

**WILLOW CREEK TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
TUESDAY, MAY 31, 2022 – 6:00 P.M.
318 ELK AVENUE, SUITE 10, CRESTED BUTTE
VIA ZOOM**

Present via Zoom: Jan Johnson
Greg Carver
Randy Sackett
Joe Robinson – Toad Property Management
John Routa, Unit 1

Joe called the meeting to order at 6:03 p.m. and said there was a quorum with all Board members represented at the meeting.

Jan made a motion to approve the minutes of the August 23, 2021 meeting. Randy seconded the motion and it was unanimously approved.

Joe said he had reached out to Allan Kroll and scheduled roof snow removal for his two units. The final cost had been \$135 over estimate for the two units, and after email exchanges with the contractor Allan had refused to pay anything. The contractor had now sent the invoice to the Association although other units had paid the contractor directly. Randy suggested the contractor file a lien against the two units who had not paid. Options to deal with future roof snow removal and special assessments in an equitable way were discussed. Joe agreed to reach out to the contractor and find out if any payment had been received.

Greg said Units 2 and 4 had some outstanding maintenance items, including roof and stonework repair. Joe said FedEx had offered to pay the Unit 2 stonework repair, but there was a disagreement about the cost of the repair, and Joe was working with the FedEx assessor. Some roof damage was due to recent high winds.

After a long discussion Joe agreed to reach out to Blue Dog Home Improvement for quotes for screw and glue and roof maintenance. Joe also agreed to reach out to other contractors if Blue Dog was not acceptable to Allan Kroll.

It was agreed to reach out to legal counsel, Jacob With, for advice on how to deal with maintenance on Units 2 and 4. Increasing dues in the Budget to cover all maintenance matters or requiring prepayment of scheduled maintenance on Units 2 and 4 was discussed. The repair and completion of Unit 4 was discussed, and Jacob With would be asked to review and give options on how the Association could proceed.

Joe said he would draft a Budget including roof snow removal and a screw and glue on the roof in the Summer 2023. Greg suggested scheduling a screw and glue this summer and obtaining an estimate for the roof repairs at Units 2 and 4.

It had been agreed via email to spray and fertilize the trees and Greg confirmed the contractor, Aspen Tree Services, would contact him once the exact date was known. Greg said the chemicals used were not dangerous to pets or children although the company had recommended pets be kept inside for thirty minutes after the chemicals were applied.

Greg said a landscaping company had proposed an estimate for hand spraying flower beds and trees as needed. Greg agreed to circulate the email estimate. Joe confirmed there was \$3,500 in the Budget for landscaping. John expressed concern about the lack of landscaping performed and owners having to perform weed removal and watering. Randy said the irrigation line had been damaged near the dumpster enclosure and Greg confirmed the landscaping company had inspected the break in the line. Greg reminded owners the Association had decided not to replace the backflow preventer valve required by Mt. Crested Butte Water & Sanitation, and that limited the irrigation. Joe said Toad had a good maintenance crew in place for the Summer and they would be able to perform regular ground maintenance as well as Joe making regular inspections of the common areas. Joe confirmed Ethan, from Toad, would be happy to meet with owners to discuss the scope of work and prepare a plan. Joe agreed to email owners and set up a time and date to prepare a landscaping and maintenance plan for the Summer.

Prior to the meeting, Joe had circulated a year to date financial report. Joe said the reserve account was low (\$1,200) but there was money in the checking account (\$27,000) and funds could be transferred between the accounts. Greg said concrete and asphalt repairs would be necessary in the future. Joe explained lenders liked to see 10% of annual operating expenses transferred to the reserve account each year. It was agreed to discuss at a future meeting when the costs of landscaping and maintenance of asphalt and concrete projects were known and the level of dues could also be discussed.

Thursday, July 21, 2022 was proposed as a date for the annual meeting followed by a board meeting. Joe agreed to circulate an email invite for a meeting on July 21, 2022 starting at 5:00 p.m. Joe explained it would be necessary to have a budget meeting prior to the annual meeting and Joe confirmed he would circulate a draft budget.

Greg made a motion to adjourn the meeting at 7:40 pm. Randy seconded the motion and it was unanimously approved.

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