

WILLOWBROOK HOMEOWNERS ASSOCIATION
Board of Directors Meeting
July 28, 2020
Via Zoom

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

- I. Call to Order** – The meeting was called to order at 6:03 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 May 26, 2020 Board meeting. **Tim moved to approve the minutes as presented. Jay seconded, and the motion carried.**

IV. Financial Review

Deb reviewed the June 30, 2020 close financials as follows:

- June 2020 close reports that the HOA had \$71,676.37 in Operating, \$61,268.07 in liquid Reserves, \$8,383.63 in the mailbox account, and \$50,980.91 in the Edward Jones CD.
- June 2020 P & L reports that Willowbrook is \$12,948.29 under budget in operating expenses.
- The board discussed the areas of variance.
- A/R – the Board reviewed the accounts receivable.

The board approved the year to date financials as presented.

2021 Proposed Budget Review

The Board reviewed the 2021 proposed budget. **Mike made a motion to approve the budget for presentation to owners. Bill seconded, and the motion carried.**

V. Managing Agents Report- SRG reported on the following:

- Complete Items
 - Dumpster enclosures cleaned out often – Owners will be notified that dues will increase if dump runs and extra pick-ups continue to be necessary. Signs will be placed that state that only household trash is permitted in the dumpster. If other items are placed in the dumpsters, a \$500 fine per incident will be assessed. In addition to the new signage, an email will be sent to owners.
 - The mailbox door continues to be repaired. The entire door may need replacing soon.
 - Drive through and phone calls have been made to owners whose homes need maintenance.
- Pending Items
 - The placement of boulders along Willowbrook Road is pending – Bill will look into the timing of this.

- Report Items
 - There are no report items

VI. Board Actions via Email

Mike made a motion to approve the following actions that have taken place since the last board meeting:

- 6/22/20 – Placement of boulders along Willowbrook Road was approved

Jay seconded and the motion carried.

VII. Old Business

There was no Old Business discussed.

VIII. New Business

- A. Common Area Improvements – Mike walked the common areas of the neighborhood and reported that some people have made improvements to the common area. These improvements include placing tables and chairs, rock and berm placement, birdhouses, trampolines, swing sets, paving stones and playhouses. SRG will create an agreement for all owners to sign that have made improvements to the common area. This agreement will state that even though the owner is maintaining the common area, they will not be permitted to take the property by adverse possession. The agreement will be recorded and be appurtenant to the property. A surveyor will be hired to survey the south side of Willowbrook property along the creek and behind homes. Mike will be asked to meet on site for specific instructions.
- B. A request has been made by the owner of 535 West Coyote to place a tree in the common area. Jay made a motion to deny the request to put in a tree. Tim seconded, and the motion carried.
- C. Mailbox Building – The mailbox building needs to be painted, siding needs to be replaced, and the deck needs to be repaired. There is a balance of \$8,300 in the mailbox account. The board agreed that the maintenance should be done. SRG will schedule the necessary repairs.
- D. Annual Meeting Notice – The board reviewed the annual meeting notice that will be sent to owners. The board approved the notice with the addition of one agenda item regarding a bylaw amendment to include the correct management company information and allowing for emailing of the annual meeting notice.
- E. Mike will draft a letter to owners regarding common areas.
- F. Deb will hire an attorney to draft the bylaw amendment.

IX. Executive Session

- A. There was no executive session

X. Next Meeting Date

The next Board meeting is scheduled for Tuesday, September 22, 2020 at 6:00 pm.

XI. Adjournment

With no further business, at 6:51 pm, Bill made a motion to adjourn. Jay seconded, and the motion carried.

Board Signature

Date