

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

**Date:** September 15, 2025 **Time:** 7:00 PM **Location:** Willow Creek Community

**Attendees:** AJ Bloomquist, Jessica Clare, Kelsey Geist, Scott Hazlett, Roger Heil, John McGee, Jennifer Miller, Lauren Thacker, Joanne Whittington, Terri Wigley

The meeting was called to order at 7:05 PM, with a quorum present.

### **Approval of Previous Minutes**

August minutes were reviewed and Roger asked for any corrections or objections. The financial report was amended to reflect accurate membership numbers. AJ made a motion to accept the amended minutes, seconded by Kelsey and approved.

### **President's Message**

Reserve Initiative voting is progressing with approximately 77 ballots received to date which meets a 68-ballot quorum requirement. Suggestion from the membership that we have someone on the board and someone not on the board do the vote count, perhaps an accountant or auditor. Town Halls were well received by those who participated. Consideration being given to continue those into the future, maybe on a quarterly basis.

- There will be 5 Open Board Positions at the November Annual Meeting.
- We need to have legal produce a standardized form for charter members to sign if they elect to transfer from club to civic.
- Working with Comcast Business to get costs down for phone and internet- possibly switching to another provider. Either way costs can be lowered.
- The formal documents that support the Amendment to the bylaws which was voted on last month need to be attached and included with our bylaws-both electronic and hard copy.
- Roger, Joanne and Glenn will work with Tolley and Nowack to review delinquencies and the collections process.
- Halloween Safety Plan was discussed. Recruitment of a few volunteers as well as a plan to minimize traffic will be communicated to the membership.

### **Pickleball Update**

Scott Hazlett has stepped up to serve as Pickleball liaison. He reported that he has power washed the courts and has also priced nets, covers and locker/storage options for the off season. Joane mad a motion to approve \$1100.00 for pickleball nets and covers it was seconded by Terri and was approved.

## **Non-Meeting Actions**

### **2025-003 – APPROVED with 8 Affirmative Votes:**

The Board vote to hire SwimAtlanta as the provider for our pool management and guard services for a contracted price of \$60,100 - \$68,700 (Depending on whether guard services are included in the contract for Creekside.)

Requested by Jessica Clare

**Executive Meeting** was held 9-8-25 via Zoom to discuss fall repairs, specifically skimmer repair, painting the tennis fence, repairing sand filters at Creekside and removing trees at the Jamerson entrance. We talked about the bids that we are currently requesting to paint the iron pool fence as well as the purchase of a pool vacuum cleaner and storage of the pickleball nets during the off season. We also spoke very briefly about shade sails for down by the tennis courts, but the structure needs to be assessed to determine how to install and then the associated costs. The review was done to ensure we had adequate cash flow to fund the social budget for this fall's events.

## **Finance Report**

Financial standings as of August 31, 2025:

- **Checking Account:** \$131,569.84
- **Money Market (Reserves):** \$77,052.69
- **Venmo Report:**(Petty Cash)\$735.00
- **In Collections:**       **\$ 2,677.36**       **2 Members**
- **Bankruptcy:**       **\$ 4,266.13**       **1 Member**
- **Past Due:**       **\$ 7,709.35**       **12 Members**
- **Membership**

|                   |            |
|-------------------|------------|
| <b>Club</b>       | <b>318</b> |
| <b>Civic</b>      | <b>42</b>  |
| <b>Non-Member</b> | <b>59</b>  |
| <b>TOTAL</b>      | <b>410</b> |

## **Monthly Operations Reports – Quality of Life**

- Several ideas for neighborhood clubs/groups, i.e., Book Club, Bunco Club, Cycle Club, Pickleball Club, etc. They would not be sponsored by the board, but the board could help publicize the existence of the groups and their contact/point person.
- Appliance Recycling event - discussed what exactly is included for inclusion in the newsletter and website post. Kelsey created a wonderful flyer that was posted on Facebook.

## **Grounds**

- Ryan and Kat Kirby are working on quotes for removal of the trees at Jamerson.

## **Pools**

- Security Cameras - Additional cameras will be placed inside the pump rooms at both pools and one in the storage room at Overlook.

## **Old Business**

- Scheduling **Annual Meeting** for November 9<sup>th</sup>. Time and location TBD. Possibility of food truck to make it fun and encourage attendance.
- **Facebook Transition** – non board member moderator. Establish a second Facebook Business page to POST information only...no forum, no feedback, just used to promote WCSTA meetings and sponsored events.
- Documents with sensitive information will be transferred from Facebook and the WCSTA Website to the Tolley Website which will be protected by sign in credentials.

## **New Business**

- Independent Audit Committee came up after one of the Town Halls. We want to pursue that by looking for members of the community who are in finance, accounting or auditing. Tolley says they need a calendar year budget for 2026 by October 1<sup>st</sup>.
- Preliminary budget spreadsheet was prepared by Roger and reflected a budget if the Reserve Vote passes, and another if it does not pass. In either case, the numbers will be refined by Roger and Joanne along with input from the board.
- The results of the vote will be in by the next meeting so we can refine the budget based on the results.
- Revisit emailed newsletters to save on supplies and time to distribute.

## **Adjournment**

The next board meeting is scheduled for **Monday, October 6, 2025, at 7:00 PM**

The meeting was adjourned at 8:46 PM.

## **ACTION ITEMS – September 15, 2025**

### **AJ & Terri**

- Post Pending & Approved Minutes to Website
- Continue working with Tolley on posting all documents that are “members only” and removing them from the WCSTA public site.
- Contact Melissa Bauer about eNewsletters

### **John**

- **Work with Terri & Glenn on** historical document organization and cloud storage planning continues but should be completed before year end.

### **Joanne**

- Follow up on delinquent accounts – collection process improvements with Tolley
- Assist with forming independent audit committee

### **Glenn**

- Rubes Creek follow up with the Cobb County Wastewater Dept.
- Assist with historical document organization and cloud storage planning with **Terri and John**

### **Roger**

- Send updated proposed budget spreadsheet to board with changes made during tonight’s meeting
- Investigate common area electricity billing for multiple accounts
- Order Pickleball nets and covers based on Scott’s recommendations.
- Secure location for Annual Meeting in November
- Contact counsel for preparation of form to be completed by charter members who want to change membership from Club to Civic
- Ongoing work to alter phone internet service to reduce costs

### **Jessica & Kori**

- Schedule meeting with SwimAtlanta to discuss reduced guard coverage options.
- Prepare coverage options to present to members at Annual Meeting in November

- Contact Alex regarding invoices for work performed
- Bid on Creekside fence painting
- Prepare for Furniture refurbishment/replacement for 2026 season.

#### **Lauren & Scott**

- Work with Scott on rolling out Pickleball to the community
- Ensure ALTA court reservations are in the system. Advise Roger for inclusion n newsletter
- Plan open play nights and possible pickleball clinic for new players.
- Setup Reserve my Court for pickleball

#### **Michele & Melissa**

- Review landscaping contract and consider modifications to reduce mowing frequency and associated costs.

#### **Jennifer & Kelsey**

- Reach out to PCW resident to coordinate Halloween candy drop off point
- Post Halloween candy donation request for PCW on October 1<sup>st</sup>
- Organize pot-luck appetizers fr Booze & Blues event on October 3<sup>rd</sup>.
- Investigate food truck options at Annual Meeting in November

#### **ALL**

- Continue to review Tolley offerings and make suggestions for tasks Tolley can take on to improve the efficiency of WCSTA

Pending.