

The Willow Creek Homeowners Association No. 3

Board of Directors Meeting

May 11, 2023

Minutes (Ratified at the June 2023 Board Meeting)

Meeting held at the Willow Creek 3 Clubhouse

1) Call to order/roll call

- a) The Willow Creek 3 HOA Board of Directors Meeting was called to order at 6:01 pm
- b) Board Members attending were: Aidan O'Shea, Diane Kohler, Mary Beth Doerr, and Eric Sinclair. Luke Adaline, Jerry Grant were absent. Steve Lubell was on a temporary leave of absence.
- c) RowCal attendee was Tanya Valis

2) Committee Reports

a) Landscape - JBK

- i) JBK (Kevin), provided an update.
 - (1) JBK has been focused on fixing the irrigation system. A list of irrigation items needing repair/replacement was provided, and JBK was given approval to make these repairs as-needed.
 - (2) JBK provided a map of approximately 50 trees that need trimming and have broken branches higher up.
 - (a) Rowcal was asked to contact Town & Country regarding tree trimming.
 - (3) The board approved a bid from JBK to clean out the drainage areas in the greenbelts.
 - (4) JBK advised that a 10-year plan could be created for the community

b) Pool – Perfect Pools

- i) Perfect Pools (Landon) provided an update on the pool status.
- ii) Some required repairs were noted (pool filters need new multiport assembly and Denver Boiler needs to come out as one of the boilers will not fire) and approval was given to proceed with repairs.
- iii) The baby pool was discussed, it was reiterated that the pool surface has a slightly brown tint, Perfect Pools will give the pool additional cleaning prior to the season.

c) Social Committee

- i) A pool party is planned for June 17th

d) Welcoming Committee

- i) There has not been a list of new residents provided since March, Rowcal was asked to provide that information.

e) Swim League

- i) Swim team practice will commence after school on May 24th and then move to mornings (M-F 7-11 am) on May 30th.
- ii) A meet is currently scheduled on June 24 (6am-2pm) and prelims will be hosted on July 11 (6am-1pm)

f) Tennis

- i) A reminder email was sent to the community regarding the online scheduling system.
- ii) Rowcal was asked to order self-closing hinges for the 3 gates.

g) Amenities/Grounds

- i) New trees have been planted throughout the community.
- ii) The committee is looking for volunteers to help water the trees as they get established. An 'adopt a tree' request was made in the most recent Willow Works
- iii) The committee supports JBK's offer of a 10-year plan.
- iv) Rowcal was asked to get bids for fixing up the area around the front of the tennis courts and clubhouse.
- v) The entrance at Quebec and Mineral needs attention

h) ACC

- i) The updated policy handbook is almost ready and should be sent to the community attorney for review.
 - (1) Copies will be mailed to the community when ready.
- ii) The ACC finished the spring walk two weeks prior to the meeting and is checking to see if violations were rectified.
- iii) It was reiterated that paint violations have 5 months to complete.
- iv) Two new green colors were added to the single-family home palette
- v) Concerns from the monthly ACC meeting about the water outage at a row of townhomes and the appropriate person to contact for emergency support.

i) Pool Committee (residents)

- i) Getting the gate repaired is a priority.
- ii) Replacement umbrellas were purchased.
- iii) Funds were requested to improve the lifeguard 'shack' (paint and wasp catchers
- iv) The committee recommended removing trees around the baby pool to limit debris in the pool.
- v) The committee recommended purchasing a robotic cleaning vacuum for the pool.

3) Homeowner Forum

a) Homeowner 1

- i) A resident discussed concerns over paint requests for an entire row of townhomes.
 - (1) The ACC reiterated that COVID delays and concessions limited the notices sent throughout the pandemic.
 - (2) The ACC will meet with this homeowner separately to discuss concerns.

b) Homeowner 2

- i) Discussed concerns with the unclear wording of the ACC notices requiring painting within 30 days and the resulting fine for not responding (the letters required correction not a response)
- ii) Homeowner asked for the fee to be waived.
- iii) There was a group discussion on the letters and state requirements for the verbiage of letters. Despite confusing language, the letters are required to be written in a specific manner with minimal room for change.

c) Minutes

- i) Approval of April Minutes was ratified, with an addition to be noted in the May minutes that \$500 for flowers in the pool area was approved in the April meeting.

d) Financial Reports

- (1) Financials were not ready at the time of the meeting.
- (2) Rowcal will be scheduling a meeting with the board to discuss the financials and issues with their reporting and availability.

e) Management Report

- i) Rowcal has processed 331 violations, addressed 60 of 66 action items, 18 ACC requests and processed 3 resales.

f) Association Business

- i) Dumpster Day
 - (1) The board decided to not have a dumpster day due to logistical challenges of monitoring the dumpster to avoid illegal disposal of hazardous items or an over-capacity dumpster.
- ii) Revised Rowcal Fees
 - (1) A board member received a notice of a revised fee structure, but other members did not.
 - (2) Rowcal is looking into this letter to provide feedback on changes and why it wasn't received by all members.
- iii) Emergency Contact Line
 - (1) The need for improved emergency contact assistance was discussed.
 - (2) The emergency (after hours) line was used multiple times during the month, but the responses seemed inadequate.
 - (3) Rowcal will schedule a separate meeting with the board to discuss fees and emergency/after-hours procedures.
- iv) Rowcal staffing needs.
 - (1) The temporary increase in ACC matters was unexpected and should not be a recurring issue, staffing for the long-term is appropriate.
- v) Perfect pools request to purchase filter parts was ratified (Eric proposed / Diane seconded)
- vi) The purchase of miscellaneous tennis supplies was ratified (Diane proposed/Eric seconded)
- vii) An MOU between the Swim Team and the HOA was approved (Eric proposed/Diane seconded)
 - (1) The swim team representative will remind the team that only official swim team activities can occur prior to the pool opening.
- viii) Rowcal will contact Waste Connections regarding a dumpster for the pool as the trash cans will not be sufficient when the pool is open.
- ix) Rowcal is ordering gates for the tennis courts.
- x) A candidate for the Clubhouse Manager role was approved (Diane proposed, Mary Beth seconded)
- xi) JBK's proposal for drainage well cleaning was approved (Mary Beth proposed, Diane seconded)
- xii) Cindee Moyer was appointed Chair of the ACC (Mary Beth proposed, Aidan seconded)
- xiii) The pool robotic vacuum was discussed.
 - (1) The board decided against this at this time, cleaning the pool is the responsibility of Perfect Pools and the HOA feels we should not be purchasing a machine to address this

responsibility. *(a prior release of the minutes incorrectly attributed this to the ACC, sorry for the typo)*

- xiv) A proposal for pool repairs; removing the broken awning, removing the tree over the baby pool, and replacing the shade over the baby pool was approved (Eric proposed, Mary Beth seconded)
- xv) Discussion was held regarding boxes of old records which were stored in the clubhouse basement. The contents of these boxes need to be shredded.
- xvi) A request for the tennis club to schedule a social on August 4th was declined as it's outside the MOU.
- xvii) Proposals were made to waive ACC fees for two homeowners in attendance at the meeting. This request was due to misleading language on the ACC notice for paint corrections.
 - (1) Diane proposed the first individual, Mary Beth approved.
 - (2) Mary Beth proposed the second individual, Diane seconded.
- xviii) County Line fence update. Ongoing meetings are being held with officials in the hopes that the fence can be replaced.
- xix) Quebec fence, Alleyways, Sidewalks – bids are in for these projects and further meetings are being held with Matt Egan on the options.
- xx) Steve intends to return next month.

g) Executive Session was held (discussion related to specific resident ACC issue and delinquencies)

h) Meeting Adjourned: 8:54pm