

Willow Creek 3 HOA

Board Meeting

January 11, 2018

CALL TO ORDER – Laura Ream called the meeting to order at 6:05 p.m.

ROLL CALL – Board members present: Laura Ream, Fred Kremer, Bob Bartlett, Aidan O’Shea, Martin Garrity and Jerry Grant. Jay Weber was not in attendance. Greg Coleman and Marta Yates of SCRES were also present. Quorum was established.

HOMEOWNER FORUM –

- Townhome owner has had a light out in front of townhome since November and needs it repaired. Greg responded that all lights that needed replacing or repaired had been identified as having electrical problems. Most have been repaired and Greg will follow up to make sure the one outside townhome unit is fixed.

COMMITTEE AND OFFICER REPORTS –

- Landscape: Elizabeth Wood of JBK Landscape reported the need for a 3rd winter watering at a cost of 8 hrs@\$65/hr.

Motion to approve a 3rd winter watering at a cost of 8 hrs@\$65/hr was made by Fred Kremer and seconded by Jerry Grant. Motion passed unanimously.

JBK explained that if the Board would like annual flowers planted in spring they need to make a decision at this meeting because starting plants from seed needs to begin mid-January. The other option would be to fill beds in with more perennials.

Motion to approve planting perennials and adding edging not to exceed \$1,000 was made by Martin Garrity and seconded by Fred Kremer. Motion passed unanimously.

- ACC: There were no requests this month.
- Social: No report.
- Website: No report.
- Welcoming: No report.

VACATED BOARD POSITION –

- Jay Weber resigned from the Board of Directors, leaving an open position on the Board. It was determined that Martin Garrity would be appointed to the 3-year position and Jay Weber would be appointed to the 1-year position left open by Martin Garrity.

Motion to nominate Jay Weber to be appointed to a 1-year term to the Board was made by Jerry Grant and seconded by Bob Bartlett. Motion passed unanimously.

Motion to appoint Jay Weber President of the Willow Creek 3 Board of Directors was made by Fred Kremer and seconded by Jerry Grant. Motion passed unanimously.

APPROVAL OF DECEMBER 11, 2018 MINUTES –

- The December 11, 2018 minutes were submitted to the Board for review and approval to file for audit.

Motion to approve the December 11, 2017 Board Meeting minutes with changes was made by Laura Ream and seconded by Fred Kremer. Motion passed. There were 2 abstentions.

Revised minutes to Website Committee to be posted to website.

APPROVAL OF DECEMBER 2017 OPERATING REPORT –

The October, November and December 2017 operating reports were not approved. The Board deferred the approval of the financials due to significant questions regarding the auditor’s instructions regarding adjusting entries. The Board would like to meet with accountant before contacting auditor to understand auditor adjustments made in operating reports. They would like to see the reserve accounts split out, showing all five separately. Board would like the Balance Sheet formatted in the style Spectrum generated before switching to Caliber. Laura Ream requested a copy of the bank statements.

MANAGING AGENT REPORT –

Action List:

Item: Greg Coleman and Jerry Grant are close to finishing the walk through of potential issues regarding sidewalk trip hazards. When finished they will present a scope of work to concrete companies to bid.

Item: 7936 E Phillips Cir. drain pan coming out of garage has heaved. Greg and Jerry looked at the garage pans during their inspection. There are quite a few small one inch trip hazards in the driveways and sidewalks.

Delinquency Status Report: The Board discussed approving delinquent homeowner accounts before they are sent to collections. There was discussion regarding the number of homeowners on the delinquency report and what the attorneys were doing with regard to collecting past due accounts.

Collection Status Report: Not reviewed.

UNFINISHED BUSINESS –

- Paver Project. Jerry Grant volunteered to take over the paver project. Aiden O’Shea and Martin Garrity volunteered to work with Jerry. There are options that need to be identified, i.e. underground downspouts. The board would like to seek volunteers for the Paver Committee through the website and the Willow Works.
- Lighting. Greg reported Colorado Lighting had most of the lighting problems solved. The lights in the open space are being converted to LED as they go out.
- Ting Internet. Board waiting for response from Ting regarding changes to contract. The main concern related to insisting Ting be responsible for locating and repairing damage to underground sprinkler and electrical lines.
- 2018 Survey. The survey is not ready to send to homeowners. Discussion ensued regarding how to distribute survey to the homeowners. It was decided to email to homeowners and to have Kinko’s mail with a stamped return envelope to those owners without email. Survey to be distributed by 1/19/18 with a drop dead return date of 2/2/18.

NEW BUSINESS –

- December Clubhouse Rentals: The Clubhouse was used 20 days in December.
- Alley Pavement: \$75,000 is budgeted for alley pavement in 2018. Seven townhome alleys have been identified as needing repairs. The Board approved a motion electronically to have Jay work with Greg to negotiate with paving companies to get the best price..

Motion to ratify the electronic vote was made by Martin Garrity and seconded by Jerry Grant. Motion passed unanimously.

- Guest Parking: Guest Parking signs exist in a number of townhome alleys. Several residents questioned how the parking is being enforced. There was discussion regarding policy and it was determined there is no enforcement policy.

A Motion to leave the Guest Parking signs in place but not enforce any action against violators was made and seconded. Motion approved with 3 yes, 2 no and 1 abstention.

- Laura Ream’s List. Due to time constraints, Laura’s List was not discussed in tonight’s meeting. She has requested to be first on the New Business items for February meeting.

ADJOURNMENT:

With no further business before the Board the meeting was adjourned at 8:57 p.m. Next meeting will be held February 8, 2018 at 6:00 p.m. in the Clubhouse.

Submitted by,

Marta Yates
Recording Secretary