

**WILLOW CREEK TOWNHOMES ASSOCIATION  
BOARD OF DIRECTORS MEETING  
MONDAY, JULY 15, 2019 – 7:10 P.M.  
318 ELK AVENUE, SUITE 24, CRESTED BUTTE**

Board Members Present:     Greg Carver, Unit 3  
  Randy Sackett, Unit 5

Board Member By Phone:    Jennifer Bossard, Unit 1

Others Present:               Allan Kroll, Units 2 and 4  
  Rob Harper - Toad Property Management  
  Jim Ruthven – Toad Property Management

Rob called the meeting to order at 7:10 p.m. and Rob confirmed notice of the meeting was mailed June 12, 2019 and said there was a quorum.

Greg made a motion to approve the minutes of the meetings held on July 11, 2018, September 19, 2018 and January 23, 2019. Randy seconded the motion and it was unanimously approved.

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

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

Rob said access to the mechanical room at Unit 1 would be required to set up irrigation for the grass by Castle Road. The landscaping irrigation proposals for individual units would be discussed at the next meeting. Rob said the established landscaping in the center would not have irrigation and could be hand watered in the dry periods. Due to the lack of water at the present time it was agreed wood chips would be added to the area between Units 2 and 3, similar to the area between Units 1 and 2.

Rob explained the round roof vent covers had been picked up off the ground and glued back into place as needed.

Allan said paragraphs 2.2 and 3.1.1 were the sections in the Covenants which related to insurance requirements. Greg said this would be reviewed once the insurance proposals were received. Allan stressed Association attorney fees should not be incurred regarding any amendments to the Covenants.

Allan said he would send an email to the Board regarding settlement of the outstanding special assessments and the Board agreed to get back to him after reviewing the email.

Rob said he had a bid from SealCo for seal coating of the driveway. Allan confirmed SealCo had done the work in the past.

Greg said Farmers Insurance had identified some concrete cracking in front of some units and it was agreed to table concrete discussion for the time being.

Allan said he had received an invoice for Unit 2 but had not received an invoice for the Unit 4 special assessment and Rob agreed to check when that was sent.

Rob said maintenance did not really start until June due to the snow and efforts would be made to increase the maintenance hours for sweeping, weed removal and other general maintenance work. Rob, Randy and Jennifer agreed to meet at the weekend and inspect the property and plan maintenance work. Rob agreed to check the Mt. Crested Butte Water & Sanitation payments and confirm the bills were just for sewer.

It was agreed the next meeting would be August 1, 2019 at 6 pm.

Greg made a motion to adjourn the meeting at 7:47 pm. Randy 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