

SPRINGCREEK

Springcreek HOA Board Meeting

Tuesday, March 17

6:00 PM - 7:22 PM

Agenda

- I. Call meeting to order
- II. Roll Call
 - A. Bill Priebe - President
 - B. Steve Shook – Vice President
 - C. Crystal Dawson - Secretary
 - D. Darla Wigart – Treasure
 - E. Galen Pape - Architecture
 - F. Michael Worsley - Member at Large
- III. Opening remarks
 - A. Tree in neighbors' pond has moved due to winds, currently unable to reach from shore.
 - B. CAI Board Leadership Seminar
 1. Bill Priebe went and felt it was informational and gave some great feedback for HOA's
 - a) Will send out link for "Kansas Homeowners Bill of Rights"
 - C. Next 3 meetings are scheduled for HOA monthly board meetings.
 1. Derby Public Library – Tuesday, April 21st at 6 pm
 2. Derby Public Library – Monday, May 18th at 6 pm
 3. Derby Public Library – Monday June 15th at 6 pm
- IV. Review of Minutes
 - A. Changes made to February Minutes
 1. Corrected spelling of Darla Wigart and Brian Smith's names.
 2. Bill Priebe moved to approve, Steve Shook 2nd.
- V. Finance Report
 - A. Darla Wigart provided financial updates for HOA reports QuickBooks is still in a learning curve, but progress is being made. We currently are still paying monthly fees for both FreshBooks and QuickBooks until all transfers are made.
 - B. Account balances reported (as of January 20 to March 17 2026)
 1. Checking - \$42,897.09
 2. Savings - \$25,255.52
 3. Lake Account - \$6,826.74
 - C. Dues Collection
 1. Out of 321 homes only 73 are reported to have not paid up on annual dues.
 2. Current collection process:
 - a) Fees added after 30 days
 - b) Leins placed on properties when necessary
 3. The board further discussed:
 - a) Sending second notices
 - b) Possible door-to-door outreach
 - c) Temporarily waving penalties for payments made within five days
 - d) Posting reminders on HOA website and social media

- D. Darla Wigart reports QuickBooks is still in a learning curve, but progress is being made. We currently are still paying monthly fees for both FreshBooks and QuickBooks until all transfers are made.
 - 1. Darla Wigart will lean into QuickBooks specialists via phone by appointment on an as needed basis for continuing support.
- E. Taxes and Forms
 - 1. Still on track
- VI. Communication Improvements
 - A. The board agreed need for improved communication
 - 1. Possible campaign will initiate to collect
 - a) Resident email address and phone number
- VII. Reserve study and budget planning
 - A. Discussion on the need for a reserve study to plan for future expenses
 - B. Consideration of setting aside funds for unexpected repairs.
 - 1. Increase dues in accordance to bylaws
 - a) Table for further discussion in April meeting.
- VIII. Insurance update
 - A. The board reviewed insurance situation
 - 1. Check was mailed back by Liberty Mutual on March 10th, 2026
 - B. Policy from Auto-Owners has still not been mailed out
 - 1. Bill Priebe will call and check on this.
- IX. Property and Safety Issues
 - A. A hazardous tree situation was brought to the attention of the board that is located on the HOA common grounds on reserve property B.
 - 1. Tree is split and needs to be removed.
 - a) We met with homeowner as it is leaning and could pose potential damage to their home.
 - (1) Steve Shook will contact tree removal services to get quotes and report back to the board.
 - B. Additional tree concern on Valley Stream was noted, but determined not to be HOA responsibility.
- X. Compliance and Enforcement
 - A. Compliance concerns discussed
 - 1. Trailer parking
 - 2. Tree maintenance
 - B. The board emphasized
 - 1. Importance of due process
 - 2. Proper documentation and written notice
 - 3. Board approval prior to enforcement actions
 - C. At standard compliance letter will be developed which includes
 - 1. 30-correction period
 - 2. Potential consequences for non-compliance
 - D. Compliance committee
 - 1. The board discussed forming a compliance committee
 - 2. Suggestion on members for this committee
 - a) Larry Enochs
 - b) Michael Wigart
 - c) Steve Shook
 - E. Legal and due process considerations
 - F. The board discussed the importance of

1. Identifying property owners correctly
 2. Providing written notices
 3. Following proper procedures to avoid legal risk
- G. Decision on structure and responsibilities was tabled until next meeting
- XI. Lake, Architecture, and social committee updates
- A. Lake was treated and they gained access through Brian Smiths yard
 1. No other updates currently
 - a) No lake committee members present at meeting
 - B. No new news on summer social event
 - C. Need for updated signage regarding HOA rules
 - D. Galen Pape reports several homeowners in HOA reaching out for approval
 1. Reaching out individually to homeowners
- XII. Action items
- A. Collect resident emails and phone numbers
 - B. Include Bill Priebe and Michael Worsey in with lawncare updates
 - C. Share Kansas Homeowners Bill of Rights with Board
- XIII. Adjournment
- A. A motion was made to adjourn meeting
 1. Crystal Motioned
 2. Bill Priebe 2nd
 - B. Meeting ended at 7:22 pm
 - C. Next meeting to be held on Tuesday, April 21st at 6 pm located at Derby Public Library

Minutes recorded - Crystal Dawson, Secretary