

**WILLOW CREEK TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
TUESDAY, SEPTEMBER 29, 2020 – 5:00 P.M.
VIA ZOOM**

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

Scott called the meeting to order at 5:00 p.m. and Scott confirmed there was a quorum with all Board members participating.

Jennifer made a motion to approve the minutes of the August 31, 2020 meeting. Greg seconded the motion and it was unanimously approved.

Scott explained there would be an Executive Session for purposes of discussing assessments with legal counsel.

At 5:02 pm Greg made a motion to go into Executive Session to discuss assessments with legal counsel. Randy seconded the motion and it was unanimously approved.

At 5:07 pm Greg made a motion to leave Executive Session. Randy seconded the motion and it was unanimously approved.

Randy made a motion to instruct legal counsel to begin reviewing governing documents and policies and discuss with the Board. Greg seconded the motion and it was unanimously approved.

Scott explained the Covenants stated roof maintenance was to be scheduled by the Association but the cost to be paid by individual owners. Owners had previously scheduled roof maintenance and Scott asked for guidance on Toad's involvement in roof maintenance. Jennifer requested Toad to inspect roofs and report to owners when roofs needed maintenance, including snow removal, and giving recommendations. Randy requested an estimate of costs for the work. Scott said Pete of Blue Dog would be available to perform glue and screw on the roofs prior to the start of Winter. Jennifer and Greg requested Pete to perform the roof maintenance and Scott agreed to schedule the work and obtain estimates for all five roofs. Randy said he wanted to follow up with Pete for roof maintenance already performed on Unit 5.

Rob explained to Jacob the history of the abandoned irrigation water line which was below Unit 5 and said Mt. Crested Butte Water & Sanitation District had recently requested the water line be removed, capped at the main line and responsibility return to the District or the Association could leave the water line in place (capped and locked) and

take responsibility and liability for the water line. Rob said the pipe was approximately 6 to 8 feet deep and digging up the pipe would be a tremendous effort due to the location and require heavy equipment. Rob explained after meeting with the District on-site it appeared signing off on the pipe and taking over responsibility for the section of pipe was probably the best option. Jacob said the Association could enter into an agreement with the District for the pipe which was not on the property. It was generally agreed taking responsibility for the section of pipe and leaving it in place at the present time was probably the best option and if in the future the land below Unit 5 was developed that would be the time to schedule the removal of the pipe and capping the main line.

Rob and Scott said some insulation would be added around the capped end of the pipe and a padlock would secure the lid. Randy made a motion to authorize Toad to instruct the District to prepare the relevant paperwork for the Association to accept responsibility and liability for the abandoned section of pipe. Jennifer seconded the motion and it was unanimously approved.

Scott said lift station maintenance would be scheduled.

At 5:21 pm Randy 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