

WILLOWBROOK HOMEOWNERS ASSOCIATION
Board of Directors Meeting
March 24, 2015

Board members present were Jim Anderson, Tim Richards, Kathi Smith and Julie Fowles. Representing Summit Resort Group were Kevin Lovett, Peter Schutz and Deb Borel. A quorum was present.

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- I. **Call to Order** – The meeting was called to order at 6:32 p.m.
- II. **Owners' Forum** – It was noted that the meeting notice was posted on the website. No owners, other than Board members, were present.
- III. **Approve Minutes from previous Board Meeting** – The Board reviewed the minutes from the January 27, 2015 Board meeting. **Tim moved to approve the minutes as presented. Jim seconded and the motion carried.**

IV. Financial Review

Deb reviewed the February 28, 2015 financials as follows:

February 2015 close financials report that Willowbrook has \$103,522.71 in Operating and \$56,470.78 in Reserves. In the Alpine Mailbox account, there is \$3,133.94.

The P & L reports that as of February 2015 close, the association was \$9,511.35 under budget.

Areas of significant variance include:

- ❑ 601-Professional Services - \$1,829.50 over budget
- ❑ 665-Trash Removal – \$3,490 under budget
- ❑ 666-Snow Removal-\$7,470 under budget

A/R – the Board reviewed the accounts receivable. A courtesy call or email will be sent to owners who have not paid their 2015 dues. Late fees will be waived if past due dues are sent or if a payment plan is scheduled.

Dumpster Enclosures – The Board discussed the possibility of replacing at least one of the two enclosures that have not been replaced. SRG will schedule a meeting with Brett Bowles of the Town of Silverthorne to discuss options for the dumpster enclosure on Woodchuck. SRG will obtain bids to complete each enclosure separately as well as both of them together.

2015 Budget in place

The board approved the year to date financials as presented.

V. Managing Agents Report- SRG reported on the following:

- Complete Items
 - The Aspens HOA will remove the fence between Rabbit Court and The Aspens within the next month. The cost is \$300 and will be split between Willowbrook Meadows and The Aspens HOA.
 - In the spring, the drainage from 417 W. Coyote will be assessed. To date, no issues have been reported.

- Report Items
 - There has been one partial snow haul off this year.
 - Gentry will be contacted to spray for weeds this summer as needed.
 - SRG will assess the condition of dumpster enclosures and report to the Board at the meeting in May if any are in need of staining or maintenance.
 - SRG will contact Timberline regarding broken dumpster carabineers.

VI. Board Actions via Email

There have been no actions via email since the last Board meeting in September.

VII. Old Business

VIII. New Business

- A. Governing Documents Update – This will be tabled until the May meeting.
- B. Landscaping – The 2015 landscaping bid from Neils Lunceford to plant and maintain the entrance bed is \$2,200. Jim made a motion to approve this bid. Tim seconded and the motion carried.**
- C. Angel will be asked to clean all landscape beds on Willowbrook Road, Chipmunk Circle and the one next to the mailboxes. She will also be asked to recommend improvements. The Board agreed to increase her pay to \$15 per hour.
- D. Spring Walk Through – Jim made a motion to hire SRG to drive through and make a list of recommended maintenance items that should be done on homes in Willowbrook. Julie seconded and the motion carried.
- E. A spring newsletter will be sent to Owners reminding them to complete any needed maintenance to their homes. They will also be told that the Board has hired an outside consultant to objectively view the property and make recommendations for maintenance. SRG will send the newsletter to the Board for any changes before it is sent to Owners. The newsletter will also be placed inside the mailbox building.

VIII. Next Meeting Date

The next meeting board meeting is scheduled for Tuesday, May 26, 2015 at 6:30 pm.

IX. Adjournment

With no further business, at 7:11 pm, Kathi made a motion to adjourn. Julie seconded and the motion carried.

Board Signature

Date