

**WILLOWBROOK HOMEOWNER ASSOCIATION
ANNUAL MEETING
NOVEMBER 1, 2008**

I. CALL TO ORDER

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

Board members present were:

Bonnie Brown, President, 375 W. Coyote	Lanelle Barnett, Treasurer, 578 Bighorn
Bob Brocko, 250 E. Coyote	Chad Guinn, 103 Badger
David Hula, 487 Bighorn	

Owners present were:

Mary Kay Rachwalski, 209 E. Fox	Howard Hallman, 211/213 E. Fox
William Ashley, 212 E. Fox	David Hala, 107 Badger
Robert Esterl, 114 Badger	Tanya Shattuck, 1620 N. Badger
Nell & Geoffrey Campbell, 1641 N. Badger	Don&Jeanette Hansen, 220 E. Rabbit
Ward & Adam Jackson, 229 E. Rabbit	Betty Naftz, 302 N. Chipmunk
Margaret Smith, 313 N. Chipmunk	Karen Russell, 323 N. Chipmunk
Timothy Stachelski, 329 N. Chipmunk	Mike Bohlender, 333 N. Chipmunk
John & Heather Wood, 357 N. Chipmunk	Michael Schneider, 252 E. Coyote
Marvin Williams, 130 Woodchuck	Robert McElreavey, 131 Woodchuck
Linda Wilson, 134 Woodchuck	Mark Hanschmidt, 592 W. Coyote
Margaret Goetz, 379 W. Coyote	Kathryn Davis, 395 W. Coyote
Sandra Franzen, 410 Bighorn	David Evans, 485 Bighorn
Jennifer Doris & David Kempner, 505 Bighorn	Frances Browne, 563 Bighorn
James Van De Loo, 175 Willowbrook Rd./1590 S. Badger	
Kevin & Betty Ann Kane, 547 Marmot	

Representing Summit Resort Group were Kevin Lovett and Chris Trettle. Erika Krainz of Summit Management Resources was recording secretary.

II. PROOF OF NOTICE/QUORUM

With thirty-four owners represented in person and thirty-nine by proxy a quorum was reached.

III. APPROVE PREVIOUS MEETING MINUTES

Bonnie Brown noted a correction to the minutes. The meeting was held at the Silverthorne Library not at Willowbrook Commercial Center.

Howard Hallman made a motion to approve the minutes of the November 3, 2007 Annual Meeting as amended. The motion was seconded and carried.

IV. PRESIDENT'S REPORT

Bonnie Brown announced that the previous Board President, Don Hobrock, had resigned. He was awarded certificates for golf in appreciation for his years of service to the Association. Bonnie introduced Kevin Lovett and Chris Trettle from Summit Resort Group, the new management company for the Association. She said she has been really pleased with the new management team.

Bonnie provided an update on pending issues:

1. Parking: The Board of Directors met with the Town Manager and the Police Chief. She has seen great improvement. There are regular patrols and cars parked in the common lots are being towed if not properly licensed. Owners wishing to report violations should call 262-7320.
2. Dumpster Enclosure Contractor: The contractor paid all outstanding bills. She thanked the owner volunteers for finishing up the project. The Association had to pay for repairs to a car damaged by the contractor.
3. Neighborhood Improvements: The neighborhood looks great and she commended all owners for making improvements to their property.
4. Architectural Review Committee (ARC): Any external modifications must go through a review process. She proposed reinstating a formal ARC, as that function has been fulfilled by the Board lately. The workload had been reduced; the Board decided that any modifications using the same material and color do not have to go through the approval process. One Board representative will serve on the ARC and she asked for volunteers from the membership. Don Hansen, Michael Bohlender and Betty Naftz volunteered. All applications are available on the website. There are short forms for projects such as painting, fencing and siding. The longer form is still required for additions.
5. Dumpsters: The Association saved \$1,444 this month by going to once weekly pickup. The plan is to continue with once weekly service up until Christmas week. There will be an extra pickup Thanksgiving week. She circulated a form for owners to sign up to monitor each dumpster. Duties will include calling management if a dumpster is overflowing, picking up trash around the dumpster areas every month or so and calling the Board if an item is left outside the dumpster as the trash contractor will not pick anything up unless authorized. She reminded owners to throw trash to the back of the dumpster to increase capacity.
6. Parking: Chad Guinn has been working with Bill Linfield (from the town of Silverthorne) and Mark Hans on options to create additional, better marked parking. Chad said there are some areas that can have a few more spaces and less asphalt. Some of the dumpsters may be realigned to increase the amount of space.
7. Pets: Owners were reminded to pick up after their pets.
8. Snow Easement: The snow easement is a town issue and the town will be enforcing parking violations in snow easement areas.
9. Willowbrook Rules and Regulations – The Board drafted Rules and Regulations in March 2007. The new management company is willing to work with the Board, including sending letters to violators, so the Rules will now be enforced with more consistency. The Board agreed there should be a verbal warning before the written warning.

10. Management Company: Summit Resort Group can be contacted at 970/468-9137.

V. FINANCIAL REPORT

A. Balances as of September 30, 2008

1. Checking - \$36,305.
2. Reserve Fund - \$33,211.
3. Mailbox Fund - \$3,644.
4. Weststar Two Year Reserve Fund - \$16,236.

B. Operating Profit and Loss as of September 30, 2008

1. Total Income - \$2,971 over budget due to higher Miscellaneous Income from unreleased landscaping deposits.
2. Total Expenses – \$1,302 under budget. Snow Removal was \$1,000 over budget. There was an additional \$11,000 for snow removal that was paid out of the Snow Removal Reserve.
3. Net Operating Income – \$4,273 better than budget.

C. Reserve Profit and Loss as of September 30, 2008

1. Total Reserve Income – \$2,665 under budget due to lower interest rates.
2. Total Reserve Expense – \$11,811 over budget due to snow removal.
3. Net Income – \$10,203 under budget.

There was general discussion about snow hauling. The town plows into the snow storage area and notifies the Board when the area is full and snow has to be removed. The haul contractor who gave the most competitive bid is a Wilderrest homeowner. Owners were reminded to keep snow easement areas clear.

An owner suggested trying to renegotiate the snow removal contract as prices in general are coming down and contractors are competing for work.

D. 2009 Operating Budget Approval

The first filing for Willowbrook allows for a maximum annual dues increase of 5% with a regular 10% quorum. If the increase is higher, a larger quorum is required. It was noted that with recent price increases, a 5% dues increase is barely sufficient.

Kevin Lovett worked with the Board to project 2009 expenses. The budget as written includes a 5% dues increase, from \$301 to \$316/year. Kevin reviewed the significant changes to the 2009 Budget as compared to the 2008 Budget:

1. Legal – reduced from \$3,500 to \$2,350.
2. Management Fees – reduced from \$20,020 to \$19,800.
3. Insurance – increased from \$1,506 to 1,514.
4. Trash – increased from \$47,500 to \$49,612.
5. Snow Removal – increased from \$7,000 to \$9,000 for three big hauls.
6. Total Expenses – increased from \$90,385 to \$93,134, resulting in a 5% dues increase.

Bonnie Brown said it will no longer be possible to pay dues by credit card. She noted this was an expense for the Association in the past.

An owner suggested fewer regular mailings and more email.

A question was raised regarding the management company's responsibilities. Kevin Lovett said the management company would handle accounting, pay bills, collect bids, manage projects, oversee violations, send mailings, communicate with owners, stock the mutt mitts, and repair the dumpster and mailbox enclosures.

A question was raised regarding the awarding of bids. Kevin Lovett explained that the bid process included creating a Request for Proposal and contacting several local contractors. Owners were encouraged to provide names of contractors to the Board for consideration.

Ward Jackson made a motion to approve the 2009 Budget as presented. The motion was seconded and carried with one opposed.

VI. OLD BUSINESS

A. Dumpster Enclosures

Bonnie Brown said based on feedback to a previous survey, the majority of owners want to keep common dumpsters. The enclosures are at least twenty years old. A prototype for a new enclosure was developed. The Town has specific requirements and would like to see a thickened concrete pad to support the truck weight when it pulls out the dumpster. Most of the dumpsters are actually on town easement. The dumpster enclosure in the middle of Bighorn needs to be shifted slightly.

A plan to replace all of the enclosures over time was included in the meeting packet. The cost is estimated at \$16,410 each, equating to a \$119.35/owner/year or a total assessment of \$850/owner over seven years.

An owner asked what the next steps would be. Bonnie said a Special Meeting would have to be convened in order to obtain the required 60% quorum for the assessment. If a 60% quorum is not reached, a second meeting can be convened the next month and would only require a 30% quorum.

An owner asked if a quorum could be obtained through a mail-in vote. Bonnie responded that the documents specify a meeting must be held so the Board would need to get a legal opinion.

Ward Jackson made a motion to have the Board take action and present a plan to the membership within the next four months and to execute whatever is necessary within the next six months. The motion was seconded. In discussion, Ward said the Board should pursue the 60% quorum and then the 30% quorum if necessary to get the

issue resolved. An owner commented that eliminating the dumpsters had been voted down in the past. Some owners do not have garages and therefore do not have a place to store individual garbage cans. Bonnie requested an amendment to the motion to allow the Board six months. The amendment was accepted and seconded. The motion carried with two opposed.

In an informal “show of hands” vote, the majority of the owners present indicated their support for repairing and/or improving the enclosures based on need, to be funded by a Special Assessment.

Tanya Shattuck suggested using some of the money in the Reserve Fund to pay for the project. Another owner suggested increasing dues to start building a Reserve for this particular project. It was reiterated that there was a 5% cap on the allowable annual dues increase, which would make it difficult to build a Reserve. Mike Bohlender commented that two years ago the majority of owners indicated they would accept a Special Assessment for \$100, were less in favor of \$200 and objected to a \$300 Special Assessment.

An owner suggested increasing the size of the dumpster. Chad Guinn responded that the original dumpsters had a capacity of six yards but they were replaced with eight yard capacity dumpsters. He said some owners had also proposed establishing a recycling program. The main constraint is the size of the enclosures. The Board has discussed dedicating two locations for recycling if they can get the overall fees down and recycling pickup can be added at a nominal or no fee.

In summary, no owners were in favor of removing the dumpsters and having owners go to an individual trash can service.

Mike Bohlender requested that Willowbrook contractors be used whenever possible.

VII. NEW BUSINESS

A. Operating Surplus

Owners must vote to carry forward any operating surplus to the next year’s budget. Lanelle Barnett presented the following resolution:

Resolved that any excess of membership income over membership expenses for the year ended December 31, 2008 shall be applied against the subsequent tax year member assessments as provided by IRS Revenue Ruling 70-604.

Lanelle Barnett made a motion to approve the resolution. The motion was seconded and carried.

VIII. ELECTION OF DIRECTORS

There are four Board seats up for election (Don Holbrook, Bonnie Brown, Lanelle Barnett and Chad Guinn). Chad Guinn indicated that he wanted to serve as an alternate. Three

candidates, Jim Anderson, Bob Brocko and Bonnie Brown, had expressed interest in running. Mike Schneider was nominated from the floor.

A motion was made to close nominations. The motion was seconded and carried. A motion was made to elect the slate by acclamation. The motion was seconded and carried.

IX. OWNER FORUM

Ward Jackson thanked the Board for their efforts on the Association's behalf.

Ward Jackson commented that he was concerned about the number of dogs running loose. The County regulations specify that dogs have to be tied or in immediate control of the owner. Owners were advised to call the Police Department or Animal Control regarding unrestrained pets. The Board will consider implementing a "no dog" rule for contractors.

An owner commented that the landscaping at the entry area had deteriorated. Chad Guinn said it is town property but the Association had done the maintenance in the past. He said eradication of noxious weeds has been the primary focus for the past several years at a cost of about \$4,000. An owner said the four large flower beds needed upkeep. Chad explained that the goal for the open space has been to encourage growth of wild flowers and native shrubs. The "wild" look does not include mowing.

A suggestion was made to have volunteers to adopt the flower beds and to mulch the center island by the entrance. Any interested owners should contact Chad.

A suggestion was made to establish an owner email list to communicate the needs of the property. A survey to update Owner email addresses will be sent with the next dues invoice.

X. SET NEXT MEETING DATE

The next Annual Meeting was scheduled for November 6, 2009.

XI. ADJOURNMENT

With no further business a motion was made and seconded to adjourn at 11:36 p.m.

Approved By: _____ Date: _____
Board Member Signature