

**Willow Creek 3 HOA
Board Meeting
February 11, 2016
Minutes**

Call to Order – President Lynn Countryman called the meeting to order at 7:09 p.m.

Roll Call – Board members present: Lynn Countryman, Sharon Briggs, Martin Garrity, Chris Mumfrey, and Jay Weber were present. Property Manager Richard Crockett, CMCA, AMS was also present.

Committee & Officer Reports –

- A. Grounds: There was no report from JBK as there is currently no action taking place during the winter.
- B. Swim Team: No report.
- C. Pool: Pool Closed.
- D. Clubhouse: Deanna Mumfrey supplied a report stating that due to the clubhouse renovation, WC3 missed out on 7 rental opportunities.
- E. ACC: Jeff Stevens reported that there was one submission over the last month. The submission was to install skylights. The request was approved as submitted.
- F. Tennis: No report.
- G. Common Area Project: No report.
- H. Cen-Con: Cen-Con is available online.
- I. Welcoming: No report.
- J. SSPRD: No report.

Homeowner Forum – The following matters were raised by Homeowners:

There were general questions from the membership with regard to the transition from Hallmark to BRC. In addition, there were inquiries as to the status of the latest Willow Works newsletter. Lynn Countryman stated that there have been delays with the newsletter in the past caused by printing delays and delays in getting articles to Porchlink Media.

Approval of Previous Meeting Minutes – After review, Martin Garrity made a motion, seconded by Chris Mumfrey, and unanimously approved to accept the minutes for the January Board meeting with two corrections.

Unfinished Business

- **Paver Project**- The discussion of the paver project has been temporarily tabled.
- **CAM Research (Bob West & Sharon Briggs)**- Sharon stated that the search and scope of work for two additional management companies was in progress. Sharon requested the discussion be tabled until the March meeting when more information is available.
- **Review of Pool Membership**- There was a discussion with regard to the potential to make the pool open to the public and associated liabilities that come with that. The Board directed management to find the opinion letter from Moeller Graf on the matter and provide to the Board at the next meeting. No report from the swim team has been provided as of yet on the status of membership at the pool for 2016.

New Business

- Transition to BRC (Intro Letter)- Community Manager Richard Crockett explained that the transition of information from Hallmark to BRC was progressing. He expects the introduction letter to be sent to print and mailed to the membership no later than Monday February 15th. Martin Garrity will be meeting with Richard and Loc of BRC on Friday February 12th to discuss financials and transition.
- Biddle/Jamison Property Ice Removal & H/O Responsibilities- An owner called Moeller Graf to bring up a concern with regard to ice buildup in the alley and on sidewalks near their home. Moeller Graf responded to the owner with the division of responsibilities of the HOA and owner according to the Declarations.
- Frank's Grading Snow Contract- The performance from the most recent February snow storm was discussed. The contractor did not arrive onsite until mid afternoon the day the snow ceased. The process for snow removal was discussed with Management. A message will be sent to the property manager on whether snow removal is needed for each storm and management will then notify the contractor to proceed with removal. The Board directed Management to contact Franks with regard to removal performance from this last storm and find out why the removal was delayed.
- Light Post Repairs (Phillips & Syracuse Ct)- A motion was made by Martin Garrity, seconded by Chris Mumfrey, and unanimously approved to increase the limit for spending limit of Management to \$750 from \$500. Management advised that M.D. Enterprises (Mike McLain) will be requested to fix the downed ballard light at this location and replace if needed up to \$750.00.
- Home Damage from Common Area Tree- Karen Herz was present at the meeting to discuss the damage to her home's gutter from a common area tree that fell. Karen had previously supplied a copy of an estimate of repairs. The Board requested a copy of the actual invoice, to mail it to Management and the Board would reimburse the owner for the estimated expense of \$250.00 for replacement of the gutter.
- Items Approved Between Board Meeting- The Board discussed the clubhouse renovation project in detail. Kay Wilson recently emailed the Board for approval of expenses for window coverings and new clubhouse furniture. There was a discussion with regard to management of the clubhouse renovation project and exceeding the budget for the project. A motion was made by Martin Garrity, seconded by Sharon Briggs to increase the clubhouse renovation budget to \$70,000. After discussion, the motion was withdrawn. A motion to ratify the decision made via email to raise the budget from \$60,000 to \$65,150 was made by Lynn Countryman, seconded by Martin Garrity, and unanimously approved. Window coverings and furniture still need to be purchased.
- Fine Waiver Request- deferred to the ACC committee for review and discussion.
- Bank Account Recommendations- Tabled. Martin will meet with Loc at BRC to discuss and make a motion via email or a recommendation and motion at the March meeting. Chris Mumfrey provided Martin Garrity his proxy to vote on this issue as he will be out of town and unable to vote.

Financial Report – Martin Garrity requested the review of the January 2016 financials be tabled until he can review them. They will be reviewed and approved at the March meeting.

Adjournment – A motion to adjourn was made Martin Garrity and seconded by Jay Weber. The meeting was adjourned at 9:29 p.m.