

**WILLOWBROOK HOMEOWNER ASSOCIATION
ANNUAL MEETING
November 4, 2017**

I. CALL TO ORDER

The meeting was called to order at 9:05 a.m. in the Silverthorne Town Hall.

Board members present were:

Jim Anderson, President, 1625 North Chipmunk Lane
Tim Richards, Vice President, 579 Bighorn Circle
Rob Kingsbury, Secretary/Treasurer, 443 Marmot Circle
Jay Jardim, Director, 374 West Coyote Drive

Owners present were:

Tanya Shattuck, 1620 Badger Lane	Audrey Morris, 515 Big Horn Circle
Jason & Shane Ardell, 112 Badger Court	Kimberly Jardim, 374 Coyote Drive
Donald & Jean Walker, 467 Big Horn	Jim Smug, 485 Big Horn
Tony & Jeanne Huggins, 246 Coyote Drive	Melissa Lee, 380 Coyote Drive
Bill Ashley, 212 East Fox Court	Maryann Gaug, 596 Coyote Drive
James Dossett, 473 Marmot Drive	Judith Dumond, 391 Coyote Drive
Sherri Hastings, 1612 Chipmunk	Jean & Jennifer Simon, 210 Fox Court
Janet Carter, 555 Coyote	Terry Barnes, 591 Coyote
Don & Jeanette Hansen, 220 Rabbit Court	Bob Reinert, 140 Woodchuck Court
Connie Tussel, 488 Marmot Circle	Howard Hallman, 211/213 Fox Court
Francine Blackburn, 253 Coyote Drive	Rachel Blackburn, 253 Coyote Drive
Mary Kay Rachwalski, 209 Fox Court	Robert & Linda Peskac, 361 N. Chipmunk

Representing Summit Resort Group (SRG) were Kevin Lovett and Deb Borel. Margot Mayer of Summit Management Resources was recording secretary.

II. PROOF OF NOTICE AND DETERMINATION OF QUORUM

Notice of the meeting was sent on October 4, 2017. With 28 properties represented in person and 47 by proxy, a quorum was confirmed.

III. APPROVE PREVIOUS MEETING MINUTES

Jim Smug motioned to approve the minutes of the November 5, 2016 Annual Meeting as presented. The motion was seconded and carried.

IV. PRESIDENT'S REPORT

Jim Anderson thanked the Board for their service. The relationship with SRG has been good and the financials are in order. He reminded Owners that exterior changes to homes, such as painting, building a shed or installing a new roof, must be submitted to the Architectural Review Committee (ARC) for approval. The ARC consists of three members. Jim thanked Betty Natfz and Don Hanson for their service. Due to time constraints, Don is no longer available to serve on the ARC. The Board and SRG thanked him for his service on the committee and presented a token of appreciation. The Board is looking for volunteers to serve on the ARC.

He reviewed the following:

1. The dumpster enclosures have been stained and repaired as needed. Metal sliding doors have been installed on dumpsters to deter bears. Owners should contact SRG if they notice that repairs are needed on the dumpsters or enclosures. Owners should call Timberline Disposal to have large items picked up. Timberline will bill owners individually for this service.
2. Noxious weeds in the common areas are sprayed twice a year.
3. An estimate to address Aspen and Spruce scale is being obtained. Communication will be sent to the owners regarding any opportunity to have trees sprayed on individual lots, as part of a bulk project.
4. Deb Borel requested owner email addresses so she can send Association-related communications.
5. Owners were reminded to take care of their homes and yards to keep the neighborhood looking nice. Landscaping in common areas is a high priority for the HOA. An owner requested that mowing of the wildflowers be postponed until after the flowering season. Jim Anderson said he would convey the request to the contractor.
6. New signs were installed on dumpsters indicating that they are for owner use only.
7. Construction supplies should not be thrown into dumpsters.
8. There is no community recycling due to the lack of space. Owners can recycle individually at locations throughout the County, or they can call Timberline Disposal, Waste Management or Talking Trash for individual recycle service.
9. Owners should break down cardboard boxes before putting them into the dumpster.
10. Improvements to the mailbox building this summer included a new roof and a new front deck. The building is a separate financial entity, and only those who have mailboxes pay for the upkeep. The projects are funded through the annual mailbox fee.
11. Open space areas within Willowbrook are designed for the enjoyment of owners. Owners are not allowed to store items such as firewood, trailers, campers or boats, and permanent structures are only allowed if they are Willowbrook Association structures. There are many owners who have made improvements to open space by planting grass and trees. The Board discourages owners from planting trees. A bench is not considered to be a permanent structure, but if placed on a common area, it is available for use by all owners.
12. There is a new 26-unit workforce housing project at Smith Ranch that will break ground in the spring of 2018. There has been discussion to build a footpath from this project to Trent Park. There is also a possibility of a road connecting the new development to South Badger. The Town of Silverthorne has asked for feedback from Willowbrook Owners. Owners are encouraged to sign up for the Town of Silverthorne's email list to give feedback.
13. The Town of Silverthorne and Willowbrook Association continue to work well together.

V. FINANCIAL REPORT

A. *Year-to-Date as of September 30, 2017*

As of September 30, 2017, the Association was operating \$5,731 under budget with \$38,246 in Operating, \$33,378 in Reserves and \$5,169 in the Alpine Mailbox account. Significant variances to budget included:

1. Professional Services - \$3,763 over budget.
2. Snow Removal - \$4,050 under budget.
3. Dumpster Enclosure - \$3,664 under budget.

Owners pay \$25 annually into the mailbox account. Expenditures this year from this account included a new roof and a new deck.

The Board elected to purchase a \$50,000 CD to earn interest on the Association funds.

B. *2018 Budget*

The 2018 Budget as written includes no dues increase. Deb Borel explained that there have been dues increases of 5% in the past, but she was able adjust items within the budget to avoid an increase for next year.

An owner asked if it would be possible to move excess funds on a short-term basis from the checking account into an interest-bearing account. Jim Anderson explained that it was cost prohibitive to monitor and move funds back and forth. The cost would exceed the interest return.

Howard Hallman motioned to approve the 2018 Budget as presented. Tanya Shattuck seconded and the motion carried.

VI. OLD BUSINESS

A. *Summary of Legal Expenses*

Tanya Shattuck asked about legal expenses that were incurred this year. Jim Anderson explained that Association documents were reviewed, and the Board hired legal counsel to provide a better understanding of them. In addition, there was an owner who sent a letter to the Association mentioning a potential for a legal action. Any time there is a threat of legal action, the Board engages legal counsel. The Association is not currently involved in any legal actions, and seeking legal counsel was strictly for educational purposes.

VII. NEW BUSINESS

A. *Open Space*

An owner raised a concern about the storage of items in open space. She has reported violations numerous times, but items have not been removed. Jim Anderson explained that the Board has now a better understanding of what actions can be taken as an Association, and the Board and SRG will implement a process with a series of steps, including sending a warning letter, a certified letter and the collection of fines. Deb Borel said she will contact the individual who is in violation and inform him that the

trailer, camper, firewood and snowmobile must be removed. Owners will be notified of any violations by their tenants.

An owner asked if trees in open spaces could be removed. Jim Anderson explained that the Board decided that trees should be left as they are. If tree branches grow onto another person's property, the owner may trim the branches so that they do not encroach on their property.

B. Mailbox Building

An owner asked that owners recycle their phone books and not leave them in the mailbox building. Deb Borel said that owners may contact her if there are phone books that should be recycled.

C. Parking Enforcement / Parking Spaces

An owner noted that there is no parking enforcement. It was noted that parking in Willowbrook is in the Town of Silverthorne's jurisdiction. Jim Anderson said the Board and SRG will communicate the desire for stricter parking enforcement to the Town.

An owner said that Association rules list a specific number of parking spaces per unit. He said that there should be eleven parking spaces on Big Horn Circle but the stripes designate fewer spaces. Jim Anderson clarified that the document was created in 2008, and since then, the dumpster enclosure was modified and some parking spaces were eliminated.

An owner commented that on holiday weekends and during ski season, parking spaces are often full. Some people park overnight to access the trailhead, leaving residents without space to park. Jim Anderson said this would need to be addressed by the Town of Silverthorne. Parking has become a problem throughout the County.

An owner suggested that owners be provided special parking permits for contractors so they do not have to park in driveways. She also stated that parking enforcement should start with a warning instead of a ticket. Owners are encouraged to report parking issues to the Town of Silverthorne.

D. Willowbrook Filings / Common Areas

SRG displayed a map outlining the Association common areas and Town Right of Ways. The map also identified the five filings in Willowbrook. Jim Anderson explained that each filing reflects a section of the community and each section has its own set of governing documents.

E. Building Requirement Code

In the past, the Town of Silverthorne has had a code requirement for Willowbrook that only allowed development of up to 33% of each lot. The code has been changed to 35%, so owners would be able to improve their homes.

F. Solar Panels

Per State of Colorado law, the Association cannot prohibit installation of solar panels as long they are located on the owner's property.

G. Fire Resistant Siding Material

An owner asked if the ARC had a recommendation of fire resistant siding materials. Since the ARC Guidelines were created, there have been vast improvement in materials. The ARC is open to approve new materials if they have the texture and look of wood siding.

H. Board Members

An owner commented that the Association documents state Board members do not need to be Willowbrook owners. She asked if the documents could be amended. It was explained that it would be complicated and cost prohibitive to revise the documents, as it would require a 67% favorable vote of membership in each filing.

Jim Anderson said when the Association was established, the developer had to be on the Board even though he was not an owner. There have not been any problems for the last 20 years and all Board members have been owners. Changing the Association documents has been rejected by the membership in the past.

VIII. ELECTION OF DIRECTORS

The terms of Jim Anderson and Jay Jardim have expired. Jay Jardim has indicated his willingness to serve another term. After 12 years of Board service, Jim Anderson is retiring from the Board. The membership thanked Jim Anderson for his Board service, and he was presented a token of appreciation. The floor was opened for nominations.

Jim Anderson motioned to nominate Bill Ashley. Rob Kingsbury seconded and the motion carried. There were no other nominations from the floor, so Jay Jardim and Bill Ashley were elected by acclamation.

IX. SET NEXT MEETING DATE

The next Annual Meeting will be held on Saturday, November 3, 2018 at 9:00 a.m.

X. ADJOURNMENT

A motion was made to adjourn at 10:22 a.m. The motion was seconded and carried.

Approved By: _____ Date: _____
Board Member Signature