

# The Willow Creek Homeowners Association No. 3

## Board of Directors Meeting

July 13, 2023

Minutes

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 6:02 pm
- b) Board Members attending were: Steve Lubell, Diane Kohler, Mary Beth Doerr, Eric Sinclair, and Luke Adaline. Aidan O'Shea and Jerry Grant were absent.
- c) RowCal attendee was Tanya Valis

### 2) Homeowner Forum

- a) Homeowner 1
  - i) Homeowner requested that the board provide status updates for capital project on either the website or in willow works
  - ii) The tennis court bench between courts 3 and 4 needs to be looked at, it's not level. The same comment was made for the benches outside the court
    - (1) Rowcal advised that these were submitted for repairs
- b) Homeowner #2 – Hearing on ACC violation
  - i) Homeowner was in attendance to discuss unapproved exterior paint request which included painting bricks
    - (1) The paint work was done prior to submitting an ACC request. The request was subsequently denied as the ACC does not approve requests to paint exterior bricks
    - (2) Homeowner provided documentation that a resident had received approval to whitewash their bricks in 2017, and was told that another resident previously had brick painting approved, but decided not to follow-through with that request.
  - ii) Existing ACC policies do not specify bricks, but do require that the exterior projects be submitted and approved prior to beginning. Additionally, the ACC has a mandate to consider requests that will be consistent with the WC3 community.
- c) Homeowner #3
  - i) Mentioned lighting issues along greenbelt, with lights consistently being out
    - (1) Rowcal advised that many of these have been repaired, but subsequently break again due to wiring or other issues
  - ii) Clubhouse bathrooms – a status update was requested
    - (1) The board is refreshing quotes for this project which was delayed due to permitting issues. The plan is to start construction shortly after the pool season ends
  - iii) Homeowner advised that clubhouse gutters need to be cleaned
    - (1) This was done earlier in the year, but storms have filled them with pine needles again
  - iv) Pool gates locks are not working

- (1) One poolgate has been working all season, there is no light, but the keycard unlocks the gate.
- (2) The other lock was pending a backordered part.
  - (a) NOTE: Following the meeting, it has been confirmed that the second gate lock was repaired and both gate locks are functioning correctly
- (3) There are also issues with tennis gates not locking
- v) The need for a fire department lockbox to access these gates was also discussed
- d) Homeowner #4
  - i) Homeowner discussed the waste connections fee for additional pickup and recommended that in lieu of dumpster days, we request some days for additional bag pickup with no additional charge
    - (1) Rowcal is looking into this with Waste Connections
- e) Homeowner #5
  - i) Homeowner discussed replacing the pool awning; the prior awning was broken and removed
    - (1) Replacing this was previously approved, she is looking into possible replacements
- f) Homeowner #6
  - i) Homeowner complemented the landscape committed and in particular one tree
  - ii) Homeowner requested improvements for snow removal on a north facing alleyway
    - (1) This alley routinely backs up with ice
      - (a) The board has previously asked the snow removal company to use ice melting products, additionally, it seems that a drainage area needs to be kept clear when street are plowed to prevent this buildup
  - iii) The homeowner discussed an issue with a retaining wall and the need to remove it for repairs to a neighbors sewer line
- g) Homeowner #7
  - i) Discussed trim painting and asked that it match the body of home
    - (1) The ACC has required trim to be a different color than the body

### 3) Committee Reports

#### a) Landscape - JBK

- (1) No JBK rep was in attendance

#### b) Pool – Perfect Pools

- i) No Perfect Pools rep was in attendance

#### c) Pool - homeowner committee

- (1) See comments from homeowners 3 and 5

#### d) Social Committee

- (1) The social committee is working on planning 2024 events and presented a variety of potential ideas for feedback from those in attendance

#### e) Welcoming Committee

- i) No representative was in attendance

#### f) Swim League

- i) Swim meets are over for the season, the last swim practice is scheduled for the 21<sup>st</sup>
- ii) Only 2 meets were held this year due to league scheduling

- iii) The swim team asked to be consulted if 'baby chairs' are being thrown out at the pool as these are used for meets

- (1) Several of these chairs were removed as they were broken

**g) Tennis**

- i) No representative was in attendance

**h) Amenities/Grounds**

- i) Tree and branch removal was conducted

- (1) Several additional trees were identified for removal which resulted in the project being over-budget

- ii) There are areas that need to be over-seeded or have turf put down

- iii) Ash trees are at risk from Emerald Ash Borer Beetles, there is a recommended treatment available that costs \$225 per tree

- iv) Questions continue to arise regarding townhome property lines and responsibility for trees and landscaping

**i) ACC**

- i) The ACC has approved a variety of homeowner requests

**j) Website**

- i) Eric is looking into adding project and potentially a social committee survey to the site

**4) Board Business**

**a) Minutes**

- i) Email approval of June minutes was ratified

- (1) Diane motioned, Eric seconded, all were in favor

**b) Management Report**

- i) Rowcal provided an overview of the prior months violations, notices and communications

**c) Financials**

- i) Financial reports were not approved

- (1) Rowcal met with the board regarding these reports and they have improved but further work is required

- ii) Budget process

- (1) Rowcal is working on a preliminary budget for the community

**d) Association Business**

- i) Keycard status

- (1) Centennial permitting is still pending for the clubhouse keycard access system

- ii) Fence Report

- (1) A resident continues to work with the various governmental parties on the County Line fence

- iii) Approval of rules changes

- (1) The board approved the revised ACC policies

- (2) Additionally, the board approved several state required policies (records, conduct of meetings, signs & flags, outdoor gardening, xeroscaping)

- (i) Luke motioned, Diane seconded, all were in favor

**5) Executive Session was held (discussion related to specific ACC violation)**

**6) Board Business (continued)**

a) Following executive session, the board meeting reconvened to approve a proposed new policy related to fire pits in townhomes (to comply with existing fire department guidelines)

(a) Eric motioned, Diane seconded, all were in favor

7) **Meeting Adjourned: 7:49pm**