

Willow Creek 3 HOA

Board Meeting Minutes

September 13, 2018

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

ROLL CALL – Board members present: Laura Ream, Fred Kremer, Bob Bartlett, Aidan O’Shea, Jerry Grant and Martin Garrity by phone. Greg Coleman of SCRES was also present. Jay Weber was not in attendance. Quorum was established.

HOMEOWNER FORUM –

- H/O keeps receiving letters stating her dues are in arrears. This has been going on through a couple of management companies and she would like issue resolved. *Greg Coleman will make sure this is taken care of with the accountant.*
- H/O Greg Cotton stated he would like to offer his services and be on the Board. *He was told the candidate applications for the Board were due on September 7th. He could submit his name to be nominated from the floor at the Annual Meeting.*
- H/O Jeff Stevens reported a broken irrigation valve that need to be replaced by a licensed plumber.

Motion to approve repair/replace broken valve after obtaining 3 competitive bids was made by Laura Ream and seconded by Jerry Grant. Motion passed unanimously.

Mr. Stevens also reported the single family greenbelt lights have been damaged over the years and are in bad shape. They are in desperate need of attention. Mr. Stevens has been following TING around as they are doing their installation to check things out. He reported their work is questionable and will be submitting to TING reimbursement costs for repairing the damage to the property done by TING.

- H/O Bob Correll volunteered to do night, light checks and report outages to SCRES. He reported this procedure is not working. There is no timely response from SCRES in getting lights replaced. There needs to be a new procedure for light checks.
- H/O reported there is a telephone box in a townhome alley that needs replacing as it is falling apart.
- H/O reported the townhome asphalt paving was not compacted and there is loose asphalt and it is soft.
- H/O Laura Ream reported the tree by King Soopers was pruned outside the Willow Creek property fence but still needs to be pruned inside Willow Creek fence line.

COMMITTEE AND OFFICER REPORTS –

- Landscape – JBK:

JBK submitted pruning bid with an itemized list of dead trees for removal. *The Board requested JBK rewalk the property to make sure all dead trees were accounted for on the list and submit an amended proposal. Greg Coleman to re-walk the property with JBK, Monday, September 17th.*

JBK also submitted a bid for aeration and overseeding 25,000 square feet at \$.17/square foot. *Board recommends waiting until Spring.*

JBK explained there will be an approximately 10% increase in Landscape contract for next year. They will get the contract to the Board for review the 2nd week in October. *The Board stated they needed to do their due diligence and put contract out to bid.*

- ACC: Jeff Stevens: There were two (2) approvals last month. Nothing out of the ordinary to report.
- Social: Fiona O'Shea (not in attendance): The Social Committee has successfully recruited volunteers and is planning a social event for October 27th. Details to homeowners when available.
- Swim Team: Laura Ream: The season is over. Laura requested Swim Team taken off Agenda until February.
- Website: Bob Correll: Reported the Annual Meeting information will be posted when received. Also, social event information will be posted when received.
- Welcoming Committee: The welcoming committee delivered welcome bags to all current new homeowners to date.
- Pool: Had Bradbury (not in attendance): The pool will be closing September 16th for the season. The shade sails need to come down and stored.
- Tennis Courts: Discussion ensued regarding financing and materials for replacing tennis courts in 2022 per the Reserve Study. In the interim the cracks will be repaired in the Spring. Laura Ream wants to review the league contract. 3rd party coaching issues and questions were brought up by Martin Garrity.
- Paver Committee: Will be meeting and have a plan by the October meeting.
- Covenants Committee: Trucks. Covenant Committee is getting a legal opinion regarding restricted vehicle policy and how to address the changes needed to remedy errors in policy.
- Reserve Study Committee: There are two (2) parts to the Study, townhomes and general common elements/components. All greenbelts are under general common elements despite location of greenbelt. Discussion ensued regarding funding of line items such as tennis courts.

APPROVAL OF MEETING MINUTES

The meeting minutes from the July 12, 2018 Board Meeting was submitted to the Board for review.

A motion to approve the July 12, 2018 meeting minutes with changes was made by Laura Ream and seconded by Fred Kremer. Motion passed unanimously.

APPROVAL OF THE JULY 2018 AND AUGUST 2018 FINANCIAL REPORT

Approval of the July and August 2018 financial reports was postponed until further review.

MANAGING AGENT REPORT

Updates to the Action Item List include:

- Move forward with issuing a debit card to the Social Committee for their use.
- Management has been asked to find new Auditor for next year.

Motion to obtain new Auditor for the 2018 audit was made by Jerry Grant and seconded by Laura Ream. Motion passed unanimously.

Motion to not have the current Auditor make their presentation at the Annual Meeting was made by Jerry Grant and seconded by Laura Ream. Motion passed unanimously.

- JBK asked to submit bid for tree removal for trees 15' and higher.
- The owner of the tree at 8227 S Syracuse Ct that fell on the controller will be billed back for expenses incurred to replace the controller.

Delinquency Status Report:

- The Delinquency report was submitted to the Board for review. There is one (1) homeowner that has been recommended be sent to collections.

Motion to send to collections the homeowner that was recommended was made by Jerry Grant and seconded by Fred Kremer. Motion passed unanimously

UNFINISHED BUSINESS

- Clubhouse manager has been selected. Deanna Mumfrey will remain as clubhouse manager.

Motion to accept Deanna Mumfrey as clubhouse manager was made by Bob Bartlett and seconded by Jerry Grant. Motion passed with 1 no vote and 1 abstention.

NEW BUSINESS

- July Clubhouse rentals totaled 22. 6 events took place but fees were not collected due to heat. 6 events were cancelled due to heat. 5 non-revenue generating uses. August Clubhouse rentals totaled 23. 6 recurring events and 3 non-revenue generating uses.
- Arbor Gardens bid for tree trimming was received in the amount of \$30,000. The Board has requested getting 2 more bids. JBK to submit bid for tree trimming.
- Sidewalk repairs at 8088 E Phillips Cir. Board approved the Colorado Asphalt Works proposal with work order changes.
- 2017 Audit. The Board has requested contracting a new Auditor for 2018.
- 2018 Election. Fred Kremer volunteered to draft the Meeting Notice, Proxy, etc. for approval to mail to homeowners. There will be a contested election.
- 2019 Budget. The Budget Committee will have a draft of the 2019 budget for the November meeting.

ADJOURNMENT:

With no further business before the Board the meeting was adjourned at 8:31 p.m.

Next meeting will be the Annual Meeting to be held October 11, 2018 at 6:00 p.m. in the Clubhouse.

Submitted by,

Greg Coleman