

**WILLOW CREEK TOWNHOMES ASSOCIATION  
ANNUAL HOMEOWNERS MEETING  
MONDAY, AUGUST 23, 2021 – 6:00 P.M.  
318 ELK AVENUE, SUITE 10, CRESTED BUTTE  
VIA ZOOM**

Present via Zoom: Jan Johnson, Unit 1  
Greg Carver, Unit 3

Proxy to Greg Carver: Randy and Kathy Sackett, Unit 5

Rob Harper - Toad Property Management  
Jordan Brandenburg – Toad Property Management

Jordan called the meeting to order at 6:02 p.m., confirmed notice of meeting had been mailed on July 29, 2021 and said there was a quorum with three units represented at the meeting.

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

Jordan explained expenses were running close to Budget and the Board approved a 2022 Budget. Jordan agreed to check if screw and glue had been completed on the roofs in the Fall of 2020. Jordan explained the 2022 Budget was very similar to the prior year and Greg said the Board would continue to monitor expenses and adjustments would be made if necessary during the year. Jordan agreed to review income, dues and reserve funds, and move funds to the Reserve Account if necessary. Jan made a motion to ratify the 2022 Budget as presented. Greg seconded the motion and it was unanimously approved.

Jordan explained Jan Johnson had joined the Board to complete the term vacated by Jennifer Bossard. Greg and Randy were willing to continue on the Board for additional two year terms.

Jan made a motion to appoint Greg to the Board for an additional two year term. Greg seconded the motion and it was unanimously approved.

Greg made a motion to appoint Randy to the Board for an additional two year term. Jen seconded the motion and it was unanimously approved.

Jordan said Alpine Landscapes had submitted a proposal for landscaping. Jordan explained approximately \$1,000 of the Alpine Landscapes proposal was for labor and the balance was materials. Jordan said the proposal did not include an irrigation system and it would be necessary to occasionally water the plants, especially in the early days before the plants were established. Jan expressed concern about irrigating the plants sufficiently to guarantee survival of the plants. Greg said Randy had provided the water to periodically irrigate the trees between Willow Creek and the neighboring units and Randy

might be willing to provide a similar service and be compensated for water usage. Greg agreed to reach out to somebody who might be willing to water new plantings as necessary and no decision would be made on the Alpine Landscapes proposal until it was confirmed adequate irrigation could be provided. Jordan confirmed Alpine Landscapes would just complete the planting and then Toad Property Management would perform the ongoing maintenance.

Jordan agreed to schedule Fall maintenance on the sewer lift/pump station and schedule it for annual maintenance.

At 6:23 pm Greg made a motion to adjourn the meeting. Jan 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

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