

WILLOWBROOK HOMEOWNERS ASSOCIATION
Board of Directors Meeting
January 23, 202

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

- I. Call to Order** – The meeting was called to order at 6:02 p.m.
- II. Owners’ Forum** – **It was noted that the meeting notice was posted on the website. No Owner’s, other than Board members, were present.**
- III. Approve Minutes from previous Board Meeting** – The Board reviewed the minutes from the September 2, 2023, October 24, 2023 and December 1, 2023 Board meetings. **Tim moved to approve the minutes as presented. Mike seconded, and the motion carried.** The annual meeting minutes were included in the board meeting packet. They will be approved at the 2024 Annual HOA meeting.
- IV. Financial Review**
Deb reviewed the November 30, 2023 close financials as follows:
- ❑ November 2023 close reports that the HOA had \$21,441.57 in Operating, \$69,539.83 in liquid Reserves, \$10,165.19 in the mailbox account, and \$77,273.66 in the Edward Jones money market.
 - ❑ November 2023 P & L reports that Willowbrook closed \$7,072.47 over budget in operating expenses.
 - ❑ The board discussed the areas of variance.
 - ❑ A blank invoice is on the website for owners to be directed to in case they did not receive their dues statement. The invoice gives an option to check if they have a mailbox or not and adjust their payments accordingly.
 - ❑ The board anticipates that there will be no snow removal needed in next year’s budget. The town has requested that the snow be hauled from the storage areas soon. Deb has set it up with Greenscapes.
 - ❑ Operating Surplus Transfer – **There will be no operating surplus this year.**

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

- V. Board Actions via Email**
Mike made a motion to approve the following actions that have taken place via email since the last board meeting.
- A. 10/04/2023 – Approval of first set of attorney letters
 - B. 10/27/2023 – Approval of annual meeting packet
 - C. 10/30/2023 – Approval of attorney letters to send to owners and town
 - D. 11/07/2023 – Appointment of officers
 - E. 11/07/2023 – Approval of Post Annual Meeting mailer
 - F. 11/16/2023 – Approval of 2024 Property Management Agreement Renewal

- G. 12/07/2023 – Approval to reply to HH’s attorney letter
- H. 01/09/2024 – Agreement of board to have a one-on-one meeting with HH.

J seconded, and the motion carried.

VI. Old Business

- A. Town of Silverthorne Update – J has offered to meet with an owner one-on-one to discuss his questions. Bill might want to meet with them as well. If the owner does not want to meet without attorney’s, then they will not meet.
- B. FireWise – this will be tabled until the next meeting or a meeting following. It will also be discussed at the annual meeting. Steve Lipser will take the lead on the program.

VII. New Business

- A. Annual Disclosures
 - a. HB 1254 – Per Colorado Legislation, SRG presented the annual Management Fee Disclosure to the Board.
 - b. Annual Disclosure - it was noted that the “Annual Disclosure” of all HOA documents is completed multiple times per year. This is accomplished by way of multiple mailers to all Owners throughout the year (to include within 90 days of the fiscal year), stating that all HOA documents may be found online at the HOA’s website.
- B. Conflict of Interest Policy – The board reviewed the COI policy and will email Deb their acknowledgements.

VIII. Next Meeting Date

The next Board meeting is scheduled for Tuesday, March 26, 2024 at 6:00 pm.

IX. Adjournment

With no further business, at 6:32 pm, Mike made a motion to adjourn. Tim seconded, and the motion carried.

Board Signature

Date