

**WILLOW CREEK TOWNHOMES ASSOCIATION  
BOARD OF DIRECTORS SPECIAL MEETING  
TUESDAY, MAY 30, 2017 – 9:00 A.M.  
318 ELK AVENUE, SUITE 24, CRESTED BUTTE**

By Phone:               Greg Carver, Unit 3  
                              Jennifer Bossard, Unit 1  
                              Jill Norris, Unit 5

Present:                 Rob Harper - Toad Property Management, Inc.

Greg called the meeting to order at 9:03 am and confirmed a quorum was present.

Jill identified a typo in the April 6, 2017 minutes and the correction was made. Greg made a motion to approve the minutes of the April 6, 2017 and April 25, 2017 meetings. Jill seconded the motion and it was unanimously approved.

Greg said the Unit 5 closing would occur on the 31<sup>st</sup> and the new owner of Unit 5 would be living full-time at Willow Creek. Jill said she would be stepping down from the board on the 31<sup>st</sup>.

Prior to the meeting Rob had circulated financials as at April 30, 2017 together with a draft 2018 Budget. Rob said the association was slowly building up a reserve and suggested dues remain at the current level. Jill asked why trash removal was over budget and Jennifer said she had encountered people from outside of Willow Creek using the dumpster. Jill suggested adding a lock to the dumpster if that continued to be a problem. It was agreed to put a lock on the dumpster and circulate the number to all owners. Rob agreed to speak to Waste Management and adjust the pick-up schedule if necessary. Greg said the Board could review the draft 2018 Budget again towards the end of the calendar year and make changes if necessary.

Rob said the tree maintenance contractor had failed to keep to earlier scheduled dates but had confirmed all the trees would be trimmed this week at a cost of \$1,225.

Rob said the rock repair on Units 1 and 2 had been completed. Rob explained some vent covers had fallen out again and would be put back in place.

Rob said a new painting bid had been received from Complete Coverage and it was \$39,000 for the decks, metal railings and wood for all five units and the bid was also broken down by unit. Rob said Complete Coverage could do the work this summer and Rob agreed to approach other contractors in the valley and report back to the Board. A long discussion followed on how to fund the work and the benefits of completing the work on all five units in one summer. The association had approximately \$20,000 in reserve and would not be able to fund all the work and special assessments would be necessary. Once additional bids were received the Board would discuss again and present the information at the annual meeting. Rob said some deck repairs would be necessary prior to the painting project commencing.

Rob said he was waiting for bids to make stucco repairs. Rob explained the cracks would be left until the stucco was being painted in the future.

Rob said the damaged sod would be replaced during the next week.

Rob said SealCo had inspected the driveway and recommended crack repair and Rob said he was waiting for the bid. Rob explained the crack repair would be inexpensive and seal coating the entire driveway could be completed in the future.

Rob said concrete repairs in front of Units 1 and 5 were necessary and it was agreed Rob would obtain bids for the work.

Rob agreed to work on the capital plan once quotes were obtained.

After a short discussion it was agreed Jill's position on the board would remain vacant until the July 12 annual meeting when a secret ballot would be held.

The meeting adjourned at 9:51 am.

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Prepared by Rob Harper  
Toad Property Management, Inc., Manager  
of Willow Creek Townhomes Association