

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

September 10, 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 6:02 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 representing HG Management. The meeting was held via teleconference due to Covid-19 requirements.

II. HOMEOWNER FORUM

The owners present discussed removal of the flag at the pool, the container in the parking lot, adding a shade structure at the pool, DRC concerns and tree limbs down.

III. COMMITTEE & OFFICER REPORTS

- A. Landscape: JBK – Reg Craigo provided a report. Final fertilization and pruning were completed. Touch ups will be done in the coming week. Wrapping up winter leaf clean up as well. Questions were asked about service that was delayed. Reg replied that he should have service caught up on Monday or Tuesday.
- B. ACC: Jeff Stevens reported hitting a slow time in requests incoming. Discussed split rail fence near Safeway shopping center not being the Associations and looking to the commercial space to repair it. Other areas of fence being owner or Association were discussed with further research on this to be done by HG.
- C. Social: Fiona O'Shea - There was nothing to report.
- D. Website: Jeff Stevens reported that the website receives about 20-25 hits per day. It is easy to maintain, no issues, it is updated and useful for owners. Jeff will continue to maintain this site.
- E. Welcoming Committee: Fred Kremer reported there were 2 new owners in August who will be welcomed this month. Diane to send invoice for costs to HG for reimbursement.
- F. Pool: Perfect Pools – Landon Bradbury was not present. Ask to take down flag at pool.
- G. Tennis Committee: Mary Beth provided a report in the prior meeting and wanted to know what action is being taken. HG reported the report was provided to the board with no further input, but it would be reviewed again for further direction. Mary Beth reported on the court event taking place on 9/11, with a request from the board to cancel the event as it was not planned accordingly or without notice to them.

IV. MINUTES

A motion was duly made, seconded, and unanimously carried to accept the August 13, 2020 Board Meeting Minutes as amended by the board.

V. FINANCIAL REPORT

A motion was duly made, seconded, and unanimously carried to table the financial statements for the month ending August 31, 2020 for further review. HG to arrange a call to review with Martin, Jerry, Mike and Sabrina.

A motion was duly made, seconded, and unanimously carried to accept the financials for the month ending July 31, 2020 as provided by HG.

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

The board has requested a comparison of late fees from low to high to determine if the late fee is at the right number.

A motion was duly made, seconded and unanimously carried to accept the audit as provided by EFS.

Recommendations provided by RBC for maturing CD's. The board is not interested in the recommendations at this time as the funds are needed for the tennis court repairs and should be liquid rather than rolled into a CD again.

Water shortfalls within the townhome budget were discussed. Shortfall is 10% over monthly and 12% over the year. With this shortage, snow removal expenses are a concern.

VI. UNFINISHED BUSINESS

- A. **Tennis Court Improvements** – The board discussed the bids presented. A request to meet with Sport Court of the Rockies was made. HG to schedule this.
- B. **Stump Removal and Landscape at 8291** – HG to review with the board and decide what to do with this area as a whole as the proposed work doesn't seem to cover the entire area.
- C. **Pavers** – Three proposals were presented, there was a request that we obtain a bid from the vendor provided by Martin before deciding.

VII. NEW BUSINESS

- A. **Leaving Bathrooms Open for Tennis Court Use** – The bathrooms will be available for the court users use until mid-October.
- B. **Annual Meeting, Board Elections and 2021 Budget**– Discussion on the Annual Meeting process, terms expiring and presentation of the 2021 Board Approved Budget.

- C. **Snow Removal** – Trigger levels were indicated to be 2” for walks and 3” for drives. Contracts to be provided to the board upon receipt.
- D. **Melted Snow from End of Alleyway at 8161, 8163, and 8165 E Phillips Cir.** – The board to review this area to determine repairs needed.
- E. **Trees/Shrubs Reported** – Review of request to replace the dead tree in Quince greenbelt and remove dead shrub at 8150 E Phillips Cir. Board determined the tree in the Quince greenbelt should be removed but not replaced due to the large tree canopies above. JBK to look at the bush for removal at 8150 E Phillips Cir.
- F. **Action Outside of a Meeting Ratification** – There was no action to ratify.

VIII. **CORRESPONDENCE/REPORTS**

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

- IX. **ADJOURNMENT** – With no further business to discuss, a motion was duly made, seconded, and unanimously carried to adjourn the meeting at 8:30 p.m.