

*The Villages of Westcreek Owners' Association, Inc. Est. 1994*  
**Regular Meeting of the Board of Directors**

<https://spectrumam.zoom.us/j/93205546989?pwd=a0x2YTJtQWlMTXZCSmE4TUZSUUVVZz09>

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Meeting ID: 932 0554 6989

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**6 p.m. via Zoom**

**I. OPEN MEETING:** The Regular Meeting of the Board of Directors was called to order by the President at 6:00 pm, on Thursday, January 18, 2024. The purpose of the meeting was to conduct regular business as identified in the pre-announced Agenda.

**Board Members Present**

Elaine Maurer, President  
Lynette Bradley, Secretary  
Brian Bush, Treasurer  
Brandon Schuler, Vice President

**Board Members Absent:**

Heather Mallia, Assistant Secretary

**Staff Present:**

Name	Position	Name	Position
Crystal Stairhime	Community Manager	Eliel Perez	Standards Manager
Melissa Garcia	Assistant Community Manager	Terri Holmes	Lead Recreation Specialist
Andrea McFarlan	Client Relations Manager		

**Members Present:**

There were 23 homeowners present during the call.

**II. APPROVAL OF PREVIOUS BOARD MINUTES:** The Board reviewed the meeting minutes from the November 30, 2023, Board meeting. Elaine Maurer made a motion to approve the November 30, 2023, minutes the motion was seconded by Lynette Bradley, and all board members were in favor and the minutes were unanimously approved as written.

**III. OPEN FORUM FOR HOMEOWNERS:**

The floor was open for homeowner questions and with no questions asked, the floor was then closed.

**IV. DEPARTMENT REPORTS:**

- a. Maintenance: The maintenance report was covered by Ms. Stairhime the Community Manager.

- b. Standards: Eliel Perez went over the total violations from the dates of December 13, 2023, to January 24, 2024.
- c. Community Activities: Terri Holmes presented the 30/60/90-day report included in the power point and informed those in attendance that Flag Football is in full swing. Spring Soccer Season will be determined by February upon review of the bid from Merit on the field improvements.
- d. Community Manager: Ms. Stairhime informed the board and homeowners in attendance of the items completed in the manager report within the presentation.
- e. Financial Report: The Community Manager presented a brief overview of the Associations year to date finances.

## **V. COMMITTEE REPORTS**

- a. ARC: Bill Fenstermacher reported the ARC numbers for December 2024 during the meeting and the turnaround times for requests.
- b. Communications: Francis Lomax then presented information on the newsletter and those who contributed to the newsletter.

## **VI. UNFINISHED BUSINESS:**

- 1. Monuments at Daisy Field and Potranco -TABLED 2024 - Ms. Stairhime informed those in attendance that the board has made this decision to begin this project in 2024.
- 2. Garden Lily and Talley Rd. - TABLED 2024 - Ms. Stairhime informed those in attendance that the board has made this decision to begin this project in 2024.
- 3. Monuments at Daisy Field and Potranco – TABLED 2024 - The Community Manager reached out to her contact at TXDOT after the last board meeting to confirm and get clarification on the right of way location. She is currently still awaiting a response.
- 4. Westcreek View and Talley Rd. - TABLED 2024 - The Community Manager and Assistant Community manager have been working with the monument vendor to get a design for the area and this is the first step in the process. The county is waiting on the HOA to submit the permit application once a design has been approved.
- 5. Metal Building Community Center – The board discussed the scope of work and approved the same guidelines.
- 6. Demo Old Workshop – Pending bids, Ms. McFarlan will follow up with the three vendors solicited for the proposals.
- f. Portable Storage Container – Ms. Stairhime and the board discussed the options to purchase a container for permanent storage and ability to move around the property.

Three options were provided to the board for review in CINC and item is pending review and decision.

- g. Bollards at Westcreek Oaks Bridge – Pending proposals, Ms. McFarlan will follow up with the three vendors solicited for their proposals.
- h. Pavilion Bathrooms RFID Reader – Pending proposals, Ms. McFarlan will follow up with the two vendors solicited and provide the additional information requested on the existing Brivo system relays to finalize their proposals. The board also discussed adding a RFID reader to the dog park and tabled the item.
- i. Governing Documents & Legislative Updates – TX Property Code requires 67% approval from membership to amend (Bylaws require majority but TX Property Code prevails). Not required as managing agent prepares supplemental resolutions keeping the HOA in line with legislative changes.
- j. Electrical Repairs – Pending two more proposals, Ms. McFarlan will reach out to additional vendors for comparison.
- k. Mailboxes – The board and community held open dialogue on the mailbox item post the attorney meeting.

**VII. NEW BUSINESS:**

- a. Zoom License – Ms. Stairhime presented the options available through Zoom for their own license. The board discussed and unanimous approval was received to establish the Zoom One

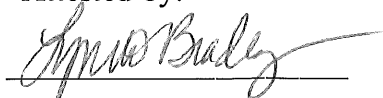
**VIII. EXECUTIVE SESSIONS RESULTS:**

- a. Ms. Stairhime summarized the Executive Session as follows: In the Executive Session held on Wednesday, January 17, 2024, the Board approved to send (3) accounts to the attorney for deed restriction violations and (14) accounts to the attorney for collections.

**IX. SCHEDULE THE NEXT MEETING:** The next meeting via zoom will be held on Thursday, February 15, 2024.

**X. ADJOURNMENT:** There being no further business before the Board, the meeting was adjourned at 7:52 pm.

Attested by:



Date: 5/31/2024

Lynette Bradley, Secretary

Approved by:

Elaine Maurer  
Elaine Maurer, President

Date: 5/29/24

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

Crystal Stairhime  
Crystal Stairhime, Community Manager

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