

WILLOWBROOK MEADOWS HOA
Board of Directors Meeting
April 9, 2026

Board members present via Zoom were J Jardim, Bill Ashley, Rob Kingbury, Tim Richard and Mike Molloy. Representing Summit Resort Group was Deb Borel. A quorum was present.

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I. Call to Order – The meeting was called to order at 5:29 p.m.

II. Owners' Forum – It was noted that the meeting notice was posted on the website. Steve Lipsher, Willowbrook owner and Community Resource Manager for Summit Fire, was present to discuss the FireWise program. Steve expressed interest in having Willowbrook participate in the initiative to help minimize wildfire risk. He explained that there are five steps required to achieve FireWise designation and indicated his willingness to serve on a committee to help organize and generate community engagement.

The Board expressed support for initiating the process.

The first step is to form a committee. The Board will consider options for committee formation between this meeting and the next Board meeting scheduled for May 20, 2026, at 6:00 p.m. Deb will identify other residents in the neighborhood affiliated with the fire department and reach out to them regarding participation.

Chipping services will be available in Willowbrook from July 6–10. Deb will send an email to owners with information about the program, including details on the courtesy wildfire assessment. A link to upcoming wildfire-related meetings will also be provided.

III. Approve Minutes from previous Board Meetings – The Board reviewed the minutes from the January 27, 2026 Board meeting. J moved to approve the minutes as presented. Bill seconded, and the motion carried.

IV. Financial Review

Deb reviewed the financials as follows:

Financial Report as of December 31, 2025 fiscal year-end close financials

December 2025 close financials report that Willowbrook balances are as follows:

- \$ 38,699.58 in Operating
- \$ 24,873.21 in liquid Reserves
- \$ 3,857.63 in the Mailbox account
- \$ 83,611.53 in Edward Jones CD

The P & L reports that as of December 2025 close, the association closed the fiscal year \$4,927.45 under budget in Operating expenses.

Operating Surplus Transfer – this will be kept in Operating

Financial Report as of February 28, 2026 close

February 2026 close financials report that Willowbrook balances are as follows:

- \$107,395.03 in Operating
- \$ 24,930.92 in liquid Reserves
- \$ 18,777.94 in the Mailbox account
- \$ 85,225.43 in Edward Jones CD

The P & L reports that as of February 2026 close, the association was \$6,026.61 over budget in Operating expenses.

Loan Payback – Tim made a motion to forgive the debt. There was not a second and the motion did not pass. This will be kept on the agenda for all meetings in 2026.

The board approved the year-to-date financials as presented.

V. Board Actions via Email

Rob made a motion to approve the following actions that have taken place via email since the last board meeting.

- A. 02/04/2026 – approval of all attorney recommended policy changes
- B. 02/13/2026 – approval of attorney letter to owner of 497 BH regarding shed
- C. 02/21/2026 – approval of easement agreement for 110 BC
- D. 02/26/2026 – approval of 2025 tax returns

Tim seconded, and the motion carried.

VI. Executive Session – J motioned the meeting into Executive Session at 6:27 pm.

- A. The board discussed the topic at hand.

J made a motion to exit Executive Session at 6:36 pm

VII. Old Business

- A. J made a motion that a lawsuit would commence on the owner that was discussed in Executive Session and the violation fines will not be forgiven. Bill seconded, and the motion carried.
- B. FireWise – this was discussed above.
- C. Policies – the board reviewed the policies that were drafted by Altitude Law. Mike made a motion to approve the policies as presented. Tim seconded, and the motion carried.

VIII. New Business

- A. Landscaping 2026 – the board reviewed a bid from Rocky Top for 2026 landscaping services. Rob made a motion to approve the bid as presented. J seconded, and the motion carried.
- B. Tree and Weed Spraying – The board reviewed a bid for tree and weed spraying for 2026. J made a motion to approve the policies as presented. Tim seconded, and the motion carried.

- C. East Coyote Court Dumpster Enclosure – After reviewing a bid to replace the dumpster enclosure on East Coyote Court, Mike made a motion to approve the bid as presented. Tim seconded, and the motion carried.
- D. Non Dark Sky Lighting – J will investigate this and report to the board.

IX. Next Meeting Date

The next Board meeting is scheduled for Tuesday, May 19, 2026 at 6:00 pm via Zoom.

X. Adjournment

With no further business, at 7:09pm, J made a motion to adjourn. Bill seconded, and the motion carried.

Board Signature

Date