
**Willow Creek 3 HOA
Board Meeting
August 11, 2016
Minutes**

Call to Order – President Lynn Countryman called the meeting to order at 7:00 p.m.

Roll Call – Board members present: Lynn Countryman, Sharon Briggs, Bob West, Buzz VanWelden and Chris Mumphrey were present. Property Manager Mark Risner, SCRES was also present.

Committee & Officer Reports –

- A. Grounds: JBK Landscape was present to discuss ongoing landscape items. Fertilization done on Aug 9th. Pruning was done on July 28th. Direction was given to remove stump on E Phillips Circle. Bid will be sent for the remaining stump removals throughout the property.
- B. Swim Team: No report.
- C. Pool: Attendant being used during 11-4 hours instead of guards.
- D. Clubhouse: Mark Risner reported that there were six (6) rentals for the month with no damages.
- E. ACC: Jeff Stevens reported on the requests for the month.
- F. Tennis: No report.
- G. Common Area Project: No report.
- H. CenCON: CenCON is available online.
- I. Welcoming: No report.
- J. SSPRD: No report.
- K. Website: Bob Correll reported on website updates.

Homeowner Forum – Homeowners raised concerns on the following issues: Paver Project, Alley Paving Project.

Approval of Previous Meeting Minutes – After review, Bob made a motion, seconded by Buzz, and unanimously approved to accept July Board Minutes with corrections as discussed.

Unfinished Business

- **Pool Party** – All arrangements have been made. Food truck, music and rental of tent and chairs has been finalized. Volunteer committee helped with signage, promotion, drinks and organization on the day of the party.
- **Pool Cover** - Bid needed for new pool cover and solar cover. Mark has contacted several new vendors for bids.
- **Tennis Court** – Coatings, Inc. is scheduled to make repairs. Date indeterminate.
- **Guest Parking** – The signs were manufactured and delivered. These will be installed on the townhome guest parking areas.
- **Audit** – McNurlin and Associates are scheduled to begin the audit on August 23rd.
- **Pool Access and cameras** – KeyRite provided a budget bid for converting all the pool and tennis court locks to key fobs. The Board asked that we include upgrading the fence gate at the same time. Bob West has a vendor for the cameras and will forward to Mark.
- **Records** – The boxes containing the historical records are safely stored in an offsite storage facility.

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- **Annual Meeting** – The annual meeting will be held October 13th at 7pm. A mailing will be sent to all owners including a call for candidates. Once the candidates have been approved by the nominating committee, a second mailing with the notice of meeting and proxies with names of the candidates and their bios will be mailed to all owners.
 - **No Loitering Signs** – Signs have been ordered to place randomly on the property to enable the removal of vagrants by the police.
 - **Social Committee** – The Board approved the formation of a social committee. A charter is being drafted to formalize their responsibilities.

New Business

- **Board Appointment** – Bob Bartlett was appointed to fill the term of the vacated board position.

Financial Report – The June and July financials have been completed and are under review. Good progress has been made to format the reports to the specifications of the Board.

Adjournment – The meeting was adjourned at 10:20 p.m.

Executive Session – The Board Adjourned to Executive Session to discuss internal matters