

# Willow Creek 3 HOA

## Board Meeting Minutes

November 14, 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, Bob Bartlett and Martin Garrity. Betsy Alexander was not present. Greg Coleman of SCRES was also present. Quorum was established.

**BUDGET REVIEW** – Martin Garrity thanked the Budget Committee and went over the budget process. He explained the 5 different funds that make up the overall budget. He went over the 2020 budget changes. He gave an overview of both the single family and townhome budgets. It was recommended there be no increase in monthly assessments.

**Motion to accept the recommendations to the budget from the budget committee was made by Martin Garrity and seconded by Aidan O’Shea. Motion Passed.**

### **HOMEOWNER FORUM** –

H/O had issues regarding the Board of Directors 2019 election. Issues included mailing with a blank candidate sheet and change in ballot counting was not explained properly. He suggests either a recount of all ballots or do the whole vote over again.

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

- Landscape – JBK: No Report.
- ACC: No Report. It was suggested the certified violation letter costs be passed onto homeowner.
- Social: Willow Creek 3 hosting Santa Day on 12/14/19, all Willow Creek communities are invited.
- Website: No Report. Bob Correll is stepping back from managing website. Would like an email blast to go out to community requesting someone to take over website management.
- Welcoming Committee: Two (2) new Homeowners were welcomed by Committee in August, none in September and three (3) in October. The Women’s Club thanked the Board for allowing use of the clubhouse for the Trunk or Treat event.
- Pool: No Report.
- Tennis Court Committee: Annual contract with tennis leagues auto renewal postponed for at least three (3) months. Need to let tennis committee know contact will not be automatically renewed.
- Paver Committee: Paver project on hold until Spring 2020.
- Covenants Committee: No Report.
- Reserve Study Committee: No Report.

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

The September 12, 2019 minutes were submitted to the Board to review and approval for audit.

**Motion to approve of the September 12, 2019 board meeting minutes for audit as written was made by Jerry Grant and seconded by Fred Kremer. Motion passed.**

### **APPROVAL OF THE AUGUST 2019 FINANCIAL REPORTS:**

The September and October 2019 Operating Reports were submitted to the Board for review and approval for audit. No motion was made. It was decided to wait for Martin Garrity to be in attendance to approve Operating Reports.

The Board directed SCRES to more closely manage the snow removal vendor. Board would like snow removal map revisited and adjusted.

### **MANAGING AGENT REPORT:**

Action Item List: Greg

- Reached agreement on the damaged controller, homeowner will pay \$400 over the next four (4) months.
- Pool bathroom renovations will be revisited in February after a walk through and cleaning out of clubhouse basement. It was reported the clubhouse urinal is backing up.
- The 8123 E Phillips Circle pooling water issue will be addressed before 2020.

**Motion to approve grinding at a cost not to exceed \$4,000 was made by Jerry Grant and seconded by Bob Bartlett. Motion passed.**

- The landscape vendor has removed the shrubs that were impeding the paver project. Paver project start date will be Spring 2020.
- Trees need to be inventoried for trimming and replacement and bids resubmitted after the count.
- Greg to let 7936 E Phillips Circle owner know timing on his pan replacement project.

Delinquency Status Report: The Delinquency report was submitted to the Board for review. Board has requested the delinquency report be up to date with accurate fines by a certain date.

**Motion to have attorney send letter to homeowners with ACC violations regarding potential property lien if ACC fines are not paid by a certain date was made by Jerry Grant and seconded by Fred Kremer. Motion passed.**

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

### **UNFINISHED BUSINESS:**

A. Appointment of New Board Member. After receiving legal opinion on appointing a current Board member to another Board members term and position, it was decided to appoint Aidan O'Shea to fulfill Laura Ream's unexpired term on Board effective after the Annual Meeting in October.

**Motion to appoint Aidan O'Shea to fulfill the rest of Laura Ream's unexpired term effective after Annual Meeting was made by Jerry Grant and seconded by Bob Bartlett. Motion passed.**

### **NEW BUSINESS:**

- A. Clubhouse Rentals: (Take off Agenda and do not add report to Board packet.)
- B. Tree trimming bids: Greg to meet with Wilco to review tree trimming inventory.
- C. Audit Engagement Letter: executed by Board for 2019 audit.

### **ADJOURNMENT:**

**Motion to adjourn meeting was made by Jerry Grant and seconded by Bryan Zach. Motion passed.** With there being no further business before the Board the meeting was adjourned at 7:42 p.m.

Next Board meeting will be held on Thursday, December 12, 2019 at 6:00 p.m. in the Clubhouse.

Respectfully submitted,  
Marta Yates  
Recording Secretary