

Willow Trace Townhomes
Board of Directors Meeting Minutes
March 8, 2022
Via Zoom at 6:00 PM

Board members present: Bob Comfort, Karen Slicker, Vanessa Holmes, Vicki Mobus and Chris Porter

CPMG: Debra Vickrey, AMS, PCAM – Association Manager

Quorum of Board of Directors established. Meeting called to order at 6:00 PM. by Vanessa Holmes. Minutes were taken and transcribed by Debra Vickrey.

Minutes:

- **Motion** to approve the January 11, 2022 minutes was made by Karen Slicker, seconded by Bob Comfort and passed unanimously.

Homeowner Forum: No attendees

Presidents Report: Vanessa Holmes

- Vanessa requested board members get their list together for a work session on revising the rules. April 12, 2022 was the date agreed upon for the work session.
- She spoke about the draft reserve study just presented to the board and reminded board members they have 30 days to submit changes.

Association Manager's Report: Debra Vickrey

- Update on monthly operations.

Discussion Items:

- The Board reviewed a draft insurance and maintenance chart which was previously in the works. CPMG was directed to have the HOA attorney finish the project and bring back for adoption.
- The Board discussed, at length, the snow contract and what depths of snow warrant removal.

Contract Proposals:

- **Motion** to approve the 2022 Lawn Father landscaping proposal in the amount of \$18,430 was made by Karen Slicker, seconded by Vicki Mobus and passed unanimously.

Financials/Legal:

- **Motion** to accept the final December 2021 financials including adjustments proposed by the CPMG Finance Manager, subject to audit, was made by Bob Comfort, seconded by Karen Slicker and passed unanimously.
- **Motion** to accept the January – February 2022 financials presented by CPMG, subject to audit, was made by Karen Slicker, seconded by Bob Comfort and passed unanimously. The Board requested clarifications on some entries.

Board Actions Between Meeting:

- The Board approved the architectural request from 4445 S Jebel Lane to replace a door, with the requirement the door must be same or similar as current.

Next Meeting: March 8, 2022

Adjournment: 7:00 PM.

Minutes approved:

Vanessa J. Holmes *05/12/2022*

President Date