

WILLOW CREEK HOMEOWNERS ASSOCIATION #3  
BOARD OF DIRECTORS MEETING MINUTES  
JANUARY 14, 2016

CALL TO ORDER: Lynn Countryman, President, called the meeting to order at 7:00 pm. The meeting was held at the Willow Creek I clubhouse located at 8050 East Jamison Drive, Centennial, 80112.

BOARD MEMBERS PRESENT: Lynn Countryman, Martin Garrity, Sharon Briggs, Chris Mumfrey, Buzz Van Welden, Jay Weber and Robert West.

ALSO IN ATTENDANCE: Attorney David Graf and Virginia Zinth from the law offices of Moeller Graf.

REPORTS: There were no reports.

PROPERTY MANAGEMENT TRANSITION: Attorney Graf provided homeowners information regarding community manager licensing, including that effective July 1, 2015, all community managers are required to be licensed by the State of Colorado, through the Department of Regulatory Agencies (DORA). Ron Valiga, of Hallmark Management, failed to obtain this license and was issued a Cease and Desist by DORA. At this time Mr. Valiga is not permitted by the state to act in the capacity of a community manager. Attorney Graf reviewed the actions taken, and being taken by the Board, to obtain new management and to protect the interests of the homeowners. Treasurer Mr. Garrity told homeowners that disbursements appear to be order and that checks sent to the PO Box and ACH payments are under the control of the Board. Mr. West reviewed the Board's process on selecting a new management company. The Board has received and is reviewing several proposals. Suitable candidates will be interviewed. Ms. Countryman advised that the Architectural Committee is active and that requests for architectural changes can be sent to her and she will forward to the committee. For emergencies during business hours, homeowners can contact Virginia (Ginny) Zinth with Moeller Graf and she will contact a member of the Board.

OPEN FORUM: Questions by homeowners were answered by Attorney Graf and members of the Board.

**BUSINESS SESSION**

1. Insurance/CPA: The contact info for the current insurance agent and CPA was provided.
2. Website: Mr. West advised the Board that the website has been set up. The Board authorized expenditures associated with the website.
3. Clubhouse: Mr. Weber advised the Board that the reconstruction/renovation is under way.
4. Due to the continued work on the clubhouse, the February meeting will again be held in the Willow Creek I Clubhouse.

**Motion** by Ms. Briggs, seconded by Mr. Mumfrey to pay Willow Creek I their customary rental fee for the use of their clubhouse. Motion passed with Mr. Garrity voting no.

The Board announced at 8:33 p.m. that it was going into Executive Session for the general purpose of discussing Hallmark Management issues.

The Board came out of Executive Session at 9:10 p.m.

The Board believes the interests of the association members are best served by engaging a professional management company to take care of the Association's business for an interim period of ninety (90) days. This will allow the Board time to do their due diligence in their search for a permanent management company.

**Motion** by Mr. Garrity, seconded by Mr. Mumfrey, to engage BRC Community Management (BRC) for a period of ninety (90) days.

As part of the contract:

BRC will provide an emergency phone line for homeowners, effective immediately.

BRC will assign a community manager who is licensed by DORA

There will be an immediate financial reconciliation.

BRC will accept current contractors.

The board's approval of a 90 day contract with BRC management is contingent upon BRC agreeing that Ron Valiga will not be the Association's manager. Additionally, Gail Seaton may be utilized by BRC in performing accounting functions for the Association provided that she will not interact with Association residents.

Motion passed unanimously.

**Motion** by Mr. West, seconded by Mr. Weber, should BRC not accept the interim contract, Spectrum would be engaged under the same conditions. Motion passed unanimously.

**Motion** by Mr. Garrity, seconded by Ms. Briggs to require two authorized signatures on Association checks. The removal of Mr. Valiga and Mr. Mumfrey as signatories on the Association's accounts, and to add Mr. West as signatory on the Association's accounts.

Motion passed unanimously.

There being no further business:

**Motion** by Mr. Garrity, seconded by Mr. Mumfrey to adjourn the meeting at 9:35pm. Motion passed unanimously.