

**Willow Trace Townhomes**  
Board of Directors Meeting Minutes  
July 12, 2022, 2022  
Via Zoom at 6:00 PM

**Board members present:** Bob Comfort, Karen Slicker, Vanessa Holmes, Vicki Mobus and Chris Porter

**CPMG:** Debra Vickrey, AMS, PCAM – Association Manager

Quorum of Board of Directors established. Meeting called to order at 6:02 PM. by Vanessa Holmes. Minutes were taken and transcribed by Debra Vickrey.

**Minutes:**

- **Motion** to approve the May 10, 2022 minutes was made by Vicki Mobus, seconded by Bob Comfort and passed unanimously.

**Homeowner Forum:** No attendees

**Presidents Report:** Vanessa Holmes

- Vanessa thanked Bob Comfort and Vicki Mobus for purchasing and installing light bulbs to save the HOA from paying a contractor.

**Association Manager's Report:** Debra Vickrey

- Update on monthly operations.
- Legislative update on the recently passed HB1137 and the others that were passed this year by the state legislature.

**Discussion Items:**

- **Motion** to adopt the revised rules, with a minor correction, was made by Vanessa Holmes, seconded by Karen Slicker and passed unanimously.
- The Board agreed to have CPMG make an appointment to meet with a fence consultant to discuss options for the perimeter fencing.
- **Motion** to adopt the Maintenance and Insurance Chart, prepared by the HOA attorney, was made by Vicki Mobus, seconded by Bob Comfort and passed unanimously.

**Contract Proposals:** None

**Financials/Legal:**

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

**Architctural Requests:** None

**Next Meeting:** September 13, 2022

**Adjournment:** 7:16 PM

**Board Actions Between Meetings:**

- The Board approved the architectural request from 20362 E Quincy PI to install security cameras.
- The Board approved the Moeller Graf proposal in the amount of \$1,500 to prepare all of the documents needed to comply with the new HOA legislation.
- The Board agreed to the recommendation from RBC to invest in a 3-month CD in the amount of \$50,000 and a 6-month CD in the amount of \$50,000.
- The Board approved the architectural request from 20351 E quincy PI for window replacements.

Minutes approved:

Vanessa J Helmer  
President

9-14-22  
Date