

# The Willow Creek Homeowners Association No. 3

## Board of Directors Meeting

August 8, 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 6:00 pm
- b) Board Members attending were: Aidan O'Shea, Jerry Grant, Steve Lubell, Diane Kohler, Mary Beth Doerr, Eric Sinclair, and Luke Adaline.
- c) RowCal attendee was Tanya Valis

### 2) Homeowner Forum

- a) Homeowner 1
  - i) Homeowner discussed grounds that were in need of repair – a large dirt section where grass is unable to grow.
  - ii) The grounds committee had a recommendation for remediating this area
    - (1) this request was added to be discussed in the Board Business portion of the meeting
- b) Homeowner 2
  - i) Homeowner was concerned about a crabapple tree close to their townhome and a question as to whether the tree was on HOA property or their property
  - ii) The tree is dropping fruit and attracting pests
    - (1) this request was added to be discussed in the Board Business portion of the meeting
- c) Homeowner 3 & 4
  - i) Homeowners discussed light pole outage
    - (1) These repairs are being addressed by RowCal as they come up, the board intends to look at replacements in the future
  - ii) There is a pool fence post that needs to be repaired
    - (1) This was previously requested and the repair is pending
  - iii) Homeowners noted that several pool items; baby pool coating, filters and pool chairs, should be addressed prior to the next pool season
  - iv) Homeowners requested the pool hours be amended so that the pool is open when there isn't a lifeguard on duty
    - (1) this request was added to be discussed in the Board Business portion of the meeting
  - v) A recommendation was made to purchase a new pool vacuum for next season
- d) Homeowner 5
  - i) Homeowner seconded HO1's comments on lawn bare spots
  - ii) Homeowner discussed an issue with their neighbors downspouts and flow of water
    - (1) This appears to not be an HOA matter

### 3) Committee Reports

- a) **Landscape - JBK**
  - i) No JBK rep was in attendance
- b) **Pool – Perfect Pools**

- i) No Perfect Pools rep was in attendance
- c) Pool - homeowner committee**
  - i) See comments from homeowners 3 and 4
- d) Grounds committee**
  - i) A detailed presentation was reviewed, key topics included
    - (1) Median planning now that trees have been removed
    - (2) Overseeding bare spots in various lawn areas
    - (3) Replacing rocks near tennis courts
    - (4) Creating a landscaping plan
      - (a) JBK has provided options
      - (b) A focus is gradual turf reduction
    - (5) Creating a community garden
    - (6) Improving the area around the baby pool now that a tree has been removed
- e) Amenities committee**
  - i) The damaged lawn and asphalt from recent projects is being repaired
  - ii) Further bids for projects will be discussed and put to vote later in the meeting
- f) Social Committee**
  - i) Two remaining events are being planned (see community website for further information)
    - (1) Wine Tasting at the clubhouse on Sept 16<sup>th</sup>
    - (2) Chili Cookoff at the clubhouse on October 14<sup>th</sup>
  - ii) A larger social budget was requested for 2024
- g) Welcoming Committee**
  - i) No representative was in attendance
- h) Swim League**
  - i) No representative was in attendance
- i) Tennis**
  - i) No representative was in attendance
- j) ACC**
  - i) The ACC has approved a variety of homeowner requests
- k) Website**
  - i) The website is being updated on an ongoing basis, future plans will streamline the site and add further information regarding ongoing capital improvement projects
- 4) Board Business**
  - a) Minutes**
    - i) Email approval of July minutes was ratified
      - (1) Luke motioned, Mary Beth seconded, all were in favor
  - b) Management Report**
    - i) Rowcal provided an overview of the prior months violations, notices and communications
    - ii) An updated service addendum was discussed. The key change is a \$35 charge per violation letter (to address printing, certified mail costs, and ongoing tracking)
  - c) Financials**
    - i) The 2022 Audit was approved
      - (1) Jerry motioned, Steve seconded, all were in favor

- ii) The financial report was not received, but a recent draft and feedback show improvement towards our needs

**d) Townhome Surveying / Crabapple Tree**

- i) City plat maps show that townhome property extends 15 inches from their foundations
- ii) Crafting a document to outline townhome/HOA responsibilities was discussed
- iii) No decision was made regarding the tree as measurements would be required to determine ownership and whether the community should remove this tree

**e) Pool Hours**

- i) Prior to approving opening times without lifeguards, further steps are required (insurance review, signage requirements, cleaning/chemicals, opening/closing policies)
- ii) The board has not approved pool use outside of the currently scheduled hours

**f) Fence (Quebec)**

- i) A bid for replacing this fence with a new Cedar fence was approved
- ii) Selected company is Split Rail Fencing
  - (1) Jerry motioned, Mary Beth seconded, all were in favor

**g) Philips Avenue Alleyway**

- i) Further repairs to a recently repaved alley were approved
  - (1) Luke motioned, Eric seconded, all were in favor

**h) Sidewalk Grinding**

- i) Multiple grinding options were reviewed
- ii) Brown Brothers was selected to grind areas with large trip hazards
  - (1) Diane motioned, Mary Beth seconded, all were in favor

**i) The proposal discussed by Homeowner 1 and the grounds committee**

- i) Two contractors were selected to remove existing plants, and landscape a bare area
  - (1) Diane motioned, Mary Beth seconded, all were in favor

**j) Clubhouse Bathrooms**

- i) A vendor was approved to handle the clubhouse bathroom renovations
- ii) The project will start later this year in order to be completed prior to the pool reopening
  - (1) Diane motioned, Mary Beth seconded, all were in favor

**k) Court Closures**

- i) Installation of three mechanical court closures were approved for the tennis/basketball courts
  - (1) Jerry motioned, Diane seconded, all were in favor

**5) Meeting Adjourned: 8:42 pm**