

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

March 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 6:00 p.m. Board members attending were Aiden O'Shea, Jerry Grant, Bob Bartlett, Fred Kremer, Betsy Alexander, MaryBeth Doerr, 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 were allowed an opportunity to bring any items of discussion to the board.

III. COMMITTEE & OFFICER REPORTS

- A. Landscape: JBK – Reg Craigo reported getting some things started but not much with the weather.
- 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. All meeting dates and zoom links are also posted there.
- E. Welcoming Committee: One welcome bag was distributed.
- F. Pool: Perfect Pools – There was nothing to report.
- G. Swim League: May 17th afternoon practices are to begin. Meets start in June.
- H. Tennis Committee: League starts March 20th for a 5-weeks to play on Saturdays. The MOU will be reviewed by the board and submitted to the league chair next week.
- I. Grounds/Amenities Committee: Betsy Alexander reported that a scope was created for RFP's. The board had a few changes to the scope. A vote on a final scope will be done via email based on the changes discussed.

IV. MINUTES

A motion was duly made, seconded, and unanimously carried to accept the February 11, 2021 Board Meeting Minutes with one change.

V. FINANCIAL REPORT

The financial statements for the month ending January 31, 2021 and February 28, 2021 were included for review by the board. A motion was duly made, seconded and unanimously carried to accept the month ending January 31, 2021 and February 28, 2021 financials as presented.

Delinquencies were reviewed by the board. Total delinquencies are up to \$30,356.08. HG will send the draft letter to Aidan for review before reaching out to those accounts individually over 90 days. The letter should include language regarding help being available due to covid-19 situations.

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. **Approval of Amenities Layout and Scope Review**– Tabled for revisions to scope.
- B. **MOU and Bathroom Usage for Tennis League** – The board to review the MOU and provide to the chair next week.
- C. **Clubhouse and Pool Fence Repairs** – The board reviewed the scope of work for the clubhouse based on a proposal received. The scope covered the items needed. Pending additional bids.

VIII. NEW BUSINESS

- A. **Spring Walkthrough** – Scheduling first Saturday in April. Invite to follow.
- B. **Backflow Device** – AQ Property Solutions, on behalf of Denver Water verbally stated following and inspection that a backflow device will need to be installed onto the incoming clubhouse waterline in the pool room. I informed the board of this statement and will await this request from Denver Water before proceeding.
- C. **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 8:07 p.m.