

*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 6:02 pm, on Thursday, September 15, 2022. The purpose of the meeting was to conduct regular business as identified in the pre-announced Agenda.

**Board Members Present**

Elaine Maurer, President  
Kevin Drummonds, Vice President  
Heather Mallia, Treasurer  
Brandon Schuler, Secretary  
Brian Bush, Assistant Secretary

**Board Members Absent:**

None

**Staff Present:**

<b>Name</b>	<b>Position</b>	<b>Name</b>	<b>Position</b>
Maria Robinson	Community Manager	Eliel Perez	Standards Manager
		Terri Holmes	Recreation Assistant

**Members Present:**

There were 7 homeowners present during the call.

**II. APPROVAL OF PREVIOUS BOARD MINUTES:** The Board reviewed the meeting minutes from the August 18 ,2022 Board meeting. Kevin Drummonds made a motion to approve the August 18,2022 minutes with no changes, the motion was seconded by Heather Mallia, and all board members were in favor.

**III. 2023 BUDGET PRESENTATION AND APPROVAL:** Heather Mallia presented recommended areas to lower on the proposed 2023 budget based on feedback from homeowners and the August 2022 Board Meeting. Heather also provided information regarding the reserve study completed in 2020 and the current and projected balances of the reserve accounts. Once the presentation was complete, the floor was open to homeowners for any questions regarding the budget or numbers that were presented. Homeowners attending the meeting did not have any questions regarding the presented numbers. The floor was then closed to homeowners and the board began their discussion regarding the budget. A motion was made by Kevin Drummonds to approve the 2023 budget with a 9.09% increase and \$10,000 contribution to the Capital Improvement Account with the remainder of the money budgeted in reserves to be allocated to Repair and Replace. The motion was seconded by Brian Bush and all board members in attendance were in favor. The 2023 budget was approved with a 9.09% increase resulting in an increase to \$108.00 per quarter.

**IV. OPEN FORUM FOR HOMEOWNERS:**

The floor was open for homeowner questions and a homeowner asked if the board could investigate staining the main road fences to all match as they have noticed the various colors and variations through out the community. The board did inform the homeowner that this was investigated about 10 years ago and the cost at that time was around \$12,000 however they will investigate the cost. Another homeowner asked about the parking blocks at the sports park that are beginning to crumble and asked if they can be removed. The board informed the homeowner that a workorder would be made for the Maintenance Supervisor

## **V. DEPARTMENT REPORTS:**

- a. Maintenance: The maintenance report was covered by Maria Robinson the Community Manager. She informed those in attendance that Benny had the mattress in the county easement removed that was abandoned, rehung a fallen Westcreek entry sign, and that he had just completed the tree trimming in the sports park around the walking trail with Keith.
- b. Standards: Eliel Perez went over the total violations from the dates of August 15, 2022, to September 12, 2022, and compared them to the numbers from the previous meeting. He informed the board that his focus has been perimeter fences and low hanging trees/ overgrown bushes, as well as The Vistas.
- c. Community Activities: Maria Robinson presented the 30/60/90-day report included in the power point. Movie Night at the pool/park is September 16, 2022, and fall soccer begins September 17, 2022, as well. Those in attendance were also informed that the date of the Fall Festival has been set for November 5<sup>th</sup>.
- d. Community Manager: Maria informed the board and homeowners in attendance that she has been working with four different vendors to address the pool lights. The electrical work at the clocktower the cost of \$5,225.00 to include adding additional outlets and updating the spotlights to LED to reduce the energy usage was completed. She also informed them that irrigation repairs at the sports park were completed in the amount of \$1,013.74 and the flag pole repairs were completed September 15, 2022.
- e. Financial Report: The Community Manager presented a brief overview of the Associations year to date finances.

## **VI. COMMITTEE REPORTS**

- a. ARC: Lynette Bradley reported the ARC numbers for August 2022 during the meeting and the turnaround times for requests. She also informed the board that the ARC Committee will be sending the revised standards in sections for the board to review soon.
- b. Communications: Francis Lomax then presented information on the newsletter and those who contributed to the newsletter. He did state that Clap Creative is generating the weekly reports again and backups are being completed. He did mention the process that is being utilized to request updates and that the report showed a potential item that needed to be updated.

## **VII. UNFINISHED BUSINESS:**

- a. Splash Pad- CLOSED- A motion was made by Elaine Maurer to close this item due to the cost and funds available, a second was made by Heather Mallia, and all board members present were in favor. This item is now closed and will be removed.
- b. Monuments at Daisy Field and Potranco-TABLED- This item has been tabled until more information can be obtained regarding ROW for TXDOT.
- c. Garden Lily and Tally Rd.-TABLED- The board has decided to table this project until

the construction on Talley Road has been completed.

- d. RFID Cards at Dog Park-CLOSED- A motion was made by Brandon Schuler to close this item due to cost of the project and funds available. A second of the motion was made by Brian Bush, and all board members in attendance were in favor. This item is now closed and will be removed.
- e. Pointe Monument-OPEN-The board reviewed a proposal from SAT Energy to install solar lighting at The Hollows, Willowbrook, and The Oaks at Westcreek Oaks. The total for the installation per the proposal is \$4,660.16. The board also requested that a proposal be obtained to add solar lighting at the other monuments that need lighting.
- f. Maintenance Shop Replacement -OPEN- The contract for this has been signed and the deposit invoice paid, this project is currently scheduled to begin after completion of the concrete pad and electrical installation.
- g. Maintenance Shop Concrete Pad-OPEN- The board has made the decision to move the location of the shop to behind the Community Center as that location is platted and will be more cost effective.
- h. Notification of New Covenant Violation AR-CLOSED- The board made the decision to have this AR be number AR-53 as that is the next number and filed with the county. This will now reflect in the manager report until completed.
- i. 2023 Budget Review- CLOSED- The board reviewed and approved the 2023 budget with a 9.09% increase and the allocation of \$10,000 of the reserves line item for Capital Improvements and the remainder to be put in Repair and Replace.

#### **VIII. NEW BUSINESS:**

- a. Security Patrols- Elaine Maurer informed those in attendance that she had met with the SCORE officer and Maria Robinson this past week to discuss additional patrols within the community. She also informed those in attendance that they had horseback patrols within the community recently to go through the greenbelts and that on September 28, 2022, at 6:30 p.m. there will be an in-person town hall with Sheriff Salazar.
- b. Pool Lights- Maria Robinson reiterated the information discussed during the Community Manager report regarding the prioritization of the pool lights repairs and the vendors that had been out to assess the lights.

#### **IX. EXECUTIVE SESSIONS RESULTS:**

- a. Maria Robinson summarized the Executive Session as follows:  
In the Executive Session held on Wednesday September 14, 2022, the Board approved to send 3 accounts (4 violations total) to the attorney for deed restriction violations and 0 to the attorney for collections. The board reviewed 2023 staff pay rates and 2022 bonuses, as well as the Halloween decorating contest details.

**X. SCHEDULE THE NEXT MEETING:** The next meeting will be held on Thursday, October 20, 2022 at 6:00PM via Zoom.

**XI. ADJOURNMENT:** There being no further business before the Board, the meeting was adjourned at 7:13 pm.

Attested by:

Brandon Schuler  
Brandon Schuler, Secretary

Date: 10 / 21 / 2022

Approved by:

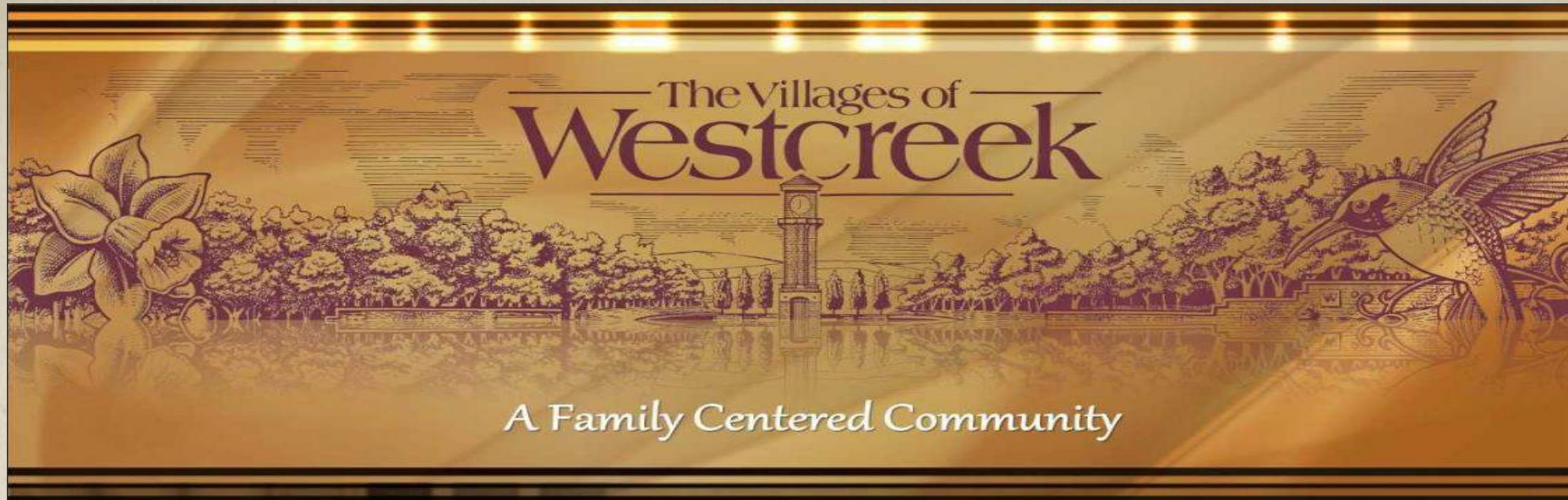
Elaine Maurer  
Elaine Maurer, President

Date: 10 / 21 / 2022

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

Maria Robinson  
Maria Robinson, Community Manager

Date: 10 / 21 / 2022



**BOARD OF DIRECTORS MEETING**  
**VIA ZOOM**  
**SEPTEMBER 15, 2022**  
**6PM**

**Call to Order-6:00 PM**



# Minutes

Approval of August 2022 Board  
Meeting Minutes

# Open Forum for Homeowners



# Department Reports

# MAINTENANCE DEPARTMENT

## **Daily Tasks:**

- Pick up trash along main roadways.
- Walk around Community Center for trash and debris.
- Addressing vandalism throughout the community.

## **Land:**

- Daily trash pick-up and inspection of property for hazards.

## **Park:**

- Resecure Tennis Court Windscreen
- Clean BBQ Pit
- Install two new mud boot scrubbers at the pavilion

## **Community Center:**

- Replace light switch in back office
- Community Center kitchen faucet leaking so replaced it with new faucet
- Remove the 3 overhead flashing lights at the pool. Tape and float large holes in ceiling.
- Install 3 new LED lights and paint patched area.

## **Common Areas:**

- Came in early and did a light check on all monuments
- Remove brush is easement by Macey Trail
- Replace solar lights at Willowbrook monument after they were stolen
- Picked up trash in area next to dog park where the walking trail begins
- Rehung fallen Westcreek entry sign on Grosenbacher that fell due to high winds
- Remove mattress from easement onto sidewalk and reported to the county for pick up
- Assembled and put together a picnic table next to the dog park area



# Standards

**Report Timeframe: August 15, 2022-September 12, 2022**

- ❑ **Total Violations Sent: 437**
- ❑ **Open Enforceable Violations: 3**

*Fence – 14*

**Open Recurring Violations: 138**

*Fence – 14*

*Trash Cans – 132*

*Clutter - 29*

*Vehicle – 28*

*Basketball Goals – 4*

*General Maintenance- 24 (ex: repair tree rings)*

*Landscaping- 151 (leaves, trim trees, shrubs, weeds, etc.)*

*House Repair –40 (ex: paint, roof, fascia, garage)*

*Stain Removal – 12 (ex: mildew)*

- **Unapproved Improvements: 3**

*Ex: porch, sheds, walkways, paint and landscaping.*

# Community Activities

## 30 Days:

Fall Soccer Starts

Sept 16 Movie at the Park/Pool

Flag Football Early Registration Begins

## 60 Days:

Fall Soccer Continues

## 90 Days:

Fall Fest Nov 5<sup>th</sup>

Fall Soccer Tournament





# Community Manager

- Continuing to work with both insurance claims for the retaining wall that was damaged on Westcreek View.
- Worked with SAWS to obtain two different watering variances; 1 for the sports park where the new sod is being installed over the pipeline work, and the clocktower where the replacement sod was planted due to the cement truck.
- I am working with vendors to find a long-term solution to the pool lights continuing to come out of the wall. We have had a pool vendor and an electrician come out to access the repairs needed. Temporarily we have removed any pool lights that were floating or sitting on the deck while we work with pool vendors to find a long-term solution for the lights.
- Continuing discussions with the county regarding the lot next to the Community Center and whether a plat map is required to obtain a permit to begin construction on the maintenance shop.
- Irrigation repairs at the Sports Park were approved in the amount of \$1,013.74. This is unrelated to the SAWS project and is for repairs needed on the field nearest the pool area.
- Suberg completed the clock tower electrical to include installing new LED spotlights around the bottom, new LED spotlights to highlight the clock face, and adding two outlets to allow for holiday decorations. They did need an additional \$300 as the lights were not working after installation, so the total of the work came out to \$5,525.
- A demand letter was sent to Fred Loya from the association's attorney regarding the retaining wall damage at Westcreek View and Grosenbacher.
- Holiday lighting has been scheduled with Gleam Team for install on November 17<sup>th</sup> and the cost for the install is \$4,123.72.
- The board approved the install of a new backflow at Sonni Field in order to comply with the SAWS backflow testing. This was approved at a cost of \$1,136.63.
- It was discovered that the flagpole would not allow the flag to be lowered and the repair company was called out to assess. Repairs in the amount up to \$1,935.51.



# Financial Report

Bank Balances	
	Dollars
Operating Account	\$85,859.89
Alliance Reserve	\$129,288.20
Pacific Premier Reser	\$131,360.59
Sports Bank Account	\$66,082.31
Chase Checking	\$38,029.94
Total	\$450,620.93

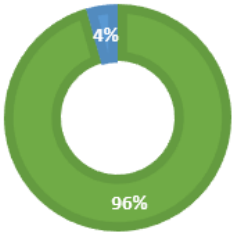
Bank Balances as of 9/13/2022



## Assessment Receivable Report

	Dollars
Paid	\$968,309
Past Due	\$45,063
Meeting- 5%	
2021- 4% unpaid	
Paid	\$1,298,342
Past Due	\$51,499

## 2022 ASSESSMENT RECEIVABLE REPORT

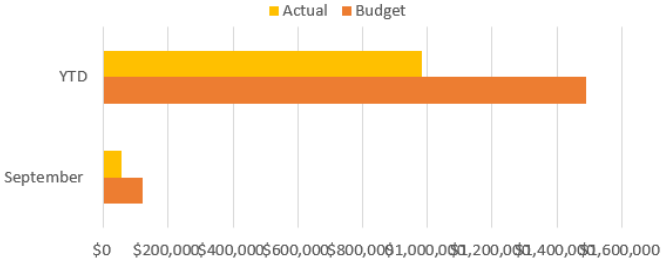


■ Paid ■ Past Due

## Expense Budget Update

	Budget	Actual		
September	\$122,422	\$55,615	45%	(\$66,807)
YTD	\$1,490,092	\$982,113	66%	(\$507,979)

Expense Budget Update



# Committee Reports

- a) ARC- Lynette Bradley
- b) Communications- Francis Lomax





# Architectural Review Committee (ARC)

## August 2022 PIAs

90% Approval

Avg Days to Close	3.7
Total PIAs	20
Approved	18
Denied	2
OPEN	0

### Denials

- Fencing in front of dwelling
- Painting brick

### Trends

- Sidewalk/Walkway
- Siding
- Exterior Painting

Description	Received	Response	Status	Comments	Days to close
Landscaping	8/2/2022	8/8/2022	Denied	This type of fencing not allowed in front of house	4
Patio Cover	8/2/2022	8/4/2022	Approved		2
Siding	8/2/2022	8/8/2022	Approved		4
Exterior Painting	8/8/2022	8/12/2022	Denied	Brick cannot be painted	4
Siding	8/9/2022	8/16/2022	Approved		5
Roof	8/9/2022	8/17/2022	Approved		6
Landscaping	8/9/2022	8/17/2022	Approved		6
Sidewalk/Walkway	8/12/2022	8/16/2022	Approved		2
Roof	8/12/2022	8/17/2022	Approved		3
Garage	8/12/2022	8/16/2022	Approved		3
Sidewalk/Walkway	8/16/2022	8/23/2022	Approved		5
Trash can enclosure	8/16/2022	8/22/2022	Approved		4
Sidewalk/Walkway	8/17/2022	8/19/2022	Approved		2
Exterior Painting	8/22/2022	8/23/2022	Approved		1
Landscaping	8/22/2022	8/23/2022	Approved		1
Shed	8/23/2022	8/26/2022	Approved		3
Lighting	8/25/2022	9/2/2022	Approved		6
Door	8/29/2022	8/31/2022	Approved		2
Siding	8/30/2022	9/2/2022	Approved		3
Exterior Painting	8/30/2022	9/8/2022	Approved		7



# Communication Committee Report

## VWOA Communications Committee Report for the September 2022 Open Board Meeting

### Update Since Last Board Meeting

#### Webmaster Support

1. **Weekly Reports:** The latest report shows that the previously reported security vulnerability still exists. Existing updates for the identified plug-in fix this vulnerability. I checked with the Activities Director yesterday, who informed me that it is a low priority. He thought the price for a new license was more like \$300 and thought that maybe we should wait until next year and put it in the budget. In posting the September Open Board Meeting on the website, I noticed this plug-in has some other unusual issues. Finding a workaround to get it to display correctly was somewhat challenging. There is a good chance that these issues have also been fixed with some of these updates. Therefore, since the meeting agenda indicates that you are discussing and voting on the final budget, I thought this would be an excellent time to consider this issue again. I recommend that you consider increasing the priority of this issue. I think it will most likely fix other problems as well.
2. **ClapCreative Requests:** We had several new flyers and meeting notices to post this month. Due to the way new posts bump older posts off of the various categories and the scrolling display at the top of the page, the order in which they are posted and in which category they are assigned is important. I, therefore, chose to do it myself this month. I wanted to try posting the details for the Open Board Meeting directly on our website instead of needing to link to our Constant Contact page. We can then evaluate how we should post future meeting notices.

#### Monthly Newsletter

The September Newsletter went out on time. The Communications Committee thanks the following contributors for their input.

Contributors Who Submitted Articles or Flyers	
Contributor	Number
Michelle de Jongh	2
Lynette Bradley	1
Brian Bush	1
Lisa Carvajal	1
Jason Dunbar	1
Bill Fenstermacher	4
Melissa Garcia	13
Heather Mallia	2
Elaine Maurer	1
Maria Robinson	3

We also thank the reviewers for their support and suggestions to make it a more professional-looking product.

By: Francis Lomax  
VWOA Communications Committee, Chairperson

Date: 9/8/2022

# Unfinished Business

- a. Splash Pad- TABLED until 2023 due to cost of the project.
- b. Monuments at Daisy Field and Potranco-OPEN- Maria spoke with a representative from TXDOT and they informed her that TXDOT does not typically allow any type of construction within their right of ways.
- c. Garden Lily and Tally Rd.-TABLED- The board has decided to table this project until the construction on Talley Road has been completed.
- d. RFID Cards at Dog Park-TABLED- This is tabled at this time due to estimated cost that includes electrical work, fence work, and the installation of the RFID system.
- e. Pointe Monument-OPEN-The board approved the installation of Solar Lighting for this monument as the county does not allow trenching.
- f. Maintenance Shop Replacement -OPEN- The contract for this has been signed and the deposit invoice paid, this project is currently scheduled to begin after completion of the concrete pad and electrical installation.
- g. Maintenance Shop Concrete Pad-OPEN- The vendor went to begin the permitting process for this project, and we discovered that the land at that location will need to be surveyed and a plat map supplied.
- h. **2023 Budget-OPEN- The board is reviewing the 2023 budget and the setting of the 2023 assessments.**
- i. AR-45 Revision-OPEN- The board approved the updated document and are discussing whether to renumber it or keep it labeled as “Revised”.



# New Business

## 1. Pool Lights

# Executive Session Results

**Adjournment**  
**Thank you for attending**

**Next meeting:**  
***October 20, 2022***