

Willow Trace Townhomes
Board of Directors Meeting Minutes
January 10, 2023
Via Zoom at 6:00 PM

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

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 September 13, 2022 minutes was made by Vanessa Holmes, seconded by Vicki Mobus and passed unanimously.

Homeowner Forum: 1 attendee

- No comments

Election of Officers:

- **Motion** to elect the following officers was made by Karen Slicker, seconded by Vicki Mobus and passed unanimously;
 - Vanessa Holmes, President
 - Bob Comfort, Vice-President
 - Karen Slicker, Treasurer

Presidents Report: Vanessa Holmes

- Vanessa thanked the CPMG staff for their work over the past year.
- She spoke about the need for a landscaping plan that identified the location of all the components of the sprinkler system. Bob Comfort volunteered to work with the landscaping company next spring to produce the map.

Association Manager's Report: Debra Vickrey

- Update on monthly operations.
- Violation summary report summary

Discussion Items:

- **Motion** to accept the Chris Porter's resignation from the Board was made by Bob Comfort, seconded by Vanessa Holmes and passes unanimously.
- No action was taken regarding any changes in the enforcement of damaged/faded blinds.

Contract Proposals: None

Financials/Legal:

- **Motion** to accept the September - November 2022 financials presented by CPMG, subject to audit, was made by Vanessa Holmes, seconded by Bob Comfort and passed unanimously.
- December 2022 preliminary financials were tabled to next meeting awaiting the final financials.
- No action taken on the Audit Resolution. The Board requested more information.

Architectural Requests: None

Next Meeting: March 14, 2023

Adjournment: 6:48 PM

Executive Session:

Quorum of Board of Directors established. Meeting called to order at 6:50 PM. by Vanessa Holmes.

- Violations

Adjourned: 7:36 PM

Board Actions Between Meetings:

- The Board approved the architectural request from 4425 S Jebel Ln to install a security/storm door.

Minutes approved:

Vanessa J Holmes

President

03/16/2023

Date