

Willow Trace Townhomes
Board of Directors Meeting Minutes
May 14, 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 5:40 PM. by Vanessa Holmes. Minutes were taken and transcribed by Debra Vickrey.

Minutes: March 12, 2024

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

Presidents Report: Vanessa Holmes

- Vanessa offered to assist in the collection of the special assessments that were promised during any real estate closings.
- She summarized the status of the investments with RBC.

Homeowner Forum: 3 attendee

- Some homeowners reported peeling paint at their units. The Board agreed to have the painting company investigate.
- Maintenance items were brought to the attention of the Board and CPMG.

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 and a status of the repairs.
- She confirmed the light repairs that Bob Comfort did for the community and thanked him for volunteering.

Discussion Items: None

Contract Proposals:

- No action taken on the gutter cleaning proposal. The Board decided to wait until the roof project is completed to clean the gutters.

Financials/Legal:

- **Motion** to accept the March - April 2024 financials presented by CPMG, subject to audit, was made by Karen Slicker, seconded by Bob Comfort and passed unanimously.

Architectural Requests: None

Next Meeting: July 9, 2024

Adjournment: 6:18 PM

Executive session: Meeting called to order at 6:25 PM by Vanessa Holmes. All board members and Debra Vickrey were present. Quorum established.

- Topic collection matters

Adjournment: 6:48 PM

Board actions between meetings:

- The Board approved the Supreme Commercial proposal in the amount of \$1,148.18 to replace a sprinkler controller.

Minutes approved:

Vanessa J Holmes _____ 06/10/2024
President Date