

**CREEK HOMEOWNERS ASSOCIATION**  
**Agenda for Board Meeting Wednesday, October 26, 2016**  
Spiegel Community Center, Room 201, 5:30pm

**Call to Order:** By President Tom Glisson 5:30pm

**Attendance: Directors** – (x) John Caufield, (x) Karen Gagie,  
(x) Tom Glisson, (x) Ginny Quinn, (x) Kate Spencer, (x) George Corella  
**Property Manager** - (x) Dan Buccieri  
**Guests** –

**Reminders and welcome** - Tom Glisson

**Guests & Open forum:**

- Dick Dennison (137 WC) – Birch tree was removed from an adjacent property; the tree provided added privacy to the deck area of their unit. Owners are requesting a suitable replacement.
  - Crofton (Dan) to examine and recommend a suitable replacement. This space is quite small (18') and any replacement will pose some difficulties to landscape maintenance.
- Maureen and Douglas Robb (57 CR) – Appealed Crofton's offer of 50% reimbursement for the cost for exterminator and repairs due to a squirrel inside their unit.
  - Crofton offered to pay 50% of homeowner's expenses (reference to WC HOA policy 11), and the claim is WC HOA policy 11 should cover full costs. Additionally, there is a claim that in other, similar instances, the HOA has paid the full cost of exterior repair. *Appeal denied.*
- Ursula Miller – 3 items:
  - Homeowner landscaping (policy #2) as it pertains to "established beds". Looking for clarification on what is and is not allowed under this policy.
    - Possibility of re-establishing a *Landscape Committee*?
    - Recommendation was printed and provided to Secretary.
  - Re: Garbage can and recycling bin placement re: trash pick-up.
    - 2003 HOA handbook spells out location, but it hasn't been memorialized. Crofton/Dan will look into cost issues and associated items. The board will look at clarifying the policy
  - Towing sign at beginning of CR (Ricky's towing sign). The sign is meant to be a deterrent.
    - Motion (Glisson) to remove sign. **Passed.**
- Lorrie Greenlaw re: handicapped accessibility improvements.
  - There is no policy/guidelines which applies to this situation – policy development should be taken into consideration.
  - For the time being, a hand rail may be suitable and Crofton and the variance committee will work with Lorrie.

**Variance Committee:** Mary Ann Keegan, Debbie Bellisario, Committee Co-Chairs

- Variance Committee was submitted to Board with recommendations.

- Board accepted recommendations of the Variance Committee as summarized below:
  - 6 Winding Wood (Bossert) – Dryer vent relocation
  - 129 Wood Creek (McDonald) – install privacy fence on side of deck
  - 93 Creek Ridge (Spencer) – install patio under rear deck & associated landscaping.
- Proposed Variance Committee Guidelines (updated 10-17-16) – DRAFT provided.
  - Mary Ann will provide a “red-line” copy of the changes to Board.
  - Variance Committee is asking for clarification on items that they have approval to grant approval for (i.e. garage doors, doors, and in some cases – windows).

### **Requests from Standing Committees:**

- Variance Committee requests authorization to continue to review and revise Variance Procedures for ultimate inclusion in Wood Creek Policies. Mary Ann & Debbie
- Members of Social Committee request the committee be given formal status and also suggest a change in the budgeting and reporting method for these events. Sandra Martin

**Secretary’s Report, John Caufield:** Minutes of July 21, 2016 & August 2015 meeting. Approved, and will be posted to website.

### **Property Manager’s Report, Dan Buccieri:**

- Status on siding repair including cost estimate.
  - Has spent approximately 40K to date, for siding, and we are under budget.
    - 27 buildings this year, 21 buildings (2015).
  - Painting costs are included under contract
  - Tom Glisson offered compliments to the quality of the craftsmanship.
- Roofing Capital plan update:
  - Walk around and examination of roofing project/needs (with Scott Copp- Ty Lin)
    - Recommended that we start with the oldest roofs first, and progressing to newer units
    - Each roof has uniquely constructed with unique roof lines
    - Concern about the condition of soffits and lack of adequate ventilation. Recommend consideration of adding ridge vents, and soffit vents/improvements (as necessary).
- Sidewalk repairs – priority list has been established and a general notice will be placed in an upcoming newsletter.
- President Glisson inquired about a matrix or dashboard which provides a high-level overview of major projects. Board will consider any program which might accommodate our needs.
- Tree replacement and stump grinding schedule is in place and will proceed.
  - 10 trees were removed in the community, with a high degree of satisfaction from the affected owners.
- Romig is looking for clarification on upcoming pruning needs, in light of recent changes in landscaping policy. Romig will provide an estimate of anticipated needs and Board will review.
  - There is definitely some issues regarding clarity of needs and expectations relating to our policies. We will be looking to clarify our needs and expectations.
- “Safety Grid” will be constructed (Crofton) across culvert feeding the retention pond (behind upper CR)

**Treasurer’s Report, Kate Spencer:** YTD Status of FY2016/17 budget and LR capital plan (with Dan Buccieri) - questions of roadway and sidewalk capital to be discussed

- Presently under budget by 8K, but this is most likely related to timing of work and billing cycles; we're generally satisfied with our budget estimates and expenses.
- Other items were contained in Property Mgr. report.

### **Operations / Report: George Corella**

- Tree Maintenance - number of large trees removed this season and status of replacements (largely covered in Property Manager's report)
- Some continued concern about loitering teens in the community, minor mischief has been reported.

### **Director of Communications: Ginny Quinn - status of web site**

- November newsletter. Submissions due by November 10, 2016.

### **Comments, if any, of officers and other directors - none**

### **Unfinished business**

- Cleanup/repair of drainage pond area – John Caufield (no report)
- Development of emergency preparedness plan – John Caufield (no report)
- Follow up discussion of possible advice to owners on home improvements
- Issue of non-compliance with Variance process - George Corella

### **New Business:**

- Rental owners not meeting WC policies (tabled to future meeting)