

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

November 12, 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 Blair Laing representing HG Management. The meeting was held via teleconference due to Covid-19 requirements.

II. HOMEOWNER FORUM

The owners present were allowed an opportunity to bring any items to the board.

III. COMMITTEE & OFFICER REPORTS

- A. Landscape: JBK – Reg Craigo provided a report indicating that they are doing leaf clean up through December and will blow out the tennis courts.
- B. ACC: Jeff Stevens reported that ACC's were slow this month. Updates to the paint color palette is in the works as it should be updated every 3-4 years and it is due.
- C. Social: Fiona O'Shea - There was nothing to report.
- D. Website: Jeff Stevens reported that the website is regularly updated. Any input on or suggestions should be provided to Jeff.
- E. Welcoming Committee: There was nothing to report.
- F. Pool: Perfect Pools – There was nothing to report.
- G. Tennis Committee: Mary Beth provided a report indicating updates for the tennis club. A check was issued to WC3 from the tennis club in the amount of \$1,752 for use of the courts. The courts were winterized and cans outside of chemical room are full and need emptied and placed in the pool to avoid use of them as they are not being emptied in the winter months. There was also a review of the prior list of noted repairs needed.

IV. MINUTES

A motion was duly made, seconded, and unanimously carried to accept the September 10, 2020 Board Meeting Minutes as presented.

A motion was duly made, seconded and unanimously carried to accept the October 8, 2020 Board Organizational Meeting Minutes as presented.

V. FINANCIAL REPORT

A motion was duly made, seconded, and unanimously carried to table the financial statements for the month ending October 31, 2020 for further review.

A motion was duly made, seconded, and unanimously carried to accept the financial statements for the month ending August 31, 2020 and September 30, 2020 as provided by HG.

The status report from Moeller Graf was provided for review by the board. The board would like to get more aggressive with the collection efforts. Aidan to work with HG to try and get the past due assessments collected.

VI. MANAGEMENT REPORT

The management report was provided to the board. The board would like to see additional updates on items that are completed and/or outstanding added to the management report for the board to keep track of. HG will add back in the items completed section that was previously requested to be removed and ensure any incomplete projects are listed under pending items.

VII. UNFINISHED BUSINESS

- A. **Tennis Court Improvements** – An overview of the tennis survey was provided. This data will go in the newsletter. The board called for volunteers to sit on a tennis court committee to review the results and to make a recommendation on a scope of work for obtaining revised bids. The volunteers and nominees were Jerry Grant, Mary Beth Doerr, Fred Kremer, Bryan Zach, Betsy Alexander and Fiona O'Shea. The committee was said to consist of 7 members. The prior volunteer list is being considered. It was directed to set a meeting of the committee to begin discussion on a possible scope. The board would like to have an update from the committee at the December board meeting.
- B. **List of Items from Tennis Committee** – This list was reviewed above. With action identified.

VIII. NEW BUSINESS

- A. **2021 Budget** - Jerry Grant provided a presentation of the 2021 budget. A motion was duly made, seconded and carried with one abstained to accept the 2021 budget as presented. The Single-Family Homes monthly assessment is \$107, and the Townhomes monthly assessment is \$153.
The management company identified the need to provide a copy of the board approved budget to the members as well as a notice of a duly called meeting, to ratify the budget. The notice is required to be mailed to all owners. The board declined this process, indicating they were not required to do this per the documents.
- B. **Asphalt and Concrete Repairs** – Three proposals were provided for repairs and/or replacement of the asphalt in the alley way and additional areas of concrete at 8161, 8163, and 8165 E Phillips Cir. The board would like to review the proposals further to ensure the repair and replace scopes are accurate.

- C. **Landscape Proposals** – Five proposals were presented to the board for review. The board suggested that further review of the scope is completed with a decision made prior to the next meeting.
- D. **Pool Contract** – A motion was duly made, seconded and carried with one opposed to accept the renewal proposal from Perfect Pools to service the pool for the 2021 and 2022 pool season at \$52,00 in year one and \$53,000 in year two. The board would like to have verbiage added to the contract which would allow the contract to be cancelled without penalties should they be unable to open due to health regulations.
- E. **Quince Greenbelt** – The board to conduct a spring walkthrough to determine what improvement can be made to the greenbelt along with other areas.
- F. **Action Outside of a Meeting Ratification** – A motion was duly made seconded and unanimously carried to ratify the acceptance of Brightview as the snow removal provider for the 2020-2021 snow season.

IX. CORRESPONDENCE/REPORTS

Homeowner correspondence and reports were included for review by the board.

- X. **EXECUTIVE SESSION** – An executive session was entered at 9:00 p.m. to discuss legal correspondence and specifics on delinquent accounts. The executive session was adjourned at 9:48 p.m.

A motion was duly made, seconded and carried with one abstained to suspend enforcement of the of the current regulation of the Association, which doesn't allow trucks to be parked on the streets within the community. A legal opinion was obtained and identified that the Association cannot enforce this due to ownership of the streets being that of the City not the Association.

- XI. **ADJOURNMENT** – With no further business to discuss, a motion was duly made, seconded, and unanimously carried to adjourn the meeting at 9:59 p.m.