

Willow Creek 3 HOA

Board Meeting Minutes

September 12, 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, Jerry Grant, Bob Bartlett and Betsy Alexander. Martin Garrity was not present. Greg Coleman of SCRES was also present. Quorum was established.

HOMEOWNER FORUM –

H/O reported the edging around the shrub beds is rusting and sticking up causing a hazard. (*Will have JBK replace rusting edging.*) H/O reported bridge in big greenbelt has loose and missing rungs. (*Will be addressed,*)

H/O asked how many alleyways are going to be asphalted in 2019 and when crack repair will be made. (*Jerry reported there will be 6 alleyways asphalted this fall.*) H/O asked about the concrete repair work needed on sidewalks and ramps. (*Both these projects will be done in the fall when weather cools down.*) H/O reported tree hanging over her house needs to be pruned. (*Her address is on Above/Beyond tree prune list.*) H/O asked why the draft minutes were no longer published in the Willow Works. (*She was told that under advisement from attorney draft minutes should not be published.*)

COMMITTEE AND OFFICER REPORTS –

- **Landscape – JBK:** Reg Craigo replaced Elizabeth as JBK rep for WC3. His property project list to be addressed included pool landscaping project, drain pans and tree removal.
- **ACC:** Jeff Stevens reported there are 10 residents with 4-6 violation notices they are ignoring. He suggests putting a lien on the homes or per Covenants, having the work done and billing back the homeowner(s). (*Jeff to send Aidan list of H/O’s. Aidan will ask attorney for help with a letter to violators.*) The area where the valve was replaced by the clubhouse needs to be re-sodded.
- **Social:** The end of year summer party was a great success. The Holiday party will be scheduled for the 2nd week in December.
- **Website:** Bob Correll reported the website was now secure with a padlock. He suggested the Board become familiar with the website especially the “HOA” tab.
- **Welcoming Committee:** All new Homeowners through August have been welcomed by Committee.
- **Pool:** The pool will close 9/15.
- **Tennis Court Committee:** Tennis Committee Chair explained how tennis works in the neighborhoods and that the Pro contract is for WC3 residents only. She reported the motion sensor light on clubhouse is not working. There is a fallen tree behind court 2 that is leaning on fence and there is a dead tree adjacent to court 5.
- **Paver Committee:** Paver project starting with townhouse row 8088 will begin in October.
- **Covenants Committee:** SCRES to send email blast to Owners reminding them to vote on truck amendment.
- **Reserve Study Committee:** Fred Kremer went through tennis court replacement with regards to the reserve study. Before any decision can be made Fred has been tasked to get hard costs for replacing 2 courts next year.

APPROVAL OF MEETING MINUTES:

The August 8, 2019 minutes were submitted to the Board to review and approval for audit.

Motion to approve of the August 8, 2019 board meeting minutes with corrections for audit was made by Jerry Grant and seconded by Betty Alexander. Motion passed.

APPROVAL OF THE AUGUST 2019 FINANCIAL REPORTS:

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

Motion to approve the August 2019 Operating Report was made by Jerry Grant and seconded by Betty Alexander. Motion passed.

MANAGING AGENT REPORT:

Action Item List: Greg

- The Auditor has agreed to attend the October annual homeowners meeting.
- The clubhouse bathroom refurbishment on hold until after pool closes for season.
- Sidewalk concrete trip hazards scheduled to be repaired. RFP's sent to contractors.
- Clubhouse sunshades to be installed in various places around clubhouse amenities.
- 8196 E Phillips Pl large hole to be filled in by JBK and new sod installed.
- Remove and store pool area sunshades to be done last week in September.

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. *SCRES to get list of lien letters with ACC fines attached from Jeff Stevens. Aidan has requested legal fees be added to final balance for address in collections.*

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.

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.)

B. Audit Report. The draft audit report was received in the format the Board requested. Auditor has agreed to attend the October Annual Homeowners meeting.

C. Election Ballot. Since the 2019-2020 Board of Directors election will be contested, a secret ballot is required. The annual meeting mailing will include ballot and proxy in an envelope inside an envelope.

Motion to use a secret ballot for the 2019 election was made by Jerry Grant and seconded by Betty Alexander. Motion passed.

NEW BUSINESS

The Board has requested that all emails to be sent from SCRES to Willow Creek 3 residents be approved by Board before sending.

Eagle Scout installed exercise area has equipment that has fallen over and needs to be repaired and safety needs to be enhanced to protect residents.

ADJOURNMENT:

Motion to adjourn meeting was made by Betty Alexander and seconded by Jerry Grant. Motion passed.

With there being no further business before the Board the meeting was adjourned at 8:36 p.m.

Next meeting held will be the Annual Homeowners meeting on Thursday, October 10, 2019 at 6:00 p.m. in the Clubhouse.

Respectfully submitted,
Marta Yates
Recording Secretary