

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

December 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 6:01 p.m. Board members attending were Aiden O'Shea, Jerry Grant, Bob Bartlett, Fred Kramer, MaryBeth Doerr, 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 that cleanup of the grounds was completed. Reg thanked the board for renewing the landscape contract for 2021.
- B. ACC: Jeff Stevens reported that ACC's were slow this month. Updates to the paint color palette is in the works.
- C. Social: Fiona O'Shea - There was nothing to report.
- D. Website: Jeff Stevens reported that the website has about 700-1000 hits per month and is steady.
- E. Welcoming Committee: Welcome packets were delivered.
- F. Pool: Perfect Pools – There was nothing to report. Contract needs signed.
- G. Tennis Committee: Nothing to report.
- H. Grounds/Amenities Committee: Betsy reported on this newly formed committee. The intent is to look at all areas of grounds for possible utilization of open or unused space to reconfigure and add to the outdoor recreations/amenities area. While considering feedback from the community survey. Photos were shared of another property as a visual. First step is to understand what we can fit and where and obtain a design layout from a professional architect.

IV. MINUTES

A motion was duly made, seconded, and unanimously carried to accept the November 12, 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 October 31, 2020 and November 30, 2020 as provided by HG and presented by Jerry Grant.

Delinquencies were reviewed by the board. Total delinquencies are \$24,589.90. Further review by Jerry Grant and Betsy Alexander will be completed to come up with a plan to reduce the delinquencies. A note about past due accounts will be placed in the newsletter in an effort to reach out to the community about this important matter.

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

VI. MANAGEMENT REPORT

The management report was presented to the board.

VII. UNFINISHED BUSINESS

- A. **Tennis Court Improvements** – The Grounds/Amenity Committee will work to come to a decision on the layout considering the survey result from the community.
- B. **Asphalt and Concrete Repairs** – Pending further review with board and vendor on proposed scope of work.

VIII. NEW BUSINESS

- A. **2021 Budget** – With less than the required owners present to veto the board approved budget, the budget was automatically ratified as presented.
- B. **Reserve Transfer** – Jerry explained a shortage in the reserve transfer as a result of the amount to transfer from the assessments per the 2020 budget not updated at the start of the fiscal year from \$21 to \$28, leaving a shortage in the transfer each month of \$3,500. A motion was duly made, seconded and unanimously carried to forego the reserve transfer shortage of \$3,500 per month for fiscal year January 1, 2020 - December 31, 2020. The funds will remain in the general operating fund.
- C. **Action Outside of a Meeting Ratification** – A motion was duly made seconded and unanimously carried to ratify the acceptance of the 2021, 12-month landscape contract with JBK for \$108,000.
A motion was duly made, seconded and unanimously carried to accept the repairs to the split rail fence by Mike McClain for \$6,150.

IX. CORRESPONDENCE/REPORTS

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

X. EXECUTIVE SESSION

There was no executive session.

XI. ADJOURNMENT

With no further business to discuss, a motion was duly made, seconded, and unanimously carried to adjourn the meeting at 7:23 p.m.