

Willow Creek 3 HOA

Board Meeting Minutes

May 10, 2018

CALL TO ORDER – Jay Weber called the meeting to order at 6:00 p.m.

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

HOMEOWNER FORUM –

Homeowner at 8088 E. Phillips St. inquired as to when her townhouse row would have the pavers added. She was informed the committee is studying the budget to determine how best to proceed.

Homeowner at 8232 S. Tamarac approached the board about moving his fence closer to the property line. Not sure where the setback and easements are, the board requested he get the property surveyed.

Homeowner at 7673 E Phillips Cir requested something is done regarding the lack of plants in the island in front of his home. JBK gave a high bid to plant the island so Aidan and he agreed to landscape it and Ken agreed he’d water the plants.

COMMITTEE AND OFFICER REPORTS –

- Landscape: After receiving a copy of the “CSU” townhouse row plans, JBK mentioned they were unable to come up with a pricing plan not knowing what the board wanted. Greg mentioned the exercise was supposed to be limited to the row that has no plant material. It was decided to postpone the discussion regarding the master landscape plan until the paver project decision is made. **Aidan, Jerry and Martin agreed to meet to discuss the paver project. Greg will join the discussion.**

JBK plans to fertilize Monday and SCRES will send an e-mail blast to notify residents.

- ACC – Jeff Stevens: Other than Steve Derks submittal there were no other items to come before the committee.
- Social: No Report
- Clubhouse: **Martin agreed to interview the two candidates** that responded to the job posting and provide his recommendation.
- Swim Team: The swim team representative requested the swim team be allowed to hold a community gathering June 2nd from 4:00pm to 7:00pm to start the season. They also requested a like event be held the evening of June 26th. They will pay for the lifeguards and food if any is offered. **Motion to approve the swim teams request was made by Fred Kremer and seconded by Martin Garrity. Motion passed, Jerry Grant abstained.**
- Website – Bob Correll: No report
- Welcoming: Fred Kremer submitted the report. Three new homeowners moved in during February and one purchased a home in March. April had no additions to the community and one has moved in so far in May.
- Pool: No report
- Tennis: Mary Beth Doerr mentioned a store room has been provided to store tennis equipment. She also mentioned the bid to repair the courts but the board tabled the discussion until repairs

become more evident. Greg mentioned one crack along the baseline that is in the field of play. The other cracks are along the fences and next to the nets. No action was taken. There was discussion regarding how much court time will be taken up with tennis lessons and will the rest of the community be inconvenienced by the lessons. Apparently, a contract has been signed with the tennis pro. No one knows of its existence. Greg to look through their files.

APPROVAL OF MEETING MINUTES –

The April 12, 2018 Board meeting minutes were submitted to the Board for review and approval to file for audit.

Motion to approve the April 12, 2018 Board Meeting minutes as amended was made by Aidan O’Shea and seconded by Fred Kremer. Motion passed.

APPROVAL OF FINANCIAL REPORTS –

The April 2018 Financial Report was submitted to the Board to approve for audit. **With exception of a question raised about the accuracy of the Delinquency Report, Motion to approve the April financials for audit was made by Martin Garrity and seconded by Fred Kremer. Motion passed. Jerry Grant abstained.**

MANAGING AGENT REPORT –

Action Item List:

Paver Walls	Update- Jerry and Greg walked them and discussed large vs small pavers Contractor is pricing small vs large paver blocks
Alley paving	Budget-\$57,000 Estimate/ alley \$10,000
Landscaping	Overseeding & Aeration Spring start up.
Reserve Study	Jerry, Greg and Fred met with Justin from ARS, walked the clubhouse and tennis courts.
Petty Cash/Credit Cards	Social committee is requesting petty cash fund of \$1000 in the form of either a debit card or check deposited in a Social account.
Clubhouse Access system	Find a lockbox system more friendly to the Clubhouse coordinator ORDER electronic clubhouse lockbox
Auditor	Donna to meet with auditor and treasurer within 2 weeks
Greenbelt Lights	Fixed except for one light that flickers. Added to list
Landscape	Email copy of JBK plan to Board
Financials/Minutes	Upload to AssociationOnline in more timely manner
CSU Landscape plans	Get plans copied and digitalized
Caliber Work Order	Get Caliber work order system up and running
Pool room drains	snaked to clear
Clubhouse cleaning	Pending new clubhouse manager. Had cleaned by Premier
Backflows	move backflows from bathrooms to pump room
Tennis storage	figure out tennis storage / lock issues
Tennis Courts	get estimate to repair tennis court cracks;
Tennis Courts	order two new nets and big garbage cans for around courts
Alley pavement	get bids on identified alley to be repaved by May meeting
Committees	Email blast call for volunteers to be on Social Committee and clubhouse manager.

Delinquency Status Report: Reviewed by Board. Martin Garrity questioned the accuracy of the Report.

Collection Status Report: Reviewed

UNFINISHED BUSINESS –

- A. Sidewalk and garage ramps: no action taken.
- B. Alley Pavement: The replacement project was previously approved, Greg to get the best price and proceed with Jay Weber's recommendation made in December. Recommendation – Alleys: 7804, 8007, 8052, 8108, 8120.
- C. Paver Project: Committee formed to come up with recommendation – Jerry, Martin, Aiden and Greg.
- D. 7910 E. Phillips Cir landscape: Greg to get price to do minimal and refer to Paver Committee.
- E. Survey/Trucks: Bob Correll uploaded the raw data on the website. Laura, Jerry and Bob met and plan to meet again and bring recommendations to the Board.

NEW BUSINESS –

- April Clubhouse Rentals: There were 12 rentals, 5 recurring rentals and 2 non-revenue producing uses the month of April.
- Tennis Courts: The board inquired if the tennis pro signed a contract with the Association. Greg to check the records.
Motion made by Martin and seconded by Jerry to table the tennis pro from giving lessons until further information is provided to the board. Motion passed.
Motion was made by Martin to approve the crack fill repairs, second by Fred, motion failed.
- Island Landscaping 7673 E. Phillips Cr.: Ken volunteered to maintain the center island if the association would plant it. Aiden agreed to buy plants and he and Ken will plant them.

ADJOURNMENT:

With no further business before the Board the meeting was adjourned at 8:00 p.m.

Next meeting will be held June 14, 2018 at 6:00 p.m. in the Clubhouse.

Submitted by,

Greg Coleman