

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

April 15, 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 6:04 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 slowly starting spring cleanup. Aeration and fertilization will take place mid-May.
- B. ACC: Jeff Stevens reported that a new paint palette is on the website and at Sherwin Williams. The committee will be doing a walk around looking for ACC violations. A recommended fence guideline was presented to the board. A motion was duly made, seconded and unanimously carried to accept the fence guideline as presented by the committee.
- C. Social: Fiona O'Shea - There was nothing to report. Hoping to plan an event soon.
- D. Website: Jeff Stevens reported that the website is static, updated regularly and contains a working clickable link to join the ACC and board meetings.
- E. Welcoming Committee: No welcome bags issued. No new sales to report over the past month.
- F. Pool: Perfect Pools – Landon Bradbury reported that they will begin startup of the pool following the upcoming snowstorm. Pool to be ready for swim leagues afternoon practices by May 17th. Discussion on social distancing and guidelines for the pool. This will be county specific. Updated regulations to roll out soon. Landon will price the backflow device needed on the incoming water line in the pool room.
- G. Swim League: Kristy Marshall reported that virtual or dual meets is still up in the air. Saturday June 5th will be the first meet. This will be sorted out by May with further updates to come. Kristy sent the swim league agreement for the board to review.
- H. Tennis Committee: Mary Beth reported that the windscreens were rolled down and the courts were swept and cleaned up. Mary Beth is looking for a response on replacing the

items damaged from vandalism as emailed to the board. Court reservations are currently done at the court by written request.

- 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 March 11, 2021, Board Meeting Minutes as presented.

V. FINANCIAL REPORT

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

Delinquencies were reviewed by the board.

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 Renovation Proposals** – Three proposals were provided for the board's review. The committee will review the bids and place in a spreadsheet for a side-by-side view. A meeting will be held to review the bid comparison on Tuesday, May 11, 2021, at 6pm.
- B. **MOU for Tennis League** – The board discussed the MOU at lengths. Upon discussion there are revisions and a possible addendum to this MOU that the board wants to consider. Jerry will take the lead on this.
- C. **Clubhouse and Pool Fence Repairs** – Three proposals were provided for the clubhouse paint and fence/pillar repairs. The bids range by scope and price. Requested that the board review the bids to identify which scope they want to go with so I can have the other bidders revise accordingly. HG will also provide a bid comparison spreadsheet for the board to review.
- D. **Reschedule Spring Walkthrough** – HG to reach out to the board following the upcoming snowstorm to reschedule on a week evening.
- E. **Paver Project Proposal** – A proposal was provided for review by the board. A motion was duly made, seconded, and unanimously carried to accept the proposal from Second Nature to remove the junipers, add mulch and grasses at townhome row 8200-8220, adding in pavers along the front for \$15,935 total. The board requested that they also

take the junipers out at row 8088 and add mulch and grasses there as well when doing this project.

- F. **South Suburban Trim Trees at Tennis Court Area** – This has been completed.

VIII. NEW BUSINESS

- A. **Backflow Device** – The device just needs to be tested. They will work with the owner to schedule at 8275 E Phillips Pl. There is a backflow device required to be installed in the clubhouse pool room on the incoming water line. Landon with Perfect Pools will bid this. I also have a plumber bidding it.
- B. **Tennis Lessons and Agreement** – The agreement was discussed at lengths. The board has not renewed this pending further review and consideration.
- C. **Insurance Renewal** – A motion was duly made, seconded, and unanimously carried to accept the renewal from Dunphy Agency at an annual premium of \$13,217.
- D. **Action Outside of a Meeting Ratification** – A motion was duly made, seconded, and unanimously carried to accept the following action taken outside of a meeting:
- Acceptance of the settlement of \$500 for delinquent account A.
 - Acceptance of scope of work for tennis court bidding.

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 10:04 p.m.