



**Regular Meeting of the Board of Directors  
Villages of Westcreek Owners' Association, Inc.**

**I. OPEN MEETING:** The Regular Meeting of the Board of Directors was called to order by the President at 7:02 p.m., Thursday, August 19, 2010. The purpose of the meeting was to conduct regular business as identified in the pre-announced Agenda. Meeting minutes for the July Regular Monthly Meeting (dated July 15) were reviewed and approved by a vote of 5/0.

Board Members Present:

John Steele, President	Alan Foss, Vice President
Kevin Drummonds, Secretary	Judi Cannon, Treasurer
Rick Severs, Asst. Secretary	

Board Members Absent: None

Staff Present:

Brenda Tate, Community Manager	Oswald Willis, Asst. Community Manager
Freddie Gavia, Maintenance Superintendent	DeAdra Harston, Recreation Superintendent
Ken Lemanski, Standards Superintendent	

Members Present:

Eugene Hopkins	Sam Tomlinson	Guy Oliver	Joyce Oliver
Cassandra Garcia	Jean Woodward	Julio Aguilera	David Daniels
Jane Lass	Georgie Ralston	Jerry Erwin	Alex Cameron
Tina Cameron	Toni Gregory	James Holmes	Nick Giardino
Dora Trosclair			

**II. OPEN FORUM:**

Mr. Steele again explained the process for the open forum. Each Member that wishes to address the Board will step forward to the podium and speak. They may address one issue at a time and return to the end of the line until they have addressed all issues they wish to address. All comments should be addressed to the Chair and no back-and-forth conversations should be conducted during the open forum period. Mr. Steele went through the sign-in list to give everyone a chance to speak. After everyone had a chance to speak, the floor was opened to anyone that failed to sign up or wished to speak again. The following individuals spoke:

- a. Mr. Sam Tomlinson stated a concern with Standards Monitor's having given a courtesy notice for having a trailer in his driveway; however, the trailer had only been in the driveway for one day or perhaps two days at the most. His concern was that the trailer had not exceeded the required timeframe and therefore should not have been in violation. He also expressed concern that of three notices he had recently received, the Monitor did not make an effort to contact him personally (which is our policy) and he had been at home two of the three times. Mr. Steele responded by explaining the Board recently implemented a policy for Monitor's to make every attempt to contact Homeowner's prior to leaving a written notice. Mr. Lemanski confirmed that the policy is to make attempts to contact the Homeowner first. References were made to the American Disabilities Act (ADA) and going up to the doors during the heat of the day or too early; however, that had been changed to ensure that the first attempt is made prior to leaving a written notice. Mr. Tomlinson stated that the purpose of the Monitor's should be to correct violations while maintaining positive public relations rather than writing notices. **CLOSED.**
- b. Mr. David Daniels asked about his previous request for the previous Board to look into installing proximity cards at the pools and other facilities in the Community. Mr. Steele explained that the Board had established an ad hoc committee to review this and other options to present to the Board prior to the next year. Mr. Daniels also asked about his suggestion to install lighting along the major thoroughfares to help prevent crime. Mr. Steele stated that the Board had appointed a public safety committee but this had not been looked at yet. He also asked Mr. Daniel to join the public safety committee and help them develop these ideas for the

Board. Mr. Daniel agreed to serve on the committee and brought up other suggestions that had been made, specifically contacting the Northside ISD police to help with identifying the taggers in the Community. Mr. Steele stated that Officer Regules has been contacted and is working with us. **CLOSED.**

- c. Mr. Eugene Hopkins asked a question about the proximity card: “if I had a swipe card, couldn’t I open the gate and let 20 of my friends in?” Mr. Steele stated that the Adhoc Pool Committee was identifying ideas and options for this and will be briefing the Board soon. **CLOSED.**
- d. Ms. Toni Gregory asked a question about where to send information about crimes around the Community. She was directed to send the information to the office and Mr. Lemanski would collect the information to be distributed to the rest of the Community via various means. **CLOSED.**
- e. Mrs. Dora Trosclair asked questions about the upkeep of the Sports Park. The first question was about money in the budget for work on the walking path. Mr. Steele stated that we were aware of the need and we currently had not found the money to do the work; however, we are looking at ways to do this. She then asked if we could put trash cans in the tennis and basketball courts as there always seems to be litter in those. Mr. Gavia (Maintenance Superintendent) explained that we have put trash cans inside the fences before but they always seem to end up outside, so we simply leave them outside. It was brought up that we needed to check identifications and start locking the gate if we cannot get cooperation from the individuals that use the courts. We need everyone’s help to make this work. Mrs Trosclair also asked if we could put signs up to require animals in the park be on leashes. It was stated that the signs are already in place. After discussion, it was determined that there is a county ordinance and the only option currently is to call the Sheriff’s office. **CLOSED.**
- f. Mr. Julio Aguilera asked if we could lower the speed limit in the Gardens as these are private streets, owned by the Association. He also asked if the Sheriff could patrol the streets and give tickets based on the new speed limit. Mr. Steele stated that the speeding issue came up last month and we asked the staff to look into this issue. A Deputy was present and stated that the Sheriff’s office could not enforce speed limits on private property. Mr. Steele stated that we would look into this further, specifically about getting the Sheriff’s office to contract to patrol the streets in the Gardens. We can put a speed limit sign up, but we cannot enforce it. Mr. Steele tasked the staff to look at the cost of installing speed limit signs and to have the Sheriff’s office patrol the area. **OPEN.**
- g. Mr. Guy Oliver reiterated the fact that the streets in the Gardens would not be accepted by the County; however, he asked for any help the Board could provide to help with the speeders. Mr. Steele explained that the Board and Staff would look into the speed limit and Sheriff Department enforcement as outlined in paragraph f above. A question was brought up about speed bumps and Mr. Steele stated that they do not work. In addition, the Fire Department asks that we do not put them as they damage their vehicles. Mr. Foss explained that speed bumps were very expensive. **CLOSED.**
- h. Mr. James Holmes (teaches about gangs, drugs and alcohol in the school districts) stated that he was going to write a letter to the Community Manager to volunteer to provide some leadership training for the youth of our Community between the ages of 13, 14, and 15 years old. He would train them on what to look for and how to deal with the situations that arise on a one-to-one basis. He said he would provide a proposal for the Board to review and volunteered to help in any way he can. **OPEN.**
- i. Dr. Nicolas Giardino stated that he had met with the staff and was asked to meet with the Board concerning issues he had at the pool this year. His question pertained to the pool rules, specifically on who approves the rules as well as who recommends changes to the rules. Up to this point and for the rules of this year all the recommendations came from the staff. He suggested that the Board welcome Homeowner input on the pool rules and that there may be some common sense missing from the existing rules. Mr. Steele asked that Dr. Giardino join the Ad hoc Pool Committee and that the Committee take on the task of reviewing the rules for next year. The recommendations should be provided along with the previously established purpose of the Committee. **OPEN.**

### **III. COMMITTEE/DEPARTMENT REPORTS:**

- a. Recreation Department: A written report was provided and is attached to these minutes. Mrs. Harston was tasked at the last meeting to provide some options for a shuffleboard facility in the Community. She explained the three options provided in her report. All the options were discussed and it was decided that the

budget does not permit any of the options unless there is a large outcry for it. Mr. Steele outlined a recent move made by the Board to approve the Northwest Raiders Football team to use the Sports Park football field. This Pop Warner football league team proposed they use our field while providing significant benefits to the entire community, including: repairing the field; paint the goal posts; sell concessions and give all profits to the Association; new bleachers; 20% discount for Homeowners; paying for the water and electricity; and much more. The annual picnic on August 28<sup>th</sup> from 11 am to 3 pm and the National Night Out on Tuesday, October 5<sup>th</sup>, was discussed at length. A motion was made to have the National Night Out be a neighborhood (village) competition with \$100 in annuals going to the winning neighborhood. The motion was seconded and approved by a vote of 5/0. **CLOSED.**

- b. Maintenance Department: A written report was provided and is attached to these minutes. Mr. Steele gave a briefing of the main points in the report to the Members in attendance. A question was raised by Mr. Severs about the recommended width for a new mower. The Maintenance Staff has a riding mower with a 36" cutting width. With the amount of mowing that is required, a larger mower would save considerable time. In addition, given the fact that its primary purpose is the Park, it is undersized. Mr. Steele asked for a recommendation from the Staff with options for the Board to consider. Mr. Gavia included in his report options for cameras for the Park as well as the best location for them. A motion was made by Mr. Drummonds to purchase six (6) of the \$19.99 cameras and have the Maintenance Staff install them. The motion was seconded and approved by a vote of 5/0 of the Board Members. Mr. Drummonds passed along some kudos that had been received by several Homeowners for their outstanding work on correcting tagging throughout the Community. The stain for the area west of the Community Center, specifically along Talley Road and Westcreek View, does not match the original color and it was suggested by Mr. Severs that we use the ARC established standard there as well. Mr. Steele asked the Maintenance Staff to provide an estimate of what it would take to stain the entire fence. **OPEN.**
- c. Standards Department: A written report was provided and is attached to these minutes. Mr. Lemanski responded to questions. Mr. Steele asked the Members in attendance for their assistance when it comes to Homeowners that refuse to pay their portion of the assessments and maintain their property. The number of notices and outstanding assessments were discussed and how that could be affected by everyone getting involved and being good neighbors. A discussion ensued and several ideas were brought up, including automatic deposit and using the National Night Out to get to know our neighbors and help make Members want to be a part of the neighborhood. Mr. Severs asked a question on the security report about three individuals caught tagging in Wynwood. Mr. Lemanski stated that on November 13<sup>th</sup> and 14<sup>th</sup> the VWOA would be receiving our 25 free trees from the City Tree Challenge. He made a request for volunteers on those dates to help plant them. **CLOSED.**
- d. Community Management Department: Mrs. Tate provided a written report. Mr. Steele briefed the Members present on the highlights of the report. Many kudos to the entire Staff for finding ways to save money while increasing service. **CLOSED.**
- e. Architectural Review Committee. Mr. Eugene Hopkins, an alternate member of the ARC, briefed on the written report that was given to the Board. A Homeowner asked what are some common errors that would preclude approval of a request by the ARC. Mr. Hopkins answered the question. **CLOSED.**
- f. Finance Committee: Mrs. Cannon stated that she got a volunteer for the Finance Committee this evening. The monthly reports were provided to the Board prior to the meeting and are attached to the minutes. Mrs. Cannon reported that she contacted the Community Manager and asked that the Staff come up with their budget submission for the Committee by the end of the month (August). The Committee will then get together and make recommendations to the Board by Town Hall meeting on September 25<sup>th</sup>. In addition, she reported that she had a meeting with the Community Manager and the Bookkeeper to try to simplify the reports generated each month. She gave a full report and some specifics, including that for the month of July, the VWOA revenue was approximately \$8,000 over projected and the revenue was under projected by approximately \$13,000. Year to date we are in a positive position by approximately \$43,000. A question was raised about the football team and how much money they would be saving us. It was noted that the team would not save any money; however, they would provide us with additional revenue and other benefits that we would not have had otherwise.
- g. Landscaping Committee. Nothing to report.

- h. Nominating Committee. No committee has been appointed. Mr. Steele asked for volunteers from the Community and announced that there would be two positions up for election.
- i. Communications Committee. Mr. Bill Fenstermacher briefed on the progress of the Committee. He explained the many areas that they are exploring and that they had met once since establishing the Committee.
- j. Public Safety Committee. Mr. David Daniels agreed earlier in the evening to take over the Chair of this Committee. He stated he was looking for volunteers.
- k. Ad hoc Pool Committee: Mr. Drummonds briefed the current status of the Committee, including notifying everyone of the opinion poll posted on the website and sent email to the constant contact list. **OPEN.**
- l. Ad hoc By-Law and Administrative Resolution Review Committee: Mr. Drummonds briefed the Board that the review of the By-Laws have been completed and now it's simply an issue of whether or not we can change them at all. Further information would be provided under new business. **OPEN.**
- m. Strategic Planning Committee: Mr. Severs provided a proposed Administrative Resolution for this Committee. Mr. Steele outlined the Committee purpose and some key issues the Committee would perform as well as some of the things the Committee would look into for the Community as a whole. The Board was tasked to review the draft AR and be prepared to discuss and make a decision at the next meeting of the Board. **OPEN.**

### **III. UNFINISHED BUSINESS:**

- a. Town Hall Meeting: The meetings are scheduled for September 25<sup>th</sup> and December 18<sup>th</sup>, from 8 am to 2 pm each day. Mr. Steele announced these dates at the meeting. **CLOSED.**
- b. Speed Study: A report had previously been requested to potentially reduce the speed limit in the Community. Mrs. Tate stated that the State law is 30 mph in residential areas and lowering the limit is ineffective without surveillance and constant enforcement. Mr. Steele asked the Staff to ask the County if we can have them lower the speed limit despite the law. The Staff stated that the County had already given their opinion and that is that we cannot change the limit because it is set by the State. Mr. Steele took it upon himself to develop a correspondence to the appropriate person or organizations. **OPEN.**
- c. Flag Pole: Mr. Drummonds contacted the representative from McMillin Homes and he was very open to the idea of donating the flag pole to the VWOA when they sell out the subdivision. We should make arrangements to get our new Community Manager and the McMillin representative (Mr. Teeple) together and work out the details. **OPEN.**
- d. Lights on the corner of Military Drive West and Saxonhill. These lights have been repaired and it was determined that the VWOA is responsible for the lights and the sensors. **CLOSED.**
- e. Easement behind/across street from Galm Elementary. The brush pile in the easement has been cleaned up and the easement was mowed. **CLOSED.**
- f. Swim Team Proposal. The swim team provided the hours they needed the pool to the Ad hoc Pool Committee; however, a proposal had not been received by the Board as of the time of this meeting. **OPEN.**

### **V. NEW BUSINESS:**

- a. Amending the Articles of Incorporation. In order to allow us to update the By-Laws, we must amend the Articles of Incorporation at a special meeting called for that purpose. A legal opinion was obtained from our legal counsel which confirmed that we could do this by getting approval of a majority of the Members present at a special meeting for that purpose. The lawyer also stated that we could have a special meeting to simply change the By-laws under the same rules. Mr. Steele called a special meeting of Members for the purpose of amending the Articles of Incorporation. It was stated at the time that 30 days notice had to be given and that it would be posted on the website and via email. **OPEN.**

**VI. The Next Meeting:** The next regular meeting will be held on Thursday, September 16, 2010 at 7:00 p.m. in the Community Center.

**VII. Adjournment:** There being no further business before the Board, the meeting was adjourned at 9:20 p.m.

Written by:

\_\_\_\_\_  
Kevin M. Drummonds, Secretary

Date: \_\_\_\_\_

Approved by:

\_\_\_\_\_  
John B. Steele, President

Date: \_\_\_\_\_

Posted in the VWOA Book of Minutes by:

\_\_\_\_\_  
Brenda Tate  
Community Manager  
VWOA

Date: \_\_\_\_\_