

Willow Green Townhomes Association

Annual Meeting
Thursday November 30, 2017

MINUTES

The meeting was called to order at 6:37 pm.

Present were: Lauren Wilson, Martin Thiele, Emily Barnak, Tim Pegg (proxy for Robert Pegg), Paul Parker (proxy for Sonya Wytink), and Jeremy Thompson (proxy for John Thompson). There are 8 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 2016 Annual Meeting. Martin seconded the motion.

President's Report:

Martin reported on the Association activities in the past year.

The last section of the asphalt parking areas has been completed. This should not need re-doing for about 20 years, although we will need to maintain the striping and numbering.

The clubhouse, dumpster shed and the two western sixplexes were stained this year. This project will be completed next year with the two eightplexes being stained.

Mosaic Garden Design has been maintaining the front flower beds.

We had all the chimneys inspected and will follow up on owners getting them cleaned. Some chimneys had damage from over-heating, and these were repaired by the owners or are no longer in use.

The plumbing vent boots on the roofs were deteriorating, so all of them were replaced.

We are treating the trees for pests such as Emerald Ash Borer and 1000 Canker and continue to prune regularly for safety and tree health. We are also in communication with the management of Brookdale to the north about removing the dead and dying trees along the north fence line.

The board is still considering re-building the clubhouse deck and possibly replacing the hot tub enclosures with storage for owners.

Another long term plan is to amend the covenants and bylaws to make it easier for the association to make decisions and to change to the governing documents.

The board would like to change the quorum for annual meetings to 25% and the percentage to approve document changes to 51%.

Bartlett Property Management is ceasing managing HOAs at the end of 2017.

Our current manager, Helen Cartwright, is setting up a new company, Creekside Community Association Management. The board has signed a new contract with Creekside CAM. Notices will be sent to all owners.

Treasurer's Report and Budget:

At the end of November 2017, Willow Green has total assets of \$94,938.62. Year to date we are slightly down on income, but expenses are mostly in line with budget. Administration is slightly over budget due to rising insurance costs.

Grounds maintenance is also over budget, but snow removal is well under budget.

The Board presented two options for the 2018 budget of 1) no dues increase and 2) \$5 per month dues increase. Following discussion with the owners, Lauren moved to approve the 2018 budget with no dues increase. Emily seconded the motion, which passed unanimously.

Helen will get an assessment on the lifespan of the roof and an estimate on how much it will cost to replace. Replacement is currently scheduled for five years' time.

Election of Directors:

Emily Barnak moved to elect Lauren Wilson for another three year term on the board, and Paul seconded the motion. Helen will send out a mail in ballot as we do not have a quorum.

Homeowners Concerns:

Tim Pegg requested repairs to the back deck and handrails at 3374. Helen will ask Bill Johnston to take care of this.

The dog bag dispenser needs the bag hooks to be replaced and new bags installed.

The meeting was adjourned at 7:51 pm.