

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

August 13, 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 6:04 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 truck enforcement policy, Tennis courts, ACC items, and landscaping.

#### III. COMMITTEE & OFFICER REPORTS

- A. Landscape: JBK – Reg Craigo provide a report. The turf is looking better with the irrigation improvements done by Jeff. Turf was sprayed for weeds and pruning was done.
- B. ACC: Jeff Stevens reported it has been a bit slow with only a few regular requests.
- C. Social: Fiona O'Shea - There was nothing report.
- D. Website: Jeff Stevens reported that the website gets about 20-25 hits per day, it is visited.
- E. Welcoming Committee: Diane Kremer reported on June and July with 7 new owners being sent welcome bags.
- F. Pool: Perfect Pools – Landon Bradbury reported that will school starting things are going well at the pool. Motor Castors were replaced, this is a typical pool repair. The pool will close Labor Day Weekend, it will not be an extended pool season this year. Pool furniture will be stored away after closing.
- G. Tennis Committee: Mary Beth was unavailable but provided a report which included WC1 is using Renner for their court work, MOU was opted out of, windscreens need replaced, there will be no annual Tennis Tournament this September due to the Covid-19 virus, blowing of courts and trash cans removed as they are not serviced, sewage smell, requests when considering enhancing the courts to include a cabana shade structure, teens in the courts at night, bathrooms remaining open for tennis court users until mid-October and trees that are growing over the court. I will review these items with the board for action needed.

#### IV. MINUTES

A motion was duly made, seconded, and unanimously carried to accept the July 9, 2020 Board Meeting Minutes as presented.

#### V. FINANCIAL REPORT

A motion was duly made, seconded, and unanimously carried to accept the financial statements for the month ending June 30, 2020 as provided from SCRES.

The financial statements for the month ending July 31, 2020 were presented. A motion was duly made, seconded, and unanimously carried to table the financial statements for the month ending July 31, 2020 for further review of aging report.

The status report from Moeller Graf was provided for review by the board. Upon a motion duly made, seconded, and unanimously carried, the board requested to proceed with all covenant enforcement matters.

#### VI. UNFINISHED BUSINESS

- A. **Tennis Court Improvements** – The board reviewed the proposal provided by Renner, Altitude and Sport Court of the Rockies. There were questions as to whether the scope included a multi-use court. It did not appear to be in the RFP sent to the bidders. Upon discussion a decision to revise the bids to include a multi-use option was reached. HG will work with the board on this scope and have the bidders add this to their bids.
- B. **Insurance Claim for Blown Down Trees** – HG reported working with the Adjuster on the claim, a settlement was reached, and the board would need to decide on how to issue payments. HG to send recommendation to the board upon discussing with adjuster.

#### VII. NEW BUSINESS

- A. **Stump Removal and Landscape at 8291 E Philips Cir** – Proposal presented for JBK to install rock and grasses where juniper was removed. There was discussion on the need for irrigation for the grasses, maybe Jeff could review this. If done, do we leave the other junipers still there? The backflow device is also there and buffering it with landscape would be ideal. No action taken.
- B. **Island at Mineral** – Proposal presented for Gorsuch Landscape, JBK, CoCal, Brightview and Optimum to clean and re-mulch the first island at Mineral coming into the community. A motion was duly made, seconded, and unanimously carried to accept the proposal from Gorsuch Landscape to clean and re-mulch the island at Mineral for \$2654.
- C. **Paver Project 8808** – Proposals provided from CoCal and Brightview to complete the paver project at 8808 building in the townhomes. There were some clarification questions still needed to ensure the bids are comparable. Answer to follow from the board.
- D. **Action Outside of a Meeting Ratification** – A motion was duly made, seconded, and unanimously carried to accept the replacement of the irrigation controller as identified by Jeff Stevens for approximately \$2,500-\$3,000 to be a reserve item.

- E. **Late Fees** – A motion was duly made, seconded, and unanimously carried to reinstate the collection of assessment late fees as previously suspended for July and August due to Covid-19 and transition, starting in September.
- F. **Attorney Collection/Enforcement** - A motion was duly made, seconded, and unanimously carried to reinstate the collection/enforcement action for matters currently or need to be at the attorney as previously suspended for July and August due to Covid-19, starting in September.
- G. **ACC Shed not Installed as Approved** – The board will review this further and provide direction on a decision.
- H. **Proposal for Use of Clubhouse** – Kim Garrity and Ami Zach presented on using the clubhouse to help with remote learners in the neighborhood. Both provided a great presentation. The board will discuss further and provide their decision to allow for use of the clubhouse.

#### VIII. **CORRESPONDENCE/REPORTS**

Homeowner correspondence and reports area included for review by the board as available.

- IX. **EXECUTIVE SESSION** – The board entered an executive session at 8:47 p.m. to discuss a legal opinion on the use of the clubhouse. Upon a motion duly made, seconded, and unanimously carried, the executive session was adjourned at 9:27 p.m.

The general meeting was re-entered at 9:28 p.m.

Upon deliberation, a motion was duly made, seconded, and carried with both Martin Garrity and Bryan Zach abstaining, to continue to keep the clubhouse closed for all events or use. It has been closed due to Covid-19 and will remain closed at this time. As a result of this vote, the request for use of the clubhouse from Kim Garrity and Ami Zach to help remote learners has been denied. HG will provide this correspondence to both parties.

- X. **ADJOURNMENT** – With no further business to discuss, a motion was duly made, seconded, and unanimously carried to adjourn the meeting at 9:34 p.m.