## WILLOW CREEK TOWNHOMES ASSOCIATION BOARD OF DIRECTORS MEETING TUESDAY, JULY 13, 2021 – 6:00 P.M. VIA ZOOM

Present via Zoom: Jennifer Bossard

Greg Carver Randy Sackett

Jordan Brandenburg – Toad Property Management

Jordan called the meeting to order at 6:01 p.m. and Jordan confirmed there was a quorum with all Board members participating.

Jordan explained the purpose of the meeting was to review and approve the 2021/2022 Budget. Jordan said the Budget was very similar to the prior year and there was an increase in the management fee. Jordan agreed to review the bank accounts and move money to the reserve account if necessary.

After discussion Greg made a motion to approve the draft Budget for 2021/2022. Jennifer seconded the motion and it was unanimously approved.

Jennifer said she would be resigning from the Board and not completing the final year of the term.

Greg said he had received a proposal from Aspen Tree Services to spray the trees for bugs, fertilize the trees and then Aspen Tree Services would return to trim trees. Randy made a motion to approve the Aspen Tree Services proposal subject to clarification on the trees which would be trimmed. Greg seconded the motion and it was unanimously approved. Greg agreed to contact Aspen Tree Services and schedule the work.

Greg explained the old sprinkler system had been abandoned after the Water District required upgrades and a backflow preventer and some owners were watering around their unit as needed. After a short discussion it was agreed Greg could utilize some of the abandoned irrigation parts to install a drip system from his unit for recently planted trees and flowers.

Concern was expressed about the lack of landscaping and maintenance being provided by Toad due to staff shortages. Greg said they would be reaching out to contractors to provide the services required to improve the appearance of the property.

Jordan agreed to reach out to Crystal Clear to get on the schedule for window washing. Jordan agreed to email owners to confirm who wanted to schedule exterior and interior window washing.

Jordan said Waste Management would be providing some trash cans and recycling bins. Randy agreed to notify Jordan if the bins did not arrive.

Greg said some driveway cracking had occurred in the concrete and the area by the dumpster continued to deteriorate. It would be necessary to address those issues in the future.

Jordan said he was waiting for a call back from the stonemason for the repair of the stonework on Unit 2 which was damaged by a Fed Ex delivery truck. It was agreed the work needed to be performed as soon as possible and Jordan agreed to follow up and reach out to additional stonemasons if necessary.

At 6:55 pm the meeting adjourned.

Prepared by Rob Harper Toad Property Management, Manager

of Willow Creek Townhomes Association