

**Willow Creek 3 HOA
Board Meeting
March 10, 2016
Minutes**

Call to Order – President Lynn Countryman called the meeting to order at 7:02 p.m.

Roll Call – Board members present: Lynn Countryman, Sharon Briggs, Buzz Vanwelden, and Bob West, were present. Martin Garrity arrived at 8:35 p.m. Property Manager Richard Crockett, CMCA, AMS was also present.

Committee & Officer Reports –

- Grounds: JBK Landscape was present to discuss a proposal for the entry flowers and the spring cleanup. The cleanup had begun on March 4th and will continue until completed. The proposal for the entry flowers for \$1,155 will include setup and install of primarily perennials and a few sets of annuals. A motion was made by Lynn Countryman, seconded by Bob West, and unanimously approved to accept the proposal from JBK. Work is expected to begin in May.
- Swim Team: No report.
- Pool: Pool Closed.
- Clubhouse: No report.
- ACC: Jeff Stevens reported that there was three submissions over the last month. Two requests were approved and one was denied.
- Tennis: No report.
- Common Area Project: No report.
- Cen-Con: Cen-Con is available online.
- Welcoming: No report.
- SSPRD: No report

Homeowner Forum – The following matters were raised by Homeowners:

Mike Morgan from Willow Creek 2 presented at the meeting to discuss the prospect of forming a GID (Government Improvement District) with the Willow Creek 3 Board. He stated that including Willow Creek 3 into the GID would allow for replacement of all community fences into a higher quality mason, polymer, or pre-cast wall. Mike asked for a volunteer to join their ad hoc committee made up of members from Willow Creek 1 & 2 to discuss the possibility and logistics of forming a GID. If the committee finds that a GID is the solution, he expects the process to potentially take up to 5 years to commence. The GID would tax each participating home for their portion of the expense to build a wall. Rough estimates on costs for walls and tax for each home were given.

Approval of Previous Meeting Minutes – After review, Bob West made a motion, seconded by Sharon Briggs, and unanimously approved to accept February Board Minutes with two corrections.

Unfinished Business

- **Snow Removal**- Richard Crockett stated that all snow removals had been done but one was severely delayed by a failed snowplow. In addition, communication has been difficult and recommended placing the contract out to bid for 2016-2017. Jerry Grant detailed a new

way that snow invoices could be broken out to more accurately divide the cost between the townhomes and single family homes. He also stated that the Townhouse Operating account owes the General Operating account for unexpected large snow expenses from 2014 & 2015.

- **Retaining Wall Project-** A proposal from Southwest Irrigation to repair the retaining walls at 81XX & 81XX the Board reviewed East Phillips Cir. The bid included: the retaining wall at 81XX to be repaired, the downspouts from the building will be placed into hard piping and drained into catch basins then bored under the sidewalk to the common area. Some of the cost to repair will fall on each owner. A motion was made by Martin Garrity, seconded by Bob West, a unanimously approved to accept the proposal from Southwest Irrigation. Management will send a letter to each home describing the work and their portion of the expense.
 - A second proposal from Southwest Irrigation for like work was reviewed for 81XX East Phillips Avenue. A motion was made by Martin Garrity, seconded by Bob West, and unanimously approved to accept the proposal in the amount of \$.
- **CAM Research (Bob West & Sharon Briggs)-** tabled for executive session.
- **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. Management provided documentation from the Association's attorney and insurance agent stating that although it can be done, could increase liability and potentially cause non renewal by insurance. In addition, it could require the Association to install and maintain ADA required equipment. Moeller Graf provided a revised swim use agreement that would place the burden of expense for ADA equipment onto the swim team.
- **Clubhouse Renovation Punch List-** Richard Crockett, Lynn Countryman, and Kay Robst did a punch list walk with Chad of Almquist Construction. The majority of the work was completed, a punch list of items was created for Chad to complete before final acceptance can be given that included: Installation of an automatic hand dryer, and dimmer switch, repair crooked hanging light. These items were given in writing to Almquist Construction.

New Business

- **Items Approved Between Board Meeting-** A motion was made by Buzz Vanwelden, seconded by Sharon Briggs to ratify the following decision:
- 1) Close the RBC General Operating Account and move those funds to the new General Operating Account
 - 2) Close the Citywide General Operating Savings and move those funds to the new General Operating Account
 - 3) Move the Citywide General Operating Checking to the new General Operating Account
 - 4) Move the reserve funds to the new General Reserve Fund Account
 - 5) Move the townhome reserve to a new Town Home Reserve Fund Account

6) Move the townhome water to a new Town Home Water Account

7) Move the townhome operating to a new Town Home Operating Account

- Commercial Vehicle / Van Policy – For the benefit of those present, Richard Crockett explained that Moeller Graf had previously supplied an opinion letter on enforcement of the commercial vehicle / van policy. It is enforceable but potentially could be challenged for enforcement on county streets.
- Pool Covers – Richard Crockett advised the Board that the solar covers and winter cover for the pool need to be either repaired or replaced. Martin noted that there are funds available for the repair or replacement from the 2014 insurance claim.
- 2015 Tax Return - Richard Crockett advised the Board that the tax return had been completed by Lee Public Accounting for \$275. There were no taxes due for 2015. No action needed.
- Meet the Board Open House - An open house will be held on April 10th from 2-4 PM at the clubhouse. The Board will select the catering options.
- Hearings - A tenant asked the Board to waive his \$50 fine for his yellow commercial van. The request was denied. The tenant stated that he is working with his employer to get another vehicle that would be allowed in Willow Creek 3.

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

Adjournment – A motion to adjourn was made Martin Garrity and seconded by Lynn Countryman. The meeting was adjourned at 10:30 p.m.