

WILLOWBROOK HOMEOWNERS ASSOCIATION
Board of Directors Meeting
May 28, 2013

Board members present were Jim Anderson, Liz Spicer, Mike Schneider, Gene Allen, and Kathi Smith. 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 6:30 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 Meetings**– Minutes from the March 26, 2013 board meeting were reviewed. **Jim moved to approve the minutes as presented. Gene seconded and the motion carried.**

IV. Financial Review

Deb reviewed April 2013 financials as follows:

Financial Report as of April 2013 close

April 2013 close financials report that Willowbrook has \$89,560.20 in Operating and \$28,885.68 in Reserves. In the Alpine Mailbox account, there is \$8,724.21. The Alpine Bank 2-year CD has a \$19,125.66 balance.

Areas of significant variance include:

- ☐ 665-Trash Removal-\$1,010 under budget
- ☐ 666-Snow Removal-\$12,334 under budget
- ☐ 676-Dumpster Enclosure Replacement-\$1,430 under budget
- ☐ 621-Insurance-\$1,460.32 over budget (this is due to the additional D & O Insurance that was added)

A/R – attached and updated below:

- ☐ 145 WC - \$200 – Sandoval – Making Payments
- ☐ 225 RC - \$250 – Scott – Making Payments
- ☐ 331 CC - \$196 – Polson – Making Payments
- ☐ 390 CD - \$416 – Dominick – Said he would bring check into the office but has yet to do so.
- ☐ 426 BH - \$1,116.75 – Rodriquez – lien filed in October
- ☐ 434 BH - \$15 – Austin/Bighorn LLC
- ☐ 1576 C - \$1,186.75 – Maginity – lien filed in November

The board approved the financials as presented.

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

Manager's report

- ☐ Complete Items

- Mutt Mitt dispenser was placed in the open space behind North Badger and the end of Fox and Rabbit Courts
- Mutt Mitt dispenser has been added to dumpster on Woodchuck Court
- Spring letter were sent to owners
- Numbers were placed on side of triplex at 325 Chipmunk and 325 Chipmunk will be stained this summer. After staining is complete, the ladder will be removed from the side of the building.
- Pending Items
 - Four additional Mutt Mitt dispensers are on order for the remaining dumpster enclosures that do not have them.
- Report Items
 - Violations-no outstanding
 - Quonset Hut removed
 - Additional D & O Insurance in place

VI. Old Business

- Parcel Boxes – Two additional parcel box clusters (totaling 4 parcel boxes) will be placed in June. Contractor will be asked to level the one that is currently the one on the left hand side.
- Parking space is missing in upper Coyote lot after summer paving project –SRG met with the Town of Silverthorne regarding the additional parking spot. On the ground on the outside perimeter of the parking lot, there is orange paint that indicates where the lines were before, and the lines were put back exactly where they had been. They said that possibly another spot could be added on the east side, but it would require approval from the town engineer. There is a house is being built there now, and depending on where the driveway is placed, it may or may not work. The board decided not to request the addition of another parking spot now, but to wait until the driveway from the duplex is installed. This will be kept on the agenda under Old Business until the duplex is completed and the driveway is installed.
- Dumpster Replacement
 - Board discussed the cost of three sided enclosures that could have a gate or doors added instead of replacing the entire dumpster. For \$3,500 each, two new posts per enclosure could be added at 3 feet of clearance for a person to walkthrough to access dumpsters. Swinging doors would be installed like the doors that were installed last year on the dumpster on North Chipmunk. The price would include new posts, frame, side and the painting of the new doors as well as installation. An entire enclosure could be installed at the other locations for the same cost as last year. SRG will ask the contractor if he would decrease the price if one entire dumpster enclosure and two dumpster enclosure, doors only, are done this summer. When discussed, the board agreed that both Marmot and Woodchuck Court were in bad shape. **Jim made a motion that if the contractor would charge \$16,000 to replace one dumpster in its entirety and add dumpster doors to the dumpsters on West Coyote and Big Horn, that the project be done this summer. He also said that the contractor would need to double check the easement with the three feet bump out for the gate. Kathi seconded and with all in favor, the motion carried.** The board will look at the two dumpsters tonight,

and determine which one needs to be replaced first (West Coyote or Big Horn). The board would like to get the work done early summer.

VII. New Business

- ❑ Exterior Maintenance Review – Board will get SRG lists of homes that need some TLC and they will be contacted.
- ❑ Entrance Sign – On a recent drive through the complex, it was noted that the front and back entrance signs are in need of re-painting. Sign Safari quoted the price to re-paint the front sign is \$800 and the back sign is \$400. Chuck Bear and Henry Barr originally installed the sign. SRG will call the Sign Shop to get a bid to repaint. Liz will also provide SRG the contact information of someone else to provide a bid. If board approves the sign re-paint, the cost would come from grounds and parking maintenance.
- ❑ Landscaping – The common area flowerbed on Badger and the one on Willowbrook Road between South Chipmunk and Marmot were not maintained last year. SRG will get a bid from Neils Lunceford and Angel to have small trees removed from the beds as well as some landscape maintenance.

VIII. Next Meeting Date

The next meeting board meeting is scheduled for Tuesday, July 23, 2013 at 6:30 at the office of Summit Resort Group.

IX. Adjournment

With no further business, at 7:15 pm, Kathi made a motion to adjourn. Julie seconded and the motion carried.

Board Signature

Date