

---

**Willow Creek 3 HOA  
Board Meeting  
July 14, 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 and Jay Weber were present. Property Manager Mark Risner, SCRES was also present.

**Committee & Officer Reports** –

- A. Grounds: JBK Landscape was present to discuss tree/shrub pruning and broad leaf spray schedule.
- B. Swim Team: Karol Kahalley reported that Saturday, July 23<sup>rd</sup> is the season championship for the swim team.
- C. Pool: Had Bradbury reported on the pool and services provided.
- D. Clubhouse: Mark Risner reported that there were seven 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

**Homeowner Forum** – Homeowners raised concerns on the following issues: Pool party comments, clubhouse expenses, tree and shrub trimming. Window trims for garage request.

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

**Unfinished Business**

- **Clubhouse Renovation Punch List**- Items noted for repairs to the clubhouse were completed along with several other repairs to tennis court poles and Trex planking to tennis court.
- **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.
- **Guest Parking** – The signs were manufactured and delivered. These will be installed on the townhome guest parking areas.
- **Records** - The Board authorized to have the Association attorney contact the previous manager to retrieve the association archived files.
- **Tree Bids** – Find arbor company to bid the annual tree trimming for work above 15’.
- **Clubhouse expenses** – These were determined to be \$60K with additional expense for furniture and window coverings not exceeding \$7,500.
- **Pool Access and cameras** – KeyRite provided a budget bid for converting all the pool and tennis court locks to key fobs. They also provided a budget bid to replace the outdated camera system.

---

**New Business**

- **No Loitering Signs** – Signs should be ordered to place randomly on the property to enable the removal of vagrants by the police.
- **ACC Request** – The Board approved the garage window trim for owner to avoid maintenance and painting of plastic trim. The Board requested that ACC amend window policy to include both options.
- **Annual meeting** – Letter should go out August 1 for nominations to be included on ballot. Rules regarding mail in ballot should be included. The annual meeting will be held in October.
- **Social Committee** – The Board approved the formation of a social committee. Purpose, budget and goals will be discussed at next meeting.
- **Pool Party** – Set for August 21\*. Need info for catering and band/DJ as well as tents, tables and chairs.

**Financial Report** – The June financials have been put on hold until the previous months can be rebuilt. The data at management transition was insufficient and incorrect in cases. Jerry Grant, Ted Miller and Jeff Stevens have met with SCRES and formulated a plan to reproduce the 2016 financials with corrected information.

**Adjournment** – The meeting was adjourned at 10:05 p.m.