

**The Willow Creek Homeowners Association No. 3  
Board of Directors Meeting**  
January 13, 2022

**MINUTES**  
**Meeting held via Zoom**

**I. CALL TO ORDER/ROLL CALL**

The Willow Creek Homeowners Association No. 3 Board of Directors Meeting was called to order at 6:02 PM.

Board members attending were Aiden O'Shea, MaryBeth Doerr, Jerry Grant, Fred Kremer, Luke Adaline, Eric Sinclair and David Markenson. Also in attendance was Sybil Kailihiwa representing HG Management.

**II. HOMEOWNER FORUM**

The owners present were allowed an opportunity to bring any items of discussion to the board.

Discussions that were held during homeowner forum -

- ACC Committee – When will committee be voted on
- Trash company has provided good service.
- Retaining wall was repaired and homeowner is satisfied.
- Thank you to Sybil for responsive for snow service issues on weekends.
- Snow areas missed, specifically to 8271 alleyway.
- Property lines of townhomes. Where do they begin and end.
- Drain pan issue at 8236 (on list for repairs for 2022).

**III. COMMITTEE & OFFICER REPORTS**

- A. Landscape: JBK – Not in attendance until Spring of 2022.
- B. ACC Committee – No report due to ACC Committee being suspended for 60 to 90 days.
- C. Social: No items to discuss.
- D. Website: The website is currently being monitored by HG Management.
- E. Welcoming Committee: No items to discuss.
- F. Tennis Committee: No report.
- G. Grounds/Amenities Committee: To be formed.
  - Tennis courts – Awaiting fencing material. Aidan will work on an entry code access plan.
  - Will evaluate planned replacements. Projects include replacing the deteriorating asphalt sidewalks in the Greenbelts. We cannot replace all the sidewalks in one year, so the replacements will be done in phases over a number of years, prioritized by the worst condition. The first section will be on the greenbelt across from the clubhouse.

- Pool: Sybil and Aidan will work with the pool company regarding lifeguards for the 2022 season.

#### **IV. MINUTES**

A motion was made by MaryBeth and seconded by Jerry Grant to accept the meeting minutes for December 9, 2021, meeting. All in favor, motion carried.

#### **V. FINANCIAL REPORT**

- A. The financial statements for the month ending December 31, 2021, were not available.
- B. Delinquencies were not reviewed by the Board of Directors as they are part of the financial packet that is not available yet.
- C. The status report from Moeller Graf was provided for the Board of Directors review. Jerry Grant advised there was an account that has made a large payment and the account with the law office will be closed.

#### **VI. MANAGEMENT REPORT**

The management report was presented to the Board of Directors.

#### **VII. UNFINISHED BUSINESS**

- A. Clubhouse Updates
  1. Cleaning – Sybil has been coming and doing the checking on the clubhouse after each rental and doing the light cleaning as renters are to clean. There have been no issues so far. Rentals have to be checked after each one to assure of cleaning and any damage. Chairs and tables are counted.
  2. Discussion on fees will be added to next month's agenda.
- B. Sidewalk Shaving – Map hand out of starting locations. Vendor will be starting shavings in the next couple of weeks as weather allows.
- C. Card Reader System – Bid proposals sent to the Board previously. Aidan will review the bids and design a plan.
- D. ACC Committee New Guidelines – In process.
- E. Lights on Pathway – No issues and all have been repaired

#### **VIII. NEW BUSINESS**

- A. Violations – Violation Policy is being reviewed for updated regulations.
- B. Sidewalk Replacement – Townhomes – The vendor would like to do a walkthrough in March (weather pending) to prioritize
- C. Handbook redesign 2022 – In Process

**BID PROPOSALS**

- A. None

**2022 PROJECTS**

- A. Alley Milling and Paving – Will commence in Spring (weather)

**INFORMATION ITEMS**

- A. Fencing Down Along County Line Road – Repaired
- B. Tennis Court Project – Awaiting fence material.
- C. Pool Bids – Begins February 2022

**EXECUTIVE SESSION**

- A. Attorney Status Report
- B. ACC Escalations
- C. Irrigation Contract

**ADJOURNMENT – 8:05 PM.**