

Willow Creek 3 HOA

Board Meeting Minutes

November 8, 2018

CALL TO ORDER –President, Aiden O’Shea called the meeting to order at 6:06 p.m.

ROLL CALL – Board members present: Laura Ream, Fred Kremer, Bob Bartlett, Aidan O’Shea, Jerry Grant, Martin Garrity and Betsy Alexander. Greg Coleman from SCRES was also present. Quorum was established.

HOMEOWNER FORUM –

- H/O has alleyway asphalt issues. She reports it was not compacted when laid, is now cracking and the winter months are coming. *Spectrum to schedule infrared sealing by 11/20/18.*
- H/O would like to see the small cottonwoods growing in the big greenbelt by the cattail swale removed. *Spectrum to look at before 11/18/18.*
- H/O asked why the Board did not follow the By-laws for the Annual Meeting voting by secret ballot. *Board explained the balloting at the Annual Meeting did meet the requirements set forth in the By-laws.*

COMMITTEE AND OFFICER REPORTS –

- Landscape – JBK:
JBK finished the pruning. JBK reported that there may be winter watering as necessary, depending on the winter moisture. JBK submitted a proposal for tree trimming/pruning which needs to be approved. JBK agreed to blow leaves off of tennis courts. They also submitted the 2019 contract for review and approval. *Treasurer to review by 11/19/2018.*
- ACC:
Requests are still trickling in for painting, shed construction, etc. Nothing out of the ordinary to report.

It was reported that there are two standards for adhering to ACC requests. One for homeowners, it is mandatory they comply. And one for the Board, who are slow to comply, if at all. *A board member volunteered to be the Board liaison for the ACC to make sure issues before the Board are dealt with in a timely manner.*

The policy for removing snow was discussed and will be published in the ACC Corner in the Newsletter.
- Social (not in attendance) Update given by board member:
The Social Committee reported both the Wine Tasting and Food Truck Night were both well attended. Santa Day is scheduled 12/16/2018.
- Website:
No report.
- Welcoming Committee: (not in attendance) update given by board member:
The welcoming committee delivered welcome bags to 8 new owners from July through October.
- Pool:
Board member requested to start doing bathroom remodeling this winter for next season. The funds are in the Reserve Account. Requested to review recommendation to replace furniture and other amenities on the December meeting agenda. *The Board would like Spectrum to inspect the*

bathrooms on a weekly basis to monitor the plumbing issues and backups in the clubhouse basement bathrooms. They would like the bathrooms locked off during the off season. Greg to get bathroom key from league tennis committee chair.

- Tennis Courts:

Board member received a proposal from Rainer Sports to replace the tennis courts at a cost of ~\$70K/court, totaling approximately \$350K. Maintenance would cost ~\$7k/court every 5 years. Board requested a “Tennis Committee” to evaluate tennis courts and options for replacement.

- Paver Committee:

Committee has identified the next three (3) alleyways that will be paved. The work will start in the Spring. The Committee will have plan of action by December meeting.

- Covenants Committee:

Committee suggested the governing documents need to be Amended and Restated, especially the policies and By-laws. By-laws have several amendments making the document very difficult to understand. A recommendation will be presented in December meeting. *Spectrum to find out how much it would cost to amend policies and By-laws.*

- Reserve Study Committee:

The Committee contracted with ARS (Aspen Reserve Study) to do the study. Draft was submitted. After Committee review the changes will be made and the study will be resubmitted.

APPROVAL OF MEETING MINUTES

The meeting minutes from the September 13, 2018 Board Meeting was submitted to the Board for review.

A motion to approve the September 13, 2018 meeting minutes as written was made by Laura Ream and seconded by Fred Kremer. Motion passed unanimously.

APPROVAL OF THE SEPTEMBER AND OCTOBER 2018 FINANCIAL REPORT

Approval of the September and October 2018 financial reports was postponed until further review.

MANAGING AGENT REPORT

Updates to the Action Item List include:

- Per Spectrum the windscreen were rolled up.
- The Clubhouse janitorial and plumbing issues to be addressed by December meeting. The Board has requested the door from clubhouse to downstairs be alarmed by December meeting.
- Board wants update on current door codes and lockbox codes. There are 4 lockboxes and the clubhouse doors. Need to get emergency responders a default code for their use.
- Landscaping out for bid. Management recommends keeping JBK if bids are comparable.
- Board members to meet with auditor before deciding if a change in Audit companies is necessary.
- Crack fill budget may go up by next Spring.
- Plastic pool part to be replaced before opening of pool season.
- Start block covers to be installed.

Delinquency Status Report:

- The Board would like an update from Attorney on what further action can be taken for delinquent homeowners 22 through 27.

A motion was made by Martin Garrity and seconded by Laura Ream to have Greg Coleman find out about foreclosure steps that can be taken against delinquent homeowner 26. Find out if foreclosure is even a viable option for this address. Motion passed unanimously.

UNFINISHED BUSINESS

- 2019 Budget meeting to be scheduled for either November 17th or 18th. The committee would like Spectrum's recommendations as to line item budget costs, i.e. lights in greenbelt replacement, etc...

NEW BUSINESS

- A. Clubhouse Rentals for September were 13 regular rentals, 4 recurrent rentals and 3 nonrevenue generating uses. In October there were 10 regular rentals, 6 recurrent rentals and 4 nonrevenue generating uses.
- B. Paver project has \$40K in budget for 3 rows of townhomes to be done in 2019.
- C. Will have to build up reserves for tennis court replacement in 2022. Tennis committee will need to recommend options for replacing all or some of courts. There needs to be a soils test to see if soil is compacted enough to make court replacement viable. *Spectrum to get quotes for a soils study and testing of the tennis courts.*
- D. Other new business includes:
 - a. Board would like the Aging Report added to the financials in the Board Packet.
 - b. Management to look for the HOA boxes in the basement of clubhouse and get them securely stored.

ADJOURNMENT:

There being no further business before the Board the meeting was adjourned at 8:26 p.m.

Next meeting will be held December 13, 2018 at 6:00 p.m. in the Clubhouse.

Submitted by,
Marta Yates
Recording Secretary