

Willow Trace Townhomes
Board of Directors Meeting Minutes
July 9, 2024
Via Zoom at 6:00 PM

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

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: May 14, 2024

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

Homeowner Forum: 7 attendee

- Some homeowners reported concerns about abuse of visitor parking on the west lot area by homeowners with multiple vehicles.

Presidents Report: Vanessa Holmes

- Vanessa reported on the meeting with Mr. Holmes and Arapahoe County regarding the asphalt damage at the south entrance on Radcliff and S Jebel Ct. related to a water break. The county will be doing a repair. Once completed the HOA can then repair the driveway possible affected by the excess water.
- She reminded owners to inspect their units after the roof installation and report any issues to management.
- Vanessa will be doing a walk with the new landscapers for the purpose to identify areas for water conservation.

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 gave a brief summary of the changes to collections per the newly adopted state policy.

Discussion Items:

- The Board discussed the ongoing insurance requirements related to grilling and that carriers are moving more toward prohibiting grilling altogether.

Contract Proposals:

- No action taken on the asphalt proposals. The Board requested CPMG to contact DACS to determine if the scheduling could coordinate with the Arapahoe County road repairs, and if the price would remain the same if it exceed 30-days.

Financials/Legal:

- **Motion** to accept the May - June 2024 financials presented by CPMG, subject to audit, was made by Vicki Mobus, seconded by Bob Comfort and passed unanimously.

Architectural Requests: None

Next Meeting: September 9, 2024

Adjournment: 6:56 PM

Executive session: Meeting called to order at 7:00 PM by Vanessa Holmes. All board members and Debra Vickrey were present. Quorum established.

- Topic collection matters

Adjournment: 7:22 PM

Board actions between meetings:

- The Board approved the architectural requested from 4376 S Jebel Ct to increase the size of the concrete patio with the conditions it does not touch the patio fence or the foundation.
- The Board approved the 2023 Audit as presented.
- The Board approved the Dale Weidner & Company 2024 tax/audit proposal in the amount of \$3,900.
- The Board approved the DACS asphalt repair in the amount of \$24,364.

Minutes approved:

Vanessa J. Holmes

President

09-11-2024

Date