

**Villages of Westcreek Owners Association  
Regular Meeting of the Board of Directors  
Thursday, May 18, 2017**

**I. Open Meeting:** The Regular Meeting of the Board of Directors was called to order by the President, at 7:19 PM on May 18, 2017. The purpose of the meeting was to conduct regular business as identified in the pre-announced agenda.

**Pledge of Allegiance**

**Board members present:**

Billy Teeter, President  
Kevin Drummonds VP

Bradley Cleveland, Secretary  
Reggie Harmon Asst. Secretary

**Board Members Absent:**

Rannie Bond, Treasurer

**Staff present:**

Mike Hunsucker, Community Manager  
Sylvia Mennel, Assistant Community Manager  
Charlie Wilkerson, Standards Director  
Jamie Esquivel J&J Construction Maintenance

**Staff Absent:**

Jason Dunbar Superintendent Community Activities

**Members Present**

\_\_\_ Members present.

**Guests Present:**

None

**New Board Members Sworn-In**

**Opening Remarks:**

Board President, Mr. Billy Teeter, made opening remarks.

- Intent to hold shorter meetings
- Requested audience to hold questions until the end of meeting
- Stated that the Board will not approve the previous meeting minutes tonight. Currently in the process of listening to the recordings to determine which projects were completed and if so when.
- Noted that the recorded Board Meeting will be uploaded to the website until the minutes have been transcribed, and that getting the transcribed minutes uploaded is a high priority.
- Confirmed that the Villages of Westcreek website and the Spectrum website are both official websites and confirmed that the HOA will not take down the VWOA website.

**II. Committee/Department reports**

- **Community Manager**, see attached report.
  - Lights for monuments; Prices are \$825 (\$1650 for two) each and two are currently needed.
  - Taking bids for light fixtures and electrical. Seeking a 10 year warranty on fixtures.
  - Discussed the collections update. Board President requested that the CM include a fee explanation page with the collections notice so that unpaid homeowners understand the collection process.
- **Community Activities Department**, see attached report.
  - CM noted that the soccer season was a success
  - The Board asked what the measure of success was
  - CM stated that success was based on community feedback and that there was no real metric that was used. The Board asked for a definable metric for future community events and requested a feedback form to register community feedback.
  - Board asked the CM to remind the Communities Activities Director about Bingo and firm up the Carnival date in August.
  - Board asked CM where flag football fits on the activity calendar, if at all. Board requested a bar graph of the sports event calendar.
- **Maintenance Department**, see attached report.
  - Pressure washing schedule was discussed. Board President requested a yearly maintenance calendar so the board can know what maintenance is scheduled by the next board meeting.
  - There was a Board concern about fencing along the easements and noted that easements are owned by AT&T.
  - The Board noted that there was trash at Kings Bridge in the CPS easement; the Board asked the ACM to provide pictures of the trash for review.

- **Standards Department**, see attached report.
  - The Standards Manager noted that the previous standards report had 196 pages in the system and that the data could not be manipulated.
- **Administrative Report**, see attached report.
  - Office Hours; Board President requested the actual data on office visits before making a determination on whether or not to make any changes to the office schedule.
  - Forensic Audit; The Board requests a report within two weeks or an update on where the audit is at towards completion.

### **Committee Reports**

#### **Sports Park**

- a. Heather Malia is the new chair of the Sports Park Committee.
- b. She requested the board look into purchasing electronic identification check-ins for the park and pools.
- c. She requested that the board consider the purchasing and placement of cameras at the park. The Board directed the Staff to provide security proposals before the next board meeting. They also suggested the Staff consider off the shelf camera/security systems.
- d. Inquired about the purchase of exercise equipment signs that explain how to use the equipment. CM stated that a quote for the signs came back at \$6000 from the manufacturer.
- e. Board inquired about signs at the tot lot basketball goals that prohibit hanging on the rims.

#### **Communications Committee**

- a. Chair indicated that he will send in a report for the board to review.

#### **Election Committee**

- a. Chair indicated that a draft report is completed and stated that he will finalize it by next month.

### **III. Unfinished Business**

- a. Restrooms for Sports Park; the restroom as designed cost \$240,000.00 and trailers would cost \$19,000.00. \$20,000.00 was paid to the architectures for plans.
- b. Speed Bumps on Sage Run; requires a street study by city planners before installation. City indicated that five speed bumps will require \$60,000.00 in funding and will respond by July 2017 to Villages of Westcreek's proposal.
- c. Sports Park parking lot paving; three bids were received for the work. The BOD requested the bid packages for review. The BOD inquired about extending the pavement to the pavilion.
- d. Dog Park; the area is cleared and waiting on fencing prices.

### **IV. Executive Session Results**

None.

### **V. New business**

- a. A suggestion was raised about keeping a pool open on a 24/7, 365 basis. Concerns were raised about liability and protection of services. The Spectrum representative discussed the normal pool hours across the Spectrum San Antonio enterprise of business and made recommendations on the appropriate hours to have the pool open. A suggestion to consider extending the pool hours and the season was made instead of going to a 24/7, 365 basis. The pool hours and pool season are within tolerance, but the Board was willing to consider extending pool hours to 10pm to accommodate the communities' desire. The board requested pricing for adding an additional two hours to the pool schedule.
- b. Eagle Scout project. The Board proposed approval of an Eagle Scout project to install fences around the baseball field, the motion was seconded and approved by the board by a vote of 4-0.
- c. Charitable organizations using facilities was discussed. The Board made a motion to allow a homeowner (on behalf of a local church) to use the park facility for a back to school and wellness event, which was approved. The board directed the homeowner to work out the details with the community manager and to bring any issues to the Board's attention.
- d. Mulch. Three bids were received and the lowest bid was accepted.

### **VI. Open Forum:**

- a. A homeowner questioned why there is still a plat requirement for PIA requests when the information is readily available on the internet.
- b. A discussion was had concerning the need for one dedicated person to manage the VWOA external communications.

**VII. Schedule next monthly meeting:** June 15, 2017, at 7 PM in the Community Center.

**VIII. Adjournment:** There being no further business before the Board, the meeting was adjourned at 10:36 PM