

**WILLOW CREEK TOWNHOMES ASSOCIATION  
BOARD OF DIRECTORS MEETING  
WEDNESDAY, SEPTEMBER 4, 2024 – 5:15 P.M.  
VIA ZOOM**

Present via Zoom:     Greg Carver  
                              Randy Sackett  
                              John Routa  
                              Erin Dicke – Toad Property Management  
                              Ryan Darby – Toad Property Management

Erin called the meeting to order at 5:42 p.m. and confirmed there was a quorum. Erin said notice had been sent on August 29, 2024.

Randy made a motion to approve the minutes of the September 27, 2023 meeting. Greg seconded the motion and it was unanimously approved.

Greg confirmed Allan Kroll had drafted amended governing documents to address revised individual maintenance responsibilities including insurance. Those amendments had been passed to legal counsel for review and those legal expenses would be shared by Units 1, 3 and 5. The Association would pay the legal expenses and then the three owners would reimburse the Association after receiving an invoice from Toad.

Prior to the meeting a draft Budget had been circulated to the Board. After discussion about capital reserves Erin agreed to research how much money went into the Reserve Account to fund future capital expenses. Exterior painting, stucco repair, asphalt and concrete had all been identified as future capital projects. Erin agreed to research repair and painting of stucco and cost responsibility for that work. Rough estimates for the capital expenses could be obtained and discussed at a future meeting together with discussion about funding that work. The timing of projects also required additional conversation as not all units required the same attention.

Erin agreed to ask the accounting team to review prior expenses and determine how much money the Association would have by the end of the year. The draft Budget would be discussed at the next meeting together with how much money from the Association could be used towards capital expenses with individual owners funding the balance.

Landscaping was running significantly under budget. Tree maintenance had not been performed and some landscaping work had been performed by owners.

It was agreed a decision on the capital expenses needed to be made as soon as possible and the draft operating Budget would be discussed again.

Erin said additional new snow removal equipment had just been purchased by Toad. Greg stressed smaller equipment for snow removal worked better for the Association.

Erin confirmed Toad had the vents for the soffits and the vents would be installed when the painters started work on the building.

Erin said she would try to get information to the Board by 1 p.m. on September 5<sup>th</sup>. Painting was the most immediate decision as a contractor was ready to start work on the 9<sup>th</sup>.

At 6:58 p.m. Greg made a motion to continue the meeting on September 5, 2024 at 4 p.m. 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

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