

**Willow Creek 3 HOA**  
**Board Meeting**  
**February 8, 2018**

**CALL TO ORDER** – Jay Weber called the meeting to order at 6:01 p.m.

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

**HOMEOWNER FORUM** –

- H/O thanked the Board for all their hard work. He would like the City to put up “slow down” signs by the playground and dog waste receptacles installed in the Townhome greenbelt areas.
- H/O complained about receiving a violation letter stuck under the windshield wiper blade of his truck which was parked in his driveway. He does not want anyone to come onto his property.

**Motion to send a letter of violation to homeowner if vehicle is in their driveway and a violation notice may be placed under a windshield wiper blade if vehicle is on the street was made by Martin Garrity and seconded by Laura Ream. Motion passed unanimously.**

**COMMITTEE AND OFFICER REPORTS** –

- Landscape: Elizabeth Wood of JBK Landscape reported the 3<sup>rd</sup> winter watering at a cost of 8 hrs@\$65/hr was done and she is requesting approval for a 4<sup>th</sup> winter watering at 8 hrs@\$65/hr.

**Motion to approve a 4<sup>th</sup> winter watering at a cost of 8 hrs@\$65/hr was made by Martin Garrity and seconded by Laura Ream. Motion passed unanimously.**

- ACC: No report.
- Social: The Committee Chair, Fiona O’Shea, is requesting a Social Committee petty cash fund of \$1,000 in the form of either a Debit card or check deposited in a Social account. The Chair suggested that the clubhouse be booked online and keyless entry system for clubhouse instead of a clubhouse key would be beneficial. Spectrum was requested to look into how Willow Creek I & II clubhouse reservations and clubhouse access are done.

**Motion to establish a \$1,000 petty cash fund for the Social Committee was made by Laura Ream and seconded by Martin Garrity. Motion passed unanimously.**

- Swim Team: Laura Ream asked the Board to consider 2 nights of practice a week on Tuesday and Thursday from 7 to 9 p.m. using only 2 lanes. She would also like the Swim Team to be able to use the clubhouse for their team meetings at no charge if not booked within one week of the meeting (other Willow Creek swim teams do not have to pay for use of their clubhouses). She asked if the coaches are allowed to give private swim lessons. She also requested the team be allowed to have a one night camp out on the tennis courts. The pool is scheduled to be open May 13<sup>th</sup>.
- Website: Bob Correll reported that a Google map of all the Willow Creeks including clubhouse locations has been uploaded to the HOA page of the website. He had a follow-up question regarding the Board g-mail account. Martin Garrity requested the account name and password be forwarded to him and he will test it.
- Welcoming: No report.

**APPROVAL OF January 11, 2018 MINUTES** –

- The January 11, 2018 minutes were submitted to the Board for review and approval to file for audit.

**Motion to approve the January 11, 2018 Board Meeting minutes with no changes was made by Jerry Grant and seconded by Martin Garrity. Motion passed unanimously.**

**APPROVAL OF DECEMBER 2017 AND JANUARY 2018 OPERATING REPORT** –

**Motion to approve for audit the December 2017 financials as revised with the exclusion of the reserve balance was**

**made by Martin Garrity and seconded by Fred Kremer. Motion passed unanimously.**

The January 2018 operating report was not approved. There were concerns regarding the audit adjustments, they can't follow the townhouse reserves money trail. There seems to be a \$45,000 difference in the 2015 & 2016 audits. It was requested there be a meeting between Donna, the Auditor and Treasurer scheduled to be held within 2 weeks.

Greg Coleman 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 excessive water consumption from townhomes has been located and resolved.

Item: Survey Monkey survey was emailed and letters sent on 1/23/18 and again 2/2/18. It was noticed by Homeowners and Board that some people got the first email and not the second and some got the second and not the first. Have Amanda check list to see what the issue could be.

Delinquency Status Report: It was decided that when a Homeowner account reaches \$1,000 they are to be sent to collections. By the time Homeowner reaches a deficit of \$1,000 all notices per the Collection Policy should have been received by Homeowner. There is an account description that says there is a balance from the previous management company, it has been requested to find out the breakdown from old to new account.

Collection Status Report: Not reviewed.

## **UNFINISHED BUSINESS –**

- **Lighting.** Two bids were received from lighting companies to do night light checks and to replace bulbs or repair fixture. The Board has requested that no lighting company be contracted to do this job. That Spectrum should be responsible for the light checks and bulb replacement and repair.
- **Sidewalk and garage ramps.** There was discussion regarding the grinding of the sidewalk cracks. It was requested that pricing obtained be broken down between grinding the cracks and replacing the concrete. It was requested that two bids be obtained for this project.
- **Ting Internet.** Jay Weber has worked with Ting on contract items. Most of the HOA requested revisions were made in the contract.

**Motion to accept the Ting Internet Agreement as revised by Willow Creek 3 Board of Directors was made by Martin Garrity and seconded by Bob Bartlett. Motion passed unanimously.**

- **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 20<sup>th</sup>.

## **NEW BUSINESS –**

- Laura Ream's List: #1 on the list is updating the covenants and policies.

**Motion to have Laura Ream Chair a committee to review the covenants and policies was made by Laura Ream and seconded by Martin Garrity. Motion passed unanimously.**

Fred Kremer and Bob Bartlett volunteered to be on this committee.

#2 on list is change meeting code of conduct and enforce it. It was discussed there should be a Board member assigned to a specific area as lead committee member to answer questions at the monthly meetings.

Board assignments: Facilities and clubhouse: Aiden O'Shea; ACC Liaison: Aiden O'Shea; Swimming pool: Martin Garrity; Finance/Reserve Study: Fred Kremer; Tennis courts: Jerry Grant; Covenants/policies: Laura Ream and Jerry Grant; Ting Internet: Jay Weber.

- Community Update: Studio 6 development at 9105 E Mineral Circle. After discussion ensued it was decided that a formal protest needs to be sent to the City Planner. Bob Bartlett volunteered to draft the protest.

**Motion to send a formal protest to the City Planner regarding the planning of a Studio 6 development was made by**

**Laura Ream and seconded by Martin Garrity. Motion passed unanimously.**

- Alley Pavement: Identify and contact which contractors to ask to submit proposals on this project.
- Reserve Study: Jerry Grant, Fred Kremer and Aiden O'Shea to review and recommend updates to the Reserve Study.
- January Clubhouse Rentals. Spectrum to find out how Willow Creek 1 & 2 book clubhouse reservations online and how residents gain entrance for an event other than a physical key. It was also determined the swim team and the women's club be allowed to use the clubhouse at no cost with the caveat that they schedule one week out from meeting date and the clubhouse is not reserved. These two entities will be placed under Non-Revenue Generating Uses.

**ADJOURNMENT:**

With no further business before the Board the meeting was adjourned at 9:15 p.m. Next meeting will be held March 8, 2018 at 6:00 p.m. in the Clubhouse.

Submitted by,

Marta Yates  
Recording Secretary