

## The Willow Creek Homeowners Association No. 3

### Board of Directors Meeting

June 8, 2023 (approved at July Meeting)

#### 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, Jerry Grant, Diane Kohler, Mary Beth Doerr, Eric Sinclair, and Luke Adaline. Aidan O'Shea was absent.
- c) RowCal attendee was Tanya Valis

#### 2) Homeowner Forum

- a) Homeowner 1
  - i) Homeowner mentioned parking issues in the pool/tennis/clubhouse lot and guest parking areas near townhomes
    - (1) These parking areas are not intended for permanent resident parking.
- b) Homeowners 1 & 2
  - i) Homeowner brought up concerns with tennis court #4 not being reservable
    - (1) HO recommended adding this court to the reservation system or clarifying expectations for 'first-come, first-served' policy
      - (a) This recommendation was added to the agenda to be discussed later in the meeting
- c) Homeowner 3
  - i) HO brought up concerns over a town home alleyway which needs to be paved
    - (1) This project was scheduled to be discussed later in the meeting
  - ii) HO also brought up issues with lights on along the greenbelt pathways
    - (1) Issues include shining light into homes, and location issues which impact snow removal
      - (a) The board is aware of the age of the lighting systems, but this is not in-scope for projects to be completed this year
- d) Homeowner 4
  - i) HO discussed the window replacement policy and expectations that all windows be replaced at one time
    - (1) This is a long-standing ACC policy

#### 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**

- i) No member was in attendance, prior to the meeting an update was sent to the board noting the following
  - (1) Gate locks continue to be an issue and appear to be damaged by water, alternatives are being reviewed
  - (2) Professional bathroom cleaning is not necessary at this time
  - (3) The awning needs to be replaced – the former awning was removed due to damage
  - (4) Additional keys were requested
  - (5) They are working with Perfect Pools regarding scheduling of the pool party and around the swim meets
    - (a) They need confirmation of the dates and times for the swim meets
- d) Social Committee**
  - i) A pool party is planned for June 17<sup>th</sup> from 1-5pm
    - (1) Placement of neighborhood signage was approved to advise residents of the party
- e) Welcoming Committee**
  - i) No representative was in attendance
- f) Swim League**
  - i) Swim team practice will commence after school on May 24<sup>th</sup> and then move to mornings (M-F 7-11 am) on May 30<sup>th</sup>.
  - ii) A meet is currently scheduled on June 24 (6am-2pm) and prelims will be hosted on July 11 (6am-1pm)
- g) Tennis**
  - i) all brooms, hooks, signs, and a roller have been placed at the courts. Still waiting for self-close hinges to be installed on the gates.
- h) Amenities/Grounds**
  - i) A detailed analysis of community grounds was reviewed
  - ii) Grounds committee asked approval for removing dead trees and branches
    - (1) This was added to the agenda to be discussed later in the meeting
  - iii) Several retaining walls are in need to rehab
  - iv) Drainage areas have large rocks which will need to be cleared to allow flow of water
    - (1) Grounds committee proposed that clearing drainage areas be an annual priority
  - v) JBK is working on a proposal for a 10-year tree plan
  - vi) Iron supplements were recommended for several trees in order to ensure that they continue to be healthy
- i) ACC**
  - i) Spring walkarounds have been completed, the committee is working on monitoring repairs
  - ii) The ACC has been working on abandoned vehicles around the neighborhood
  - iii) An ACC member has stepped down to focus his efforts on the County Line Fence
  - iv) The ACC noted that last month's minutes incorrectly referenced the ACC with respect to the pool vacuum
    - (1) This was a typo in the May minutes which has been corrected.
- j) Website**
  - i) Eric will be working with Bob to take over updating the website going forward
- k) Minutes**
  - i) Minutes were approved subject to a correction with respect to the pool vacuum

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

**l) Management Report**

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

**m) Financials**

(1) Financial Reports were not ready at the time of the meeting.

(2) Rowcal has requested to meet with the entire board to review the financial statements

(a) Further discussion of financial reporting from Rowcal was deferred to the executive session

(3) The annual audit is still underway

(4) Delinquencies

(a) Total number of delinquencies are down, although several homeowners are significantly behind.

(b) Delinquencies could not be cross-checked with the financials as the reports were not available.

**4) Association Business**

i) Reserve Investments

(1) The board will invest \$200K of general reserve funds and \$100K of townhome reserve funds into 3-month CD's

(a) Eric proposed, Luke seconded, all were in favor

ii) WC3 HOA Board Elections

(1) Three seats will be up for election this year. Discussion was held regarding the process for soliciting candidates and eventually holding a vote

(a) Solicitations will be sought via electronic means (website and email requests) rather than community mailings

(i) Steve proposed, Diane seconded, Jerry dissented. All others were in favor

(2) Eric volunteered to head the nominating committee

iii) Townhome alleyway paving

(1) Three bids for alleyway repairs at 8055 E. Phillips Ave. and 8308 E. Phillips Place were reviewed.

(a) Rose Paving, LLC was selected to handle these repairs

(i) Eric proposed, Mary Beth seconded, all were in favor

iv) Revised ACC Guidelines were discussed

(1) Guidelines are still with the HOA attorney for review. Additional suggestions regarding the conduct of meeting, reserve study process, and books & records requests are being incorporated into the guidelines

(a) No action by the board was required at this time

v) The Swim Team MOU was discussed, it was reiterated that this was approved at the prior months board meeting.

vi) Tennis Court #4

(1) The boards preference is to maintain this court as a first-come, first-served court

(a) The board adopted a standard that usage should be 2 hours or less

(i) Eric proposed, Diane seconded, all were in favor

vii) Tree removal and trimming

- (1) The board approved moving forward with a quote for tree removal from Town & Country unless a more favorable option was received 2-weeks following the meeting
  - (a) Eric proposed, Mary Beth approved, all were in favor.
- viii) Requests related to landscaping near several townhomes were discussed, these matters did not appear to require board action. No vote was taken.

- 5) Executive Session was held (discussion related to specific financial statement concerns)**
- 6) Meeting Adjourned: 9:19pm**