

Willow Trace Townhomes
Board of Directors Meeting Minutes
October 11, 2021 at 6:00 PM
CPMG Office

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 Bob Comfort. Minutes were taken and transcribed by Debra Vickrey.

Minutes: None to approve from the former management company.

Homeowner Forum: None

Presidents Report: Bob Comfort

- Bob reported that the bulletin boards have been installed.

Association Manager's Report: Debra Vickrey

- Update on monthly operations.
- Discussion about the upcoming annual meeting.

Discussion Items:

- The Board discussed the draft from the HOA attorney of a Bylaws amendment to change the number of directors on the board. This amendment will be present at the annual meeting for a homeowner vote.
- Debra reviewed the recent legislative changes that affect HOA's.

Contract Proposals:

- **Motion** to approve the Aspen Reserves proposal in the amount of \$3,370 to prepare a reserve study was made by Karen Slicker, seconded by Vanessa Holmes and passed unanimously.
- **Motion** to approve GFL proposal in the amount of \$988 per week for trash removal was made by Bob Comfort, seconded by Vicki Mobus and passed unanimously.
- **Motion** to approve the Dale Weidner & Company proposal in the amount of \$3,200 for the 2020 taxes/audit was made by Bob Comfort, seconded by Vanessa Holmes and passed unanimously.
- **Motion** to approve the Lawn Father 2021-2022 snow removal proposal, on an as-needed-basis, was made by Karen Slicker, seconded by Vanessa Holmes and passed unanimously.

Financials/Legal:

- **Motion** to accept the July - September 2021 financials presented by CPMG, subject to audit, was made by Vicki Mobus, seconded by Karen Slicker and passed unanimously.
- **Motion** to approve the 2022 budget, with no increase, was made Karen Slicker, seconded by Bob Comfort and passed unanimously.

Adjournment: 7:28 PM.

Board actions between meetings:

- The Board approved the 2021-2022 insurance renewal with Moody Insurance for in the amount of \$8,792.60 for the following policies; Crime, General Liability, Directors & Officers and Umbrella.

Minutes approved:

Vanessa J. Holmes

President

1/12/2022

Date