

Willow Trace Townhomes
Board of Directors Meeting Minutes
March 14, 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 January 10, 2023 minutes was made by Karen Slicker, seconded by Bob Comfort and passed unanimously.

Homeowner Forum: 1 attendee

- Owner present to discuss an architectural request for 20468 E Radcliff Ave.

Presidents Report: Vanessa Holmes

- Vanessa spoke about the quotes she received from Roof Brokers for gutter repairs on the north side addresses where icing is a significant problem.
- She discussed the possibility of removing grass areas for water savings and working a plan with the landscaper. Bob Comfort volunteered to work with the landscaper.
- Other maintenance items were discussed including the fading fire lane signs, Bob's efforts cleaning drains throughout the property, and asphalt issues. She thanked Bob for his efforts on these projects.

Association Manager's Report: Debra Vickrey

- Update on monthly operations.
- Violation summary report summary

Discussion Items: None

Contract Proposals:

- The DACS proposal was reviewed for needed asphalt repairs. The Board is awaiting additional proposals.
- **Motion** to accept the Roof Brokers proposals to repair gutters on the north side to prevent icing, selecting Colorado Certified Roofing, was made by Vanessa Holmes, seconded by Vicki Mobus and passed unanimously.

Financials/Legal:

- **Motion** to accept the December 2022 final financials presented by CPMG, subject to audit, was made by Vanessa Holmes, seconded by Karen Slicker and passed unanimously.

- **Motion** to accept the January – February 2023 financials presented by CPMG, subject to audit, was made by Vanessa Holmes, seconded by Karen Slicker and passed unanimously.

Architectural Requests:

- Owner of 20468 E Radcliff Ave. was present to discuss options with the board to increase the height of his patio fence because his dogs jump the fence. The Board agreed to allow 30-days for him to present options for Board review and put the violation on hold for that period of time.

Next Meeting: May 9, 2023

Adjournment: 7:00 PM

Executive Session: None

Board actions between meetings:

- The Board approved the Lawn Father, LLC 2023-2024 landscape contract in the amount of \$18,430.00
- The board approved the Architectural Improvement Request for window replacement at 20434 E Quincy Pl.
- The Board approved the Fence Consulting Services contract in the amount of \$39,310 to replace the perimeter fencing with 4” split rail with wire mesh.
- Board approved the architectural request from 4418 S Jebel CT to install a patio gate.
- The Board approved the architectural request from 4420 S Jebel to replace a patio door like for like.

Minutes approved:

<i>Vanessa J. Holmes</i>	05/10/2023
_____ President	_____ Date