

WILLOWBROOK HOMEOWNERS ASSOCIATION
Board of Directors Meeting
January 24, 2023

Board members present via Zoom were Jay Jardim, Tim Richards and Rob Kingsbury. 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 6:09 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 27, 2022 and November 5, 2022 Board meetings. **Jay moved to approve the minutes as presented. Rob seconded, and the motion carried.** The annual meeting minutes were included in the board meeting packet. They will be approved at the 2023 Annual HOA meeting.
- IV. Financial Review**
Deb reviewed the November 30, 2022 close financials as follows:
- ❑ November 2022 close reports that the HOA had \$25,923.94 in Operating, \$91,820.19 in Reserves, \$6,342.77 in the mailbox account, and \$51,679.94 in the Edward Jones money market.
 - ❑ November 2022 P & L reports that Willowbrook closed \$3,704.89 under 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.
 - ❑ Deb will send Edward Jones link to the Board. Rob will monitor rates and email the board when he thinks they should purchase the CD and for how long.
 - ❑ Operating Surplus Transfer – **This will be discussed at the next meeting.**

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

- V. Managing Agents Report-** SRG reported on the following:
- ❑ Complete Items
 - Repair dumpster enclosures as needed
 - Clean out dumpster enclosures as needed
 - Cleaned off all windows in the mailbox building
 - Repaired lock on mailbox building – an owner suggested removing the lock from the building – The board agreed that the lock would be removed.
 - ❑ Pending Items

- No additional mailboxes may be added per the US postal service
- There has been one snow haul this winter.
- Report Items
 - There was no additional business to report

VI. Board Actions via Email

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

- 10/25/2022 – Approval to send annual meeting packet to owners
- 11/22/2022 – Post annual meeting mailer approved
- 12/15/2022 – Approval to send owner comments to the Town of Silverthorne

Tim seconded, and the motion carried.

VII. Old Business

- A. Adams Avenue Extension Update – There was no update.

VIII. New Business

- A. Annual Disclosures
- a. HB-1254 – Per Colorado Legislation, SRG presented the annual Management Fee Disclosure to the Board.
 - b. 2022 Disclosure – Per Colorado Legislation, SRG presented the 2023 Disclosure to the Board.
- B. Shed Request at 573 West Coyote – The board approved the request.
- C. Howard Hallman sent a letter to the town asking them not to use his vacant lot for snow storage. Deb will contact Howard Hallman and let him know that the HOA will reach out to the town and tell them to store snow on his vacant lot as they do all other lots (improved and unimproved). The HOA will haul away the snow as they do for the remainder of the neighborhood.
- D. An owner in Three Peaks is worried that Summit Fire/EMS is slow to proceed on the fire department north of town. Funds have been approved and the plan is to begin development in the spring.
- E. Dumpster near 585 W. Coyote does not have a door. Deb will contact Timberline and ask them to repair it.

IX. Next Meeting Date

The next Board meeting is scheduled for Tuesday, March 21, 2023 at 6:00 pm.

X. Adjournment

With no further business, at 6.22 pm, Tim made a motion to adjourn. Jay seconded, and the motion carried.

Board Signature

Date