

# The Willow Creek Homeowners Association No. 3

## Board of Directors Meeting

November 9, 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 6:01 pm
- b) Board Members attending were: Steve Lubell, Eric Sinclair, Diane Kohler, Beverly Wright, Justin Williams, and Gareth Hearn. Luke Adaline was absent.
- c) RowCal attendees were Tanya Valis

### 2) Homeowner Forum

- a) Homeowners 1 & 2
  - i) See comments under Pool Committee
  - ii) Pathway lighting was discussed, this has been an ongoing community issue.
    - (1) Board Response: we contracted with a company to assess lighting monthly and then go through the community to complete repairs. This is still too new to see results, but we expect to see improvements.
- b) Homeowner 2
  - i) Commented on pathway resurfacing and his preference for asphalt instead of concrete due to ease of repair and aesthetics.
    - (1) Board response: bids will be sought, and options compared.
- c) Homeowner 3
  - i) Discussed clubhouse manager position.
    - (1) Board response: this was never filled and due to budgetary considerations is not planned for 2024 unless clubhouse usage increases. A regular cleaning service was recently vetted and is waiting on completion of paperwork.
    - (2) A separate homeowner volunteered to check on and replace the HVAC filters.
- d) General/group commentary
  - i) Concerns over the need for budget increases

### 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) An additional pool company was approached for a bid on 2024 pool management, other vendors have indicated that they do not have capacity to do so.
  - ii) Ongoing review and changes are occurring related to resurfacing the wader (baby) pool.
- d) **Grounds committee**
  - (1) Irrigation and leaf removal were discussed.

(2) A more competitive bid to Emerald Ash treatment was presented. A review of the community will need to be conducted to prioritize which trees will need to be treated.

**e) Amenities committee**

- i) The paver project is expected to start the week after the meeting.
- ii) Tennis court signs need to be replaced, and the gate latches need to be repaired.
- iii) Other projects (Quebec Fence and Clubhouse Lower Level) are pending permits.

**f) Social Committee**

- i) No social committee representative was present. Those attending were reminded of the upcoming December 2<sup>nd</sup> event.

**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.
- ii) Remember to get approval for roofing projects (shingles)

**k) Website**

- i) The website continues to be updated.
- ii) The single-family paint form should be reviewed for improvement.
- iii) An update was made based on community feedback to the reservation process.

**4) Board Business**

**a) Minutes**

- i) September minutes were approved.
  - (1) Eric motioned, Beverly seconded, all were in favor.

**b) Board Positions**

- i) The following positions were approved by the board members.
  - (1) President – Steve Lubell
  - (2) Vice President – Luke Adaline
  - (3) Treasurer & Secretary – Eric Sinclair
- ii) Steve proposed, Eric seconded, all were in favor.

**c) Tennis MOU**

- i) The board approved the annual extension of the Tennis Club Memo of Understanding
  - (1) Eric proposed, Beverly seconded, all were in favor.

**d) ACC Fine Structure for Large Projects**

- i) A revised fine structure was proposed by the ACC and accepted by the board. This will go into effect on January 1<sup>st</sup>.
  - (1) For large maintenance items (i.e. fence or paint), the first fine for failure to respond or correct will continue to be \$50, the second fine will be increased from \$50 to \$150, the third and now final fine will be increased from \$50 to \$300.
  - (2) This change is being made to improve responsiveness to these projects, which can currently go through 10 months of \$50 fines.
  - (3) Diane approved, Justin seconded, all were in favor.

**e) Budget Approval**

- i) The 2024 budget was approved by the board and will be mailed to residents.
  - (1) Key discussion points around the need to increase dues.
    - (a) Operating expenses are increasing considerably in several areas.
    - (b) The board is focused on holding the dues increase to address those operating costs.
    - (c) The sole exception is increasing general reserve contributions to address Emerald Ash tree treatments which are expected to be required every other year. The alternative to treatment is that the community potentially removes several hundred impacted Emerald Ash trees which would be an unmanageable expense for the community.
    - (d) Many capital improvements projects are in the pipeline. Due to consistent delays in executing capital projects and healthy reserve funds, the budget is not being increased in 2024 based on these projects.
    - (e) Several items are being removed to reduce total costs; including the clubhouse manager and welcoming committee. The board and community volunteers continue to assist with keeping costs down and managing our community assets.
  - (2) Beverly approved the budget, Diane seconded, and all were in favor.

**f) Townhome Boundaries**

- i) There continues to be confusion in where responsibility lies for pavements and ground adjoining townhouses.
- ii) A proposal was made to have the HOA's attorney create a policy assigning townhome owner responsibility for the walkways leading to their homes and the adjoining areas.

**g) Financials**

- i) The financial reporting continues to improve, but financials weren't approved.

**5) Management Report**

- i) RowCal provided an overview of the prior months' violations, notices, and communications.

**6) Executive Session**

- a) Executive session was entered to discuss specific delinquent accounts.

**7) Meeting Adjourned: 7:51 pm**