

**WILLOW BROOK ESTATES COMMUNITY ASSOCIATION
1, 2, & 3
BOARD MINUTES- October 21, 2021**

Called to Order: 7:11 pm

Roll Call: Members present were Dwight Dwornik, Denise Gray, Bonnye Johnson, Ray Peterlin, and Kathy Singleton

REVIEW AND APPROVED LAST MONTH'S MINUTES: Minutes were read and approved with corrections from October 21, 2021, motion by Dwight Dwornik, seconded by Denise Gray, approved unanimously. Minutes are posted on Willow Brook Estates Homeowners Association, 1, 2, 3 Website.

LEGAL COUNCIL REPORT:

The Association's Attorneys sent out notices to members that owe over \$1,000 in HOA fees. The names of 6 Homeowners were given to Management. The 6 names sent to Collections will generate @\$7,000 in revenue once collected.

MANAGEMENT: UPDATE

Ray Peterlin asked the Board if everyone received and read the email from B. Williams from ARMS. Ray read the email to Board members. Ms. Williams was asking for clarification on the 2022 budget lines, increase in yearly assessment fee and special assessment.

FINANCIAL REPORT: UPDATES ON MONTHLY REPORTS

Dwight distributed and reviewed current Budget Report and projected 2022 budget sent by ARMS to the Board. The Board reviewed and discussed the financial report compared to the Bank Statement and outstanding Association & code violations fees.

Dwight also distributed a summary of 7 Special Projects that were generated by the Board at the previous meeting. The expense of the Special Projects for 2022 will require a Special Assessment. These Special Projects will include, but not limited to the following: 1. Low maintenance and energy saving lighting at entrance ways and repair of lighting in the Park. 2. Walk path replacement in the park area. 3. Pond Aerator. 4. Replacement of Fences with posts stored by HOA. Please note the 2022 Budget includes a \$25 increase in the annual assessment fees. The annual assessment will increase from the \$350 to \$375.

Ray Peterlin put forth a motion to increase the annual assessment fee by \$25 and a Special Assessment of \$200 for Special Projects. Kathleen Singleton seconded the motion, approved unanimously by the Board. An increase in the yearly assessment will maintain the high standards in our community with increasing labor prices and a Special Assessment to resolve Safety issues that have been neglected for years.

ARCHITECTURAL REVIEW COMMITTEE REPORT:

The Board received an Architectural Review form from Felecia Moore, Lot 048, to add a shed in the rear of home. The homeowner needs to submit a plot survey and building permit to finalize shed.

Todd Thorenson, Lot 45 submitted an Architectural Review for a 2nd floor deck. Dwight Dwornik made a motion to approve the deck, seconded by Bonnye Johnson and approved unanimously by Board.

CODE ENFORCEMENT REPORT:

Denise Gray and Bonnye Johnson conducted Code Violation inspections in October. 40 Homeowners were given violation notices and 15 came in for the meeting with the review committee. Ray Peterlin will follow up with ARMS regarding timely mailings to homeowners & responses to payment of Code Violation notices.

BEAUTIFICATION COMMITTEE:

Bonnye Johnson purchase large flower pots for the entrance Pillars on Klemme & Burrville and, Autumn colored mums in front of Clubhouse. Pole lights needs a timer and new light fixture. Bonnye is planning to decorate entry ways for the Holidays.

FACILITIES REPORT:

Entrance Way on Chestnut was completed by Landscaper. The Board is waiting for more bids to complete the deck project. The Board has received a Landscaping bid at Cedar Lane by the Windmill for \$8,000.

OLD BUSINESS: The Board discussed major projects for the year 2022. Funds were not available to complete all projects targeted for this year. The Board is waiting for a bid to replace fence around the pond with the wood planks that are stored. The Board discussed which 2022 projects will take priority in the budget. The Board plans on completing projects in the 2021 budget, pending funds and payment of assessments from Homeowners.

NEW BUSINESS: The Board discussed which Major projects for the 2022 budget will have priority pending Association Fees and Special Assessment payments. Information will be sent to ARMS to review budget and send information to Willow Brook Homeowners. Homeowners will receive Year Ending Report, 2022 Budget, 2022 Meeting Schedule, and Candidate Form.

Meeting Adjourned 8:22 pm