

Willow Creek 3 HOA

Board Meeting Minutes

February 14, 2019

CALL TO ORDER – Vice President, Jerry Grant called the meeting to order at 6:03 p.m.

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

HOMEOWNER FORUM –

- H/O is asking for a “clear feel” of the townhome alleyway paving. *The cracks will be addressed in the Spring along with the new alley paving.* H/O also wants to see more detail in the minutes, i.e. action item list details. *Recording Secretary will accommodate her as possible.*

COMMITTEE AND OFFICER REPORTS –

- **Landscape – JBK:** After the renegotiation clause was removed the contract was signed by the HOA and the 12 month schedule will stand. Elizabeth reported the grasses along Mineral median are to be pruned.
- **ACC:** No Report.
- **Social:** No Report.
- **Website:** Board members are encouraged to get to know the website and get comfortable with using it. There is more information available than people are aware of. Laura suggested a tutorial at a Board meeting.
- **Welcoming Committee:** There were 18 new owners welcomed in 2018 and 2 so far in 2019. The committee is requesting funds to make more welcome bags. An invoice was submitted for payment of supplies.
- **Pool:** No Report.
- **Tennis Courts:** The tennis court spokesman requested the tennis courts be first on the list for crack filling in early Spring before league play commences.
- **Paver Committee:** No report. The start of the paver project will begin in March, weather permitting.
- **Covenants Committee:** No update. Waiting on HOA attorney for response.
- **Reserve Study Committee:** Working on an Addendum to original Reserve Study. Removing erroneous information.

APPROVAL OF MEETING MINUTES:

The January 10, 2019 minutes were submitted to the Board to review and approve for audit.

A motion to approve the January 10, 2019 meeting minutes for audit as written was made by Laura Ream and seconded by Betsy Alexander. Motion passed unanimously.

APPROVAL OF THE JANUARY 2019 FINANCIAL REPORT:

The January Operating Report was submitted to the Board for review and approval for audit. There was some question regarding snow removal expenses.

A motion was made to approve for audit January 2019 Operating Reports as submitted by Martin Garrity and seconded by Jerry Grant. Motion passed unanimously.

MANAGING AGENT REPORT:

Action Item List: Some of the on-going action items addressed were the clubhouse bathroom remodel and other issues; Board is requesting the HOA attorney attend the April meeting to discuss foreclosure procedures; After review of auditor proposals an electronic vote will be taken to approve one; tennis courts and swimming pool enhancements were discussed; a letter to City Council regarding fencing to be drafted; sewer issues in clubhouse; asphalt and garage issues in townhomes; tennis court soils study. Pending information was discussed with the Board and due dates for completion were given to SCRES.

Motion to obtain other soils sample proposals with a not to exceed \$6,000 was made by Martin Garrity and seconded by Jerry Grant. Motion passed with one no vote.

Delinquency Status Report: The Delinquency report was submitted to the Board for review. There are no additional homeowners that have been recommended be sent to collections.

Collection Status Report: HOA attorney to attend April meeting to explain the lien and foreclosure procedures to the Board.

UNFINISHED BUSINESS:

- Sidewalks and garage ramps – Remove from Unfinished Business. Redundant. Covered under Committee Reports.
- Trucks – TAKE OFF AGENDA
- Reserve Study – Remove from Unfinished Business. Redundant. Covered under Committee Reports.
- Pool Bathrooms – Covered in Action Items. Remove from Unfinished Business. Redundant.
- Tennis Courts – Covered in Action Items. Remove from Unfinished Business. Redundant.

Anything covered in Action List not to be repeated elsewhere in Agenda.

NEW BUSINESS:

- A. January Clubhouse Rentals: There were 18 regular rentals, 4 recurring rentals and 3 non-revenue generating uses.
- B. 2018 Audit Engagement Letters: Board will review proposals and approve one by electronic vote. Approval due February 28, 2019.
- C. Irrigation vault leak notice and bid: A bid was received for \$4,250. The Board requested other bids be obtained.
- D. Snow Removal: Board was updated on meeting between management and vendor. After discussion it was decided the snow levels will be 2 inches for both plowing and shoveling.

ADJOURNMENT:

With no further business before the Board the meeting was adjourned at 7:45 p.m.

Next meeting held March 14, 2019 at 6:00 p.m. in the Clubhouse.

Respectfully submitted,
Marta Yates
Recording Secretary