

Willow Green Townhomes
Board Meeting
June 18, 2020

MINUTES - *DRAFT*

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

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

Approval of Minutes:

Lauren moved to approve the minutes of the November 11, 2019 meeting. Martin seconded the motion, which passed unanimously.

Financial Statements:

At the end of May 2020 we have \$3,300.95 in the operating account and \$200,259.41 in the reserve saving account.

Income is under budget by about \$1,600. Snow removal is over budget for the year and we are one month behind on reserves transfers. Aside from these we operating within the budget.

There is one account 90+ days past due. Payments are being held up by COVID-19. Helen will check the lien status and update as necessary.

Lauren moved to approve the May 2020 financial statements. Martin seconded the motion, which passed unanimously.

Old Business:

Clubhouse Deck & Townhome porches & decks: Martin will follow up with his contacts to get leads for contractors who can work with the chosen materials.

Covenant Updates: The attorney explained that we should keep the requirement that changes to the covenants must be approved in writing. Helen will provide board members with names & contact details for owners, as well as a summary of what owners are being asked to approve. Martin will approach resident owners in his section, Emily will approach resident owners in her section, Lauren will contact resident owners in the eightplexes. Helen will contact all non-resident owners.

Electric panels: We will keep monitoring this item and will update as people upgrade their panels. Lauren is planning to replace hers this year.

Russian Olive: Around two thirds of the tree has been removed. The remaining section is not unsafe. The contractor will finish the job as their schedule allows.

New Business

Grounds Maintenance: The 2020 contract with Sun & Shade was approved by email. They are doing a good job with the lawn care.

Thomas of Mosaic Gardens has done pruning and replanting. He will be back to stake the bushes so they grow upright.

Tree Care: The proposal for tree trimming from Arbor Vital was approved by email and the work has been completed. Martin moved to approve the bid from Natural Cuts Tree Care to treat the trees for pests. Lauren seconded the motion, which passed unanimously.

Gutter Cleaning: Gutter It will be doing the gutter cleaning next week. Helen will arrange a time to meet with the contractor to discuss reconfiguring some of the downspouts for better efficiency.

3362 Window Well: Martin moved to approve the Superior Aggregates bid to replace the window well with concrete. Lauren seconded the motion, which passed unanimously. We will face the well with cedar (stained both sides) and top it with flagstone.

Porch Lights: The porch lights at Willow Green do not meet the City of Boulder night sky ordinance, as the light bulb is visible through the glass. We will chose and install two or three samples and then allow owners to vote on a favorite to be installed on all homes. We will consider adding a motion sensor and replacing the rear porch lights as well.

Homeowners Concerns:

Lilacs at 3375: The owner agreed to maintain these bushes and they need to be trimmed. Helen will request they take care of this, or the association will bill them back for the cost of trimming.

Radon system at 3311: This installation is not to code and does not meet HOA requirements.

Dumpster shed doors: We will get a bid to replace the shed doors as they are in poor condition.

3356 Skylight: The skylight is rattling in high winds. Helen will arrange for Van Lier Roofing to check it.

Flagstone at 3377: Helen will contact the owner to get them to apply for ACC approval for their installation.

Next Meeting Date:

We will do a property walkthrough on July 23, 2020 at 6:30 pm.

The next board meeting will be on September 17, 2020 at 6:30 pm

The meeting adjourned at 8:10 pm