

**WILLOWBROOK HOMEOWNER ASSOCIATION
BOARD OF DIRECTORS MEETING
November 7, 2020**

I. CALL TO ORDER

The meeting was called to order at by Jay Jardim 10:28 a.m. via Zoom.

II. INTRODUCTIONS

Board members participating were:

Jay Jardim, 374 WC
Timothy Richards, 579 BH
Rob Kingsbury, 443 MC
Michael Molloy, 363CC
William Ashley, 212FC

Owner Joseph Zmugg was a guest at the meeting.

Representing Summit Resort Group (SRG) was Deb Borel. Erika Krainz of Summit Management Resources was recording secretary.

III. ELECTION OF OFFICERS

Motion: Jay Jardim moved to retain the same Officers: Jay Jardim – President, Timothy Richards – Vice President and Rob Kingsbury – Secretary/Treasurer. Timothy Richards seconded, and the motion carried.

IV. NEW BUSINESS

A. Conflict of Interest Policy

All Board members will sign the Conflict of Interest Policy and return the document to SRG.

B. Amended Bylaws

Motion: Michael Molloy moved to approve and adopt the Bylaws as discussed at the Annual Meeting. Timothy Richards seconded, and the motion carried.

Motion: William Ashley moved to approve the addition of “ ..., and will be sent to all owners at least 30 days in advance” to the end of the second sentence in Article XIII, Section 1. Jay Jardim seconded, and the motion carried.

Motion: Jay Jardim moved to extract all language from Article XV Section 1 through Section 5.3. from the Bylaws and to create a separate document, and to replace that language with “The HOA has an Architectural Review Committee, with members appointed by the Board, that reviews modifications and external changes to property. It is governed by the ARC Guidelines”. Michael Molloy seconded, and the motion carried.

C. *Owner Communication with the Board*

Rob Kingsbury said owners who want to communicate with the Board should be asked to address the entire Board rather than an individual Board member. He suggested establishing a group email address that automatically distributes to the entire Board members. Deb Borel recommended that owners be instructed to communicate through SRG and she will forward all owner correspondence to all Board members.

D. *Mailroom*

Timothy Richards said the mailroom interior could use some work.

Action Item: Deb Borel will add this to the summer 2021 project list.

V. **SET NEXT MEETING DATE**

The Board will meet on Tuesday, January 26, 2021 at 6:00 pm via Zoom.

VI. **ADJOURNMENT**

Motion: Jay Jardim moved to adjourn at 10:57 a.m. Rob Kingsbury seconded, and the motion carried.

Approved By: _____

Board Member Signature

Date: _____