

Willow Green Townhomes Association

Annual Meeting
Wednesday December 14, 2016

MINUTES

The meeting was called to order at 6:38 pm.

Present were: Lauren Wilson, Martin Thiele, Emily Barnak, Donna Goldstein, Sonya Wytink and Kristie Pearson (proxy). There were 6 additional proxies. Helen Cartwright represented Bartlett Property Management. We do not have a quorum.

Approval of Minutes:

Lauren moved to approve the minutes of the 2015 Annual Meeting. Martin seconded the motion.

President's Report:

Martin reported that Board continued with improvement projects in 2016.

Another section of the parking lot was replaced, with one final section to complete this project next year.

The repair to the concrete manhole cover that was completed in 2014 has held up well, and this problem appears to have been solved.

We have completed the landscaping in front of all townhome units. The updated design includes native and xeriscape plantings with new drip irrigation installed. Thomas of Mosaic Gardens will continue to monitor the front areas for weeds and plant replacements.

The trees have been pruned extensively throughout the community over the last year, and this will continue into 2017. Our trees are a valuable asset and the Association is investing in their upkeep. We are also following best practice in treating for pests that could damage our trees.

This year we stained the two eastern six-plexes and will move onto the western six-plexes in 2017. We will also do touch up of the trim on all townhomes that need it.

2017 Projects:

As well as the asphalt replacement and staining, other projects for 2017 include some concrete repairs and repairing the clubhouse deck. The deck project will also include removing the old hot tubs and potentially repurposing the hot tub enclosures into 6-8 storage units. These units would be available to rent by owners at market rate to help cover the cost of construction. There will be opportunities for homeowners to give input before any final decision is made.

Treasurer's Report and Budget:

In 2016 we went over budget on spending in water (for irrigation), tree maintenance and pest control. Building repairs and snow removal were under budget this year and we met budget expectations for grounds maintenance. The Association is good shape financially and the neighborhood looks good, but we need to maintain reserve savings to keep up with projects.

The Board proposed a budget with no dues increase at the previous board meeting. However, in light of the projects that are still on-going that need funding, and with the approval of the homeowners present at the meeting, Emily moved to approve a \$5.00 / month dues increase for 2017. Lauren seconded the motion, which was passed unanimously by the Board. This increase will go into effect on February 1, 2017. Notices will be sent to homeowners about the dues increase.

Election of Directors:

Emily Barnak was appointed by the Board to serve the rest of Eric Harbeson's term. She will be up for re-election in 2018.

Martin Thiele is up for re-election this year. Donna moved to elect him for another three year term, and Sonya seconded the motion. Helen will send out a mail in ballot as we do not have a quorum.

Homeowners Concerns:

Kristie is interested in community building events, such as holding community yoga classes in the clubhouse. She also suggested that there could be better usage of the community notice board.

Kristie is also looking for the support of the HOA Board in dealing with issues of excessive noise from the tenants in the adjacent townhome. Helen will draft a letter to the homeowner from the Board.

Donna reported that she has an issue with her chimney at 3304. There is a split in the inner pipe of the chimney that has allowed creosote to build up too close to flammable surfaces. It is unclear what the exact cause of this is, and it will be diagnosed once the repair is made.

We will implement a plan to have all chimneys fully inspected to make sure that this problem is not in other units as well. Helen will also distribute safe wood burning literature to residents.

The clubhouse furnace filter needs replacing.

The meeting was adjourned at 8:25 pm.