

Willow Trace Townhomes
Board of Directors Meeting Minutes
November 6, 2023
Via Zoom at 5:30 PM

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

CPMG: Debra Vickrey, AMS, PCAM – Association Manager

Quorum of Board of Directors established. Meeting called to order at 5:30 PM. by Vanessa Holmes. Minutes were taken and transcribed by Debra Vickrey.

Minutes: July 11, 2023

- **Motion** to approve the minutes was made by Karen Slicker, seconded by Vicki Mobus and passed unanimously.

Presidents Report: Vanessa Holmes

- Vanessa gave summary of the efforts to save water this year which resulted in a savings of \$28,875.
- She reported that the fencing project is on hold due to the insurance claim for the wind/hail damages. The roofing project is scheduled to start soon.

Homeowner Forum: 6 attendees

- Several homeowners expressed dissatisfaction with the current state of the landscaping around the property.
- There was discussion about water usage, the possible change of landscape contractors, and suggestions about improvements especially related to the front yards.

Association Manager's Report: Debra Vickrey

- Update on monthly operations.
- Debra gave an update on the insurance claim stating that it has been settled in the amount of \$1,938,884.06. Roofing portion of the project is expected to get started soon, weather permitting.

Discussion Items:

- **Motion** to approve a Resolution to levy a special assessment in the amount of \$900,264.20 for the deductible portion of the insurance claim, as authorized in the Bylaws, was made by Karen Slicker, seconded by Vanessa Holmes and passed unanimously.

Contract Proposals:

- No action taken on the Collegiate Services gutter cleaning proposal due to the upcoming roof replacement.

Financials/Legal:

- **Motion** to accept the July - September 2023 financials presented by CPMG, subject to audit, was made by Vicki Mobus, seconded by Bob Comfort and passed unanimously.
- **Motion** to approve the 2022 audit was made by Karen Slicker, seconded by bob Comfort and passed unanimously.

Architectural Requests: None

Next Meeting: January 9, 2024

Adjournment: 6:58 PM

Board actions between meetings:

- The Board approved the architectural requests from 4425 S Jebel to install a kitchen vent. Bob Comfort abstained from the vote.

Minutes approved:

<i>Vanessa J Holmes</i>	01-11-2024
_____ President	_____ Date