

**WILLOWBROOK HOMEOWNERS ASSOCIATION**  
**Board of Directors Meeting**  
**July 23 2013**

Board members present were Jim Anderson, Liz Spicer, Tim Richards, Mike Schneider, Bob Smith, Julie Fowles and Kathi Smith. 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. No owners other than Board members were present.
- III. Approve Minutes from previous Board Meetings**– Minutes from the May 28, 2013 board meeting were reviewed. **Kathi moved to approve the minutes as presented. Mike seconded and the motion carried.**

**IV. Financial Review**

Deb reviewed June 2013 financials as follows:

Financial Report as of June 2013 close

June 2013 close financials report that Willowbrook has \$77,111.65 in Operating and \$28,892.92 in Reserves. In the Alpine Mailbox account, there is \$6,613.72. The Alpine Bank 2-year CD has a \$19,146.70 balance.

Areas of significant variance include:

- ❑ 665-Trash Removal-\$4,838 under budget
- ❑ 666-Snow Removal-\$12,334 under budget
- ❑ 676-Dumpster Enclosure Replacement-\$2,145 under budget
- ❑ 675-Grounds and Parking Maintenance-\$2,588.48 under budget
- ❑ 621-Insurance-\$1,446.48 over budget (this is due to the additional D & O Insurance that was added)

A/R – attached and updated below:

- ❑ 145 WC - \$100 – Sandoval – Making Payments
- ❑ 225 RC - \$150 – Scott – Making Payments
- ❑ 426 BH - \$1,116.75 – Rodriguez – lien filed in October
- ❑ 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 re-placed in the correct location, as well as one placed on all of the dumpster enclosures that did not have one.

- The Aspens owners have been dumping in WB dumpsters – SRG will contact the Aspen’s management company and have them let their owners know that this is not permitted.
- Spring letter were sent to owners
- Pending Items
  - Dumpster Enclosures
  - Parcel Box Install
- Report Items
  - Violations-no outstanding

## **VI. Old Business**

- Parcel Boxes – Two additional parcel box clusters (totaling 4 parcel boxes) will be placed by the end of this week. The contractor will level the one that is currently the one on the left hand side. Deb is working with the Post Office to get the locks installed.
- Parking space is missing in upper Coyote lot after summer paving project – Pending
- Dumpster enclosure replacement is scheduled to take place between August 12 and September 12. The dumpster that will be replaced in it’s entirety is the one on Marmot. The two that will have the gates added to the front are at the top of Big Horn and the top of Coyote. Bob has signed the contract.
- Exterior Maintenance Update – letters were sent to the following owners:
  - 436 Bighorn – clean up driveway of storage items
  - 1630 North Badger – remove Aspen tree from common area at the end of Badger towards the Aspens. Also needs to be painted. Has moved the aspen tree and will be painting this summer.
  - 488 Bighorn – junk pile in front and along side of home
  - 426 Bighorn – junk pile along side and against garage
  - 1600-1602 North Badger – needs painting
  - 478 Marmot – rear fence is falling down and property needs to have weeds removed
  - 490 West Coyote – needs to be painted and yard needs to be mowed. The roof over the garage looks to be in need of repair. SRG will call the city to see if there are regulations against hording.
  - 245 East Coyote Court – needs to be weeded
  - 381 West Coyote – storage of items on the east side of house.
- Entrance Sign
  - The entrance sign at both entrances will be painted by Sign Safari at a total cost of \$1,200.
  - Gentry weeds has sprayed weeds this summer.

## **VII. New Business**

- Dumpster Enclosure Painting – The dumpster enclosure on North Badger needs to be painted. Board approved Alpine Craftsman to do this for \$400. A new line item called “dumpster maintenance” will be added to the budget.
- Mailbox Building Deck – The deck on the mailbox building is rotting and one of the boards has been replaced. Board discussed replacing the deck. SRG will obtain bids for this and email the board. SRG will get bids to replace the deck on inside and outside.

- ❑ SRG will create the 2014 budget and send it to the board via email. Jim recommended a \$15 dues increase as one option, and another option with no dues increase. The board would like this annual increase to continue until all of the dumpster enclosures have been replaced.
- ❑ Land behind mailbox building – there are dead willows that need to be removed and the area needs to be cleaned up. SRG will see if Angel is interested in doing this work. SRG will meet with Don Clark and have him trim the high grasses and weeds between the flowerbed and parcel boxes.
- ❑ Board gave Kathi permission to buy mulch and add to back sign and common area beds.
- ❑ SRG will contact the Town of Silverthorne and ask if they will remove dead trees on their property by Trent Park.

**VIII. Next Meeting Date**

The next meeting board meeting is scheduled for Tuesday, September 24, 2013 at 6:30 at the office of Summit Resort Group.

**IX. Adjournment**

**With no further business, at 7:20 pm, Bob made a motion to adjourn. Jim seconded and the motion carried.**

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Board Signature

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Date