Willow Creek Homeowners Association

Board of Directors Meeting

August 10, 2026

Call to order: Meeting was called to order at 6:45 pm

Board Members Present: Dave Lehrer, Karen Stempski, Shannon Kantowski Pam Brown., Pam Sweet, Deanna Foust. **Absent**: Ariel Graham. **Additional attendees**: Taylor Lawrence (Property Manager)

Homeowners Present: None

Approval of minutes: Motion made by Shannon to approve July minutes with corrections. Pam seconded. Motion passed.

Treasurer's report: July financials will be postponed until September. Upcoming CDs will go into the reserves.

Manager's report: General discussion (Executive session)

Fannie Mae and Freddie Mak have new requirements.

Committee Reports:

ACC Report: no update

Landscape: 13th and Abbott bushes need to be removed. We received 2 proposals from Bluemel's with more aesthetically pleasing floral and flowering bushes. This will be started in Spring 2027

Parking: Dave will be putting fliers on cars without Willow Creek stickers suggesting they register.

Old Business:

Confirmation of steps for pre-inspection.

Pro2Pave/WE Energy Box Damage. In 2023 Pro2Pave damaged the WE energy box. After discussion with the attorney for WE Energy – Pro2Pave paid the $5,000.

We will get a bid for crack sealing. 1500 court will need to have the approach repaired. A bid will be requested.

A recommendation from our legal team is that we cannot use our group blast email as a first warning. We will need to send individual homeowners violations warning, then a fine will be issued.

Motion was made by Dave that we have a hopscotch painted into paths at a location agreed upon. Pam B. seconded. 3 in favor, 3 opposed. Tabled until September meeting.

Annual Meeting Confirmation – Hotel has been reserved for annual meeting – October 14th. 4 board seats open – all are 2-year terms.

Dave made a motion that we accept the changes to the scooter rule regarding ADA mobility scooter with the removal of #3. Pam B. seconded. Motion passed.

Discussion to research new basement contractors. Our current contractor, Accurate, was sold and their practices are no longer in line with Willow Creek.

New Business: Budget discussion for 2027. Packets will be mailed within the 30-day notification requirement.

Motion to adjourn: Motion made by Dave seconded by Shannon. Motion passed. Meeting adjourned at 8:35pm.

Submitted by: Karen Stempski, Secretary

Willow Creek Homeowners Association

Board of Directors Meeting

July 14, 2026

Call to order: Meeting was called to order at 6:46 pm

Board Members Present: Dave Lehrer, Karen Stempski, Shannon Kantowski Pam Brown. Ariel Graham, Pam Sweet **Remote**: Deanna Foust **Absent**: none **Additional attendees**: **Virtual**: Taylor Lawrence (Property Manager)

Homeowners Present: None

Approval of minutes: Motion made by Dave to approve June minutes with corrections. Ariel seconded. Motion passed.

Treasurer's report: Motion made by Pam to approve May and June financials with lengthy discussion. Shannon seconded. Motion passed.

2 august CD's, approximately $150k will not be renewed and will be put back into reserves.

Manager's report: General discussion (Executive session)

Committee Reports:

ACC Report: no update

Landscape: no update

Parking: no update

Old Business:

Camera training was good and attended by all Board members.

Discussion regarding all Board members to have a key to maintenance building. Shannon stated we have a lock-box that could be moved to the front door and utilized for entry. Dave made a motion to move the lock box to the front and give the code to current board members. Ariel seconded. Motion passed.

Discussion regarding our procedures regarding our Presale Inspection. Procedure is as follows: Kevin gives the report to Dave, Dave then sends to Taylor. Taylor sends the completed inspection form to the homeowner informing them of the violations that will need to be fixed prior to the sale. We will then follow-up and give them 30 days. If this is not done, we will inform the new owners that regardless of being new owners, the violations must be fixed.

August meeting date has been moved to August 10th.

Concrete contract has been completed.

Regarding the lights in the 1500 court, work should be done within the next 2 weeks.

There is a need to check to be sure that our Rules and Regulations clearly state what our policy is in regarding kid scooters and ADA scooters.

Shannon made a motion to install Ariel as our VP due to Don's resignation. Pam seconded, motion passed.

New Business: none

Motion to adjourn: Motion made by Dave seconded by Ariel. Motion passed. Meeting adjourned at 8:42pm.

Submitted by: Karen Stempski, Secretary

Willow Creek Homeowners Association

Board of Directors Meeting

June 16, 2026

Call to order: Meeting was called to order at 6:46 pm

Board Members Present: Dave Lehrer, Don Wenner, Karen Stempski, Shannon Kantowski Pam Brown. Ariel Graham Deanna Foust. **Absent**: Pam Sweet **Additional attendees**: Taylor Lawrence (Property Manager)

Homeowners Present: None

Approval of minutes: Motion made by Dave to approve May minutes. Ariel seconded. Motion passed. (Shannon abstained)

Treasurer's report: Tabled to July meeting, due to Treasurer's absence.

Manager's report: General discussion (Executive session)

Committee Reports:

ACC Report: nothing to report

Landscape: nothing to report

Parking: nothing to report

Old Business:

Asphalt work was completed and final invoice was paid.

Concrete work: Some areas need to be filled with dirt around the new sidewalks in the 1500 court. Taylor will submit a work order. Contractors are currently working on the public sidewalks. Taylor will get a quote for the apron entrance to 1500 court.

Wall Pack update: The entire 1521 building is on public power. We will remove these owners from the reimbursement list.

We are still waiting on the quote for the 1500 court lighting repair. Taylor will contact the Owner of Pieper Electric.

An email blast went out regarding motorized vehicles usage. Fines can be assessed immediately. No warning letter is necessary.

Rules and Regulations: Pam made a motion to approve the new graphics regarding the rules and regulations. Dave seconded. Motion passed.

Shannon virtually attended Sentry Managements Webinar. We can customize the homepage and we can link documents. Shannon will send a picture of our new signs for our homepage.

Shannon received the stop signs. A work order will be submitted to install.

New Business: none

Motion to adjourn: Motion made by Dave seconded by Don. Motion passed. Meeting adjourned at 8:41 pm.

Submitted by: Karen Stempski, Secretary

WILLOW CREEK HOME OWNERS ASSOCIATION INC

2026 Approved Budget

For the year beginning 01-01 and ending 12-31

COA	Description	2025 Budget	2026 Budget
4000	**INCOME**		
4020	ASSESSMENTS - MONTHLY	1,252,338.00	1,289,910.00
4060	LATE CHARGES	0.00	
4080	CLOSING FEES *	0.00	
4292	COVENANT VIOLATION FINES	0.00	
4293	LEGAL/COLLECTION	0.00	
4340	INTEREST - RESERVES	0.00	
4350	INTEREST ALLOC TO RESERVES	0.00	
4980	**TOTAL INCOME**	**1,252,338.00**	**1,289,910**
4990	**EXPENSES**		
5010	BUILDING MAINTENANCE	90,000.00	170,000.00
5020	ROOF REPAIRS	3,000.00	4,500.00
5060	PLUMBING REPAIRS	10,000.00	14,000.00
5070	CONCRETE REPAIRS	40,000.00	50,000.00
5081	OUTSIDE LIGHTING REPAIRS	24,107.00	20,000.00
5160	GATES AND FENCES	90,140.00	0
5306	LIGHTING REIMBURSEMENT	4,000.00	4,000
6040	CONTRACTED LAWN SERVICE	56,159.00	60,205.31
6045	LAWN SERVICES	55,000.00	50,000.00
6353	SNOW SERVICES	85,000.00	85708
7910	ELECTRIC	9,500.00	12,500
7920	WATER/SEWER	285,000.00	285,000.00
7960	GAS-BUILDING	2,000.00	2,000.00
8020	MANAGEMENT FEE	56,904.00	59749.8
8040	POSTAGE	0.00	2,000
8060	COPIES/PRINTING/SUPPLIES	7,997.00	4,500.00
8069	TECHNOLOGY FEE	0.00	300
8080	CPA SERVICES	195.00	200
8100	LEGAL EXPENSE	8,000.00	8,000.00
8180	INCOME TAX	0.00	3,000.00
8190	MISCELLANEOUS	5,000.00	5,000.00
8390	FED/STATE REQUIRED CORP REPORT FILINGS	140.00	195
8481	PROPERTY INSURANCE	90,000.00	110,000.00
8498	INSURANCE LOSS/DEDUCTIBLE	5,000.00	5,000.00
9170	REPLACEMENT RESERVE	325,000.00	334051.89
9980	**TOTAL EXPENSES**	**1,252,338.00**	**1289910**
9990	**NET GAIN (LOSS)**	**0.00**	**0**

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Budget Worksheet

For the year beginning 01-01 and ending 12-31

COA	Description	2026 Budget	2027 Budget
4000	INCOME		
4001	OPERATING INCOME		
4020	ASSESSMENTS - MONTHLY	1,289,910.00	$1,354,452.00
4060	LATE CHARGES	0.00	
4080	CLOSING FEES *	0.00	
4292	COVENANT VIOLATION FINES	0.00	
4293	LEGAL/COLLECTION	0.00	
4340	INTEREST - RESERVES	0.00	
4350	INTEREST ALLOC TO RESERVES	0.00	
4980	TOTAL INCOME	1,289,910.00	$1,354,452.00
4990	EXPENSES		5% increase $364.10
5010	BUILDING MAINTENANCE	170,000.00	$200,000.00
5020	ROOF REPAIRS	4,500.00	$10,000.00
5060	PLUMBING REPAIRS	14,000.00	$14,000.00
5070	CONCRETE REPAIRS	50,000.00	$50,000.00
5081	OUTSIDE LIGHTING REPAIRS	20,000.00	$20,000.00
5306	LIGHTING REIMBURSEMENT	4,000.00	$4,000.00
6040	CONTRACTED LAWN SERVICE	60,205.00	$58,680.00
6045	LAWN SERVICES	50,000.00	$50,000.00
6353	SNOW SERVICES	85,708.00	$85,708.00
6441	SECURITY CAMERAS		$1,500.00
7910	ELECTRIC	12,500.00	$15,500.00
7920	WATER/SEWER	285,000.00	$285,000.00
7960	GAS-BUILDING	2,000.00	$0.00
8020	MANAGEMENT FEE	59,749.00	$62,737.32
8040	POSTAGE	2,000.00	$2,300.00
8060	COPIES/PRINTING/SUPPLIES	4,500.00	$5,000.00
8069	TECHNOLOGY FEE	300.00	$420.00
8080	CPA SERVICES	200.00	$0.00
8100	LEGAL EXPENSE	8,000.00	$8,000.00
8106	LEGAL EXPENSE - COLLECTIONS	0.00	$0.00
8180	INCOME TAX	3,000.00	$4,000.00
8190	MISCELLANEOUS	5,000.00	$5,047.00
8390	FED/STATE REQUIRED CORP REPORT FILINGS	195.00	$300.00
8481	PROPERTY INSURANCE	110,000.00	$120,000.00
8498	INSURANCE LOSS/DEDUCTIBLE	5,000.00	$0.00
9170	REPLACEMENT RESERVE	334,051.00	$352,259.68
9980	TOTAL EXPENSES	1,289,910.00	$1,354,452.00
9990	NET GAIN (LOSS)	0.00	$0.00