

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

August 12, 2021

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 PM.

Board members attending were Aiden O'Shea, Jerry Grant, Bob Bartlett, Fred Kremer, Betsy Alexander, and MaryBeth Doerr. Also in attendance was Sybil Kailihiwa and Ron Valiga representing HG Management.

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 – Was not in attendance.
- B. ACC: Jeff Stevens reported his concerns with how the ACC reports were not being reviewed by HG Management. He felt violations were not being addressed appropriately. Sybil Kailihiwa advised that she agreed that there may have been things that fell through the cracks but to give her an opportunity to straighten it out as she will be working with Jeff directly.
- C. Social: Fiona O'Shea - There was nothing to report. A social event is currently in the process. Communication will be sent as volunteers are needed.
- D. Website: Jeff Stevens reported that the website is functioning.
- E. Welcoming Committee: Has not received an updated move in lists. Sybil Kailihiwa will provide when the board packets are completed.
- F. Pool: Perfect Pools – Was not in attendance.
- G. Swim League: Was not in attendance.
- H. Tennis Committee: Mary Beth and the Board Members are working on the Tennis Court Project Contract.
- I. Grounds/Amenities Committee: Betsy Alexander reported no updates.

IV. MINUTES

Sybil Kailihiwa will work with the Board of Directors on the June 2021 meeting minutes.

V. FINANCIAL REPORT

- A. The financial statements for the month ending May 31, 2021, June 30, 2021, and July 31, 2021, were included for review by the Board of Directors. There was a issue with the February financial posting of \$590.00 for snow removal. The charge needs to be posted in the Townhomes snow removal. Sybil Kailihiwa will advise accounting to complete a journal entry.
- Jerry Grant made a motion to accept May 2021 financials. Mary Beth Doerr seconded the motion. All in favor, motion carried.
- Jerry Grant made a motion to accept June 2021 financials. Betsy Alexander seconded the motion. All in favor, motion carried.
- Jerry Grant made a motion to accept July 2021 financials. Bob Bartlett seconded the motion. All in favor, motion carried.
- B. RBC Reserve Account - Jerry Grant made a motion to take the recommendation of RBC Wealth on moving money from the general reserve and investing in a \$25,000 CD at 2% interest rate. Betsy Alexander seconded the motion. All in favor, motion carried.
- C. Delinquencies were reviewed by the board.
- D. The status report from Moeller Graf was provided for the board's review.

VI. MANAGEMENT REPORT

The management report was presented to the Board of Directors.

VII. UNFINISHED BUSINESS

- A. Tennis Court Contract – The Board of Directors is working with the contractor to come up with a fair contract for both parties.
- B. Clubhouse Updates –
1. Clubhouse Rentals – Will now be available for homeowners to rent.
 2. Hand Dryer – Has been repaired.
 3. Electrical Repairs – Are in process.
 4. Lock box (wireless) – Sybil Kailihiwa and Ron Valiga are working on trying to find the information for the wireless key code box.
 5. Painting and Carpentry Project – Will begin the week after Labor Day.
- C. Landscape/Concrete/Asphalt Walk through – Sybil Kailihiwa and Ron Valiga will be walking the neighborhood to look at the needs of the community.
- D. Asphalt Pathway Replacement – Jerry Grant will look to see if the budget will allow \$30,000 to be used for repairs.

VIII. NEW BUSINESS

- A. Mid-Year Budget Review– A Power Point Presentation presented by Jerry Grant.
- B. New Card Reader System – Ron Valiga explained how the system functions. It will provide a card reader to all homes that will allow access to the pool, tennis

courts and clubhouse rentals. Proposals will be obtained from three different companies.

- C. ACC escalations – A discussion was held on how the ACC Violations are being handled if homeowners are not compliant. All accounts are referred to the attorney for covenant violations.
- D. Fencing Down Along County Line Road – Repairs are being completed by the City as the fence belongs to them.
- E. Trash Bids /Termination Letter- The Board of Directors reviewed the two proposals that were submitted. A third proposal has been requested.
- F. Alleyway (Phillips Ave)
- G. Audit – Sybil Kailihiwa is working with the auditor to provide all documents that are needed.
- H. Pool Updates –
 - 1. Cleaning of pool area – Will be completed after pool closes.
 - 2. Storage rooms – Will be cleaned out after pool season.
 - 3. Baby gate repair – Has been completed.
 - 4. Pool Pumps – Have been repaired.
 - 5. Pool lights – Have been repaired.
 - 6. Pool Backflow Installation
- I. Sidewalk Repairs – Sybil Kailihiwa and Ron Valiga will review the areas that were already marked and look for any additional areas that need repair.
- J. Tree Care Update – Town and Country will resume their review of the Community for tree issues.
- K. Denver Water Back Flow Letters – Sybil Kailihiwa will contact Denver Water and find out why homeowners are receiving notices.
- L. Memorial Swim – Sybil Kailihiwa has not heard back from the Swim Team on the Memorial Swim.
- M. Key Rite Contract – Sybil Kailihiwa will send a termination letter.

X. CORRESPONDENCE/REPORTS

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

XI. EXECUTIVE SESSION

- A. There was no executive session.

ADJOURNMENT

With no further business to discuss, a motion was duly made, seconded, and unanimously carried to adjourn the meeting at 9:56 pm