

**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 7:04 pm, on Thursday, 24 May 2018. The purpose of the meeting was to conduct regular business as identified in the pre-announced Agenda.

Board Members Present:

Richard Gentry, President

John Steele, Secretary

Heather Malia, Vice President

Judi Cannon, Treasurer

Board Members Absent:

Brad Cleveland, Asst. Secretary

Staff Present:

Name	Position	Name	Position
Mike Hunsucker	Community Manager	Jason Dunbar	Community Activities
Rebecca Bastin	Client Relations Manager	Jamie Esquivel	Maintenance Contracto

Members Present:

Barb & Gene Hopkins

Guy & Joyce Oliver

Deedee Valerio

Marshall & Geraldine

Rick Severs

Kevin Drummonds

Besecker

Francis & Ann Lomax

Ken Percival

Andy Feith

Deb Biggerstaff

Yuri Balmaceda

Bill Fenstermacher

Coral Fathy

Sunny Fraley

Suzanne Bridges

Earl Fisher

Roger & Sylvia Pfuntner

Guests Present:

None

II. OATH OF OFFICE: The Community Manager administered the Oath of Office to the Board of Directors members present.

III. RESPONSIBILITY FOR TAKING MEETING MINUTES: The president raised a motion to direct the secretary to take the minutes of all Board meetings. Discussion followed where the definition of the Bylaws duties description for the secretary requires the secretary to record all votes taken and to keep the minutes of all meetings. The president stated the reason for this was because this was how it's been done in the past to keep the control of the minutes under the Board. The president's view is opposed to having Spectrum take the minutes for two reasons. The first is that when the contract was negotiated by a previous Board, Spectrum was informed that the Board would continue to take the minutes. It was also stated at that time that the treasurer and finance committee would continue to prepare the budget, and the ARC functions and responsibilities would remain with the volunteer committee regardless of the fact that it could be done by Spectrum as listed under the contract. The second reason is because the president feels in his opinion that the 1994 Bylaws, which are now governing the HOA, states that taking the minutes is the responsibility of the secretary. The secretary presented the case the community management company is being paid, in accordance to their contract, to record the meeting minutes and not enforcing this could be a precedent in not being able to enforce other contract requirements. The secretary also presented the case the 1994 Bylaws require the secretary to "keep" the minutes, not "take or record" the minutes. The president made a motion the secretary to record and take the minutes and this was seconded by the vice

president. The vote was two in favor (president and vice president), one opposed (secretary), one abstention (treasurer) and one absent member voted via email in favor (the president accepted as a vote in absentia). Motion passed.

IV. REVIEW/APPROVE PREVIOUS MINUTES: The meeting minutes for the March 2018 Regular Monthly Meeting were not received from the previous Board of Directors as of this date and were unavailable for review or approval. The Community Manager is attempting to get a draft of the Minutes from the previous Secretary.

V. MEMBER/GUEST FORUM:

President opened the Members' Forum. The following members spoke:

- a. Mr. Severs. Identified a safety concern regarding the lack of a safe crosswalk for wheelchairs/strollers at the Grosenbacher and Military Dr intersection. When the guardrails were installed the crosswalk was blocked, preventing safe passage to the Community Center without entering the roadway. Mr. Severs requested the Board report this to the County. The Community Manager was tasked with contacting the County and consider having the Association's attorney also send a formal legal request for action from the County. (OPEN).
- b. General comment the homeowners are pleased with the addition of the sunscreens providing heat to the kiddie pools. (CLOSED).
- c. Ms. DeeDee Valerio voiced concern about rough surface in the Community Center Pool causing blistering of the bottoms of feet. The Recreation Manager will investigate the condition. (OPEN).

VI. DEPARTMENT REPORTS:

- d. Community Manager Report: A written report was provided and is attached to these minutes. The construction agent for TXDOT gave the Community Manager an estimated start date of addressing the issues of the condition of the clock tower island by 1 June 2018. The Board requested the Community Manager contact Texas Department of Transportation directly regarding the condition of the clock tower island (power, water, and landscape condition). The secretary requested the Community Manager to attach a copy of the sales certificate for the golf carts to the Minutes.
- e. Recreation Department: A written report was provided and is attached to these minutes
- f. Maintenance Department: A written report was provided and is attached to these minutes. The Board requested the Maintenance Contractor add completion dates to his status report for the activities. The Maintenance Contractor stated the staining of the toe boards will be completed by 1 June 2018, the delay was due to a delay in getting the required stain from Sherwin-Williams. A homeowner voiced her concern the appearance of the fences along Military Drive do not look as uniform and consistent as they did when she moved in 18 years ago. She questioned why the HOA is not repairing/maintaining the fences. Another homeowner suggested the HOA negotiate a standard contractor for a lower rate to provide consistent and uniform appearance along all of the main fences.
- g. Standards Department: A written report was provided and is attached to these minutes. A homeowner, Roger Pfunter, voiced his continuing concern about his neighbor and his neighbor's behavior. The Community Manager and president both explained the limitations of the HOA in addressing behavioral issues between homeowners, this is a matter for the law enforcement to address. If a homeowner violates the Standards or CC&Rs of the Association, the Board can take action against that homeowner through the appropriate notifications in accordance with the Texas Property Code.

VII. COMMITTEE REPORTS:

- a. Architectural Review Committee. A written report was provided and is attached to these minutes. The Board requested the ARC keep them informed of requests for approvals to better prepare the Board to respond to potential homeowner appeals on ARC decisions.
- b. Sports Park Committee: No meeting was held due to a lack of quorum.
- c. Communications Committee. The committee provided copies of the new Welcome Package they developed and is attached to these minutes. The committee also updated the VWOA website and asked homeowners to provide feedback and suggestions for future improvements. Based on the Communications Committee report, the secretary motioned and the treasurer seconded the following five-part motion that the Board will:
 - 1) direct the Community Manager continue to produce the June newsletter as it is currently done and that the Communications Committee produce the new version for July,
 - 2) direct the establishment of individual logins with appropriate access roles for each staff member,
 - 3) require a standardized naming convention for the Board Minutes to be used on the website,
 - 4) require that all future VWOA Committee Minutes be signed by Chairman of the Committee (or whoever conducts the meeting) and the Secretary of the Committee (or whoever documents the minutes) after they are approved, and
 - 5) approve Mr. Fenstermacher as Chairman of the VWOA Communications Committee.

The vote passed unanimously.
- d. Landscaping Committee. A written report was provided and is attached to these minutes. The Board agreed to bringing back the Yard of the Month program to encourage homeowners' pride in the appearance of their home.

VIII. UNFINISHED BUSINESS:

- a. Restrooms for Sports Park--OPEN – Changed - Out for re-bid
- b. Speed Bumps on Sage Run--OPEN – Pending funding from County
- c. RFID access—The president explained the previous board did not have an effective plan for controlling non-homeowner access to the common areas without fencing (picnic areas, pavilion, workout areas, track, and sports fields) upon implementation. There would be no way to identify homeowners from non-homeowners in these areas. The Board discussed the use of RFID keyfobs and the issues of not being able to identify if the holder of the key fob is a homeowner or not. The Board and members present agreed the use of keyfobs was not in the best interest of the community. The discussion of ID cards with photos, similar to the current IDs, but printed on RFID cards could address many of the issues presented by the RFID system. A motion was made by the secretary and seconded by the treasurer to purchase from Security Technology of South Texas, Inc. a total 6,000 iClass Cards at a cost of \$3.25 per card for a total price of \$19,500, \$1608.75 taxes, for a grand total of \$21,108.75. The vote passed unanimously. (CLOSED).

IX. NEW BUSINESS:

- a. Security patrols around the HOA. The president discussed the need for improved security in Westcreek. The recommendation was discussed to hire part time off-duty constables, with law enforcement authorities, to patrol our neighborhoods. A motion was made by the secretary and seconded by the treasurer to provide until 31 August 2018 a trial period at not to exceed \$30 per hour rate and no more than 16 hours/week off-duty constables to patrol our community. The vote passed unanimously. (TABLED until after 31 August 2018 to review the trial period results).
- b. Pool rules revision. The Board requested and received a legal opinion on the pool rules and restrictions according to age on being an unaccompanied person in the pool. The legal opinion was to avoid the use of age to prevent age discrimination and Fair Housing Act concerns. The rules were updated and presented for further discussion. A motion was made by the treasurer

and seconded by the vice president to approve the new pool rules. The vote passed unanimously. (CLOSED)

- c. Gate guards at pools. The Board discussed the temporary addition of pool monitors to check IDs, maintain a safe environment, and provide routine pool maintenance. A motion was made by the secretary and seconded by the treasurer to keep the pool monitors in place. The vote was passed unanimously. (CLOSED)
- d. Creation of the Suggestions, Advice, & Recommendations Committee. The president discussed his desire to combine several smaller committees into a single committee to reduce meeting times and consolidate Board actions. The Board decided to table the discussion until the Assistant Secretary prepare a draft Administrative Resolution at the June Board Meeting that stands up the committee and rescinds the previous Administrative Resolutions standing up the committees being combined. (TABLED)

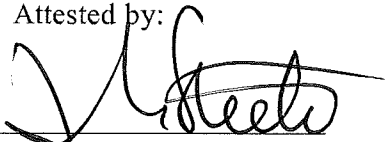
X. EXECUTIVE SESSIONS RESULTS for May 7 and 24:

- a. Pool rules and security were discussed with a request for a legal opinion on the pool rules. No decisions or votes were held.
- b. Met with Spectrum executives for an introductory review of the Spectrum contract. The Board will schedule a future Town Hall for the homeowners to meet the Spectrum executive leadership and receive a briefing on what is on the contract.
- c. No decisions were required on homeowner late assessments at these two meetings.

XI. SCHEDULE THE NEXT MEETING: The next regular meeting will be held on Thursday, 21 June 2018, at 7:00 pm in the Community Center.

XII. ADJOURNMENT: There being no further business before the Board, the meeting was adjourned at 9:24 pm.

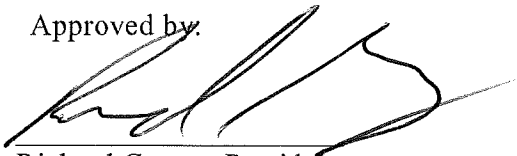
Attested by:



John Steele, Secretary

Date: 21 JUN 2018

Approved by:



Richard Gentry, President

Date: 21 Jun 2018

Posted in the VWOA Book of Minutes and on VWOA website by:



Mike Hunsucker, Community Manager

Date: 21 / JUNE / 2018

Community Manager report for meeting

Mike Hunsucker

Wed 5/23/2018 3:46 PM

Sent Items

To: VWOA <board@villagesofwestcreek.com>;

📎 7 attachments (678 KB)

Maintance for april 2018.docx; quote_2871.pdf; iClass Card Order 6000 Qty Villages 5.8.18.pdf; Violation Pie Chart (5-22-18) .docx; Westcreek Violation List (5-17-18).pdf; Fence Project 5-21-18.xlsx; VWOA_CommunicationsCommitteeMinutes_20180507.docx;

Hello everyone,

1. Below you will see the responses that were sent to Jamie. Jamie's report is also attached.
2. I spoke with the engineer again about the clock tower and he is hopeful to get the work started next week.
3. Still no answer on the speed bumps
4. I am attaching again the quote for the slab extensions in the park
5. The electrical plan, which was not originally requested from the Fire Marshall has been sent over awaiting his response in regards to the bathrooms.
6. Reserve accounts- We have \$479,000.00 in reserves and I would like to break it out and designate \$160K For Repair and Replace, \$240K for Capital Improvements and the remainder put into a 12 month CD. Below are the current rates
7. The punch list for the pools is being knocked out. Cracks were worked on yesterday and Cole is waiting for light covers with security screws to come in so he can put them in place.
8. Board binders are ready as well

COMPETITIVE CD RATES FOR OUR CLIENTS!

Certificate Account Products	Balance ^d	Rate	APY
60 MONTH CD ^e	\$5,000.00	1.70%	1.71%
48 MONTH CD ^e	\$5,000.00	1.60%	1.61%
36 MONTH CD ^e	\$5,000.00	1.35%	1.36%
24 MONTH CD ^e	\$5,000.00	1.05%	1.06%
12 MONTH CD ^e	\$5,000.00	1.00%	1.00%
9 MONTH CD ^e	\$5,000.00	0.90%	0.90%
6 MONTH CD ^e	\$5,000.00	0.80%	0.80%
3 MONTH CD ^e	\$5,000.00	0.75%	0.75%
30 DAY CD ^e	\$5,000.00	0.60%	0.60%

5 day notice responses

Re: 5 Day notice

JE Jamie Esquivel <jamiejconst@aol.com>
Wed 5/16, 1:32 PM
Mike Hunsucker ↕

⌂ ↶ R

Jamie Esquivel

To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, [click here](#).

To always show content from this sender, [click here](#).

We should be done by Friday or Monday

On May 16, 2018, at 1:19 PM, Mike Hunsucker <MHunsucker@spectrumam.com> wrote:

Jamie,

This is a 5 day notice in reference to the weed eating along the main roads. Please respond with a time frame of repair.

Mike Hunsucker
Community Manager

<http://www.spectrumam.com/email-sigs/2016/phone-icon.png210-494-0659> | <http://www.spectrumam.com/email-sigs/2016/website-icon.png> [SpectrumAM.com](http://www.spectrumam.com)
SpectrumAM

Re: 5 Day notice

JE Jamie Esquivel <jamiejconst@aol.com>
Wed 5/16, 1:52 PM
Mike Hunsucker ↕

⌂ ↶ R

Jamie Esquivel

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To always show content from this sender, [click here](#).

The easements have been mowed

On May 16, 2018, at 1:20 PM, Mike Hunsucker <MHunsucker@spectrumam.com> wrote:

Jamie,

This is a 5 day notice in reference to the completion of the mowing in the easements. Please respond with a date of completion.

Mike Hunsucker
Community Manager

<http://www.spectrumam.com/email-sigs/2016/phone-icon.png210-494-0659> | <http://www.spectrumam.com/email-sigs/2016/website-icon.png> [SpectrumAM.com](http://www.spectrumam.com)
SpectrumAM

Re: 5 day notice



Jamie Esquivel <jamiejconst@aol.com>

Wed 5/16, 1:50 PM

Mike Hunsucker ↘

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To always show content from this sender, click here.

Necessary items need ed for this repair has been requested to parks director,

On May 16, 2018, at 12:46 PM, Mike Hunsucker <MHunsucker@spectrumam.com> wrote:

Jamie,

This email is notify of a 5 Day notice in reference to the Bathroom sinks. Please respond with a date of repair.

Mike Hunsucker
Community Manager
<http://www.spectrumam.com/email-sigs/2016/phone-icon.png210-494-0659> | <http://www.spectrumam.com/email-sigs/2016/website-icon.png> [SpectrumAM.com](http://www.spectrumam.com)
SpectrumAM

<Sink May 14.jpg>

Re: 5 Day notice



Jamie Esquivel <jamiejconst@aol.com>

Wed 5/16, 1:05 PM

Mike Hunsucker ↘

Reply

Jamie Esquivel

To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, click here.
To always show content from this sender, click here.

Monument lights have been stolen as you know and we need to build cages to prevent In The future also I'm sure you have to order new lights so I believe this should come together in about two months


On May 16, 2018, at 12:59 PM, Mike Hunsucker <MHunsucker@spectrumam.com> wrote:


Jamie,

This email is notify of a 5 Day notice in reference to the Monument lights, mulch turnover, landscaping. Please respond with a date of repair.

Mike Hunsucker
Community Manager
<http://www.spectrumam.com/email-sigs/2016/phone-icon.png210-494-0659> | <http://www.spectrumam.com/email-sigs/2016/website-icon.png> [SpectrumAM.com](http://www.spectrumam.com)
SpectrumAM

Re: 5 Day Notice

 **Jamie Esquivel** <jamiejconst@aol.com>
Wed 5/16, 1:59 PM
Mike Hunsucker

 Reply

Jamie Esquivel

To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, click here.

To always show content from this sender, click here.

Pits have been cleaned out as of Tuesday

On May 16, 2018, at 12:44 PM, Mike Hunsucker <MHunsucker@spectrumam.com> wrote:



This email is notify of a 5 Day notice in reference to the BBQ pits. Please respond with a date of repair.

Activities


- Teeball and Basket ball are underway and started this week.
- TeeBall has 61 players
- Basketball has 24 players
- Fall Soccer and Fall Flag Football Registration is open and already receiving registrants
- Collecting some information on interest for an adult 3v3 Basketball league
- Resurfaced and compressed the ball field and reanchored the bases
- Next week we will start to add topdressing on the soccer fields in efforts to re seed and improve the look of them
- We have made \$30,520.00 so far this year in youth sports


Standards information is attached


If you all need anything else please let me know. I have attached the only committee report that I received.

Mike Hunsucker

Community Manager

 <http://www.spectrumam.com/email-sigs/2016/phone-icon.png210-494-0659> |

 <http://www.spectrumam.com/email-sigs/2016/website-icon.png> [SpectrumAM.com](http://www.spectrumam.com)

 SpectrumAM

4/2/2018

Receipt No: 1014

To
Robert Hales

Ship To
Pick up

Instructions
Pick Up at Office

Quantity	Description	Unit Price	Total
1	2014 Club Car President	\$3,200.00	\$3,200.00
1	2016 Yamaha Golf Cart	\$2,000.00	\$2,000.00
Subtotal			\$5,200.00
Sales Tax			
Shipping & Handling			
Total Paid			\$5,200.00

Thank you for your business!

Villages of Westcreek

12395 Military Drive West
San Antonio, TX 78253



VWOA Communications Committee Meeting Minutes

May 7, 2018

In attendance

Chairman Francis Lomax, Bill Fenstermacher, Barbara Hopkins, Gene Hopkins, Joyce Oliver, Guy Oliver, Coral Fathy

Board Members: Richard Gentry, Judi Cannon

Excused Absence: Michelle de Jongh

The meeting was called to order by Francis Lomax at 10:01 AM.

Review/Approve Previous Minutes

The minutes from the April meeting were approved electronically by the committee members prior to this meeting. There are no additional changes.

Guidance from Board of Directors

Mr. Gentry gave us some guidance from the Board of Directors:

1. He indicated that Judi Cannon would be our liaison with Board. He indicated that if she could not attend our monthly meeting, they would try to have another Board member attend our meeting.
2. The Board talked with Bill Fenstermacher last week and they are giving the monthly newsletter back to the Communications Committee to publish. Bill is also training the staff on how to update the calendars on the website. Mr. Gentry stressed that it is important to make sure that we are not only good at what we do, but **great at what we do**.
3. The website update may occur after we get the newsletter procedures established.

Old Business

Update on Review Process

Since the Communications Committee is no longer reviewing the items being published by the staff, this item is now closed. (CLOSED).

Review Status of Website

See Item #3 in the "Guidance from Board of Directors" above. (OPEN).

Welcome Packets

Bill Fenstermacher provided the latest version of the welcome packet to review. He suggested that if the Board could review it (with special emphasis on the *Amenities* section) he could produce a copy to be available for discussion at the next Board meeting. The idea is to create a PDF version of it that can be printed on a single large sheet of paper which when folder produces four (4) pages of content. This style might be useful for our other products such as the newsletter.

VWOA Communications Committee Meeting Minutes

May 7, 2018

New Business

Newsletter

Reference item #2 from "Guidance from Board of Directors" above: The committee discussed several ideas for the newsletter. Mr. Fenstermacher had several good ideas concerning interesting articles for it. He also wants to make sure we give credit to the sources for the articles. In order to have time to setup the "Branding" and preparation for the newsletter, the Communications Committee recommends that the Board have the Community Manager continue to produce the June newsletter as it is currently done and that the Communications Committee produce the new version for July.

Website

1. Mr. Fenstermacher explained the training that he has been providing the staff concerning support for the website. He noted that they are currently using only one login for maintaining it. He recommended that they establish separate logins for each staff member. Thus, the Communications Committee recommends that the Board have them establish individual logins with appropriate access roles for each staff member.
2. Mr. Fenstermacher also explained the issues with finding Board minutes on the website. He explained how using a standardized naming convention makes it so much easier to locate specific minutes. Thus, the Communications Committee recommends that the Board of Directors require a standardized naming convention for the Board Minutes to be used on the website.

VWOA Committee Minutes

Mr. Fenstermacher made the following recommendation; it was seconded by Mrs. Hopkins, and approved by the committee: The Communications Committee recommends that the Board of Directors require that all future VWOA Committee Minutes be signed by Chairman of the Committee (or whoever conducts the meeting) and the Secretary of the Committee (or whoever documents the minutes) after they are approved.

Communications Committee Chairman

The Communications Committee chose Bill Fenstermacher to be Chairman of the committee. Thus, the Communications Committee recommends that the Board of Directors approve Mr. Fenstermacher as Chairman of the VWOA Communications Committee.

Adjournment

Mr. Fenstermacher motioned to adjourn at 10:56 AM. Coral Fathy seconded. All present were in favor. Meeting adjourned. Next meeting will be on June 4, 2018.

J & J CONSTRUCTION

RESIDENTIAL & COMMERCIAL
PO BOX 762349
SAN ANTONIO, TX 78245
(210)722-5609

Jamiejconst@aol.com

April Maintenance Report

Daily Tasks:

- * Mowing all needed areas and trim along fence lines and curbs.
- * Pick up trash along main road ways.
- * Walk around Community Center for trash and debris.
- * Clean and hose down sidewalks around building.
- * Addressing vandalism throughout the community.

Mowing:

- * Mow all needed areas, and trim along fence lines and curbs. Keep weeds down as necessary
- * Spraying herbicide for weeds to include along fence lines on major roadways.
- * Spraying rock areas for weeds. When needed

Land:

- * Daily trash pick-up and inspection of property for hazards.
- * Worked on staining and replacing toe boards throughout the subdivision.
- * We have been spraying weeds as Needed.

Park:

- * Mowing all needed areas and along the creek.
- * Addressing vandalism. When applicable
- * Blowing rocks in tot lot and tennis, basketball courts on a Daily Bases
- * Blowing tot lot and raking under swings to level mulch material On a daily basis
- * check all trash cans Also checking BBQ pits and empty in park.

Community Center:

- * Maintain the centers exterior grounds.
- * Pruning some trees and shrubs.
- * Helping with pool prep and additional landscaping .
- * Painted new built gates at Pool entrances, and dug out and installed pvc lines for lock wiring.



**VILLAGES OF WESTCREEK
ARCHITECTURAL REVIEW COMMITTEE
REPORT FOR THE BOARD OF DIRECTORS---5/17/18**

Meetings held on: 4/10/18 4/17/18 4/24/18 5/1/18 5/8/18

Applications reviewed: 35---Approved 6---Disapproved

The 6 disapprovals are for:

- 1---Driveway extension too wide. (Resubmitted and approved)
- 1---Extending side fencing required additional information. (Resubmitted and approved)
- 1---Installing metal roof over patio was reflective.
- 1---Window air conditioner in front window.
- 1---Installing another gate to the one that is currently installed requires the reason for a double gate on side of dwelling.
- 1---Garden boxes in front yard is not aesthetically pleasing.

The 35 approvals were for:

- 9---Xeriscaping/landscaping the yards.
- 4---Installing Solar Panels on dwelling's roof.
- 2---Storage sheds in back yard
- 2---Repainting the dwelling.
- 2---Extend patio slab in back yard.
- 2---Swimming pools in back yard (1 above ground and 1 inground).
- 2---Installing walkways in front yard.
- 2---Installing cedar decks in back yard.
- 1---Installing solar screens on windows.
- 1---Installing sprinkler system in front and back yard.
- 1---Extending driveway width.
- 1---Installing a walkway in front of dwelling.
- 1---Extending side fencing.

1---Installing new fencing.

1---Installing storm door at front entrance.

1---Planting a tree in back yard.

1---Installing concrete slab with wooden porch in back yard.

1---Installing concrete patio with enclosed room behind the dwelling.

Gene Hopkins

Chair, Architectural Review Committee