

Willow Green Townhomes  
Board Meeting  
October 15, 2020

MINUTES

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The meeting was called to order at 6:50 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 June 18, 2020 meeting. Emily seconded the motion, which passed unanimously.

Financial Statements:

At the end of September 2020 we have \$1,283.77 in the operating account and \$192,238.91 in the reserve saving account.

Income is under budget by about \$2,000. One owner continues to have a significant delinquency, and is planning to make payments on the account beginning in January.

Most expenses are right within the budget, but there are overages in building repairs, grounds maintenance and tree maintenance. Reserves transfers are consequently a couple of months behind.

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

Old Business:

*Decks & front porch replacements:* Green Mountain Home Solution has bid \$1200 for the labor to replace two front porches, with the materials to be supplied by the Association. The back decks at 3322 and 3368 are a high priority for being replaced asap. The front porch at 3356 needs to be levelled.

*Covenant Updates:* The paperwork to complete the covenant and bylaw updates is ready to be sent out to owners. The instructions will include the lot numbers for owners to refer to, and responses will be requested by November 20, 2021. We need 27 signed forms in order to make these changes to the governing documents.

*Electric panels:* There are 5 townhomes that still have the recalled electrical panels. We will continue to monitor this.

*Gutter replacement:* The replacements have been completed. Helen will follow up with Gutter It about replacing the concrete drainage blocks.

*34<sup>th</sup> St Fence:* Snowy Peak Fencing have finished installing the new fence along 34<sup>th</sup> Street. Mountain Woodcare will stain it with Boodge oil later this month.

*Window Wells:* Superior Aggregates are lined up to replace the window wells at 3319 and 3362 during the week of October 26. There will be some parking restrictions

*Porch lights:* The board selected three lights as samples to be installed on a couple of homes for owners to see. Once we have owner feedback, the board will chose a fixture for the front and back exterior lights.

*3319 Deck railings:* These will be re-installed and charged back to the owner.

#### New Business

*Snow Removal:* The contract from Flying Colors was approved by email

*Fall Clean-up:* The clean-up is scheduled for the end of October / early November. Helen will also line up the fall gutter cleaning.

*Fence Staining:* This is also scheduled for the end of October / early November.

*2021 Budget:* Lauren moved to approve the 2021 with a \$20 / month dues increase. Emily seconded the motion, which passed unanimously. We need to keep up with increases in operating costs and add to the reserves so we can fund the porch and deck replacements.

*ACC Applications:* The A/C at 3303 has been installed. Martin will get the maintenance agreement notarized so we can get it recorded by the Boulder County Clerk & Recorder.

Lauren moved to approve the application to install a bike rack at 3371. Emily seconded the motion, which passed unanimously.

#### Homeowners Concerns:

We will look into having a regular wasp service next year, so we can be more efficient in treating nests.

#### Annual Meeting Date:

The annual meeting will be on December 3, 2020 at 6:30 pm over Zoom.

The meeting adjourned at 8:27 pm