

**WILLOW CREEK TOWNHOMES ASSOCIATION  
BOARD OF DIRECTORS MEETING  
WEDNESDAY, SEPTEMBER 19, 2018 – 4:30 P.M.  
318 ELK AVENUE, SUITE 24, CRESTED BUTTE**

Board Members Present: Randy Sackett, Unit 5

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

Others Present: Paul Barney – Beckwith Builders, Inc.  
Rob Harper - Toad Property Management  
Jim Ruthven – Toad Property Management

Rob called the meeting to order at 4:40 p.m. and Rob confirmed there was a quorum.

Paul Barney gave a quick update on the brick driveway work and said there was probably another couple of days work to complete everything. Rob said Pinnacle had completed the rock retaining wall and backfilling. Rob explained the final invoice from Pinnacle was \$6,935.00. Rob confirmed Paul had received \$2,809 so far and Paul said the final invoice would be very close to the bid of \$9,663 and did not expect any additional charges. Paul left the meeting.

Randy said Mt. Crested Butte Water & Sanitation District had responded to the Association's letter regarding the water service and the issues which had led to the extensive repair project. Randy suggested a follow up meeting with the District to provide additional information and perhaps change their mind. Randy explained there would be several discussion points with the District, including the failed part, settling around the main line and service line, establishing responsibility for the main line and discussing the problem of the lines not being located where the District's plan show. Randy said recent changes in the law regarding locating utilities might also be useful for the association. It was agreed Randy and Rob would meet with Mike Fabre at the District.

Randy explained the entire sewer lift station was the responsibility of the Association and Timberline Mechanical had completed the replacement of the pump and confirmed the two pumps operated alternatively and the pumps were not a lead and lag configuration. After discussion it was agreed a figure of \$500 needed to be added to the annual Budget for Sewer Lift Station Maintenance and Inspection as replacement of the second pump, the float switches or the control panel would be necessary in the future. Randy said Timberline had left literature for the Sewer Lift Station and it was agreed those documents would be kept with the association records and regular monitoring of the Lift Station would be necessary to be proactive and avoid some of the issues experienced during the past year.

Rob explained a small piece of concrete in front of Unit 5 was damaged when Pinnacle were working in the area and a contractor would be looking at it and recommending a solution. Rob said he would obtain wildflower seed and native grasses as the Fall was the best time to put the seed down.

Rob said Farmers Insurance had sent loss prevention recommendations to the Association following a recent inspection of the buildings by Farmers. Rob explained he was attempting to talk to Farmers regarding options and request additional time. Greg asked if now was the time to amend the Covenants to treat the buildings as single-family homes (as Allan Kroll had requested in the past) or perhaps to put the insurance out to other markets. Rob said the insurance had just renewed with Farmers and said the recommended work involved replacing railings, addressing issues with the concrete on the driveway and adding bumpers to stop vehicles going over the edge at the parking spaces. After discussion Rob agreed to contact Mountain West Insurance to reach out to the larger market and report back to the Board and send Farmers an initial response to the loss prevention recommendation.

It was agreed Randy would go ahead and sign the association tax return.

Rob said the special assessment of \$6,000 per unit had not been paid by the owner of Units 2 and 4 and the exterior painting had not been completed and probably would not be completed by the October deadline. After discussion it was agreed an initial delinquency letter regarding the special assessment would be sent to the owner and if a satisfactory solution was not obtained legal counsel would be engaged. Randy said he had reached out to Luke Schaffner regarding the backflow preventer but Luke had not responded.

Rob said there was \$10,800 in the bank account and \$13,489 would be due when Beckwith Builders completed the brick paving of the driveway. After discussion it was agreed a special assessment would be discussed at the next meeting and the regular dues invoices would be sent out on October 1<sup>st</sup>.

Randy made a motion to adjourn at 6:00 pm. Jennifer 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