

Willow Creek 3 HOA

Board Meeting

December 14, 2017

Call to Order – Laura Ream called the meeting to order at 7:03 p.m.

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

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. Will discuss at February meeting.
- Landscape: Elizabeth Wood of JBK Landscape reported they removed junipers from 8294 E Phillips Pl. They would like approval for winter watering of new trees planted earlier in 2017 at a cost of 16 hrs@\$65/hr.

Motion to approve winter watering of new trees at a cost of 16 hrs@\$65/hr was made by Jerry Grant and seconded by Fred Kremer. Motion passed unanimously.

Townhome owner is concerned about the removal of junipers. If they were to be removed there would be no landscaping on that row. JBK suggested they make a master plan for spring. Each row would be different; they would plan for sun, irrigation, etc. The Board will table this request until the April meeting.

JBK needs clarification of where common areas are located. Where the areas begin and end.

- Tennis: No report.
- ACC: Jeff Stevens reported that it is a slow time of year. There were no requests this month. Bob Correll joined the ACC Committee.
- Social: Bonnie Baker has stepped down as head of the Social Committee. Fiona O’Shea will be taking over as head of Social Committee. The Holiday party was held on December 10th. There will be no 4th of July party in 2018, however, there will be an end of Summer party plus other events during the year. The Committee is requesting a credit card or an escrow account because they do not want to have to float expenses and wait to be reimbursed.
- Website: Bob Correll reported the website; willowcreek3.com has been updated to include the monthly financials and the 2018 budget on a separate page. Another addition is the Clubhouse page which includes rental information and forms, amenities, contact information to rent Clubhouse and a real time calendar for availability. Bob suggested the wc3board@gmail.com be reinstated. He also noted the financials, approved minutes from prior month and articles for the Willow Works are due to publisher by the 2^{0th} of the month and is posted within 24 hours. Send an email blast through SCRES letting residents know it is posted. There was a question, what to do if you want to opt out of receiving email blast? Bob to find out if Porchlink has a digital version of the Willow Works.
- 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 is a meter problem with the meter servicing the 8007 S Quince Cir townhome row. There is too much water being used. SCRES to contact homeowners in the townhome row on 12/15/17 by email and by letter in that row to find out if there is a leak inside a home or if there is a leak outside somewhere. If a leak can’t be identified, an outside vendor will have to be contracted to find the leak.
- Homeowner thanked SCRES accountant for WC3 for answering his financial questions. He is concerned that the fiscal year started in February and not January. He does not like the way the reports are in Caliber. He suggested the Treasurer have a debriefing session with SCRES.
- Homeowner has an accounting issue going back two management companies. Her account looks like it is behind and she keeps getting statements to that effect. Greg replied he would get with the accountant and

investigate her issue. The Board stated they would like an action plan from SCRES because of too many complaints regarding the financials.

Hearings –

- Homeowner is requesting to have the fines waived for having his pickup truck parked in Willow Creek 3. He explained he is getting his garage expanded to accommodate his truck. He would like clarification as to how long a truck can be on site for unloading and loading purposes.

Motion to deny waiving the fines for homeowner truck parking was made by Jerry Grant and seconded by Bob Bartlett. Motion passed unanimously.

- Homeowner is frustrated with all the violation letters that have compiled regarding the dead tree in his back yard. He stated he has no tree in his back yard and wants the fines waived. Jeff Stevens/ACC explained the process for identifying back yard violations. He also said he has no problem waiving the fines accrued.

Motion to waive fines for violations for homeowner address was made by Jerry Grant and seconded by Jay Weber. Motion passed unanimously.

Approval of November 9, 2017 Minutes –

Motion to approve the November 9, 2017 Board Meeting minutes as written was made by Jerry Grant and seconded by Fred Kremer. Motion passed unanimously.

Approval of November 2017 Financial Reports –

The November 2017 was not approved for audit. Jay Weber is frustrated he can't reconcile the budget with the balance sheet. All the incorrect postings need to be corrected. He would like SCRES to go through unexpended balance sheet for October and November by the end of the year. The Board would like to see a Variance Report with explanations every month in the Operating Report.

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: Tree Pruning. Work is near completion.

Item: Ting Internet. Jay Weber and Greg Coleman to pursue due diligence regarding Ting Internet. Jay to contact his contact with City of Centennial to see what easement was granted by the City.

Item: Lighting. Colorado Lighting replaced lights out and wiring issues on E Phillips. They will walk the property with Greg Coleman for a light check.

Item: Icing due to sidewalk sinking and cracking. Need to walk townhomes with Board member to determine what trip hazards need immediate repair.

Item: Various landscaping issues will be discussed and added to Arbor Garden WC3 To-Do list.

Item: Jeff Stevens reported unusual water consumption from townhome row 8007. SCRES to contact owners in that row by email and by letter asking them to check their toilets, sinks, water spigots, etc. for any leaks and to report them to SCRES.

Homeowners suggested several tree companies besides Arbor Care; Above & Beyond and Guillermo Moreno.

Delinquency Status Report: There is concern that the Collection Policy is not being followed. Board would like table column showing if owner has a payment plan be reinstated in Delinquency Report. The report also shows the owners in collections are shown as Second Notice, this needs to be corrected.

Collection Status Report: Not reviewed.

Unfinished Business –

- Truck Parking: Discussed earlier in meeting.
- Open Board seats: There are two seats available on the Board. Mike de Rosaryo resigned from the Board. The other seat was left vacant by Bob Correll and a replacement has not been voted on.

Motion to ask Martin Garrity to join the Board was made by Fred Kremer and seconded by Bob Bartlett.

Motion carried.

**Motion to ask Aidan O'Shea to join the Board was made by Fred Kremer and seconded by Bob Bartlett.
Motion carried.**

- October Financials: October financials to be approved with the November and December financials at the January Board meeting.

New Business –

- November Clubhouse Rentals: The Clubhouse was used 18 days in November.
Follow up with Greg Coleman. He is to call 10 delinquent homeowners to see if they have brought their questioned delinquency to SCRES/Board attention. If so, stop fines for those who brought to the SCRES/Board attention.
- 7910 E Phillips Cir Row of Townhomes-Landscaping: Paving and related landscaping projects to be tabled until March/April.
- Big Items: Big items for future Board discussion include the Ting Internet Easement; Community Survey in December, not ready for Board review or community distribution. In January, Laura Ream's list to be added to Agenda. Future Agenda items include Reserve Study in February; Tennis Courts in March; Paver Project in April and Pool Operations on May.
- SB100 Policies: Tabled until January.
- Pool Liaison: The pool liaison should be a Board member.
- Late Fees: Late fees were covered by SCRES and accounts are now on auto-pay.
- Change of Meeting time: The meeting time to be changed to 6:00 p.m. from 7:00 p.m. starting in January. Need to find out how much time the homeowners have to be given informing them of the change in the meeting time.

Motion to change the monthly Board meeting start time from 7:00 p.m. to 6:00 p.m. was made by Fred Kremer and seconded by Laura Ream. Motion passed unanimously.

Action Items:

- Board would like a copy of all contracts.
- Call Comcast to find out why no internet in clubhouse. A box from Comcast arrived to the clubhouse.
- Amend the definition of truck in the truck policy.
- Do fines keep accruing when a lien is placed on a property?

Adjournment:

With no further business before the Board the meeting was adjourned at 10:22 p.m. Next meeting will be held January 11, 2018 at 6:00 p.m. in the Clubhouse.

Submitted by,

Marta Yates
Recording Secretary