
**Willow Creek 3 HOA
Board Meeting
May 12, 2016
Minutes**

Call to Order – President Lynn Countryman called the meeting to order at 7:00 p.m.

Roll Call – Board members present: Lynn Countryman, Sharon Briggs, Buzz Vanwelden, Bob West, Jay Weber and Chris Mumphy were present. Property Manager Mark Risner, SCRES was also present.

Committee & Officer Reports –

- A. Grounds: JBK Landscape was present to discuss a plan for weed control, flower planting tree cleanup from snow storm damage.
- B. Swim Team: Karol Kahalley asked the Board if Willow Creek I swim team could temporarily use the pool facility while theirs are being repaired.
- C. Pool: Opening May 23rd
- D. Clubhouse: Report on the number of rentals and usage for the month.
- E. ACC: Jeff Stevens reported on the requests for the month and gave an update on the sound wall fencing project
- 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 – Homeowners raised concerns on the following issues: Landscape wall project, alleyway asphalt repairs, approval for removal of landscape items, website updates. Two owners requested permission to remove dead trees and shrubs on common are property.

Approval of Previous Meeting Minutes – After review, Sharon Briggs made a motion, seconded by Buzz Vanwelden, and unanimously approved to accept March and April Board Minutes with corrections as discussed.

Unfinished Business

- **Clubhouse chairs** – The Board discussed having new caps for the chair legs replaced.
- **Clock** - Per the Board's directive, Mark purchased and delivered the clock to be hung in the clubhouse.
- **Clubhouse Renovation Punch List**- Mark will contact Chad Almquist and discuss completion of items that were contracted for the clubhouse renovation. Jay requested a recap of the expenses related to the clubhouse renovations. BRC should provide a check register for the expenses.
- **Pool Cover** - Bid needed for new pool cover and solar cover. Mark has contacted Monarch Pools and Swimming Pool Supply Co. for bids.
- **Pool Pumps** – The Pool pumps were replaced in time for the pool opening.
- **Tennis Court** - repairs needed at a cost of roughly \$5000. Approved by the Board.

New Business

- Insurance renewal – Mark reported that the insurance renewed on May 13th. The new insurance certificates were sent from The Wright Group and are attached in the Board packet.
- Audit - The Board approved the proposal for auditing 2015 financial statements by McNurlin and Associates for a cost of \$4500.00.
- Storm damage – The Board held a general discussion of the tree damage from the April snow storm. Mark was directed to check with insurance to see if there is coverage for the losses. The owners will be directed to contact their own insurance for any fence or personal property damage. The invoice for repairs done by Mike McLain as directed by BRC against the Board's wishes will be paid.
- Snow allocation - The allocation formula as devised by Jerry Grant for townhome and common area costs should be emailed to the Board for review.
- Snow Removal Bids – The Board asked Mark to begin looking for bids from companies that can do the property snow removal in the Fall.
- Paver Project – This project was put on hold until the new management company was hired. The Board asked Mark to get in touch with the landscape contractor and revisit the scheduling of new pavers.
- Asphalt Project – The Board asked Mark to go begin the process of bidding and scheduling the asphalt repairs and establishing a schedule for annual budgeted repairs.
- Homeowner requests - The Board approved to allow two owners to remove trees and shrubs at their own expense.
- 4th of July Party – The Board directed Mark to get bids for catering to accommodate 250 guests from Dukes and Tony's for the party.
- Guest Parking – The Board held a general discussion of adding signs to the parking areas. The Board directed Mark to get pricing on 20 "No Parking" signs.
- Meeting signs – The Board directed Mark to order metal frame meeting announcement signs to be placed out in advance of the monthly Board Meetings.
- Clubhouse Use Agreement – reviewed and approved with addition that Downstairs bathrooms must be clean and functional. Email checklist to Board.
- Willow Creek I request – The Board approved the temporary use of the pool by the Willow Creek I swim team with a signed use agreement.
- Dues Increase – Sharon Briggs motioned and Buzz Vanwelden seconded to increase the townhome dues by \$14 per month beginning July 1, 2016. The motion was carried by a vote of 5-1 in favor. Mark will send a notification to all townhome owners at least 30 days in advance regarding the increase. The Board will supply a letter of explanation to accompany the mailing.

Financial Report – The Board held a discussion of the recently completed April 2016 Financials as produced by BRC Management. Jerry Grant discussed his recent meeting with the new Financial Supervisor and Mark Risner at SCRES. The financials will be formatted to mirror the previous design preferred by the committee. BRC did not allocate the funds properly to the G/L and will need to be researched to properly distribute. The townhome Operating budget for snow removal is running at a large deficit. There was a general discussion of raising the dues for the townhomes to accommodate the deficit spending.

Adjournment – The meeting was adjourned at 11 p.m.