

Willow Creek 3 HOA

Board Meeting Minutes

March 8, 2018

CALL TO ORDER – Laura Ream called the meeting to order at 6:00 p.m.

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

HOMEOWNER FORUM –

H/O stated that the Visitor Parking signs in the Townhome parking areas is not being enforced. *Laura explained that visitor parking was not enforceable. It was decided to keep the signs up as it does some good in keeping residents from using as their own extra parking space.*

H/O has townhouse vs single family issues regarding the snow removal billing, 100% of invoice went to townhouse budget, did not follow the split. What about the audit money removed from townhouse reserves? All of the paver project funds coming out of townhouse reserves.

H/O has issue with SCRES and the lack of response from management. H/O asked that the legal fees be waived due to lack of communication.

H/O complained the clubhouse is not being maintained in an acceptable condition. Among other things, it is too hot at times and the wastebasket is not emptied in a timely manner.

COMMITTEE AND OFFICER REPORTS –

- **Landscape:** JBK reported that due to the frozen ground and water accumulated during the last month the 4th approved watering was unnecessary.
- **ACC:** It was reported there were a few minor requests. The committee is doing initial property inspections for violations. Laura asked if the Board and Committee can progress to make sure the homes continue to look up to date.
- **Social:** The Chair for the Social Committee has not been finalized. No volunteers have come forward to be on the Committee. There are no events planned to date.
- **Swim Team:** The coaches will be allowed to conduct private swimming lessons. There was no decision regarding allowing the swim team to have a one night camp out on the tennis courts. This request will be readdressed at the April meeting when the swim team submits a more cohesive plan to the Board. The swim team requests conducting practice two nights a week from 7:00 to 9:00 p.m. After discussion it was decided to allow the swim team, on a trial basis, to practice on Monday and Wednesday evenings from 7:00 to 8:45 p.m. using two swim lanes. This practice will be readdressed at the June meeting to see what the impact is on regular pool use.

Motion to allow the swim team to conduct practice on Monday and Wednesday evenings from 7:00 to 8:45 p.m. using two swim lanes was made and seconded. Motion passed unanimously.

- **Website:** No report.
- **Welcoming:** Welcoming Committee report was submitted to the Board. Report shows 13 new owners moved into Willow Creek 3 between July 2017 and January 2018.
- **Pool:** The Perfect Pool contract was signed by Had Bradbury. Had agreed to keep the pool open until October 1st with no additional cost. The pool will open May 13th for swim team only and will open to the residents on Memorial Day weekend. The Board would like to see more accountability from pool employees when checking the pool chemicals 3 times a day as required.

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 Laura Ream and seconded by Jay Weber. Motion passed unanimously.

APPROVAL OF JANUARY AND FEBRUARY 2018 OPERATING REPORT –

The January 2018 Operating Report was resubmitted with changes for the Board to approve for audit.

Motion to approve for audit the January 2018 financials as revised was made by Fred Kremer and seconded by Martin Garrity. Motion passed with one abstention.

The February 2018 Operating Report was not approved. There was concern regarding having expenses in the amount of \$1,108 for winter watering taken out of line item 5440 Landscape Improvements. There needs to be an additional line item added for Grounds Maintenance.

Motion to establish a line item 5410 Grounds Maintenance and transfer the \$1,108 expense to this line item was made by Jerry Grant and seconded by Fred Kremer. Motion passed unanimously.

Motion to transfer \$117K from general reserves to townhome reserves was made by Jerry Grant and seconded by Laura Ream. Motion passed unanimously.

The Moller Graf invoice in the amount of \$1,090.50 was discussed and all expenses were explained to the satisfaction of the Board.

Greg Coleman again requested Board input/comments on the financials before the meetings so he can respond in a timely manner.

MANAGING AGENT REPORT –

Action List:

Item: The Board requested the clubhouse entry system when booked for use is changed to an electronic lockbox that resets itself after each use. The Clubhouse chairman would be responsible for lockbox and getting code to clubhouse user.

Item: Auditor. It was suggested that the auditor do the 2017 audit report which should make the adjustments to the 2015/2016 audit. Let the auditor do her job to get 2015-2016 adjusted. Then readdress remaining concerns after audit is completed. Martin would like to meet with the auditor.

Motion to engage auditor for the 2017 audit immediately to get 2015/2016 adjusted in the 2017 audit was made and seconded. Motion passed with 5 yes, 1 no and 1 abstention.

Delinquency Status Report: Executive session.

Collection Status Report: Not reviewed.

UNFINISHED BUSINESS –

- 2018 Survey Update. Laura Ream reported there were 239 surveys returned by email and 6 by USPS. She requested another email blast go out to homeowners reminding them their survey need to be received February 20th.
- Community Update-Studio 6 development, 9105 E Mineral Cir. SCRES to email blast to residents the date for an opportunity to sign petition for a moratorium on lodging, including proposed project.
- Reserve Study. There was discussion as to when to begin the reserve study.

Motion to engage Aspen Reserve Study to complete the physical portion of the reserve study and not complete the financial portion of the reserve study until after the 2017 audit is completed was made by Martin Garrity and seconded by Fred Kremer. Motion passed unanimously.

NEW BUSINESS –

- January Clubhouse Rentals. There were 7 rentals, 5 recurring rentals and 3 non-revenue producing uses the month of February.
- Snow Removal. Discussion regarding the snow removal invoices and if the proper allocations between single family and townhomes were being applied to the costs. Jerry Grant asked SCRES to email him all the invoices

for this season.

ADJOURNMENT:

With no further business before the Board the meeting was adjourned to Executive Session at 8:35p.m.

Executive Session convened at 8:35 p.m. and adjourned at 9:05 p.m..

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

Submitted by,

Marta Yates
Recording Secretary