

Willow Green Townhomes  
Board Meeting  
April 8, 2019

MINUTES

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The meeting was called to order at 6:46 pm.

Board members present: Lauren Wilson and Emily Barnak. Martin Thiele called in by phone  
Helen Cartwright represented Creekside Community Association Management. A quorum is present.

Approval of Minutes:

Lauren moved to approve the minutes of the September 13, 2018 meeting. Emily seconded the motion, which passed unanimously.

Financial Statements:

At the end of March 2019 we have \$3909.14 in the operating account and \$155,573.59 in the reserve saving account.

Income is slightly under budget for the year to date. Admin expenses are under as we reduced the insurance premium by making the deductibles higher. Utilities are under budget as the irrigation has not been turned on yet. Snow removal is already over the annual budget. Overall we are operating within budget and have been making regular transfers to the reserve account.

Lauren moved to approve the March 2019 financial statements. Emily seconded the motion, which passed unanimously.

Old Business:

*Fence / Brookdale:* The fence that Brookdale removed in error has been re built, on the property line. Their contractor will stain the fence using Boodge oil a couple of months from when it was installed to allow the cedar boards to dry out a little. We will work with our attorney to draft another letter to Brookdale laying out the ownership and future maintenance responsibility for this fence.

*Clubhouse Deck:* Martin had several samples at the Annual Meeting and the general response from owners was that they preferred a wood product over a composite. Emily stained a sample of cedar which is now weathering and Paul Parker has one of the other samples. Helen and Martin will draw up a list of potential products including costs and pros & cons. This will be presented to the owners with an opportunity to see the samples and discuss options at an Open House in the clubhouse from 1-4 pm on Saturday May 18, 2019.

*Covenant Updates:* This item is still outstanding. Helen will send the information to the attorney.

*Dog Compliance:* There have been no further complaints about off leash dogs or other nuisance behavior. A spring clean-up of dog waste is scheduled for the week of April 15.

*Replacing electric panels:* Emily and Helen have been contacting owners directly about replacing FPE Stab Lok electric panels, and will continue to follow up. We will review progress on this at the Annual Meeting. The goal is to get all panels updated in the next two years.

*3362 A/C Request:* The Xcel Energy right of way contractor is going to inspect the location to give guidance on where a compressor could be located on the easement. The owner will need to get locates and may need to submit an encroachment request with Xcel. Any location allowed by Xcel will need to meet code and get final approval from the board. The goal is to get approval to Shawn by the end of April 2018.

In addition we need to get a maintenance agreement in place with the owner of 3363 for the A/C condenser on their deck. An agreement is already in place with the owners of 3333 for the screens built on their deck. Helen will check this is recorded with the County.

Bill Johnston will be checking the window well timbers at 3362.

*Painting Window Trim:* Helen has contacted the owners of 3340 and 3362 about painting their window trim and the patio slider trim at 3377. All have said they will take care of this. We will give them until the end of May to complete the painting.

#### New Business:

*2018 Grounds Maintenance:* The board approved a grounds maintenance contract with Sun and Shade by email. Spring clean up and aeration will take place in the next week or so, mowing is scheduled to begin on April 22 and the irrigation will be turned on at the end of April. Fertilizer and weed control will be applied on Tuesday April 9. The board decided that for future applications we will use fertilizer only, no weed control. We will communicate to the contractor that no weed control should be applied to the planted front garden areas.

Thomas will be out this week to do the clean ups in the front garden beds. He will also provide a bid to replace plants in areas where they have died. No planting will take place until we are sure that sprinklers are functioning correctly. He will set a day with the bobcat contractor to remove the rocks next to 3375. We will need to clear parking from the east cul de sac to allow access.

*Gutter Cleaning:* Lauren moved to approve the bid of \$1650 from Gutter It to clean the gutters and downspouts. This will be done twice a year. Emily seconded the motion which passed unanimously.

*Tree Maintenance:* Lauren moved to approve the bids from Arbor Vital Tree Care to prune the trees and from Natural Cuts Tree Care to treat the trees. Emily

seconded the motion, which passed unanimously. Martin asked about the ash tree in front of 3385 which is not included in the scope of work. Helen will check with David Shaldach. The board approved this additional item if it is required.

Homeowners Concerns:

There is a light out in the clubhouse and the table needs tightening up. Helen will ask Bill Johnston to take care of this.

Emily requested that we purchase a new gallon of Boodge oil to have available.

Tito from Superior Aggregates inspected the concrete poured by the city following a water leak. He advised that we check it again in the fall.

We will ask the owner of 3345 to make sure the firewood under the deck is at least a foot away from any part of the structure.

Helen will email the owners of 3315, 3355, 3375 and 3386 about bikes stored in the common area. Tags have been put on all bikes on the bike racks so we can dispose of abandoned bikes. Helen will email all the owners and the deadline to remove tags is Friday April 26.

Helen will send ballots to all owners to confirm Emily's re-election to the board, as there was not a quorum at the Annual Meeting.

Helen will send a draft of a trash sign to the board, and will put up guidelines from Boulder Zero Waste project to encourage proper waste disposal.

Emily will draft an action list to help keep us on track with our goals.

Next Meeting Date:

The next meeting will be a property inspection in Monday June 17, 2019 at 6:45pm.

The meeting adjourned at 8:17 pm.

Meeting Action Item List:

Action	Person	Date
Write to Brookdale about fence agreement	Helen	April 30 2019
Check on fence staining	Helen	April 30 2019
List of decking products	Martin & Helen	April 30 2019
Contact owners about deck open house	Helen	April 30 2019
Send covenant update info to attorney	Helen	April 30 2019
Contact owners about electric panels	Emily & Helen	
Get approval to Shawn for A/C location	Helen	April 30 2019
Maintenance Agreement 3363 A/C on deck	Helen	April 30 2019
File agreement with 3333 re deck at County	Helen	April 30 2019
3362 Window Well	Bill Johnston	April 30 2019
Bid for replanting garden	Thos Rutherford	April 30 2019
Painting window / slider trim 3377, 62, 40	Helen	May 31 2019
Replace bulb, adjust table in clubhouse	Bill Johnston	April 30 2019
Get Bodge oil	Helen	April 30 2019
Move firewood 3345	Helen	April 30 2019
Move bikes 3315, 3355, 3375, 3386	Helen	April 30 2019
Dispose of tagged bikes	Helen	April 30 2019
Send ballots to owners	Helen	April 30 2019
Send draft of trash sign	Helen	April 30 2019
Check driveway concrete	Martin	Fall 2019