

Willow Lake Homeowners Association Board Meeting

June 19, 2025

6:30 PM

West Lake Country Club

Members Present:

Michael Carrigan, President
Derek Colligan, Vice President (Via Facetime Link)
Mike Crawford, Treasurer
David Slabodnick, Secretary
Joe Cassella
Kit Rogers
Ben Richardson

President Carrigan called the meeting to order at 6:34 PM.

Mr. Carrigan introduced Jan Yu of Association Link , HOA professional property management, who made a presentation on the services her company can provide to the Willow Lake HOA. Association Link has been in business for over ten years and manages the affairs of a majority of the HOAs in our area including Westlake. Services available include Accounting services to include billing and collections, Administrative Services which include meeting preparation, the publishing of minutes, maintenance of the owner roster, and assistance in developing policies, procedures, and guidelines. Finally, they offer services in facilitating a common area maintenance program and covenant enforcement.

Association Link's fees for providing these services varies from \$350.00 per month to a maximum of \$550.00 per month depending on the services contracted. In addition, there are additional fees for the review of legal documents and attorney's fees if applicable.

Following her presentation, Ms. Yu was excused and a discussion regarding her presentation ensued. There were a lot of questions, but it was the consensus of the Board that hiring a firm to manage the day-to-day activities of the HOA was a good idea. The Board requested that Association Link provide at least three references for the Board to contact.

One of the many questions the home owners are sure to ask is how will this decision, if accepted, impact the budget, and thus HOA dues. According to Mr. Carrigan, contracting with a management company would be budget neutral. The HOA has already budgeted for and is paying for these services. Contracting with a management company is not expected to increase HOA dues.

A discussion was held on how best to present this to the homeowners. It was made clear that a plan will have to be made, including homeowners' meetings to communicate the transition to a management company.

Mr. Carrigan suggested that we meet next in approximately 6 weeks to enable the Board time to perform their due diligence. Should any member of the Board have another suggestion regarding another management company, then they should let Mike know.

Mr. Crawford reviewed the financial reports for the period of January through June 2025. No significant issues were identified on any of the financial reports. Total liabilities & equity were \$234,829.30. for the period. Total income for the period was \$73,083.37 with total expenses of \$47,433.83.

Mr. Richardson is continuing to work and improve the Willow Lake website. It was suggested that as he reworks the site, that he tries and make it more user friendly.

Mr. Colligan reported there are still 4 property owners that are not in compliance with Willow Lake's landscaping guidelines. He has followed up with these homeowners to remind them of the landscape guideline requirements.

Mr. Colligan suggested that Willow Lake create a directory similar to that provided by Jones Creek for baby-sitting services where local teens provide baby-sitting services for residents. Derek's idea is the same sort of directory could be established for light lawn care services for Willow Lake residents. Derek will follow-up on this idea.

Mr. Slabodnick noted that he is occasionally seeing cars being parked over-nite on some Willow Lake streets. At present, rather than issuing a "sticker" he is just speaking with the home-owners to remind them of the rule. However, he still needs to reorder some parking stickers in case they are still needed, as well as parking passes.

Mr. Carrigan reported on the status of delinquent homeowner's dues payments. He has been cooperating with our attorney regarding the issuance of liens.

Mr. Carrigan also reported on the status of the dispute with the homeowner who is delinquent on dues and who has a dispute with the Willow Lake HOA. The status of the complaint is unchanged. Our attorney is still waiting on a response from the homeowner's attorney.

There being no further business to come before the Board, it was, upon proper motion, adjourned at 8:36 PM.

Respectfully submitted,
David D. Slabodnick