

# Willow Creek 3 HOA

## Board Meeting Minutes

### March 12, 2020

**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, Jerry Grant, Bob Bartlett, Fred Kremer, Martin Garrity and Bryan Zach. Betsy Alexander was not in attendance. Greg Coleman of SCRES was also present. Quorum was established.

#### **HOMEOWNER FORUM** –

None.

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

- **Landscape** – JBK: Reg/JBK reported JBK would be starting the mulching and rock bed clean up soon. They would be cleaning up the tennis courts before season starts. Will get pricing to Board for the cleanup and mulching of the entryway off Quebec.
- **ACC**: Jeff Stevens reported the Spring walk about has started and the first batch of violation letters were mailed. Makenzie Colonius townhome owner has joined the ACC committee. An owner cut down the tree requested, but left the stump. Will request they remove stump. There are 2 delinquent paint requests the Board decision is to give them until end of May to paint. Also a landscape request was denied and the owner has been requested to submit another ACC request form.
- **Social**: WC3 BINGO night was successful with approximately 30 in attendance. There will be a combined Willow Creek chili cookoff at the end of March. There are no Willow Creek 3 specific events scheduled.
- **Website**: Jeff Stevens has taken over the Willow Creek 3 website. Jerry Grant wanted to know if there is any way to track how many hits per month the website has. *Jeff says yes, he can generate a report.* Board wanted to know how to contact Jeff if they want something loaded to the site. *Contact Amanda at SCRES to get information loaded.* It was suggested Jeff attend social events to capture pictures to upload to site.
- **Welcoming Committee**: No report.
- **Pool**: Board has requested Had Bradbury come to board meetings through the pool season. Pool will open to swim team practice on May 11<sup>th</sup>. There will be three meets at Willow Creek 3 pool. Do not have dates of meets as of yet. The swim team has traditionally planted the pool flowers. Does Board want them to plant this year? Team rep to ask Bonnie how it has been done in the past.
- **Tennis Court Committee**: First league match scheduled for March 21<sup>st</sup>. JBK to clean off tennis courts and committee will roll down windscreens. Need toilet paper in bathrooms along with batteries replaced in motion detectors for water and paper towel dispenser repaired. Tennis committee turned in list to tasks to be completed by SCRES.
- **Paver Committee**: Meeting with Aidan and contractor scheduled for March 14<sup>th</sup> at first alley to have paver installed. Start date 1<sup>st</sup> week in May.

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

The February 13, 2020 minutes were submitted to the Board to review and approval for audit.

**Motion to approve of the February 13, 2020 board meeting minutes for audit with changes was made by Jerry Grant and seconded by Martin Garrity. Motion passed.**

### **APPROVAL OF THE NOVEMBER AND DECEMBER 2019 FINANCIAL REPORTS:**

The January and February 2020 Operating Reports were submitted to the Board for review and approval for audit.

**Motion to approve for audit the January and February 2020 financial reports was made by Martin Garrity and seconded by Jerry Grant. Motion passed.**

### **MANAGING AGENT REPORT:**

Action Item List: Greg

- Add installation of exhaust fans in bathrooms to scope of work on bathroom renovation and obtain three bids by end of March. Original bid came in at \$3,000.
- Aidan & Bryan to inspect drain pan for replacement at 7936 E Phillips Cir.
- Sun shades to be installed before pool opening at end of May.
- Send Martin tennis pro last contract to compare with revised contract for 2020.
- Aidan, Bryan & Martin to walk townhome alleys and recommend which alleys to be paved in 2020.
- Bids for annual tree trimming have been received, Board will vote electronically which bid to accept.
- Lights are all working throughout community as of date of meeting.
- Send homeowner with paint covenant violation to attorney to file a lien on property. (address on action item list #10)

**Motion to send homeowner to attorney to lien property was made by Martin Garrity and seconded by Jerry Grant. Motion passed.**

- Covenant violation for paint (action item #11) given an extension to paint by end of May, or when weather improves.
- Action item #12, exterior maintenance covenant violation – reach out last time before lien put on property. Give 30 days to submit revised ACC landscape plan.
- Greg to reach out to Lockinvar to find out if adding relief valves to pool boilers will negate warranty. State is requiring valves be installed to be in compliance. Get letter from Lockinvar stating their pool boilers do not require relief valves to give to state.
- In the townhome row that had 7 times the water usage as the rest of the townhomes was identified as a running toilet. Have homeowner provide proof it was fixed, submit to Denver Water and they will waive extraneous costs.

Delinquency Status Report: The Delinquency report was submitted to the Board for review. Greg to look into items 41 & 42 to see why only second notice. Item 31 why only first notice. Please a lien on item 45 and take certified mailing cost off of item 60.

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

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### **UNFINISHED BUSINESS**

- A. Tree Trimming. Tree trimming proposal not approved. Aidan to walk property with vendor to identify list of trees. Vendor will revise their proposal.
- B. Jerry Grant received proposal from Reiner Sports for the replacement of 5 tennis courts with post tension concrete courts. Jerry to forward proposal to Greg. Greg will contact Altitude Sports and Sports Courts of the Rockies to obtain bids for tennis court replacement. Board would like bids for 5 court replacement and 4 court replacement.

### **NEW BUSINESS**

- A. Martin Garrity pointed out discrepancies in plowing and time vendor spent on property. Would like ideas on how to control work done and hours invoiced.

### **ADJOURNMENT:**

**Motion to adjourn meeting was made by Martin Garrity and seconded by Jerry Grant. Motion passed.**

There being no further business before the Board the meeting was adjourned at 7:52 p.m.

Next Board meeting will be held on Thursday, April 9, 2020 at 6:00 p.m. in the Clubhouse.

Respectfully submitted,

Marta Yates

Recording Secretary

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