

WILLOWBROOK HOMEOWNERS ASSOCIATION
Board of Directors Meeting
March 25, 2014

Board members present were Jim Anderson, Bob Smith, Mike Schneider, Liz Spicer, Tim Richards and Kathi Smith. Owner and ARC Member, Don Hanson, was also present. Representing Summit Resort Group were Kevin Lovett and Deb Borel. A quorum was present.

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I. Call to Order – The meeting was called to order at 6:30 p.m.

II. Owners' Forum – It was noted that the meeting notice was posted on the website. Owner and ARC member, Don Hanson, was in attendance.

III. Approve Minutes from previous Board Meetings – The Board reviewed the meeting minutes from the January 21, 2014 meeting. **Jim moved to approve the minutes as presented. Kathi seconded and the motion carried.**

IV. Financial Review

Kevin reviewed the February 2014 financials as follows:

February 2014 close financials report that Willowbrook has \$90,842.09 in Operating and \$58,898.79 in Reserves. In the Alpine Mailbox account, there is \$8,028.73. The balance that was in the Alpine Bank has been placed into reserves.

The P & L reports that as of February 2014 close, the association was \$4,462.96 under budget.

Areas of significant variance were reviewed to include:

- ❑ 601-Professional Services-\$390 under budget
- ❑ 665-Trash Removal-\$1,369.50 over budget – It was noted that \$1,279.60 was from last fiscal year.
- ❑ 666-Snow Removal-\$4,816.40 under budget (One snow haul away in February totaling \$6,190 has not been paid.)
- ❑ 676-Dumpster Enclosure Replacement-\$837 under budget

A/R – attached and updated below:

- ❑ 424 BH - \$1,727.75 – Rodriguez – Lien filed in October 2012 – SRG is attempting to collect from him at his place of business.

Tax return complete and nothing is owed.

The Operating Surplus transfer is complete.

The board approved the year to date financials as presented.

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

Manager's report

- Complete Items
 - Sent violation notices to three owners regarding dog waste.
 - Upper West Coyote dumpster replaced due to broken handle on the door.
 - Renewed Willowbrook registration with the Colorado Division of RE (Annually)
- Pending Items
 - Parcel box lock install is pending
 - Missing Carabineers will be replaced on the dumpsters in the spring
 - Dumpster Enclosures – after winter, additional ones will be determined (Four additional ones need replacing)
 - Lower Bighorn east end
 - Two on W. Coyote – located centrally
 - Woodchuck
- Report Items
 - SRG spoke with the owner of continuous violator regarding pets on Big Horn. He will not be renewing his tenant's lease, and will pay the \$100 violation fine that he was assessed.
 - The owner of 226 and 228 Rabbit Court has approached the Town about subdividing the duplex so he could sell separately. He is currently paying 2 sets of dues, so dues collections will not be impacted.
 - Don Hanson said that Kellogg does not have adequate parking to subdivide the duplex.
 - There is also not adequate snow storage for this subdivision.
 - SRG will ask the town what the requirement is for the number of parking spots for a duplex unit. SRG will also ask if the snow storage that is proposed by the owner, is adequate.

V. **Board Actions via Email**

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

VI. **Old Business**

- A. Mailbox Building – SRG and the Board discussed bids to replace the mailboxes in the mailbox building. SRG will get a bid to paint to paint the mailbox building. If there are interior building improvements that need to be made, they will be made at the time of the mailbox installation.
 - a. SRG will coordinate key exchange
 - b. SRG will inquire of the timing of the mailbox replacement.
 - c. **Kathi made a motion to hire Page Specialty Company to replace the mailboxes in the building adding additional boxes to total 118. Bob seconded and with all in favor, the motion carried.**
 - d. Page Specialty will coordinate the timing and lock replacement with the USPS
- B. Collection Policy – The Board reviewed the revised Collection Policy that was included in the meeting packet. **Bob made a motion to adopt the revised Collection Policy as presented. Jim seconded and the motion carried.**

- C. Window / Door Replacement Policy – The Board reviewed the Window / Door Replacement Policy that was included in the meeting packet. The Board approved the revised policy.
- D. The Hill's project has been approved, but to the Board's knowledge, the Town of Silverthorne has not issued a permit.

VII. New Business

There was no New Business

VIII. Next Meeting Date

The next meeting board meeting is scheduled for Tuesday, May 27, 2014 at 6:30 pm.

IX. Adjournment

With no further business, at 7:10 pm, Mike made a motion to adjourn. Kathi seconded and the motion carried.

Board Signature

Date