

**Willow Trace Townhomes**  
Board of Directors Meeting Minutes  
January 9, 2024  
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.

**WDR Construction:** Wayne Walton

- Wayne provided an update of the roofing project and responded to questions.

**Minutes:** November 6, 2023

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

**Presidents Report:** Vanessa Holmes

- Vanessa spoke about the how the roofing project was proceeding.

**Homeowner Forum:** 10 attendees

- There were question regarding the large beehives in some of the trees and having them removed.
- Questions were asked and answered related to snow removal reminding owners that the walks are shoveled at 3" and the drive at 4". The past storm did not reach those limits.
- There was a discussion about the need to replace some of the faded or missing no parking signs. CPMG was directed to order the signs.

**Association Manager's Report:** Debra Vickrey

- Update on monthly operations.
- Debra gave an update on the collection of the special assessment related to the roof claim.

**Discussion Items:** None

**Contract Proposals:**

No action taken on the landscaping contracts presented. The Board requests references and some additional information.

**Financials/Legal:**

- **Motion** to accept the October - December 2023 financials presented by CPMG, subject to audit, was made by Karen Slicker, seconded by Bob Comfort and passed unanimously.

**Architectural Requests:** None

**Next Meeting:** March 12, 2024

**Adjournment:** 6:33 PM

**Board actions between meetings:**

- The Board approved the 2024 Supreme Commercial landscaping contract in the amount of \$19,818.
- The Board approved the WDR Construction proposal in the amount of \$2,671.68 to repair the wooden fenced damaged by the wind.
- The Board approved the architectural request from 4448 S Jebel to install a security camera.

Minutes approved:

<i>Vanessa J. Holmes</i>	03-11-2024
_____ President	_____ Date