

## **The Willow Creek Homeowners Association No. 3 Board of Directors Meeting**

July 9, 2020

Via Teleconference Meeting

### **MINUTES**

#### **I. CALL TO ORDER/ROLL CALL**

The Willow Creek Homeowners Association No. 3 Board of Directors Meeting was called to order at 6:05 p.m. Board members attending were Aiden O'Shea, Jerry Grant, Bob Bartlett, Fred Kramer, Martin Garrity, Betsy Alexander, and Bryan Zach. Also attending was Sabrina Lopez, CMCA, AMS, and Rich Crockett, CMCA representing HG Management. The meeting was held via teleconference due to Covid-19 requirements.

#### **II. HOMEOWNER FORUM**

The present owners discussed the change in management company and the kind statement about the pool lifeguards.

#### **III. COMMITTEE & OFFICER REPORTS**

- A. Landscape: JBK – Reg Craigo was asked who QC's the landscape as there is a greenbelt not being mowed properly? Trash and sticks are in the drains and requests from owners were being done without board input or approval. Reg stated QC'ing is a joint effort with two lead men on the site. HG will work with JBK on the areas to maintain. Jeff Stevens asked if allowing the grass to grow longer before mowing would cut back on water costs. Reg was unsure of this, no directive given at this time. Reg was not sure if the Juniper removal at the townhomes was completed but stumps remain, HG to work with JBK on stump grinding and planting of grasses.
- B. ACC: Jeff Stevens reported the transition of the ACC's and violations were going well so far. The ACC meeting was held with review of a shed in question.
- C. Social: Fiona O'Shea - There was nothing report.
- D. Website: Jeff Stevens requested the WC3 website be listed in our welcome letters.
- E. Welcoming Committee: Diane Kremer – There was nothing to report.
- F. Pool: Perfect Pools – Landon Bradbury reported that the pool was running smoothly and slowing down. Request to have lifeguard remove all trash from cans in pool area only on Sundays including cans near chemical closet.
- G. Tennis Committee: Mary Beth reported the league started with the 2<sup>nd</sup> session running from August-October. Sign up.
- H. Paver Committee: Aiden O'Shea reported he resigned from the committee. This project will be picked up by HG who will be engaging contractors to bid on the pavers. 8088 is the next building to have pavers installed.

#### **IV. MINUTES**

A motion was duly made, seconded, and unanimously carried to accept the June 11, 2020 Board Meeting Minutes as presented.

#### **V. FINANCIAL REPORT**

A motion was duly made, seconded, and unanimously carried to table the acceptance of the unaudited financial statements for the month ending June 30, 2020 as provided from SCRES for further review by the board.

The status report from Moeller Graf was provided for review by the board.

As requested, amenity access for any delinquent accounts 60 days or more will be turned off.

Jerry Grant requested that the financials be sent as a searchable document. HG will see if we can grant this request, the PDF should already be searchable.

#### **VI. UNFINISHED BUSINESS**

- A. **Tennis Court Improvements** – The board will provide the tennis court scope to obtain proposal for renovating the courts. WC1 and WC2 may be using a company that will offer discounts if we use them as well.
- B. **Insurance Claim for Blown Down Trees** – HG is working with the insurance adjuster to progress the claim process.
- C. **Declaration Amendment** – The attorney's response will be reviewed by the board in executive session.
- D. **Affirmation of Board Meeting Notes and Vote March 4** - A motion was duly made, seconded, and unanimously carried to accept the board meeting notes and vote from the March 4, 2020 meeting.
- E. **Affirmation of Board Meeting Notes and Vote May 21** - A motion was duly made, seconded, and unanimously carried to accept the board meeting notes and vote from the May 21, 2020 meeting.
- F. **Executive Session** – Moved to end of meeting.

#### **VII. NEW BUSINESS**

- A. **Discuss Current Budget Shortfalls** – Tabled for further review by Martin and Jerry. Jerry thanked Martin for completing a 6-month review of the budget/financials for the community.
- B. **Website Upgrade** – HG indicated ability to provide a fee based custom website in addition to the free owner portal. The board would like to remain as is with a review of this again in 6 months.
- C. **RBC Investments** – The board discussed the options provided by RBC and the Treasurer's recommendations were presented. A motion was duly made, seconded, and unanimously carried to accept the treasurer's recommendations for investments and to liquidate the townhome funds with RBC.

- D. **Clubhouse Open/Close** – The clubhouse will remain closed. Further review of needs and regulations are necessary.
  - E. **Election Committee** – There are three seats up for election this year. Send out letter in August for interested candidates. Bryan and Fred agreed to be the election committee.
  - F. **Moeller Graf Subscription Offer** – The board reviewed the subscription from Moeller Graf which offered a monthly flat fee for legal representation rather than the current case by case pricing, with some related savings if corresponded with often. A motion was duly made, seconded, and unanimously carried to not accept the subscription with Moeller Graf as contact isn't often enough to justify the monthly fee.
  - G. **Review of all Open and Pending Items** – Bids for pavers and clean and mulch island at Mineral needed.
- VIII. **EXECUTIVE SESSION** – The board entered into an executive session at 8:30 p.m. to discuss a legal opinion on the amendment process. Upon a motion duly made, seconded, and unanimously carried, the executive session was adjourned at 9:05 p.m.
- A motion was duly made, seconded, and unanimously carried to allow further discussion on the amendment process and why the requirements to petition the court where met with the attorney to allow for a judge to pass the proposed amendment, that was not passed by the owners.
- IX. **CORRESPONDENCE/REPORTS**  
Homeowner correspondence and reports area included for review by the board as available.
- X. **ADJOURNMENT** – With no further business to discuss, a motion was duly made, seconded, and unanimously carried to adjourn the meeting at 9:07 p.m.