

# **Willow Creek Swim and Tennis Association Board Meeting Minutes**

**Date:** May 6, 2025 **Time:** 7:04 PM **Location:** Willow Creek Community

**Attendees:** Glenn Paige, Erik Skow, Jennifer Miller, Joanne Whittington, John McGee, AJ Bloomquist, Jessica Clare, Roger Heil, Terri Wigley, Melissa Hammond, and Michele Floyd.

The meeting was called to order at 7:04 PM, with a quorum present.

## **Approval of Previous Minutes**

The minutes from March 19, 2025, were reviewed. Joanne moved to approve the minutes, and Michele seconded the motion. The minutes were **unanimously approved**.

## **Finance Report**

Joanne Whittington reported the financial standings as of April 30, 2025:

- **Checking Account:** \$196,545
- **Money Market (Reserves):** \$76,781

She noted that most members have paid their dues. Board members haven't contacted those with outstanding balances, as Tolley previously notified them. Currently, one member is in bankruptcy, two are in collections with an attorney, and 54 members have not yet paid their 2025 fees (which began May 15th).

## **Pool Operations**

Jessica Clare and Kori Wardlow are co-managing pool operations. They met with Will from United Pools.

## **Guard Policies:**

- Guards are now required to place their phones in a "cell phone bin" or face disciplinary action.
- Guards are performing hourly headcounts, and Will will provide this data.
- Pump room checks and chemical tests should be conducted hourly.

## **Overlook Pool:**

- The Overlook pool has passed inspection.
- Full Ren-o-vax (Louis) painted the pool house trim at no cost.
- Decks have been washed, and umbrellas are up and functional.
- The pool deck at Overlook is in excellent condition.
- Michele assisted with planting around the Overlook area.

## **Creekside Pool:**

- The Creekside inspection is scheduled for May 20th.
- The deck has been pressure washed.
- All umbrellas are broken, and about six new ones are needed.
- The board plans to repaint the metal chairs and tables. Alex, our contract repair person, prepped and painted one chair last year and can complete the rest for \$500. While 13 of 38 chairs were broken, the remaining 25 seem sufficient for now, though their longevity is uncertain. They need pressure washing.
- The Creekside fence is rusting and is due for replacement according to the reserve study.
- The board is looking into acquiring small side tables for Creekside, similar to those at Overlook.
- Discussions are ongoing regarding pool hours for guards and "swim at your own risk" times.
- The **official opening date for both pools remains May 23rd.**
- Replacement pool cards cost \$15 (cash only).
- Pool reservation policies will be at the discretion of the pool directors.
- Kori's husband is getting re-quotes for cameras at both pools. Kori and Jessica have been trained on the Brivo access control system.
- The current pool contract is auto-renew and needs to be advertised and bid in June.
- Pool rules were briefly discussed, reiterating **no glass or food in the pool area.**

## **Quality of Life**

Kelsey Geist reported that the electronics recycling event has been postponed with no new date set. There was also discussion about reviving the women's club.

## **Communications**

AJ Bloomquist will provide the new board members with updated email addresses. Glenn requested adding a communication form to the website instead of email addresses to deter scammers. There was a question regarding whether multiple people could share a single email address for co-positions. The board is also developing a membership survey and encouraged everyone to consider desired survey topics.

## **Grounds**

Michele Floyd requested administrative assistance for the grounds position, and Melissa Hammond volunteered to help. Plans are in place to replace trees on Jamerson in front of the neighborhood during the fall.

## **Tennis**

Lauren Thacker confirmed that Alex fixed the tennis court lights. Cracks in the court surface cannot be repaired in the summer due to expansion. The company that performed the work in 2021 (under warranty until 2026) has been evasive. Discussions occurred regarding tennis court closing hours (9 PM or 10 PM), but no decision was made. The addition of pickleball lines, potentially on one court, was discussed. These lines are typically blue and thinner than tennis court lines. Court replacement/resurfacing is planned for 2030 or 2031.

## **Social**

Jennifer Miller reported that the Spring Party was well attended, with 120-150 attendees, and came in \$200 under budget.

## **Upcoming Events:**

- **End of School Year Party:** May 23rd, 4-5 PM, possibly featuring a dessert truck (like Kona Ice).
- **Memorial Day Party:** May 27th, 12:30 PM, with a BBQ and sides provided by volunteers.

Katie Hampton contacted Jennifer about assisting with the social committee. The board is also considering a "Booze and Blues" event in the summer.

## **President's Report**

Glenn Paige addressed concerns about bounce house damage to tennis courts, stating this is unsubstantiated. He clarified that clean-up occurs after parties and glass is not permitted. Discussions emphasized scheduling parties on Saturdays to avoid conflicts with tennis. Architectural controls are progressing well. Glenn requested that the annual meeting be scheduled at a different time or day than Sunday afternoon.

The budget, reserve study, and presentation are available on the website, though some concern was raised about their public accessibility. Glenn is working on a letter to encourage members to commit to the reserve study, noting positive feedback from those contacted. Four members have paid since reminder signs were posted.

Regarding the Creekside Park property, the parks department will assess whether heavy equipment can be used to address drainage issues.

## **Election of Officers (Two-Year Commitment)**

The following nominees for board membership — Roger Heil, Jessica Clare, AJ Bloomquist, and Terri Wigley — were **unanimously approved** by the board.

Glenn nominated the following slate of officers, seconded by Jennifer:

- **AJ Bloomquist:** Communications
- **Roger Heil:** President
- **Jessica Clare:** Pools
- **Terri Wigley:** Secretary

The new board members were **unanimously voted in**.

## **Adjournment**

The next board meeting is scheduled for **Thursday, June 19th, at 7:00 PM**.

The meeting was adjourned at 8:53 PM.

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Respectfully Submitted:

Terri Wigley



**Terri Wigley**  
**Volunteer Secretary**  
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## Action Items

Item #	Description	Responsible Party	Due Date	Status
AI-0506-01	Pull hourly head count information from guards at pools.	Will (United Pools)	Ongoing	In Progress
AI-0506-02	Install ~15 new fence slats at Overlook pool, then pressure wash fence.	Jessica Clare / Board	TBD	To Do
AI-0506-03	Stain the entire fence at Overlook pool after repairs and pressure washing.	Louis (Full Ren-o-vax)	After AI-0506-02	To Do
AI-0506-04	Acquire ~6 new umbrellas for Creekside pool.	Jessica Clare	TBD	To Do
AI-0506-05	Prep and paint remaining metal chairs and tables for Creekside pool.	Alex	TBD	To Do
AI-0506-06	Make dump run for broken chairs at Creekside (if Cobb resident accompanies).	Roger Heil & Terri Wigley	TBD	To Do
AI-0506-07	Inspect and address loud bathroom vent at Creekside pool.	Alex	TBD	To Do
AI-0506-08	Acquire small side tables for Creekside pool (similar to Overlook).	Jessica Clare	TBD	To Do
AI-0506-09	Get re-quotes for cameras at both pools.	Kori's Husband	TBD	In Progress
AI-0506-10	Advertise and bid pool contract.	Board	June 2025	To Do

AI-0506-11	Add a communication form to the website instead of direct email addresses.	AJ Bloomquist	TBD	To Do
AI-0506-12	Develop and distribute membership survey.	AJ Bloomquist / Board	TBD	To Do
AI-0506-13	Provide administrative assistance for grounds duties.	Melissa Hammond	Ongoing	In Progress
AI-0506-14	Send formal letter or demand letter to tennis court company regarding cracks.	Glenn Paige / Attorney	TBD	To Do
AI-0506-15	Work with Parks Department to assess bringing in heavy equipment for Creekside park drainage.	Glenn Paige	TBD	In Progress
AI-0506-16	Schedule the Annual Meeting for a different time/day than Sunday afternoon.	Roger Heil	TBD	To Do
AI-0506-17	Draft letter for members to commit to the reserve study.	Glenn Paige	TBD	In Progress