

Willow Green Townhomes  
Board Meeting  
November 11 2019

MINUTES

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

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

Approval of Minutes:

Emily moved to approve the minutes of the April 8, 2019 meeting. Martin seconded the motion, which passed unanimously.

Financial Statements:

At the end of October 2019 we have \$4606.71 in the operating account and \$175,034.28 in the reserve saving account.  
Income is under budget by about \$3,000. Administration is under budget and grounds maintenance is over budget. We missed two months of reserves transfers, but should end the year mostly within budget.  
Lauren moved to approve the October 2019 financial statements. Emily seconded the motion, which passed unanimously.

Old Business:

*Clubhouse Deck & Townhome porches & decks:* Martin met with owners to look at products. Mahogany & bamboo were the top two choices. Martin can get both these products at wholesale prices. We might need to use a different product for the railings and hand rails. New decks could be built over the existing framing or this could be rebuilt with a metal product.  
Emily suggested that we select a product and do the clubhouse deck and a front porch in the spring. We will need to find a specialty contractor to do the work.

*Covenant Updates:* The documents have been sent to the attorney.

*Electric panels:* The owners at 3371, 3392 and 3397 have replaced their electric panels. 3356, 3367 and 3393 still have the original panels and we need to follow up with 3375, 3380 and 3386.

*3362 A/C Request:* Martin would like to make a few more changes to the maintenance agreement.

*Painting Window Trim:* The white window trim has been painted the correct color.

*Walkthrough follow up:* Helen will contact the owners at 3311 about either removing the out of code radon system, or bringing it up to code. She will also draw up a maintenance agreement for the home with an A/C unit through the wall, and remind the owner at 3393 that when they replace their screen door it needs to be dark bronze to match the rest of the community.

*Grounds Review:* The front gardens where the irrigation failed have been re-done and Thomas has done some pruning. The grass and the edging that were damaged by the bobcat still need to be taken care of.

*Russian Olive Removal:* Martin got a bid of \$900 to remove the tree and grind the stump. Lauren moved to approve the bid. Emily seconded the motion, which passed unanimously.

*Chimney Inspections:* This has been completed and none of the chimneys needed cleaning.

New Business:

*Snow Removal:* The board approved a snow removal contract with Flying Colors by email.

*Insurance Review:* The board decided to keep the association insurance policy with American Family.

*2020 Budget:* Lauren moved to approve the 2020 Budget with no dues increase. Martin seconded the motion, which passed unanimously.

Homeowners Concerns:

Lauren is planning on replacing her front door. She should match the existing door or the clubhouse door.

The resident at 3345 has an unlicensed vehicle in their parking space. This must be properly registered by the end of the year. Helen will find out if it is their massage table in the clubhouse bathroom

Annual Meeting Date:

The annual meeting will be on December 11, 2019 at 6:30 pm.

The meeting adjourned at 8:34 pm