

# Willow Creek 3 HOA

## Board Meeting Minutes

### July 11, 2019

**CALL TO ORDER** – President, Aidan O’Shea called the meeting to order at 6:03 p.m.

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

#### **HOMEOWNER FORUM** –

H/O wanted an explanation as to how and why the truck/parking policy originated. *Jerry explained the process that occurred from survey to vote.*

#### **COMMITTEE AND OFFICER REPORTS** –

- **Landscape – JBK**: Elizabeth went through her checklist items. She submitted proposals for various extra projects. The pool landscaping is scheduled to begin mid-August. Elizabeth suggested if Board opted for a later start date the project would cost less. *Board will decide and let JBK know.* Broad leaf spraying to begin week of July 15<sup>th</sup>. Elizabeth suggested pine tree spraying be included in the Spring budget for proactive purposes. The bores are encroaching on Denver/Centennial. Martin Garrity added the edging on the Spruce Court island is a safety hazard and needs to be taken out. He also wanted JBK to look at the dirt around the vault repair for landscaping suggestions.
- **ACC**: Jeff Stevens reported the landscape walk around is completed. He stated the property is in good shape. There were no out of the ordinary ACC requests submitted.
- **Social**: End of Summer pool party at the end of August is in the planning stage.
- **Website**: No report.
- **Welcoming Committee**: Committee welcomed 1 new homeowner in April and 2 of 7 new homeowners in June. All will be welcomed by end of July.
- **Pool**: Had/Perfect Pools was in attendance to report the equipment is operating with no issues. Thanked Board for nice email commenting on the good job the lifeguards did at the 4<sup>th</sup> of July party. Swim Team championships will be held July 13<sup>th</sup>. Pool temperature is regulated. Skimmer line is repaired. Had would like to be in on the solar cover purchase. He knows a lot about solar covers and would be a good asset when assessing different covers. *The Board invited Had to attend a more in depth meeting.*
- **Tennis Court Committee**: No report.
- **Paver Committee**: No progress from last meeting. Still need to pick a product. *Greg volunteered to help Aidan find product.*
- **Covenants Committee**: The final covenant amendment document was received from attorney.

**Motion to accept the proposed covenant amendment as written and submitted to be distribute to homeowners for vote was made by Martin Garrity and seconded by Aidan O’Shea. Motion passed.**

- **Reserve Study Committee**: Working on various tennis court options.
- **Swim Team**: Kristy, swim team rep, requested that the sprinkler in back corner be turned off on day of swim team championships. *Jeff Stevens said he would accommodate her request.* Kristy reported last practice is 7/12 with championships 7/13. She also requested the Dolphin record

board be located and hung. She also asked if the social committee would like help with the end of summer pool party.

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

The June 13, 2019 minutes were submitted to the Board to review and approve for audit.

**Approval of the June 13, 2019 board meeting minutes for audit was tabled until further review. They will be approved at August meeting.**

### **APPROVAL OF THE MAY 2019 and JUNE 2019 FINANCIAL REPORTS:**

The May 2019 and June 2019 Operating Report(s) were submitted to the Board for review and approval for audit.

**The May 2019 and June 2019 Operating Reports were not approved. There needs to be further review.**

### **MANAGING AGENT REPORT:**

Action Item List: Greg

- Board has requested all new items added to action item list be added to the bottom of list.
- Ting again disputing responsibility for underground short in pole light.
- Clubhouse door leading to tennis courts does not close. *Add to scope when lower level is painted.*
- Work order to Comcast to run feeder lines along fence lines instead of over trees was submitted.
- Pool gate key card closer to be installed 7/12. *Board requested a laminated sign be placed by the card reader explaining door will be closed, reader will read cards starting 7/16. Email blast: cards will be in full force effective 7/16.*
- Solar cover purchase. Had/Perfect Pools to become involved in process with Board members.

**Motion to hold off on purchasing solar pool cover until further input obtained was made by Martin Garrity and seconded by Jerry Grant. Motion passed.**

- Management needs to know exactly where the sun shades are to be installed before concrete is cored for shade sleeve.
- Clubhouse carpet was cleaned to see if large stain could be removed. The cleaning was not successful. *It was suggested to contact Lynn Countryman to see if she knows where the extra carpet squares are stored.*
- The Board has requested the tennis court replacement bids be sent to them.
- Jerry Grant and Greg Coleman to walk the property identifying sidewalk concrete repairs week of 7/15.
- Board requested a proposal with materials and fixtures identified in bid to remodel clubhouse bathrooms from vendor chosen.
- There was no motion to approve the JBK proposal in the amount of \$5,725 for the pool bathroom sewer line replacement landscaping. The Board would like soils compaction added to their proposal. Board also requested a compaction report from RK Mechanical for this project.

Delinquency Status Report: The Delinquency report was submitted to the Board for review. The Board would like a copy of status letter for prior owner who had a balance on account to see if it was collected at closing and when repair responsibility notice was sent. They also requested exact date owner cut down tree that damaged irrigation box, and when management sent notice of owner responsibility for repair. Board requested homeowner be sent to collections for past due bill back from HOA.

Collection Status Report: Status report submitted to Board for review. Homeowner whose account is being considered for foreclosure contacted attorney asking for payment plan. The Board did not approve payment plan. After finding out where he works they Board wants to know about garnishing his wages. Aidan to reach out to attorney to let them know decision.

**Motion to garnish wages of delinquent owner in collections was made by Martin Garrity and seconded by Jerry Grant. Motion passed.**

### **UNFINISHED BUSINESS:**

Clubhouse Landscape. It was decided to hold off on clubhouse landscaping until after swim season.

### **NEW BUSINESS:**

- A. June Clubhouse Rentals: There were 13 regular rentals, 4 recurring rentals and 4 non-revenue generating uses.
- B. Solar Cover. Discussed in Action Items.
- C. Appointment of New Board Member.

**Motion to wait to appoint new Board member until full Board is available was made by Martin Garrity and seconded by Jerry Grant. Motion passed.**

- D. Tennis Pro Discussion. Board would like a copy of insurance policy and contract with HOA from Pro teaching tennis lessons in Willow Creek 3. Jerry will send Martin old contract from 2009. A cease and desist needs to be issued until policy and contract received.

### **Other new business:**

- Truck Policy vote mailing. Discussion ensued as to timing of covenant amendment and ballot distribution to homeowners for vote on truck/parking amendment. It was decided to mail out amendment with secret ballot on August 1 with instructions to return ballot by September 15. The Board will count the votes and return results to homeowners two weeks later.

**Motion to mail out amendment and secret ballot on Aug. 1 for a Sept. 15 return was made by Martin Garrity and seconded by Jerry Grant. Motion passed. \*\***

\*\*upon further review, secret ballots are not allowed.

- The Board requested the Board packet consist of Agenda, draft minutes, action items and short set of financials. Send collection report by email.
- Have Laura Ream email administrative change password.

### **ADJOURNMENT:**

With no further business before the Board the meeting was adjourned at 8:19 p.m.

Next meeting held August 8, 2019 at 6:00 p.m. in the Clubhouse.

Respectfully submitted,  
Marta Yates  
Recording Secretary