

Willow Park HOA Board Meeting
August 13, 2025, 6:30 p.m.
Zoom Format

Board Members Present: Todd Prinkey, Fred Mobley

Meeting Called to Order: 6:40 PM (gave 10 minutes for late arrivals)

Approval of Prior Meeting Minutes: No outstanding minutes requiring Board approval

Current Financials Review: – July Financials will not be released until 20th of month. June 2025 cash balances: \$128,507.45 (\$54,464.05 First Citizens Reserve Fund; \$56,626.75 Reserve Money Market; \$17,416.65 Operating Account).

HOA is over the operating budget by approximately \$3,000 as of June 30, 2025, with the majority of the overage attributable to unexpected legal fees.

The only other large, unexpected expense was a \$12,000 sewer line repair behind the 405 Willow Lane building.

Old Business:

- Open Board Member Position: To date there is interest expressed from one person and during open homeowners session anyone who wants to be considered can submit their name. Board will discuss and vote during Executive Session.
- Recent laundry price increase: rate increase of \$0.25 per machine with no notice given. History shared of trying to work with the service provider, CSC. Association gets 50% of profit from all machines, and the income averages \$250 per month. We have been under contract for a few more years and have tried working with CSC on rate increase notifications, prior to such rate increases.
- Painting: Update on our plan to go out to both new and old companies. Will bring in community voices – possibly at a separate meeting.
- Dumpsters: We are seeking quotes to get two new dumpsters in place and the old ones removed ASAP.
- Lighting update re: hallways and outdoor lights. Rationale for having some of the exterior lights on all the time. Working to be sure hallways and basement areas are not dark during daylight hours. This is an ongoing project, and we'll seek input from owners.
- Window cleaning: We have a bid and will seek others and think it a good idea to have it done, preferably after painting.
- Common area cleaning: History given of issues with current company and efforts made over last several years to resolve poor service noticed by the Board and multiple residents. Board currently seeking a new cleaning company (must have business license and insurance). Awaiting one quote, and one visit by second company.

New Business:

- Hardscape improvements at picnic area: Owner asked about improvements to be made and if funds are available in current budget. To be discussed at open session. (Note: the owner who asked this question had to leave before meeting's end, so this was not discussed. Can pick up the conversation outside of the Board meeting format.)
- Richard Moye Community Walk Through: Guided by rules and regulations as set forth in Condo Declaration Documents. Multiple violations and issues were noted, and the Board will work to get them rectified. Discussion about how the Board members do not want to be "police" and that the community at large would need to give feedback on how tightly these violations are required to be adhered to. The Board will still work to address any maintenance issues listed that are separate from any violations.

Richard Moye with CMA: Latest Community Visit Report

#405

- Rear storage light switch chain is broken
- Front #1 bird feeder on window

#411

- front storage room items
- front storage: 3 HVAC condensate line leak dripping
- window in front of the basement window broken

#415

- toy trucks stored in hallway
- #2 barking dogs
- extinguisher on floor upstairs front
- exterior stoop detaching from building (crack)
- random items laundry room and rear storage area
- Gutter downspout detached between garages #3 and #4

#417

- #6 torn patio umbrella
- flower pots
- rear (random fuses and loud humming)
- #3 stack of mail at door
- sign in window (rear); flower pots (rear)

#1182

- front door needs adjusting; nonworking HVAC unit needs removing

#1176

- rear storage (random items)
- wagon on front stoop
- cigarette butt canister
- door arm cover needs reattaching.
- old lockbox needs removing
- shades aren't white/off-white on top unit facing Church Street

Picnic area – flower pots

Homeowner Forum 7:10 pm – 7:50 pm

- An owner is having difficulty accessing account documents in owners' portal. Will connect Richard to them to get resolved.
- Who votes for open Board Position – Explanation that remaining Board Members vote to fill vacated board position per Condo Declarations & Bylaws.
- Painting:
 - Owners would like to see all bids prior to a final decision being made
 - Amy Ponzoli 1182 #5 willing to chair committee homeowners on color selection
 - Concerns with big item tickets – roof, plumbing, etc. is motivation to see all bids.
- Owner was concerned roofs were in poor state and would require imminent replacement. Clarity given that roofs are in good shape.
- Mold in front hall building 405. Picture sent so Board can address issue with CMA.
- Water leak behind 405 – 411 Thought to be simply a condensation line. Will investigate.
- Foundation issue behind 405 building. Board to get with owner to get clarification and then seek out contractor as necessary.
- Hardscape Project Picnic: Tabled. Board would be grateful for committee of at least one to research cost and plan for this project to submit for board approval.

Open Meeting ended and Board went into **Executive Session:** at 7:51p.m.

Executive Session:

The Board approved the renewal and payment of the 2025–2026 insurance policy. The Board considered a candidate to fill an open Board position; the appointment did not receive a majority vote. The Executive Session was adjourned at 8:17 p.m.