

The Willow Creek Homeowners Association No. 3

Board of Directors Meeting

February 11, 2021

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 6:03 p.m. Board members attending were Aiden O'Shea, Jerry Grant, Bob Bartlett, Fred Kramer, Betsy Alexander, MaryBeth Doerr, 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 of discussion to the board.

III. COMMITTEE & OFFICER REPORTS

- A. Landscape: JBK – Sabrina provided an update on the landscape. Contract was signed and sent to JBK. Reg will attend the next meeting to provide any updates.
- B. ACC: Jeff Stevens reported that there were no new ACC's received.
- C. Social: Fiona O'Shea - There was nothing to report.
- D. Website: Jeff Stevens reported that the website is running smoothly. If anyone wants to see something up there to send to him and he will post. All meeting dates and zoom links are also posted.
- E. Welcoming Committee: One welcome packet was sent out.
- F. Pool: Perfect Pools – There was nothing to report.
- G. Tennis Committee: League starts March 20th. Bathroom access was requested. Bathroom will be stocked and cleaned by the tennis league. The MOU was mentioned, the board will review for acceptance and/or present revisions as needed.
- H. Grounds/Amenities Committee: Betsy Alexander reported that there was discussion on scope and layout and a meeting is set to further discuss.

IV. MINUTES

A motion was duly made, seconded, and unanimously carried to accept the January 14, 2021 Board Meeting Minutes with one change.

V. FINANCIAL REPORT

The 2020 YE financials were included for review by the board. A motion was duly made, seconded and unanimously carried to accept the 2020 year-end financials as presented.

Delinquencies were reviewed by the board. Total delinquencies are down to \$23,312.02. It was requested that HG draft a letter from the board to send to all accounts over 60 days to see if this individual reach out would help bring down the delinquencies. Also to revise the template collection letter to be a bit more warming.

The status report from Moeller Graf was provided for the board's review. The board requested that the accounts ready to be sent to the attorney should be identified and presented to the board for review before sending. Sabrina to discuss with accounting.

VI. MANAGEMENT REPORT

The management report was presented to the board. The board discussed adding ice slicer to the slick townhome alleyways prior to the storm. HG to discuss with Brightview.

VII. UNFINISHED BUSINESS

- A. **Asphalt and Concrete Repairs** – Tabled for Spring walk and additional scope to be added.
- B. **Website Payments** – The website hosting company, In Motion renewal payment has to be made online by credit card as they are unable to provide information for the vendor smart website. HG is able to place this on the company card with a 20% markup to the overall cost or if able a board member can pay for this and submit for reimbursement to avoid this markup. Aidan O'Shea agreed to pay this online and submit for reimbursement. HG to send the invoice to Aidan for payment due March 21, 2021 totaling \$119.98.
- C. **Juniper Removal** – The board suggested that the removal of the junipers along the common space of the townhomes should be wrapped into the bid for the pavers and can be done as we do each set of pavers. HG to ask Second Nature to include this in their bid for the next set of buildings.

VIII. NEW BUSINESS

- A. **Reserve Investments** – Jerry Grant provided a report and recommendations on the Association's investments. A motion was duly made, seconded and unanimously carried to purchase a \$50,000 3-month CD through RBC from the Townhome Reserve account. A motion was duly made, seconded and unanimously carried to transfer \$50,000 from the Townhome Operating account to the General Fund Operating account to cover the due to due from on the balance sheet which was a result of snow removal expenses in excess of the budget over the last year.
- B. **Tree and Plant Healthcare** – Tabled for spring walk through to review.
- C. **Tree Pruning** – Table for spring walk through to review.

- D. **Clubhouse Gutter Cleaning** – A motion was duly made, seconded and unanimously carried to accept the proposal from Mike McClain for \$130 to clean out the gutters on the clubhouse.
- E. **Light Repair at Clubhouse** – Radiant Lighting provided a report indicating the light and conduit at the clubhouse needs to be repaired and an estimate of repairs. The board suggested all lights be considered during the clubhouse painting and repairs for updates and wiring. This is to be included in the scope of work for the clubhouse.
- F. **Action Outside of a Meeting Ratification** – No action taken.

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 7:54p.m.