

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 paying 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

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 suggested that the board consider sending a communication to all members regarding the reserve fund and the upcoming vote, emphasizing the importance of participation.

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) will be included with Financials going forward.)
- **In Collections:** **\$ 6,943.49** **3 Members**
- **Past Due:** **\$11,016.92** **18 Members**
- **Membership**

Club	311
Civic	43
Non-Member	65
TOTAL	410
- Bankruptcy Situation has been cleared; it is unclear how much of the \$4300 due to WCSTA will actually receive.
- 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. 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

- Annual meeting date change to fall
- Board Changes and Timing to take office January 1st
- Fiscal Calendar change to begin on January 1st
- Dues payment date change to March to provide revenue needed in the spring,
- The board can amend bylaws with a majority vote.

New Business

Civic Membership reserve fund assessments should be based on the reserve budget for common areas excluding the pool and tennis courts.

The guidelines for **Charter Member Downgrade** indicate 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 without the option to return to their previous status.

Plans for the upcoming Reserve Fund Vote were discussed. It was agreed that a paper ballot vote system would be necessary to ensure all member 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.

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 & Terri

- Post Pending & Approved Minutes to Website

John

- Coordinate with Pool Management Vendors and Pool Directors to determine the best option for next year 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

ALL

- Review Tolley offerings and make suggestions for tasks Tolley can take on to improve the efficiency of WCSTA
- Prepare for bylaw amendments
- Review and Understand Reserve Fund Study to be able to answer questions and discuss with neighbors,