

WILLOW BROOK ESTATES COMMUNITY ASSOCIATION
1, 2 & 3
BOARD MINUTES –October 20, 2022

Called to Order: 7:05 p.m. by Ray Peterlin, HOA Board President

Board Member Roll Call: Dwight Dwornik, Denise Gray, Ray Peterlin, and Kathleen Singleton.

1 Guest, Billie Williams, ARMS Management Company was in attendance.

Review and Approval of Minutes:

Minutes from September 15, 2022 meeting were read, reviewed, and approved as presented. Motion to accept by Ray Peterlin, seconded by Denise Gray and unanimously approved by the Board. Minutes are posted on the Willow Brook Estates Homeowners Association 1, 2, 3 Website for review by homeowners.

Legal Council Report:

No Report

Management:

ARMS (Management Company) is bringing up to date the current assessments, special assessment payments, billing for late fees and other fines. ARMS requested information from the HOA Board to complete the 2023 Budget.

Financial Report:

2022 Dues Paid: 132 Unpaid: 28

2022 Special Assessment Paid: 98 Unpaid: 62

Cash Reserve \$6,342 New Homeowners' Acct: \$46,200 Checking Account \$46,800

Outstanding Homeowners Balance: \$106,419

Ray Peterlin motion to provide funds in the 2023 Budget for a pathway around the pond and completion of Light Project in the Park. Seconded by Dwight Dwornik.

Architectural Review Report:

None

Code Enforcement:

The Committee did not issue any Violations to Homeowners for October. The Board has requested ARMS to update Quick Books to provide detailed information to homeowners. The HOA is reviewing the fines for numerous offenders. ARMS recommended having a Collection Agency manage fines and assessments for delinquent homeowners.

Beautification Report:

None

Facilities Report

Billie Williams, ARMS Management, reviewed the 2023 Budget Line Items with the Board. The Board discussed line items adjustments. ARMS will submit the 2023 Budget with revisions to the Board at the November meeting.

Old Business:

- a) Discuss additional funds in the Budget to complete the Fountain & Lights in the Park.
- b) Reviewed collection of outstanding fees and assessments by ARMS. The Board is requesting additional notices sent to Homeowners not in compliance.
- c) Tony Recupito will supply barriers and one way signs for the Halloween Display on October 28 – 30th.
- d) Election forms for Board Members will be sent to Homeowners from ARMS.

New Business:

- a) The Board discussed the following Projects for the 2023 Budget: New path around Lake, modifications to exterior of clubhouse, including landscaping area around the clubhouse.
- b) Ray Peterlin motion to continue the \$375 assessment homeowners fee for 2023. Unanimously agreed upon by Board members present at meeting.
- c) Dwight Dwornik recommended sending an ARMS report that he has reviewed which is inconsistent and incorrect. The biggest errors are in the fines and late fees owed by homeowners.

Adjournment: Dwight Dwornik motion to adjourn meeting, seconded by Kathy Singleton at 9:00 p.m.