

# Willow Creek 3 HOA

## Board Meeting Minutes

### April 12, 2018

**CALL TO ORDER** – Laura Ream called the meeting to order at 6:00 p.m. Laura distributed a Code of Conduct for the Board to adhere to in regards to Board meetings.

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

#### **HOMEOWNER FORUM –**

H/O Bob Correll: commented that the financials and minutes were not being uploaded to AssociationOnline in a timely manner. He would like to see the Homeowner Forum after the Committee Reports on the Agenda. Also, where is the HOA in regards to the Reserve Study? *Laura reported the Homeowner Forum will remain first because most homeowners do not want to sit through meeting. Also he was informed that the Reserve Studies, both General and Townhome studies are in the physical inspection stage of the study. The initial walk through is scheduled for 4/17/18.*

H/O Jeff Stevens: is concerned there won’t be enough cash to address the tennis courts when they need replacing. Will this issue be addressed in the Reserve Study? Also, he stated it is time to get the irrigation started. He needs an executed irrigation contract, which he will email to Jay Weber for execution.

H/O at 8018 E Phillips Cir is requesting a privacy fence between home and greenbelt that fell down and the HOA removed it be replaced. The approval was granted and they would like the HOA to pay for fencing and the installation of the section of fence they are responsible for. Have the fence replaced and submit invoice for HOA to reimburse for HOA section of fence. The H/O was asked to get two quotes for fence replacement. Once two bids have been obtained there will be an email Board vote as to which one to approve.

#### **COMMITTEE AND OFFICER REPORTS –**

- **Landscape:** JBK presented a preliminary master plan for the two townhome rows that have no landscaping at this time (7910 E Phillips Cir). Elizabeth would like to know the boundaries of responsibility in the townhomes so JBK can make some general recommendations giving options for plans depending on placement of townhome. i.e. north facing townhomes would receive different flora than east facing, etc. The landscaping enhancements would begin with the townhomes that already have had pavers installed. Aidan O’Shea and Jay Weber agree to help with the master landscaping planning. The project was tabled until the paver committee meets.  
JBK was requested to blow off the tennis courts and clean out the gutters at the bottom of the fences.
- **ACC-Jeff Stevens:** The Spring walk about was completed and violation letters were sent. This first walk about concentrated on home violations, such as house painting. Most of the ACC requests received to date are for house painting. The next walk about will be mostly about landscaping issues.
- **Social:** The Chair for the Social Committee has not been finalized. The email address in the Willow Works to respond to volunteer for the Social Committee was the wrong email address. It will be reposted in the next issue and uploaded to the WC3 website.
- **Clubhouse:** The email address in the Willow Works submit application for Clubhouse Manager was the wrong email address. It will be reposted in the next issue and uploaded to the WC3 website.
- **Swim Team-Laura Ream:** The team is excited to welcome both the new members and a new coaching staff this season. The pool will open to team practice on May 14<sup>th</sup>.
- **Website-Bob Correll:** Recycling schedule calendar showing dates and items to recycle has been uploaded to WC3 website along with reminder of bin take out and retrieval days. The Board of Directors email address has been posted. There was a request to have Board positions posted on home page.

Bob Correll volunteered to do the community monthly light check.

- Welcoming: No report.
- Pool: The leak in the pool has been repaired. Greg to get the pool snaked a further distance than the first snake to make sure the blockage is gone. It was reported that the pool is at a very full level and is that normal. The Saturday of Memorial Weekend will be the pool opening to the community.
- Tennis: The new tennis academy needs storage space for their equipment. Discussion ensued regarding where would be the best place in the lower level of clubhouse to store their gear. Their request will be explored and a good storage place will be found.

There was discussion regarding how much court time will be taken up with tennis lessons and will the rest of the community be inconvenienced by the lessons. To be put on May agenda.

The two metal picnic tables and benches by the courts are worn and rusty. The committee requests getting these tables and benches either replaced or resurfaced. No decision was made as to what to do with these tables/benches.

The company who resurfaced the courts was contacted to repair the cracks. They declined due to the courts being beyond their useful life span. The Board requests getting a bid for repair Court #1 creek side needs attention immediately. Resurfacing the courts will be addressed in the Reserve Study.

There is a request to get larger trash cans placed around the tennis courts. It was then discussed as to who will get the trash cans to the curb on trash day. Suggestions included having the clubhouse manager on trash duty or having the tennis league take on trash duties. No decision was made. Laura Ream stated that the Board needs to find a way to maintain the property.

#### **APPROVAL OF March 8, 2018 MINUTES –**

The March 8, 2018 Board meeting minutes were submitted to the Board for review and approval to file for audit.

**Motion to approve the March 8, 2018 Board Meeting minutes with no changes was made by Jerry Grant and seconded by Laura Ream. Motion passed.**

#### **APPROVAL OF FEBRUARY AND MARCH 2018 OPERATING REPORTS –**

The February report was resubmitted and March 2018 Operating Report was submitted to the Board to approve for audit.

**Motion to approve for audit the February and March 2018 financials as submitted was made by Jerry Grant and seconded by Fred Kremer. Motion passed with one abstention.**

#### **MANAGING AGENT REPORT –**

##### Action List:

Item: JBK Landscaping. JBK to update their numbers and the new numbers will be emailed to Board for approval.

Item: The sidewalks between 7940 & 7944 that collects ice due to sunken drain pan needs a better scope of work. This issue will be looked at during the 4/17 walk about with Greg and Aiden.

Item: Reserve Study physical portion will begin with site inspection with Greg and Aspen Reserve Study.

Item: Social Committee petty cash/credit card on hold until a committee is formed.

Item: Board approved electronic clubhouse access lock box as submitted. Greg to purchase and install.

Item: Truck parking in marked guest parking space is there all the time. Approved to sticker truck with no parking sticker.

Item: 8275 E Phillips large tree that looks to be dead and is encroaching on fence. JBK to inspect it and determine whether dead or not. Due to the expense of removing the tree, another solution would be to notch the fence to straighten it up.

Delinquency Status Report: Reviewed by Board.

Collection Status Report: Not reviewed.

**UNFINISHED BUSINESS –**

- 2018 Survey Update. Laura Ream reported there were 311 participants in the Survey Monkey. This is a 60% community participation. Update given in meeting and the Executive Summary will be available on WC3 website and in the Willow Works. Still working on summarizing the open end questions. It was suggested the graphs be uploaded with a link to all comments.
- The alley pavement replacement project to get started this spring. Need to identify which alley needs to be replaced next and get bids submitted and Board approval by next meeting.

**NEW BUSINESS –**

- January Clubhouse Rentals. There were 12 rentals, 5 recurring rentals and 4 non-revenue producing uses the month of March.
- Trucks. A decision regarding trucks needs to be addressed in the near future due to the popularity as truck owners' increase. The Covenant committee will need to recommend a viable solution.

**ADJOURNMENT:**

With no further business before the Board the meeting was adjourned at 9:30 p.m.

Next meeting will be held May 8, 2018 at 6:00 p.m. in the Clubhouse.

Submitted by,

Marta Yates  
Recording Secretary