

Willow Creek 3 HOA

Board Meeting

November 9, 2017

Call to Order – Jay Weber called the meeting to order at 7:00 p.m.

Roll Call – Board members present: Jay Weber, Fred Kremer, Bob Bartlett, Mike de Rosayro and Jerry Grant. Laura Ream was present by teleconference call. Marta Yates of SCRES was also present. Quorum was established.

Designation of Executive Board –Board Member appointment to fill vacancy on the Board left by member resigning was tabled for future meeting. The Board will remain a six (6) member Board with the following elected as officers.

- * **Motion to elect Jay Weber President of the Willow Creek 3 Board of Directors was made by Fred Kremer and seconded by Bob Bartlett. Motion passed unanimously.**
- * **Motion to elect Laura Ream Vice President of the Willow Creek 3 Board of Directors was made by Jay Weber and seconded by Jerry Grant. Motion passed unanimously.**
- * **Motion to elect Bob Bartlett Secretary of the Willow Creek 3 Board of Directors was made by Jerry Grant and seconded by Laura Ream. Motion passed unanimously.**
- * **Motion to elect Fred Kremer Treasurer of the Willow Creek 3 Board of Directors was made by Jerry Grant and seconded by Jay Weber. Motion passed unanimously.**

Mike de Rosaryo and Jerry Grant will remain as Members-at-Large.

The Board members will help Bob Bartlett with the letter from the Board for the Willow Works due November 20th.

Laura Ream submitted agenda items for the November meeting. These agenda items tabled until next meeting. They will be added to agenda for next meeting.

Committee and Officer Reports –

- **Pool:** The 2018 Perfect Pools contract was not executed at meeting. Board to have discussion with Had Bradbury regarding terms of contract.
- **Landscape:** Elizabeth Wood of JBK Landscape reported the leaf removal will resume once the tree trimming is completed. Tree trimming is close to being finished. She also requested key to tennis courts so they can blow off the courts. There was a question regarding landscaping of the townhomes and has the Board come up with a budget or plan for the townhomes in need of re-landscaping. Greg to request bid for townhome landscaping from JBK. Elizabeth would like to know if Board wants JBK to come remove and chip all the branches stacked around the property.
- * **Motion to ratify email vote to approve Arbor Garden and JBK post storm clean up proposal was made by Jay Weber and seconded by Jerry Grant. Motion passed unanimously.**
- **Tennis:** Mary Beth Doerr turned over a check in the amount of \$1,256.00 for League fees. The lock box and score towers were taken down and secured until next season. It was asked why the wind screens were taken completely down instead of rolled up and secured. Reminder they have to be reinstalled by March 2018. It was noted that new nets will be needed in the spring.
- **ACC:** Jeff Stevens reported that it is a slow time of year. The committee will still meet once a month. There are no ACC requests at this time.
- **Social:** Bonnie Baker has stepped down as head of the Social Committee. There is a need for volunteer to head up Social Committee. It was suggested the call for volunteers be addressed in the Willow Works and on the website.
- **Website:** No report. However, it was requested there be more Board involvement in maintaining and/or contributing to website content.
- **Swim Team:** Pool is closed and swim team on hiatus until next spring.
- **Welcoming:** Continuing to receive new homeowner information from SCRES and getting new homeowner welcome packets to them.

Homeowner Forum –

- Jeff Stevens reported there were 85 irrigation leaks and 125 sprinkler head replacements last season. These numbers are about normal for a season.

He also reported that at the September meeting a request for more information regarding the cost of paver project was needed before proceeding. It was asked if project was to be funded out of the townhome reserves. HOA attorney stated that the funds for the paver project may not be taken from townhome reserves.

There is a new snow removal vendor. Snow removal contract questions include who is going to train vendor? Who is going to make sure vendor does the work? And who is going to make sure SCRES is on it?

Jay Weber to confer with Greg Coleman regarding snow rates, allocations between single family and townhomes.

- Homeowner asked if the alleys were going to be sanded this year. They were not last year and the north facing alleys are slick and dangerous.
- Several homeowners complained about lack of response from management. Phone calls and emails go without any response from Mr. Coleman. It was suggested they contact Amanda Phifer.

Hearings –

- 8137 S Spruce St. Hearing regarding pickup truck parking. The Board decision is to back out the fine and give them a mulligan. This issue will be further addressed in future meetings. Please let homeowner know result of hearing.
- 8013 S Quince Way. Hearing on driveway repair. Homeowner frustrated due to lack of response from management regarding the letters and fines she has received. Jeff Stevens explained the violation policy and has taken over the driveway replacement issue. He will work with homeowner to resolve.

Approval of September 14, 2017 Minutes –

- * **Motion to approve the September 14, 2017 Board Meeting minutes as written was made by Mike de Rosaryo and seconded by Jay Weber. Motion passed unanimously.**

Approval of September and October 2017 Financial Reports –

- * **Motion to approve the September 2017 Operating Report for audit was made by Fred Kremer and seconded by Jay Weber. Motion approved with one abstention.**

The October Operating Report was not approved for audit. The Board has issues with reconciliation of balance sheet. They also have issues with Caliber and the apparent lack of transparency. It looks like money is not accounted for. The Board is also concerned with the invoices not getting paid in a timely manner. Why are they paying September invoices in November?

The Board does not want to hear from HOA accountant that “it is an auditor adjustment” or “changed accounting software”. These responses are not answers to their questions.

Fred Kremer, Treasurer, would like to set up another meeting with Greg Coleman and Donna Crow in SCRES office to go over Caliber and the balance sheet and transparency issues as early as possible.

The HOA monthly dues will increase in 2018. Single family from \$92 to \$102 and Townhomes from \$135 to \$140. A letter to Homeowners informing them of the dues increase needs to be mailed week of 11/13/17.

Budget –

Fred Kremer went over the 2018 budget presentation. Presentation attached to be included in these minutes. He talked about the General Reserves fund in regards to the Reserve Study. He also informed the Board of the dues increase for single family homes is going from \$92 to \$102 and townhomes from \$135 to \$140. It has been requested a letter to homeowners regarding the dues increase be sent with new coupons instructions for bill pay and ACH homeowners be mailed week of November 13th.

- * **Motion to approve the 2018 budget as submitted was made by Bob Bartlett and seconded by Jerry Grant. Motion passed unanimously.**

Managing Agent Report –

Action List:

Item: Paver Walls. Waiting for contractor to give estimate how to divide grading costs between Homeowners and Association. Need separate bills to invoice townhomes. Management to call Jay Weber for proration's.

Item: Snow Removal. Revised snow depths. Shovel remains at 2" and plowing depth revised to 4". Management to clarify with Terracare, snow removal vendor.

Item: Greg Cotton Lien. All letters and notices were sent to attorney. Status changed to Done.

Due to the issues on 7936 E Phillips Cir regarding the ice collection in sunken sidewalks and drain pan heaving it was requested that Mike de Rosayro and Greg Coleman walk all the townhomes to determine what to fix. There are a lot of one inch trip hazards.

Delinquency Status Report: There is concern that the delinquencies are not getting addressed and the ACH credit is in question. Would like 10 ACH homeowners called to see if credit was given. Delinquent letters were not being mailed out. Make sure delinquent letters are diligently being mailed.

Collection Status Report: Not reviewed.

Unfinished Business –

- Paver Project - Starting Phase 4: This project has been tabled until Spring 2018 or a special session is called.
- Truck Parking: Laura Ream submitted an email to Board for the November meeting that suggests an Advisory Committee be formed to update covenants and policies.

New Business –

- JBK Items: The only item remaining that has not been addressed in these minutes is the work order for the island by 7673 E Phillips Cir. The Board has decided to table this work order until Spring.
- Ting Internet: Marketing material and an Easement Agreement from Ting Internet was submitted to Board for review. Jay Weber to research further.
- Laura Ream Agenda Items: Item #1 regarding creating an Advisory Committee to update policies was well received by Board. These items tabled until next Board meeting so the Board can review.
- Survey: Members plan to come to Board meeting with survey to be distributed to Homeowners in 2018.

Adjournment:

With no further business before the Board the meeting was adjourned at 10:36 p.m.

Submitted by,

Marta Yates
Recording Secretary