

Willow Creek 3 HOA
Board Meeting Minutes
June 14, 2018

CALL TO ORDER – Jay Weber called the meeting to order at 6:02 p.m.

ROLL CALL – Board members present: Jay Weber, Bob Bartlett, Aidan O’Shea, and Laura Ream. Greg Coleman and Joel Bixler of SCRES was also present. Martin Garrity, Fred Kramer and Jerry Grant were absent. Quorum was established.

HOMEOWNER FORUM –

- Homeowners at 7373 E. Phillips Cir. completed work on the Island landscaping at 20% under budget. Pictures were circulated; everyone is very pleased with the results.
- Homeowner at 8318 E. Phillips Pl. informed the Board he is having his truck removed from the property, but wanted clarification on truck restrictions. Jay explained it is in the covenants and that to change would require 67% voter approval and the votes just aren’t there. Laura added the Board is looking into ways to modify policy. Joe also informed that parking on Mineral is outside the HOA jurisdiction.
- Bob Correll has been walking the Green Belts checking lights; anticipate lights needing fixed will be complete next week. Bob noted that #1 and #4 lights were out. Bob mentioned the lights in the open space and townhomes have been out for a number of weeks. Greg Coleman to follow up. He mentioned a string of lights that lack power. SCRES maintenance will see if they can locate the short.
- Homeowner at 8088 E Phillip Cir wanted an update on drainage project and completion at her property. Her property has no plants. Aiden is hoping to resume walk thru next week, noted that the cost is very high for the project, and that the homeowner’s property won’t be complete this year.
- A homeowner questioned when plant material will be added to the 7910 townhouse row. The paver committee will look at it and make recommendations.
- A resident asked when the shade sail would be put up and the damaged pool chairs removed. SCRES committed to do it the week of June 17.

COMMITTEE AND OFFICER REPORTS –

- Pool – Had Bradbury/Perfect Pools: The chlorinator has been replaced. Lifeguards are the same as previous year. Cotton from the trees has been a struggle this year. Issue brought up about the gate closing properly, Greg to have Scooter fix. Laura asked about having a defibrillator at the pool. Had explained the cost is high (approx. \$2K), liability is a big concern and it is not legally required. All lifeguards are CPR trained. The pool was cold Thursday and the power switch was found to be off. The Board will check camera footage to see who shut off power. Jay instructed that they had to remove old blue pool cover and get a new one – Greg to check on quotes from previous year.
- Landscaping – JBK: Trees and landscaping were discussed there is one tree on E. Phillips Cir. needs removed. Fertilizing and pruning has been completed however it is now too late to seed. Jay noted that Brown spots in grass are not due to lack of water, but from winter kill and can’t be addressed until fall. Ash trees have lots of dead branches and will need to be assessed by an Arborist. Turning over of soil is complete at one intersection, the Board will have to discuss future mulch as the cost is too high from JBK at \$120/yd. Laura noted trees on So. Side of Phillips are covering the No Parking Sign, JBK to look.
- ACC Requests– Mr. Stevens: Slow year so far for requests. Currently walking property and all looks good, no complaints. Have not heard from the homeowner who inquired about moving his fence.

- **Social:** No report other than Jay Weber requesting volunteers to help with the 4th of July pool party. He will do it himself if he can't muster anyone to help. The board offered to pay the swim team money to help. Bob Correll will add the party information to the website and newsletter and SCRES will send out an e-mail blast.
- **Welcoming:** No report.
- **Swim Team – Laura:** Nothing much to report, some new families are joining. Movie night coming up at the clubhouse. Date and time to be determined at future date.
- **Website - Bob:** Suggested posting the July 4th party details on the website. Noted that survey results were moved to underneath the "HOA the Minutes" heading on website.
- **Tennis - Laura:** Cracks on courts being repaired. The tennis league was discussed and the board is going to review the joint agreement with Willow One and Two which is intended to coordinate league play amongst the tree. Mary Beth was upset at the response from the Board regarding the Tennis Pro using the courts. Further discussion needed.
- **Clubhouse:** Bob to schedule interviews for new Clubhouse Manager. Laura wants expanded role for new manager.

APPROVAL OF MEETING MINUTES –

The minutes from May 10, 2018 was reviewed and discussed by the Board of Directors. A motion was made by _____ to approve the May 10th, 2018 minutes with minor changes and seconded by_____.

APPROVAL OF FINANCIAL REPORTS –

Financial reports were tabled because some Board members were not present.

MANAGING AGENT REPORT –

Action Item List: Reviewed and discussed with Management and Board of Directors.

Paver Walls	Project scope assigned to board committee, Jerry Grant, Aiden O'Shea and _____
Reserve Study	The preliminary draft has been forwarded to the committee
Petty Cash/Credit Cards	Social committee Cash Fund. We are waiting for the social committee to determine who should be the recipient of the funds/debit card.
Clubhouse Access system	Electronic Lockbox is in hand.
Auditor	Auditor has all the SCRES information including directions to identify reserve accts. Separately
Greenbelt Lights	Ongoing repairs being made.
Caliber Work Order	Get Caliber work order system up and running
Tennis Courts	Repair Cracks \$2,400
Tennis Courts	damaged nets
Alley paving, 7804,8007,8052,8108,8120	Contractor was selected. Schedule is being formulated
Pool Sails	Sails are being installed week of 6-17
Back pool gate lock	needs padlock

Bathroom lock to lower bathroom does not work	The lock to the lower bathrooms does not work. I confirmed today with the lifeguard Ben that it is broken.
Standing water in pump room	Snaked drains
Retractable Awning	The retractable electric awning is not working and needs To be fixed.
Restrooms need stocked	Perfect Pools takes care of the restrooms
bathroom stall door not working	Replacement handles unavailable
Pool furniture	We have a “junk yard” of broken chairs forming on the side of the pool. They either need to get fixed or thrown away this week. It is an eye sore.
Flower pots on pool deck	Flower post need to be planted
Drinking Fountain	Drinking Fountain not hooked up
New Sail Structure	Request to design and price new Shade Structure
Weather-stripping	Hazard
Sidewalk concerns	The sidewalks between 7940 and 7944 E. Phillips Circle collects ice because it has sunk and the drain pan outside his garage is heaving
Drain Pan	The drain pan coming out of his garage has heaved.
Common Area Tree	overhanging her townhouse
Shopping Center tree	Tree from shopping center overhanging his property. Who is responsible?
Guest Parking Issue	truck parking Sunday nights in guest parking
Townhome landscaping	no landscaping in that row
Sidewalk Settling	Cement in front of garage has cracked extensively. Who is responsible?
Island Landscaping	H/O would like status update for future plans.
Tree	The trees surrounding our house have A LOT of dead limbs which is our view from both deck and bedroom window
Tree limb down	trees in the greenbelt that fell on a pussy willow tree in my yard
Large hole in pavement	I live in WC3 at 8368 e Phillips place. In our townhouse alley we have a large hole in the pavement that has recently started to sink into a pothole. I have attached a picture.

Delinquency Status Report: Reviewed by Board.

Collection Status Report: The board reviewed the report. Greg Coleman reported the bankruptcy that delayed collection was dismissed due to lack of response from the Homeowner. Collections can now proceed.

UNFINISHED BUSINESS –

- A. Sidewalk and garage ramps: Discussed and added steep stretch in Greenbelt that gets very slippery. Jay suggested railing, Greg to get bid.
- B. Alley Pavement: Contractor has been hired and the project will commence in early July.
- C. Paver Project: The project is in the hands of the paver committee who is looking at the project including landscaping.
- D. 7910 E. Phillips Cir landscape: The paver committee is looking specifically at that row to determine the best course of action to undertake.
- E. Survey/Trucks: The survey committee has met once and is scheduled to meet regularly to visit the truck policy and its enforcement.

- F. Clubhouse Manager: One of the board members has been assigned to interview the three candidates and define the scope of work.
- G. Reserve Study: The board is reviewing the draft reports.

NEW BUSINESS –

- Clubhouse Rentals: There were 21 rentals for the month of May.
- Pool Chairs: Fabric chairs 3-4 years old, picnic tables in bad shape. \$3900 in budget what should be replaced?
- New shade structure at pool Greg to get bid.
- Awning not working, fix if under \$1K, replace if more
- July 4th Party – Swim Team has been asked to cook, etc. and be paid \$800. If not Jay will order Jimmy Johns. The event will be from 11am-2pm. SCRES to send notices.
- Add the following items to the agenda: Paver Committee, Covenants Committee and Reserve Study Committee.

ADJOURNMENT:

With no further business before the Board the meeting was adjourned at 8:48 p.m.

Next meeting will be held July 12, 2018 at 6:00 p.m. in the Clubhouse.

Submitted by,

Greg Coleman