

Willow Creek Swim and Tennis Association Board Meeting Minutes

Date: July 17, 2025 **Time:** 7:00 PM **Location:** Willow Creek Community

Attendees: AJ Bloomquist, Jessica Clare, Michele Floyd, Melissa Hammond, Roger Heil, John McGee, Glenn Paige, Lauren Thacker, Kori Wardlow, Terri Wigley, Joanne Whittington (Zoom)

The meeting was called to order at 7:06 PM, with a quorum present.

Approval of Previous Minutes

May minutes were reviewed and Roger asked for any corrections or objections. There were none and the minutes were approved by unanimous consent.

June minutes were reviewed and Roger asked for any corrections or objections. There were none and the minutes were approved by unanimous consent.

Roger requested AJ and Terri post minutes 48 hours after they are available, marked as "Pending Approval" to allow members to access them sooner. "Approved" version will be posted after board approval.

Non-Meeting Actions

2025-001 – APPROVED with 6 Affirmative Votes

The purchase of a new security camera system for common areas in the amount of \$2750 to improve the physical security of our pools, tennis courts and playground. This will also improve the security of the two networks. Requested by Roger Heil

2025-002 – APPROVED with 6 Affirmative Votes – 1 Abstention

Repair large cracks in the playing area, stripe lines for pickleball court, replace two tennis court nets, remove and replace windscreen for \$3351.88. This will ensure safety for all players and compliance for ALTA teams. Requested by Lauren Thacker

NOTE: the Board approved an additional cost to include a second Pickleball court on Tennis Court #2 for a small additional price. Total cost is \$3751.88

Newsletter Items

Reserve Fund

Roger stated that the newsletter will focus on the reserve vote and will include FAQs.

- Reasons for increasing dues
- Potential Annual increases
- Alternative funding options
- Concerns about long-term membership and property values.

Roger emphasized the importance of communicating how the reserve fund protects property values and enhances community desirability. He proposed that the board notify all members about the reserve fund and upcoming Town Halls and vote, stressing the need to participate.

Permits

Glen noted that enforcement around building permits has increased, with several neighbors facing significant issues for not obtaining the required permits. He pointed out that Cherokee County now mandates a permit for HVAC replacements.

Community

- Suggestion to host **Food Truck Fridays** and incorporate corn hole and **Town Halls** to allow for informal conversation with board members and neighbors about the Reserve Fund initiative.
- Notice of revised **Pool Hours** for August/September
- Coming Soon – **Pickleball Courts** will be available on Court 2 – will require reservations online just like tennis.

Finance Report

Financial standings as of June 30, 2025:

- **Checking Account:** \$169,784.89
- **Money Market (Reserves):** \$76,961.00
- Venmo Report (Petty Cash) should be included with Financials
- Bankruptcy Situation (4961 Jett Rd.) has been cleared, but it is unclear how much of the \$4300 outstanding to WCSTA will actually be received.
- Continual review of the financials to ensure the budget aligns with operational needs and reserve contributions.
- Potential need to cut costs if reserve funding does not pass.
 - Pool Maintenance contract is out for bid.
 - Landscape and Maintenance - another large expense. These services will be put out to bid. Excellent responsiveness and service with current vendor will be considered. Quotes are also needed for tree trimming and removal.

Old Business

Pools Head Count is recorded every other hour when guards are present. John reported that all 5 vendors contacted for pool management for next year have responded that they intend to bid.

Website Upgrade in progress to establish website as the primary electronic platform of the WCSTA Board. The main page will be split into two main sections, Members area and Real Estate and prospective buyers area. Roger proposed a **New Member Orientation Section** to help new neighbors understand community resources and how to get involved. In addition, a section for **volunteer signups** will be included to encourage community involvement.

Membership Survey is being drafted by Kelsey who has significant experience.

Creekside Flooding Cobb Parks & Rec says Stormwater Dept is responsible. Cobb neighbors might need to escalate to Commissioner JoAnn Burrell for action.

Social Media Update per Roger's mtg with attorney, need to establish alternate methods of communication with members – text, email blasts, website links, etc. Then de-couple WCSTA from the page.

Reserve Communication Plan

Prepared **letter** to homeowners, **newsletter** announcements, **Town Hall** gatherings and messaging when in **conversation** with neighbors.

Revisions to WCSTA Bylaws - Proposed

- The board can amend bylaws with a majority vote – per legal counsel.
- Proposed: Annual meeting date change to fall (November?)
- Proposed: Dues payment date change to March to provide revenue needed in the spring.
- Non-Bylaw changes:
 - Board Changes and Timing to take office January 1st
 - Fiscal year change to a calendar year format

Roger will have Nowack draft necessary amendments to the Bylaws with accompanying resolutions for these changes.

New Business

Civic Membership reserve fund assessments should be based on the reserve budget for common areas excluding the pool and tennis courts. We can not assess Civic Members the same as Club and it should be a projection that is based on the forecasted capital expenses from the Reserve Engineering Group study.

The legal interpretation for **Charter Member Downgrade** indicates that Charter Club members may request a one-time, one-year downgrade to Civic Membership due to

financial hardship. After one year, membership automatically reverts to Club status. In practice, it has been interpreted and communicated that Charter Club Members could permanently downgrade to Civic Membership once. This conflicting issue is an open item for the Board to resolve. Options were discussed and final motion and vote is schedule for next meeting.

Plans for the upcoming Reserve Fund Vote were discussed. It was agreed that a paper ballot vote system would be necessary to ensure all members have the opportunity to vote. A timeline for distributing ballots and collecting votes should be completed by the end of September with the Annual meeting taking place in early November. This timing will be reviewed at the August meeting and motion will be entertained to codify these plans.

Adjournment

The next board meeting is scheduled for **Monday, August 18, 2025 at 7:00 PM**

The meeting was adjourned at 9:02 PM.

ACTION ITEMS – July 17, 2025

AJ

- Post Pending & Approved Minutes to Website with **Terri**
- Create and post videos of neighbor testimonials for those unable to attend Town Halls

Jenn

- Launch Family (Food truck) Fridays beginning Aug 8

Jessica and Kori

- Prepare recommendation for pool management in 2026 with John.

John

- Coordinate with Pool Management Vendors and Jessica and Kori to determine the best option for 2026 and present it to the Board for approval.

Joanne

- Include Venmo account in Financial Reports
- Follow up on delinquent accounts

Kelsey

- Continue Block Captain recruitment

- Create Membership Survey

Glenn

- Work with **Roger** on reserve fund communication materials
- Rubes Creek follow up with the Cobb County Wastewater Dept.
- Assist with historical document organization and cloud storage planning with **Terri and John**

Roger

- Work with **Glenn** on reserve fund communication materials and Town Halls
- Work with **AJ** on the website and complete the installation of security cameras
- Collaborate with Nowack to draft amendments to bylaws and resolutions
- Collaborate with Nowack and Tolley on paper ballots for annual dues increase
- Collaborate with Tolley on Neighborhood website, collections, and calendar

ALL

- Review Tolley offerings and make suggestions for tasks Tolley can take on to improve the efficiency of WCSTA
- Review bylaw amendments and process changes and notify Roger of any objections or concerns immediately (before legal costs are incurred)
- Review and Understand Reserve Fund Study to be able to answer questions and discuss with neighbors.
- Provide input for best dates and times for Town Halls.