

**WILLOW CREEK TOWNHOMES ASSOCIATION  
ANNUAL HOMEOWNERS MEETING  
MONDAY, AUGUST 31, 2020 – 6:00 P.M.  
VIA ZOOM**

Present via Zoom: Jennifer Bossard, Unit 1  
Greg Carver, Unit 3  
Randy and Kathy Sackett, Unit 5  
Rob Harper - Toad Property Management  
Scott Kelley – Toad Property Management

Scott called the meeting to order at 6:05 p.m., confirmed notice of meeting had been mailed on July 31, 2020 and said there was a quorum with three units represented at the meeting.

Randy made a motion to approve the minutes of the July 15, 2019 meeting. Jennifer seconded the motion and the motion was unanimously approved.

Scott said snow removal was approximately \$1,000 under Budget. Scott confirmed the new insurance policy, with the same company providing the D&O insurance, would commence on September 1.

Jennifer said she was willing to continue on the Board for an additional term. Randy made a motion to appoint Jennifer to a two-year term on the Board. Greg seconded the motion and the motion was unanimously approved.

Randy requested the Association review ways of reducing expenses. Scott explained the draft 2021 Budget kept dues at the current level and would add approximately \$4,365 to the Reserve Account and that Reserve Account currently had a balance of \$1,200. Kathy said very little summer maintenance had been done and it was agreed reductions could probably be made to the landscaping figure of \$3,250 in the Budget.

Rob said the large snowblower attachment on the skidsteer did not work well in the confined spaces at Willow Creek and the small snowblower had once again been used with the larger snowblower attachment just used to push back large piles of snow. Randy agreed to review services provided by other contractors to see if there was a better service. Randy suggested coordinating exterior window cleaning with Crystal Clear in the Fall and going forward the service could be twice a year and individual owners could contract with Crystal Clear for additional requests.

Randy made a motion to ratify the draft 2021 Budget as presented and review line items towards the end of the year and make modifications if necessary. Greg seconded the motion and it was unanimously approved.

At 6:20 p.m. Greg made a motion to adjourn the meeting. 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

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