

**Willow Creek 3 HOA**  
**Board Meeting Minutes**  
**April 11, 2019**

**CALL TO ORDER** – President, Aidan O’Shea called the meeting to order at 6:00 p.m.

**ROLL CALL** – Board members present: Aidan O’Shea, Fred Kremer, Bob Bartlett, Jerry Grant and Martin Garrity (by phone). Laura Ream and Betsy Alexander were not present. Greg Coleman of SCRES was also present. Quorum was established.

**HOMEOWNER FORUM** –

- H/O asked about the truck policy progress. *Aidan explained the covenant amendment will be explained in an informational town hall and put to a vote by all homeowners. 67% of all homeowners will be needed to approve amendment.*

**COMMITTEE AND OFFICER REPORTS** –

- **Landscape – JBK:** JBK reported spring cleaning on-going, mowing to start and pruning has begun. There was a question as to what is the correct address for crab apple tree removal work order. She explained there were trees that needed to be sprayed for pest infestation and recommended Above and Beyond to spray.
- **ACC:** Jeff Stevens has asked that violation letters be sent out Certified-Return Receipt Requested. Only a few ACC requests have been received, none out of the ordinary.
- **Social:** No report.
- **Website:** No report.
- **Welcoming Committee:** One new homeowner in February and one in March were welcomed to the community and received welcome bag from committee.
- **Pool/Swim Team:** No report.
- **Tennis Committee:** Season has started. Due to the clubhouse sewer replacement and the bathrooms not working they requested a portable toilet be utilized until bathrooms are in working order. The Board approved the portable toilet at the tennis committee’s expense. Discussion ensued regarding who is responsible for paying this expense and alternative bathrooms available.
- **Paver Committee:** The paver committee has a preliminary plan to begin the paver install project. The pavers are to be chosen and contractor bids to be obtained. It was determined the paver installation will start in the 8088 alley and will continue to the 2 adjoining alleys. Total of three alleys to have pavers installed this spring.
- **Covenants Committee:** No report. Attorney was present to explain process to amend covenants.
- **Reserve Study Committee:** No report. Committee to schedule another meeting.
- **Swim Team:** Parent Rep attended meeting. Would like to know who will be the pool company’s contact and the Board contact for communication purposes. *Hadley with Perfect Pools is the contact for pool company and Aidan O’Shea will be Board contact.* Confirmed Wifi needed for team scoring is available. *Board confirmed the clubhouse wifi is available.* Team is aware they are hosting the 4<sup>th</sup> of July pool party.

### **APPROVAL OF MEETING MINUTES:**

The March 14, 2019 minutes were submitted to the Board to review and approve for audit.

**A motion to approve the March 14, 2019 meeting minutes for audit as written was made by Fred Kremer and seconded by Jerry Grant. Motion passed.**

### **APPROVAL OF THE FEBRUARY 2019 and MARCH 2019 FINANCIAL REPORTS:**

The February 2019 Operating Report was submitted to the Board for review and approval for audit.

**A motion to approve the February 2019 Operating Report as revised was made by Martin Garrity and seconded by Jerry Grant. Motion passed.**

The March 2019 Operating Report was submitted to the Board for review and approval for audit. The March 2019 Operating Report was not approved for audit by the Board. Revisions to be made and March 2019 Operating Report to be resubmitted for review and approval at May meeting.

### **MANAGING AGENT REPORT:**

Action Item List:

- Pool Enhancements. The pool furniture recommendations submitted by Laura Ream at a cost of approximately \$16,000 was tabled until Laura is available to explain recommendations and costs. There will be an email vote to approve.
- Pool Bathroom Sewer line Replacement. Board approved RK Mechanical proposal to replace the sewer line to the clubhouse pool bathrooms. The Board asked that they guarantee the sidewalk they will be going under will be compacted and will not collapse. The Board also requested a timeline for project to be adhered to and that there will be no change orders for additional costs submitted.
- Pool Bathroom Reno. Greg requested Board input regarding painting the mural in the clubhouse basement hallway. Discussion ensued. No decision was made.

Delinquency Status Report: The Delinquency report was submitted to the Board for review. There are no additional homeowners recommended sent to collections. The Board requested delinquency letters be mailed Certified-Return Receipt Requested.

Collection Status Report: Status report submitted to Board for review.

### **UNFINISHED BUSINESS:**

None.

### **NEW BUSINESS:**

A. March Clubhouse Rentals: There were 10 regular rentals, 4 recurring rentals and 4 non-revenue generating uses. Clubhouse manager requested the carpet be deep cleaned.

**Motion to approve the clubhouse be deep cleaned twice a year, including carpet, in April and November was made by Martin Garrity and seconded by Bob Bartlett. Motion passed.**

The Board requested clubhouse manager be included in the process including the scheduling of the deep cleaning.

B. 2018 Audit Engagement Letter. Engagement letter executed. Board requested the engagement letter be revised to specify the 5 individual funds be audited separately. Board requested audit be completed by August 2019.

C. RBC Wealth Management. RBC Wealth Management submitted recommendations for long term investment strategy of the Alley Reserves and the General Reserves for Board to act upon.

**Motion to authorize Treasurer and Vice President to make long term investment decisions by April 15, 2019 was made by Martin Garrity and seconded by Aidan O' Shea. Motion passed.**

Other new business:

Instructions on how to turn on the overhead lights be placed next to the light switch was requested.

New clubhouse lockbox to be installed by May meeting.

**ADJOURNMENT:**

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

Next meeting held May 9, 2019 at 6:00 p.m. in the Clubhouse.

Respectfully submitted,  
Marta Yates  
Recording Secretary