



Willow Brook Crossing Homeowners' Association

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[@WillowBrookCrossingHOA](#)



2019Q3 WILLOW BROOK CROSSING HOMEOWNERS' ASSOCIATION BOARD MEETING

The 2019 Q3 HOA meeting held at [Eastpointe Christian Church](#), 745 N. Waggoner Rd., Blacklick, OH 43004, in Student Rooms 109/110 was called to order at 7:03 pm, 09 October 2019.

Current board member Richard Selleck (President) and acting Vice President, John Casper were present. Kevin Molinaro (Treasurer) and Rose Roman (Acting Secretary) were absent due to other obligations. A written treasurer report was submitted and the president recorded the meeting.

2 of the 3 Architectural Committee members, Robert Haffner and Kevin Johnson, were present to report on committee activities.

Also attending were Kurt Keljo, Watershed Resource Specialist of the [Franklin County Soil & Water Conservation District](#) (FSWCD), who addressed the Stream Grant Project and Mike Anderson, [Development Director for Jefferson Township](#), to speak to our traffic and parking concerns.

17 Residents representing 12 of the 249 lots (4.82%) were present.

Open Vice President position

Our first order of business was to Install John Casper, a long term homeowner, as our Vice President. John stepped forward with interest in serving on our Board. The board met with John on Wednesday 29 August to discuss the VP role and the experience he would bring to the Board. The Board accepted John's offer to serve as acting VP.

John was presented to the attending membership of homeowners at the meeting and introduced himself. The president called for motions to accept John's nomination for the VP role. A motion was put on the floor by an attending homeowner, and seconded by two other attending homeowners. The attending membership voted unanimously to install John as our VP for the remaining term to end at the annual meeting in April 2020, when all board members would be up for re-election or replacement.

Front Gate Entrance Gardens

Work with [Electrical Design and Service](#), has settled the electrical upgrades to install new low voltage LED lighting along the entrance walls. We have secured [EvenFlow Exterior Solutions LLC](#), an irrigation contractor, to work on the necessary upgrades of targeted spray and drip irrigation. Our Landscaper, Thomas Erhart, SureLINE Mowing & Landscaping, working with his landscape architect, has finally settled a planting plan which we are working to execute during October and November. The plan includes permanent perennial plants, shrubs and evergreen trees as a foundation, which can be supplemented with both spring/summer bulbs and annuals. The plan, along with the selected plant materials, can be viewed on our website at <https://willowbrookcrossinghoa.com/news/>.

The Board is looking for interested volunteers to help with plantings and possibly form a "gardens committee" to help plan and maintain our common areas, interested homeowners should contact the Board via [email](#).

Beaver Damage to our Common Area Trees

Our Landscaper worked to "fence off" the damaged willow trees and remove felled trees from our common areas. We were able to mitigate further damage to our common area trees with the help of [Plunkett's](#)

2019Q3 WILLOW BROOK CROSSING HOMEOWNERS' ASSOCIATION BOARD MEETING

[VarmantGuard](#), as recommended by our landscaper. We contracted with this state certified and licensed vendor on 29AUG19 and they were able to survey the damage and inspect the stream bed to determine where best to place the necessary snare traps in order to remove the nuisance animals, [in accordance with state law](#), as directed by the [Ohio Department of Natural Resources \(ODNR\)](#). This vendor performed service beyond their initial 10 day contract through 02OCT19 to ensure that there would be no further damage and that these beavers would vacate our area. They were also able to removed two dam constructions that prevented water flow in the streambed area that runs through our common property. They have also identified raccoon trails in that area. The vendor has presented the HOA with a one year, on call, maintenance contract to cost \$1400, which the Board is seriously considering.

Treasurer's Report for 3rd Quarter 2019

Revenue

The HOA received \$3602.17 during the 3rd quarter. \$2788.38 was from HOA dues; \$694.82 from transfer fees; \$106.34 in late fees; and \$12.63 in interest.

As of the end of the quarter, the HOA has \$9,921.04 in our operating account and \$50,124.71 in our reserve account.

We will need to transfer at least \$10,000 from our reserve account to our operating account to complete work on planting and irrigation at the front entrance in addition to normal operating costs.

Expenses

The HOA paid a total of \$31,402.12 in expenses this quarter.

- \$20,030.76 went towards landscaping. In addition to the normal \$2,022.94 monthly expense for our landscaping contract, major outlays of funds went towards plant and vegetation removal at the front entrance (\$3,150); the purchase and installation of picnic tables at the north pond (\$723.00); completion of the paver patio and walkway at the "gazebo" area (\$5,172.94); landscape lighting at the front entrance (\$5,710.00).
- Maintenance costs accounted for \$3,715.60 of expenses in the third quarter as there was considerable electrical work done at the north pond in order to properly install the fountain.
- Fountain installation and service contract costs accounted for \$2,551.61.
- Annual insurance premiums of \$1838.00 were paid during the quarter.
- Considerable printing and postage costs were incurred in order to print and send copies of the Q2 meeting minutes to all homeowners (\$624.00) as well as renew our PO Box subscription.
- Legal fees of \$985.00 were paid during the quarter to ensure HOA claims were filed for potential short sale of property and lien preparation fees.

4th Quarter Outlook

We don't anticipate much revenue to be collected during the 4th quarter. There are currently 25 properties with outstanding balances due to the HOA, and 14 of these properties owe more than \$1,000 in dues and fees.

In addition to normal expenses for landscaping, maintenance, printing supplies and postage, we anticipate additional outlays to complete the planting and irrigation of the front entrance as well as additional legal fees for lien preparations.

Our operating budget for 2020 is currently being developed. We anticipate increased costs for utilities as we will have irrigation to water plants at the front entrance as well as lighting as well as fully functional fountains in all 3 ponds. We would like feedback on additional improvements that can be made in the community. Some initial

2019Q3 WILLOW BROOK CROSSING HOMEOWNERS' ASSOCIATION BOARD MEETING

plans include repair the fence that runs along Waggoner and Willow Brook Crossing Dr. and along the walking path at the north pond and "gazebo" area, and installation of park benches at different areas in the community.

The Treasurer's report, as written and read, was unanimously accepted by the attending membership.

Architectural Review and Covenant Adherence Committee

Architectural requests/approvals and complaints:

- **Q3 improvement applications received:** 8 (all approved – average turnaround: < 48 hours)
 - 2 playsets
 - 2 fences
 - 1 concrete pad
 - 1 deck
 - 1 outdoor security system
 - 1 window shutter color change
- **Q3 complaint issues received:** 4 (all resolved – average complaint turnaround: < 5 days)
 - 2 Hornet Nests (1 removed by homeowner/1 professionally removed at homeowner expense. Follow up with complainant)
 - 1 Excessive dog feces (addressed following discussion with homeowner during walkthrough. Attempted contact with complainant)
 - 1 Clothesline – Removed following discussion with homeowner. Follow up with complainant)

Covenant enforcement efforts – 2019 fall community walkthrough:

Walkthrough was held 9/21/19, 9 am to 2 pm - Full committee participation (R Haffner, K Johnson, B Foutz)

73 Violations			
14	Rotted trim/fascia	2	Foam Insulation slippage
9	Siding damage/repairs	2	Mailbox leaning
8	Plant growth in siding/fascia/gutter/downspout	1	Broken Window
5	Metal Fascia missing/underlying trim rot	1	Gutter Damage
5	Excessive Trash	1	Driveway rutting
5	Construction Debris/storage	1	Vent damage
4	Chipping/peeling paint	1	Deck/hot tub/water feature
3	Broken Lamp Post	1	Tank storage
3	Fence/gate damage	1	Excessive dog feces
2	Roof damage	1	Clothesline
2	Paint spatter	1	Metal swing set
4 Observations			
4	Broken Window seal		

Violation/Observation letters were mailed to impacted homeowners 10/4/19

- Violation/Observation location and description
- Article/Section of Covenants and Restrictions
- Photo of violation/observation

Observations are provided as a service to bring potential future violations to the homeowner's attention for early remediation. Observations **do not** result in further action.

2019Q3 WILLOW BROOK CROSSING HOMEOWNERS' ASSOCIATION BOARD MEETING

Violations require remediation within 30 days unless extension is requested by email or mail. Extension requests are reviewed by the committee on a case by case basis. Committee members will communicate via email, mail or in person to address extension requests

- Valid reasons for extensions include, but are not limited to:
 - Inclement weather
 - Contractor scheduling
 - Contractor delays
 - Materials availability
- When deemed necessary, documentation may be requested to support an extension request. Documentation requirements will vary based on reason
- Re-inspection is performed following the allotted 30-day remediation timeframe (or alternate timeframe if an extension has been granted by the Committee). If the violation(s) remains unresolved with no extension requested/granted, homeowner has 15 additional days to resolve prior to fine of \$100 per violation
- Homeowners who have been assessed a fine have hearing rights as outlined in the re-inspection letter. All requests to waive fines or other related charges are decisions that require participation of at least one board member in cooperation with the committee.

The Committee's report, as written and read, was unanimously accepted by the attending membership.

Rental Units and HOA Dues issues

There are currently 28 known rental units which represent 11.24% of the 249 residences in our community. American Homes for(4) Rent currently owns 15 of 28 known rental units. Our records indicate that rental units are consistently current on HOA dues payments and respond favorably and quickly when presented with maintenance and Covenants violations issues.

As of this meeting, there are currently 25 (10.04%) homeowners with current outstanding balances totaling \$30,162.28 due our HOA. Of these 25 homeowners, 13 now have active, recorded property title liens totaling \$22,994.51 due our HOA. 7 of these 13 active liens were filed and recorded as of 01OCT19.

We have one residence in active foreclosure that currently owes the HOA \$3,284.13, our attorneys are actively pursuing this issue on our behalf as the property now enters the final phase of Sheriff's sale.

Water pressure issues – [Jefferson Water and Sewer District](#)

A homeowner who lives at the west end of the community raised the issue of constant high water pressure, that put a strain on their home water infrastructure, requiring several visits from both a certified plumber and the Jefferson Township water and sewer district. The west end of our community, on Blacklick View Ct., hosts a Water district pumping station that supplies water throughout the immediate area. If there are homeowners experiencing issues with extreme water pressure and associated plumbing issues, please provide the Board with full and complete documentation of the issue, so that we may bring it to the Water District's attention.

Franklin County Soil & Water Conservation District (FSWCD) – [Streambed Grant Project](#)

Kurt Keljo, Watershed Resource Specialist, addressed the membership on the current state of the Streambed Grant project. This Project has been funded wholly or in part by the US/EPA under assistance agreement 66.460 C9975500015 CWA Sec. 319(h) to the OH/EAP which funded the FSWCD. The project received a matching grant from Jefferson Township. The project has been started in the North Pond central streambed area with the installation of 5 water filtration inserts and will continue with 3 more inserts to east and 8 more in the south pond/field area. In addition the FSWCD is in the process of identifying their vendor to start the planning for the purchase and installation of native plants and trees to provide a "buffer zone" for along the north pond

2019Q3 WILLOW BROOK CROSSING HOMEOWNERS' ASSOCIATION BOARD MEETING

streambed area. In addition there are 3 areas identified for the clearing of invasive vegetation in the tree line that runs from Waggoner road to along Willow Brook Crossing Dr.

Homeowners and resident that are interested in participating in the clearing and planting activities are urged to contact either the [HOA board via email](#) or Kurt, directly via [his email](#). A signup sheet was passed among the attendees to help gauge interest in participation.

The project, when completed, will provide not only beautification of the north pond stream bed area but also a natural habitat that promotes a desirable ecosystem of beneficial insects, amphibians, and fish along the entire streambed area.

Jefferson Township – Traffic and Parking issues

Mike Anderson, Development Director for Jefferson Township presented an overview of the current state of our township, services the HOA can utilize and the activities that effect our HOA. We were then able to enter into a discussion of our common issues concerning traffic enforcement and parking. Mike presented the attendees with map materials of our subdivision, showing existing restricted parking zones, to promote and document an understanding of the issues our HOA experiences. The issues presented were the changes in bus routing and stops for Gahanna-Jefferson school, students, the ability of buses and service vehicles to navigate blocked street corners, and the desire to enact parking restriction along the streets of our community. After identifying the problem areas of our community we all participated in the discussion on how to resolve these issues. Some of the ideas proposed included:

- One side of street parking restrictions (no parking on fire hydrant sides of streets).
- Additional no parking signs at the setback areas from intersection corners.
- Additional stops signs along Willow Brook Crossing drive to slow speeding cars.
- Moving of existing signage to ensure visibility.
- Painting of curb areas to clearly identify no parking zones (intersection corners and fire hydrants)
- Enacting and enforcing commercial vehicle street parking within the community utilizing existing registration and permit regulations that are beyond our [Declaration of Covenants](#).

The Board reminds all resident to be aware that with enacting solutions to these issues, we will all have to live with the results of those solutions.

The meeting adjourned at 8:59pm.

The board has not set the next meeting date. A 2019Q4 meeting would normally occur in January 2020, just after the New Year. Due to the cost of renting space for the meeting, the board would need to be assured a reasonable number of attendees. The Board would like to see a committed increase in homeowner participation in our quarterly meetings. If there is no interest from the homeowners in having a January quarterly meeting, then the next meeting scheduled will be our 2020Q1 Annual meeting in April, with the exact date to be announced. The 2020Q1 Annual HOA meeting is the membership's opportunity to either; re-elect the current Board officers to continue in their positions, or nominate and elect new officers for Board positions for the next one year term, as specified in the [Code of Regulations](#).

2019Q3 WILLOW BROOK CROSSING HOMEOWNERS' ASSOCIATION BOARD MEETING

Summary of Financial Activity (as of 30 September 2019)				
	2018 Y/E	2019 Q1	2019 Q2	2019 Q3
Checking	\$ 2,740.79	\$ 2,107.07	\$ 43,216.90	\$9,921.04
Money Market	\$ 34,906.04	\$ 50,087.24	\$ 50,099.59	\$50,124.71
Beginning Balance	\$ 37,646.83	\$ 52,194.31	\$ 93,316.49	\$ 87,845.70
Deposits	\$ 55,763.47	\$ 46,344.17	\$ 25,050.15	\$ 3589.54
Interest Earned	\$ 39.56	\$ 12.35	\$ 12.49	\$ 12.63
Revenue	\$ 55,803.03	\$ 46,356.52	\$ 25,062.64	\$ 3,602.17
Landscaping	\$ 22,493.46	\$ 2,259.54	\$ 25,820.72	\$ 20,030.76
Ponds	\$ 11,887.33	\$ 1,487.50	\$ 1,487.50	\$ 2,551.61
Maintenance	\$ 2,375.06	\$ 507.45	\$ 1,435.11	\$ 3,715.60
Utilities	\$ 1,496.28	\$ 209.75	\$ 571.84	\$ 519.17
Insurance	\$ 1,838.00			\$ 1,838.00
Printing/Supplies	\$ 427.43	\$ 372.02	\$ 479.88	\$ 890.43
Postage	\$ 170.63	\$ 385.08	\$ 236.50	\$ 409.00
Events	\$ 180.00		\$ 340.00	
Administration	\$ 319.00		\$ 119.88	\$ 462.25
Legal Fees			\$ 42.00	\$ 985.00
Service Charges	\$ 68.36	\$ 13.00		
Expenses	\$ 41,255.55	\$ 5,234.34	\$ 30,533.43	\$ 31,402.12
Ending Balance	\$ 52,194.31	\$ 93,316.49	\$ 87,845.70	\$ 60,045.75

2019 Q3 Monthly Financial Detail					
	2019 Q2	July-19	August-19	September-19	2019 Q3
Revenue	\$ 25,062.64	\$ 554.26	\$ 2,151.13	\$ 896.78	\$ 3,602.17
HOA Dues	\$ 23,841.44	\$ 550.00	\$ 1,685.65	\$ 552.73	\$ 2,788.38
Transfer Fees	\$ 900.00		\$ 394.82	\$ 300.00	\$ 694.82
Late fees	\$ 308.71		\$ 66.40	\$ 39.94	\$ 106.34
Interest	\$ 12.49	\$ 4.26	\$ 4.26	\$ 4.11	\$ 12.63
Expenses	\$ 30,533.43	\$ 15,255.65	\$ 2,948.40	\$ 13,198.07	\$ 31,402.12
Landscaping	\$ 25,820.72	\$ 9,024.88	\$ 2,022.94	\$ 8,982.94	\$ 20,030.76
Ponds	\$ 1,487.50			\$ 2,551.61	\$ 2,551.61
Maintenance	\$ 1,435.11	\$ 2,120.90	\$ 165.00	\$ 1,430.00	\$ 3,715.90
Utilities	\$ 571.84	\$ 154.52	\$ 174.28	\$ 190.37	\$ 519.17
Insurance		\$ 1,838.00			\$ 1,838.00
Legal Fees	\$ 42.00	\$ 885.00	\$ 100.00		\$ 985.00
Printing/Supplies	\$ 479.88	\$ 823.35	\$ 23.93	\$ 43.15	\$ 890.43
Postage	\$ 236.50	\$ 409.00			\$ 409.00
Events	\$ 340.00				
Administration	\$ 119.88		\$ 462.25		\$ 462.25
Fees/Service Charges					