

Willow Trace Townhomes
Board of Directors Meeting Minutes
July 11, 2023
Via Zoom at 6:00 PM

Board members present: Bob Comfort, Vanessa Holmes, and Vicki Mobus

Board members absent and excused: Karen Slicker

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 May 9, 2023 minutes was made by Vicki Mobus, seconded by Vanesa Holmes and passed unanimously.

Presidents Report: Vanessa Holmes

- Vanessa gave a very thorough overview of previous and current water usage. She made suggestions for areas to cease watering and work with the landscaper to look for alternatives. The Board agreed.
- There was discussion regarding lighting and areas that needed some attention.

Homeowner Forum: No attendees

Association Manager's Report: Debra Vickrey

- Update on monthly operations.

Discussion Items:

- **Motion** to open a hail claim for damages to the roofs and property, and to work with WDR Construction for the repairs, was made by Vanessa Holmes, seconded by Vicki Mobus and passed unanimously.
- **Motion** to approve the Resolution for clarification of the parking rules, with minor changes, was made by bob Comfort, seconded by Vicki Mobus and passed unanimously.

Contract Proposals: None

Financials/Legal:

- **Motion** to accept the May - June 2023 financials presented by CPMG, subject to audit, was made by Vanessa Holmes, seconded by Bob Comfort and passed unanimously.

Architectural Requests: None

Next Meeting: September 12, 2023

Adjournment: 7:11 PM

Board actions between meetings:

- The Board unanimously approved the CPMG Project Services contract to manage the hail claim project.
- The Board approved the architectural request from 4422 S Jebel for a fire pit.
- The Board approved the Dale Weidner & Company proposal in the amount of \$3,400 for the 2023 taxes/audit.
- The Board approved the final 2022 audit.
- The Board approved the 2020-2024 Assured Partners insurance renewal in the amount of \$88,500.
- The Board approved the 2024 CPMG Management Agreement with no increase.

Minutes approved:

Vanessa J. Holmes

President

11-08-2023

Date