

**WILLOW CREEK TOWNHOMES ASSOCIATION  
BOARD OF DIRECTORS MEETING  
TUESDAY, AUGUST 1, 2023 – 6:00 P.M.  
VIA ZOOM**

Present via Zoom:     Greg Carver  
                              Randy Sackett  
                              John Routa  
                              Joe Robinson – Toad Property Management

Greg called the meeting to order at 6:02 p.m. and Joe confirmed there was a quorum.

The minutes of the February 8, 2023 meeting were reviewed. John made a motion to approve the minutes of the February 8, 2023 meeting. Greg seconded the motion and it was unanimously approved.

Joe explained he had met Allan Kroll on site to review a broken pipe to the boiler in his unit. Joe said Allan believed the broken pipe was responsible for the failure of heat in the bathroom and the water damage. Joe said there was an open claim with the insurance company but Joe could not provide any update from the insurance company.

Joe said Toad did not have permission to enter the damaged unit. A representative from the electric company had collected the key (with permission from Allan) and switched off the space heaters. The key had not been returned to Toad. John expressed concern about the safety of space heaters running for such a long period of time and questioned why the Association did not have the legal right to enter the unit.

Joe said he had spoken with Stefan at Mountain West Insurance and Stefan confirmed he was currently searching for as less expensive insurance carrier. Joe was not aware of any problems with a renewal in September with the existing company. Joe agreed to meet again with Stefan at Mountain West Insurance and disclose the current condition of Units 2 and 4 and find out if that had any impact on renewal and insurance coverage. Joe said he would update the Board after the meeting.

Prior to the meeting a draft Budget had been circulated to the Board for review. Joe explained the Budget increased the dues back up to \$550 from the reduced dues for the current year of \$530. Joe said the management fee would be increasing by 5%. Legal expenses and insurance renewal for 2024 were unknown at the present time and Reserves could be used if necessary. It was generally agreed individual insurance might be beneficial and that would be discussed again after receiving more information from insurance agents and legal counsel. Joe agreed to obtain information from Stefan for potential insurance costs of a policy just for the common areas.

Greg made a motion to approve the 2024 Budget as presented. John seconded the motion. Concern was expressed about the consistency, quality and efficiency of the landscaping crew. Joe said the crew had been pulling weeds and setting a clear scope of

work would help. Randy said mulch had been added to some locations at the front of the buildings but mulch had not been put on all beds. Joe agreed to reach out to the maintenance crew and express the landscaping concerns and find out exactly what had been done.

Greg said some cosmetic work had been done on the dumpster enclosure but the work was not completed and the quality of workmanship was not very good.

Joe agreed to reach out to contractors for bids on exterior touchups of the units. Randy said a lot of soffit vent caps had fallen out and needed to be replaced.

Greg left the meeting.

Randy said an arborist, John Elliott, had inspected all the trees and provided a report of the work required to improve the health of all trees. Thinning of some of the Aspens would help with the health of the trees and protect the more expensive Spruce trees. Responsibilities for landscaping and tree care were discussed at length. Randy said John Elliott thought he would be able to start work in 2 - 3 weeks. Joe agreed to prepare a list of landscaping and tree care for the Summer months, circulate to the Board for review and then send to all owners.

John said he wanted to add pavers to a 6 foot area near his house. Maintenance of landscaping had been challenging and the pavers would improve the appearance and reduce ongoing landscaping requirements. Randy said the pavers must not cause issues for snow removal. John said he would circulate some ideas for the pavers and Randy would provide comments. John agreed to send Joe details of materials required and the area to be changed to pavers. Joe would research the materials.

At 7:45 p.m. John made a motion to adjourn the meeting. 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