

Willow Trace Townhomes
Board of Directors Meeting Minutes
March 12, 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.

Minutes: January 9, 2024

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

Presidents Report: Vanessa Holmes

- Vanessa spoke about a video that was provided by a homeowner showing individuals checking out cars in driveways to see if they were locked. The Board is posting notices at the mailboxes to alert homeowners. The police have been notified as well.
- She sent out a thank you to some residents seen picking up trash on the property while they were walking.
- There was a discussion about changing landscapers this season starting April 1st.
- Vanessa spoke about the reinvestment of funds from an expiring Treasury bill.

Homeowner Forum: 1 attendee

- The homeowner asked about the plans to permanently repair the fence along Quincy that blew down during recent winds. The Board reported is already scheduled for repair.

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: None

Financials/Legal:

- **Motion** to accept the December 2023 final financials and the January – February 2024 financials presented by CPMG, subject to audit, was made by Vanessa Holmes, seconded by Bob Comfort and passed unanimously.

Architectural Requests: None

Next Meeting: May 14, 2024

Adjournment: 6:11 PM

Actions between meetings:

- The Board approved the architectural request from 4425 S Jebel Lane for a sun sail. Bob Comfort abstained.
- The Board approved the architectural request from 4416 S Jebel Lane to add pavers and artificial turf to the rear yard.

Minutes approved:

Vanessa J. Holmes

President

05-20-2024

Date