M.  
318 ELK AVENUE, SUITE 24, CRESTED BUTTE**

Board Member Present: Randy Sackett, Unit 5

Board Members By Phone: Jennifer Bossard, Unit 1  
Greg Carver, Unit 3

Others Present: Jacob With - Law of the Rockies  
Rob Harper - Toad Property Management  
Jim Ruthven – Toad Property Management

Rob called the meeting to order at 6:01 p.m. and Rob confirmed there was a quorum.

Greg made a motion to go into Executive Session at 6:02 pm to discuss delinquent accounts with legal counsel. Randy seconded the motion and it was unanimously approved.

Greg made a motion to leave Executive Session at 7:17 pm. Randy seconded the motion and it was unanimously approved.

It was unanimously agreed Randy would sign the engagement letter for Law of the Rockies and Jacob would prepare an outline of options, plans and costs regarding delinquent accounts. It was also agreed Jacob would review the nine governance policies and provide an estimate for updating the policies.

Jim said there was approximately \$8,000 in the bank and the large expense was for the sewer repairs. Jim explained snow removal was down in 2017/18 due to the light snow season and insurance and trash collection were slightly up.

Rob explained roof shoveling was an owner expense and reminded those participating in the meeting that roofs should be shoveled as ice build up had been a problem at all properties in the north end of the valley.

Rob said as there was a break in snow storms the snow banks around the buildings would be blown over the edge of the property.

Randy made a motion to adjourn at 7:28 pm. Greg seconded the motion and it was unanimously approved.

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