



The Villages of Westcreek Owners Association, Inc.

BOARD MEETING AGENDA

November 15, 2018

7:00 P.M.

VWOA Community Center

The Board of Directors executive session will precede the open board meeting starting at 6PM in the conference room at the Community Center.

1. Call to Order and Pledge of Allegiance
2. Approval of previous Board Meeting Minutes
3. Open Forum for Homeowners
4. Department Reports
 - a. Community Manager
 - b. Standards
 - c. Activities
 - d. Maintenance
5. Committee reports
 - a. Finance
 - b. ARC
 - c. Communications
6. 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. Sports Park lighting: – OPEN
 - d. Handicap picnic table in Sports Park: TABLED until more information is provided.
 - e. Proposal for an Eagle Scout Project to install borders around the workout stations in the Sports Park - TABLED (Awaiting more information from Scout via email)
 - f. 1604 Fences: Proposal by the treasurer to amend the standards to allow homes along 1604 to replace the 8 foot fence and pillars with the standard 7 foot fence as required for all other lots. Requires further investigation if the CC&Rs require the fence line to remain as it is. TABLED
 - g. Retaining wall at WCV and Grosenbacher
 - h. Christmas Bazaar
7. New Business -
 - a. PIA's Denial/ Approval
 - b. ARC-Moving the process to an electronic format
 - c. Nomination Committee resolution
8. Executive Session
9. Next Meeting TBA
10. Adjournment

The Villages of Westcreek Owners' Association, Inc. Est. 1994

**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 7:01 pm, on Thursday, 15 November 2018. The purpose of the meeting was to conduct regular business as identified in the pre-announced Agenda.

Board Members Present:

Richard Gentry, President
Heather Malia, Vice President

Judi Cannon, Treasurer
John Steele, Secretary

Board Members Absent:

Brad Cleveland, Asst. Secretary

Staff Present:

Name	Position	Name	Position
Mike Hunsucker	Community Manager	Jason Dunbar	Community Activities
Jacob Fey	Incoming Community Manager	Tyrik Greene	Standards

Members Present:

Gene & Barb Hopkins
Bill Fenstermacher
Joyce Oliver

Gary Yancy
Francis & Ann Lomax
Kim Dixon

Lefty & Gerry Besecker
Kevin Drummonds

II. REVIEW/APPROVE PREVIOUS MINUTES: The meeting minutes for the 11 October 2018 Regular Monthly Meeting were approved as written unanimously by those present.

III. MEMBER/GUEST FORUM:

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

- a. Kevin Drummonds: Asked about the status of the monuments and the landscaping. This topic was addressed under the maintenance section.
- b. Kim Dixon: The County is planning on installing two or three traffic circles, one at Military Highway and Kingsbridge, one at Military Highway and Saxon Hill, and one at Military Highway and Westcreek Oaks. It was later confirmed the county is planning on all three traffic circles. The Board discussed the need to investigate the impact and a need for a community response to the County. Ms. Dixon agreed to share her information and to continue to keep the Board informed of future information she receives.

IV. DEPARTMENT REPORTS

- a. Community Manager: A written report was provided and attached. The president introduced Jacob Fey as the incoming Community Manager replacing Mike Hunsucker at the end of December 2018.
- b. Standards: A written report was provided and attached.
- c. Community Activities: A written report was provided and attached.
- d. Maintenance: A written report was provided and attached. The Board terminated the contract with J&J Construction effective 30 November 2018. The president recused himself

from all discussions and votes on this topic.

V. COMMITTEE REPORTS

- a. Finance: A written report was provided and is attached to these minutes. No follow up questions were asked.
- b. ARC: A written report was provided and is attached to these minutes.
- c. Communications: A written report was provided and is attached to these minutes.

VI. Business Without A Meeting

- a. The Board approved the rent of the Community Center to Zachry Construction for their open enrollment meeting 3 YES and 1 ABSTAIN (Ms. Cannon)
- b. The Board approved closing the pools a week early due to the weather and very low usage. 4 YES and 1 DID NOT VOTE (Mr. Cleveland)
- c. The Board approved not waiving any rental fees for an Alcoholics Anonymous Christmas event. 4 YES and 1 DID NOT VOTE (Mr. Cleveland)

VII. UNFINISHED BUSINESS:

- a. Restrooms for Sports Park: OPEN – Changed - Out for re-bid
- b. Speed Bumps on Sage Run: OPEN – County estimating completion by 1 January 2019.
- c. Sports Park lighting: – OPEN
- d. Handicap picnic table in Sports Park: TABLED until more information is provided.
- e. Proposal for an Eagle Scout Project to install borders around the workout stations in the Sports Park - TABLED (Awaiting more information from Scout via email)
- f. 1604 Fences: Proposal by the treasurer to amend the standards to allow homes along 1604 to replace the 7-foot fence and pillars with the standard 6-foot fence as required for all other lots. Requires further investigation if the CC&Rs require the fence line to remain as it is. The Board unanimously APPROVED the motion.
- g. Retaining wall at WCV and Grosenbacher -- CLOSED
- h. Christmas Bazaar: Scheduled for December 8.

VIII. NEW BUSINESS:

- a. PIA's Denial/ Approval – TPC prohibits the restriction of homeowners from making home improvements based on assessment status. The ARC cannot disapprove PIA's based on assessment account status. The Board directed the ARC to comply with this direction.
- b. ARC -- Moving the process to an electronic format. Motion made by the treasurer and seconded by the secretary to move to an electronic format. APPROVED unanimously by those present.
- c. Nomination Committee resolution – see attached resolution. The treasurer volunteered to serve as the chair for the Nomination Committee. Motion made by the treasurer and seconded by the vice president. APPROVED unanimously by those present.

IX. EXECUTIVE SESSIONS RESULTS for 6 and 15 November 2018:

- a. Met with Jacob Fey as the new Community Manager from Spectrum.
- b. The Board was requested to distribute information on a fund raiser for two homeowners. The discussion was the use of the Constant Contact to "advertise" the event. The Board feels the use of the Constant Contact not be used. The president

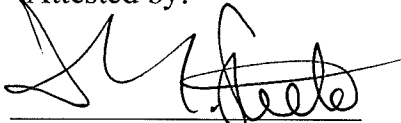
motioned for the donation of a two-hour pool party and a two-hour pavilion party be offered to the fund-raising event for the two Westcreek residents. APPROVED unanimously by those present.

- c. A motion was made by the treasurer and seconded by the president to remove Mr. Bradley Cleveland as a Director in accordance with the Bylaws. The motion was APPROVED unanimously by those present. The Board is requesting individuals notify the Board of interest in volunteering to fill the position no later than 31 December 2018 to fill the vacant position until the 2019 Annual Meeting. The Board will review and interview interested applicants.
- d. The president summarized 21 outstanding deed restrictions violations and three for outstanding accounts which were sent to legal for action.
- e. The Board unanimously APPROVED a new maintenance contract with MowJoes to provide the necessary services effective 1 December 2018.

X. SCHEDULE THE NEXT MEETING: The next regular meeting will be held on Thursday, 17 January 2019, at 7:00 pm in the Community Center.

XI. ADJOURNMENT: There being no further business before the Board, the meeting was adjourned at 8:16 pm.

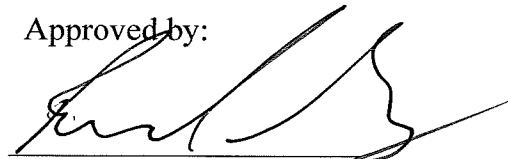
Attested by:



John Steele, Secretary

Date: 17 JAN 2019

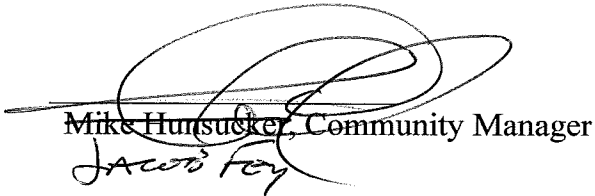
Approved by:



Richard Gentry, President

Date: 17 Jan 19

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



Mike Hunsucker, Community Manager

Date: 17 Jan 19



Villages of Westcreek

BOARD MEETING

November 15, 2018

7pm

The slide features a light blue background with stylized autumn leaves in green, orange, and yellow scattered around the edges. At the bottom, there are rolling green hills. The text is centered in a black, serif font.

PLEDGE OF ALLEGIANCE

APPROVAL OF OCTOBER MINUTES

Homeowner Forum

3 Minutes per lot







The background features a light blue sky with several stylized leaves falling from the corners. The leaves are in various colors: green, orange, and yellow. At the bottom, there are rolling green hills. The text "Big Announcement!!!" is centered in the middle of the image.

Big Announcement!!!

Department Reports



Community Manager

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1. Light poles bases are completed and lights will be installed next week. We were delayed due to monsoon season.
 2. Retaining should be done by early next week. The county tried to stop us but Westcreek was the winner.
 3. County is telling us that the speed bumps will be installed between now and 5/2019
 4. Working on getting the all of the light cages installed next week and then lights the following week.
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Standards



Report Time Frame: October 18, 2018 – PRESENT

Total Violations Sent This Month: 747

Violations Sent This Week: 96

Currently Open Enforceable Violations: 78

Clutter- 4

Fence- 74

Currently Open Recurring Violations: 110

Trash Cans- 67

Vehicle- 13

Ground Cover- 8

Landscaping- 8

Nuisance-2

***General Mnt*- 12**

Unapproved Improvements: 10





Fencing

Total Number of Violations Open: 122

**Total Number of Violations Ready for Enforcement:
74**

Main Drag Fencing Total: 49



Grass/Weeds

**Total Number of Violations Open (Received FM
Letter): 13**

Total Number of Violations Ready for Enforcement: 1





Improvement Request

Currently Open Unapproved Improvement Violations: 14

**Currently Open Unapproved Improvement Recurring Violations:
10**

Resale Inspections (October – Present)

Total Number of Resale Inspections Completed: 23



Community Activities

2018 Fall Flag Football Season is underway

30 days

Santa in the Park Dec 15th

All 2019 Spring Registration is Open

60 days

2019 Spring Sports Registration Continues

90 days

2019 Spring Soccer Begins





Maintenance Department

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.





* 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. 10/22,11/5
- * main roads mow 10/22,11/5,11/12

Land:

- * Daily trash pick-up and inspection of property for hazards.
- * Staining Week of 11/5

Park and Community center

- * Mowing all needed areas and along the creek. Did not mow fields per Mike and Jason
 - * 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 and BBQ pits in park and empty if needed
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Committee Reports

Finance ARC Communication



Finance

VWOA Balance Sheet as of 31 October 2018			
	Operating	Reserves	Total HOA
Assets			
Current Assets			
Cash in Bank	61,922.30	0.00	61,922.30
Petty Cash	200.00	0.00	200.00
Money Market Accounts		305,003.54	305,003.54
Total Current Assets	62,122.30	305,003.54	367,125.84
Long Term Assets			
Accounts Receivable	285,521.85	0.00	285,521.85
Due from Reserve	14,968.89	0.00	14,968.89
Manual Payroll Checks	200.00	0.00	200.00
Total Accounts Receivable	300,690.74	0.00	300,690.74
Other Assets			
Prepaid Insurance	2,851.10	0.00	2,851.10
Prepaid Expenses	0.00	0.00	0.00
Total Other Assets	2,851.10	0.00	2,851.10
Fixed Assets (Depreciable)			
Equipment	276,549.36	0.00	276,549.36
Phase II Land/Buildings	2,286,395.29	0.00	2,286,395.29
Furnishings	18,841.84	0.00	18,841.84
Accumulated Depreciation	(804,532.18)	0.00	(804,532.18)
Total Fixed Assets	1,777,254.31	0.00	1,777,254.31
Total Assets	2,142,918.45	305,003.54	2,447,921.99





Liabilities			
Current Liabilities			
Accounts Payable	4,113.98	0.00	4,113.98
Payable to Reserves	123.18	0.00	123.18
Payable to Operations	0.00	14,968.89	14,968.89
Salaries Payable	4,205.46	0.00	4,205.46
Taxes Payable	2,178.44	0.00	2,178.44
Deferred Revenues	224,866.13	0.00	224,866.13
Prepaid Assessments	36,977.58	0.00	36,977.58
Spectrum Collections Payable	58,927.00	0.00	58,927.00
Total Current Liabilities	331,391.77	14,968.89	346,360.66
Long Term Liabilities			
Community National Loan	642,186.78	0.00	642,186.78
Total Long Term Liabilities	642,186.78	0.00	642,186.78
Total Liabilities	973,578.55	14,968.89	988,547.44
Association Equity			
Retained Earnings	999,678.83	0.00	999,678.83
Capital Improvement Fund	244,794.11	0.00	244,794.11
Capital Replacement Fund	0.00	376,461.82	376,461.82
Reserved - Contingency	3,000.00	0.00	3,000.00
Total Association Equity	1,247,472.94	376,461.82	1,623,934.76
Total Liabilities & Equity	2,221,051.49	391,430.71	2,612,482.20
Total Net Income/(Loss)	(78,133.04)	(86,427.17)	(164,560.21)

VWOA Actual to Budget Comparison

As of 31 October 2018	Last Month Actual	Year-to-Date Actual	Annual Budget
<u>Operating Accounts</u>			
Revenues			
Assessments	113,607	1,136,380	1,347,988
Recreation	3,169	68,246	77,200
Pool	0	3,415	6,500
Other	2,805	16,402	33,500
Total Operating Revenues	119,581	1,224,443	1,465,188
Expenses			
Maintenance	36,730	136,792	39,300
Utilities	7,704	88,661	84,300
Administrative Overhead	7,028	63,639	70,915
Insurance & Taxes	2,996	35,071	39,500
Recreation & Community Activities	10,203	68,275	44,650
Payroll	24,637	219,278	185,500
Contracts	41,200	374,602	502,400
Pool	1,991	99,331	29,000
Other Operating	1,603	62,534	227,300
Transfer to Reserves	25,000	155,000	138,023
Capital Improvements	0	0	100,000
Total Operating Expenses	159,093	1,303,183	1,460,888
Net Operating Income/(Loss)	(39,512)	(78,740)	4,300
<u>Reserve Accounts</u>			
Income			
Contribution to Reserves	25,000	155,000	238,023
Interest	167	1,751	0
Total Reserve Income	25,167	156,751	238,023
Expenses			
Reserve Expenses	0	31,448	50,000
Capital Replacement	0	132,211	50,000
Capital Improvement	9,250	79,519	0
Total Reserve Expenses	9,250	243,178	100,000
Net Reserves	15,917	(86,427)	138,023
Total Income/(Loss)	(23,595)	(165,167)	142,323







Business without a meeting

1. The Board approved the rent of the Community Center to Zachry Construction for their open enrollment meeting (3) YES and (1) ABSTAIN (Ms. Cannon)
 2. The Board unanimously approved closing the pools a week early due to the weather and very low usage.
 3. The Board unanimously approved not waiving any rental fees for an Alcoholics Anonymous Christmas event
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Unfinished Business

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 8. Christmas Bazaar
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New Business

- a. PIA's Denial/ Approval
- b. ARC-Moving the process to an electronic format
- c. Nomination Committee resolution

Community Manager

Thank you all for coming...

See you next time!!!

