

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 6:00 pm, on Thursday, June 15, 2023. 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

Board Members Absent:

Heather Mallia, Assistant Secretary
Brandon Schuler, Vice President

Staff Present:

Name	Position	Name	Position
Maria Robinson	Community Manager	Eliel Perez	Standards Manager
Terri Holmes	Recreational Assistant	Jason Dunbar	Activity Director

Members Present:

There were 3 homeowners present during the call.

II. APPROVAL OF PREVIOUS BOARD MINUTES: The Board reviewed the meeting minutes from the May 11, 2023, Board meeting. Elaine Maurer made a motion to approve the May 11, 2023 minutes with the correction of changing "B" under old business from tabled to open, the motion was seconded by Lynette Bradley, and all board members were in favor.

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 Maria Robinson the Community Manager. She informed the board that unfortunately Benny Martinez was no longer with the HOA. Maria did inform those in attendance that prior to his departure from the HOA, Benny changed all A/C filters in the Community Center, scheduled the bi-annual A/C system inspection, sprayed the entire walking trail and treated with herbicide. Jason Dunbar with the help of a monitor installed the Sports Park pool sign that was damaged by vandalism. Elaine Maurer asked if pest control is still being done at the Sports Park and Maria Robinson informed her that they had been here this past week to complete the service. Jason Dunbar did state that they have not has the ant issues this year during soccer that they have had in the past.
- b. Standards: Eliel Perez went over the total violations from the dates of May 3, 2023, to

June 7, 2023. He informed the board members that he is doing his due diligence on the RV's and boats as it is summertime. He informed the board that the trees along the main roads had been trimmed by Bexar County Public Works this past week.

- c. Community Activities: Jason Dunbar presented the 30/60/90-day report included in the power point and informed those in attendance that the Spring 2023 soccer season had been the biggest yet with roughly 839 participants. Bulk pick-up is set to take place this Saturday, June 17, 2023, and casino night is scheduled for August 11, 2023. Movie in the park will take place this Friday, June 16, 2023, and the new Super Mario Brothers movie is what will be shown.
- d. Community Manager: Maria informed the board and homeowners in attendance that with the departure of Benny Martinez, she has been working to obtain porter proposals and presented them to the board for review. She also informed those in attendance repairs have been scheduled for a brick column that was damaged in the April 2023 storm, and that due to a leak in the Community Center pool pump room, a plumber had to be called out this week to repair the main fill line.
- e. Financial Report: The Community Manager presented a brief overview of the Associations year to date finances. She informed those in attendance that the HOA to date has used roughly 40% of the yearly budget and that the Board of Directors has done a great job ensuring that the projects completed stay within budget.

V. COMMITTEE REPORTS

- a. ARC: Victor Estello reported the ARC numbers for May 2023 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. He also informed the board and those in attendance that he had created a chart reflecting the newsletter statistics regarding how many were sent and opened. He also included information on whether they were opened via a mobile device or a desktop.

VI. UNFINISHED BUSINESS:

- a. Monuments at Daisy Field and Potranco-OPEN- Maria 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.
- b. Garden Lily and Tally Rd.-OPEN- Maria Robinson informed those in attendance that she had been in contact with the county to get the information regarding permitting and placing a monument in this location. Jason Dunbar has contacted the monument company and they are working on sketches.
- c. 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.
- d. Maintenance Shop Concrete Pad-OPEN- The vendor has updated us to let the board and staff know that we have completed the first steps of the permitting process and he is now working with Bexar County Public Works and the Fire Marshall to continue the permitting process.
- e. Standards Revision-OPEN-The board and the ARC members had a workshop on June 1, 2023, and completed the revisions to the Standards. This item will be closed out in the July 2023 board meeting.

VII. NEW BUSINESS:

- a. **Porter Service:** Elaine Maurer made a motion to advertise for a part time maintenance employee at 20 hours a week and in the interim hire a porter service to complete the work. The board will review the proposals provided and decide via the CINC Portal and ratify it in the July 2023 board meeting.
- b. **Standards Revision Approval-** Maria Robinson informed those in attendance that the board members and ARC members have been working hard to update the 2016 Standards. Lynette Bradley made a motion to approve the revised standards for publication and Elaine Maurer seconded the motion. All board members in attendance were in favor. Maria Robinson informed the board and those in attendance that she will have the revised standards filed with the county and uploaded to the website once that is complete.

VIII. EXECUTIVE SESSIONS RESULTS:

- a. Maria Robinson summarized the Executive Session as follows: In the Executive Session held on June 14, 2023, the Board approved to send 5 accounts to the attorney for deed restriction violations and 3 accounts to the attorney for collections. The board reviewed 2 attorney requests. The board also discussed landscape maintenance along Talley Road and adding it to the monthly contract, and they also discussed hiring a porter versus filling the maintenance position with an HOA employee.

IX. SCHEDULE THE NEXT MEETING: The next meeting via zoom will be held on Thursday, July 20, 2023.

X. ADJOURNMENT: There being no further business before the Board, the meeting was adjourned at 6:29 pm.

Attested by:

Lynette Bradley
Lynette Bradley, Secretary

Date: 08 / 20 / 2023

Approved by:

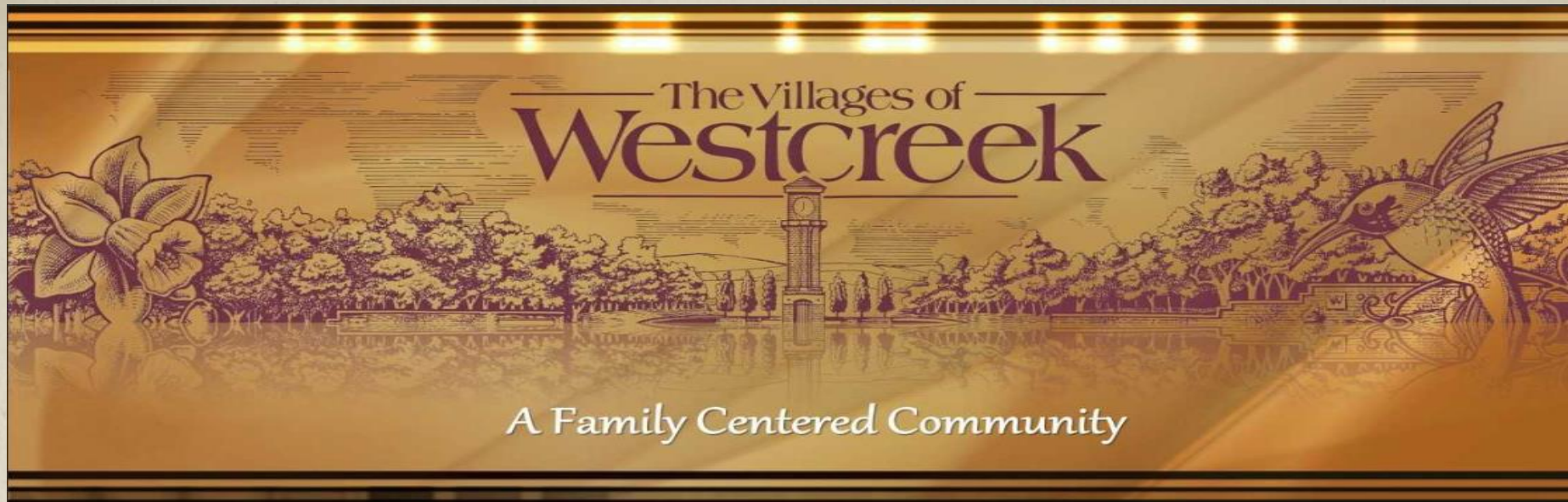
Elaine Maurer
Elaine Maurer, President

Date: 08 / 18 / 2023

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

Maria Robinson
Maria Robinson, Community Manager

Date: 08 / 18 / 2023



BOARD OF DIRECTORS MEETING
VIA ZOOM
JUNE 15, 2023
6PM

Call to Order-6:00 PM

Minutes

Approval of May 2023 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:

- Rescure Wind Screens
- Reinstall backboard with hoop and all new hardware.
- Spray and remove 2 beehives under the kids play area and check for ants.
- Spray entire walking trail with herbicide and treat for ants in tot-lot area.
- Install redone pool sign that was damaged by vandalism.

Common Areas:

- Plant new plants at the Willowbrook Monument
- Check that all monument and clocktower lights are working
- Remove small vandalism from monument at WCO and 1604

Community Center:

- Change A/C filters in the Community Center
- Schedule bi-annual A/C system inspection

Standards

Report Timeframe: May 3, 2023-June 7, 2023

- ☐ **Total Violations Sent: 361**
- ☐ **Open Enforceable Violations: 0**

Fence – 17

Open Recurring Violations: 95

Fence – 17

Trash Cans – 191

Clutter - 12

Vehicle – 16

Basketball Goals – 9

General Maintenance- 55 (ex: repair tree rings)

Landscaping- 38 (leaves, trim trees, shrubs, weeds, etc.)

House Repair –19 (ex: paint, roof, fascia, garage)

Stain Removal – 3 (ex: mildew)

- **Unapproved Improvements: 1**

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

Community Activities

30 Days:

Super Mario Brothers Movie in the Park Friday 8PM-11PM
Bulk Trash Pick up Saturday 8AM-12PM
Fall Soccer Registration is Open

60 Days:

Fall Soccer Registration Open
Casino Night Friday August 11th

90 Days:

Fall Soccer Registration Closes



VWOA BULK TRASH DAY - June 17th, 2023

**VILLAGES OF WESTCREEK
SPORTS PARK**

12354 MILITARY DR. WEST, SAN ANTONIO, TX 78253

**IT'S THAT TIME AGAIN!!
BULK TRASH PICK UP AT THE SPORTS PARK**



**SATURDAY- JUNE 17, 2023
FROM 8:00AM- 12:00PM
(OR UNTIL DUMPSTERS GET FULL)**

THIS EVENT WILL BE HELD AT THE SPORTS PARK OVERFLOW PARKING LOT.

LIMIT 1 VEHICLE LOAD PER HOUSEHOLD. **ENTRY TO PARK FROM WEST SIDE OF MILITARY DR. ONLY!** EVERY HOMEOWNER MUST BE ABLE TO DISPOSE OF THEIR TRASH INTO THE DUMPSTERS. IF YOU NEED ASSISTANCE, PLEASE PLAN ACCORDINGLY.

LIMIT 1 VEHICLE LOAD PER HOUSEHOLD. THIS EVENT IS FREE TO THE RESIDENTS OF VWOA. YOU WILL BE REQUIRED TO HAVE A VALID RFID WESTCREEK CARD. IF YOU NEED TO UPDATE YOUR CARD PLEASE MAKE SURE YOU DO IT BEFORE FRIDAY- JUNE 16, 2023.

TRASH DUMPSTERS ARE FOR REGULAR TRASH ONLY! METAL DUMPSTERS WILL BE LABELED ACCORDINGLY.

THE FOLLOWING ITEMS ARE NOT ACCEPTABLE FOR DISPOSAL:

NO ITEMS THAT CONTAIN HAZARDOUS MATERIALS INCLUDING BUT NOT LIMITED TO:

DRUMS, PAINT, SOLVENTS, TV'S, CHEMICALS, OILS, BATTERIES, ANTIFREEZE, GAS CYLINDERS, REFRIGERATORS, FREON, GASOLINE, FLAMMABLE, LIQUIDS, EXPLOSIVES, TREE STUMPS, BRUSH, TIRES, FOAM, RUBBER, NOR OTHER VARIOUS ITEMS THAT CONTAIN HAZARDOUS MATERIALS.



Community Manager

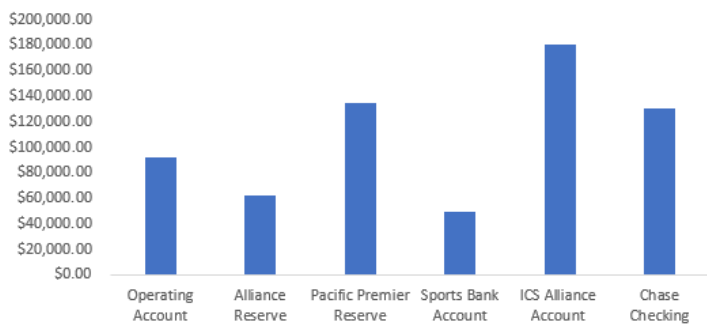
- The Community Center pool lights were replaced by an electrician who did extension research in April 2023 in the amount of \$10,260.78. The Sports Park pool lighting proposal has been approved at an estimated cost of \$9,975 plus tax.
- I have been working with the county and the landscaping company to ensure that the community landscaping and county areas are being maintained and, on the schedule, to be maintained.
- The board reviewed and approved proposals to enhance the landscape at The Park, Vistas, Reserve, Forrest, Highpoint, Gardens and Wynwood monuments and the work is set to begin June 12, 2023.
- Worked to obtain proposals to repair fences damaged during the April 20, 2023, storm. The vendor have been chosen for the repairs and we are working to get start dates solidified.
- Called out a plumber to address a leak from the fill line in the Community Center Pool Pump Room. The plumber had to dig out the shut off valve behind the shop that was buried, and the parts were not salvageable. The repair has been completed as of Tuesday, June 13, 2023.
- A vendor has been chosen to repair a column that fell during the April 20th, 2023, storm and the work is scheduled to begin the week of Monday, June 26, 2023.
- Worked to obtain proposals for porter services and create a bid comparison sheet for the board to review.

Financial Report

Bank Balances

	Dollars
Operating Account	\$92,378.58
Alliance Reserve	\$62,064.44
Pacific Premier Rese	\$134,606.08
Sports Bank Account	\$49,143.92
ICS Alliance Account	\$180,000.00
Chase Checking	\$130,255.97
Total	\$648,448.99

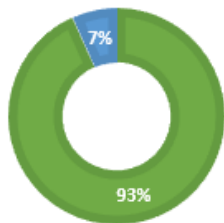
Bank Balances as of 6/13/2023



Assessment Receivable Report

	Dollars
Paid	\$686,931
Past Due	\$49,575

2023 ASSESSMENT RECEIVABLE REPORT

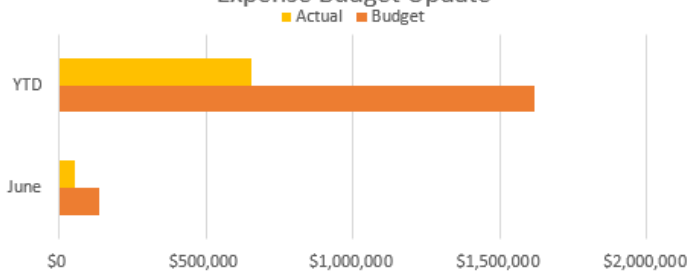


■ Paid ■ Past Due

Expense Budget Update

	Budget	Actual		
June	\$134,983	\$52,888	39%	(\$82,096)
YTD	\$1,619,802	\$654,509	40%	(\$965,292)

Expense Budget Update



Committee Reports

- a) ARC- Bill Fenstermacher
- b) Communications- Francis Lomax





Architectural Review Committee (ARC)

May 2023 PIAs

93% Approval

Avg Days to Close	4.8
Total PIAs	14
Approved	13
Denied	1
OPEN	6

Trends

- Roof
- Patio

Denials

- Shed height

Description	Received	Response	Status	Comments	Days to close
Fence Replacement	5/2/2023	5/4/2023	Approved		2
Landscaping	5/2/2023	5/12/2023	Approved		8
Shed	5/2/2023	5/5/2023	Denied	Height limit of 10' exceeded	3
Exterior Painting	5/5/2023	5/19/2023	Approved		10
Roof	5/5/2023	5/15/2023	Approved		6
Driveway	5/9/2023	5/15/2023	Approved		4
Patio	5/9/2023	5/15/2023	Approved		4
Pool	5/9/2023	5/15/2023	Approved		4
Deck	5/10/2023	5/15/2023	Approved		3
Roof	5/10/2023	5/15/2023	Approved		3
Patio Cover	5/11/2023	5/15/2023	Approved		2
Sidewalk/Walkway	5/11/2023	5/25/2023	Approved		9
Patio Cover	5/15/2023	5/24/2023	Approved		7
Roof	5/26/2023	5/30/2023	Approved		2
Exterior Painting	5/12/2023		OPEN	Waiting on homeowner response	
Patio Cover	5/25/2023		OPEN		
Roof	5/26/2023		OPEN		
Landscaping	5/30/2023		OPEN		
Patio	5/31/2023		OPEN		
Shed	5/31/2023		OPEN		

Communication Committee Report

VWOA Communications Committee Report for the June 15, 2023 Open Board Meeting

Updates Since Last Board Meeting

Webmaster Support

Summary of Weekly Website Reports Since Last Board Meeting					
Report End Date	Updates Preformed	Backups Available	Date Last Backup	Uptime	Security Status
6/6/2023	12	119	6/6/2023 5:20 AM	99.663%	Safe
5/30/2023	11	116	5/30/2023 5:15 AM	100.000%	Safe
5/23/2023	12	113	5/23/2023 5:19 AM	100.000%	Safe
5/16/2023	10	111	5/16/2023 4:51 AM	99.926%	Safe
5/9/2023	10	111	5/8/2023 7:51 AM	99.958%	Safe
5/2/2023	9	108	5/1/2023 7:52 AM	99.901%	Safe
4/25/2023	7	107	4/24/2023 7:51 AM	100.000%	Safe
4/18/2023	7	107	4/17/2023 7:51 AM	100.000%	Safe

Clap Creative is updating the link for the Yard Sale Listings on our Website in a timely manner. The listings are now available the Friday afternoon prior to the Yard Sale Weekend.

Monthly Newsletter

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

Contributors Who Submitted Articles or Flyers	
Contributor	Number
Lynette Bradley	2
Michelle de Jongh	2
Jason Dunbar	1
Bill Fenstermacher	3
Melissa Garcia	13
Francis Lomax	1
Elaine Maurer	3
Maria Robinson	2

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

VWOA Communications Committee Report for the June 15, 2023 Open Board Meeting

Newsletter Statistics

Month	Sends	Opens	Open Rate	Mobile Open Rate	Desktop Open Rate	Clicks	Click Rate	Bounces	Bounce Rate
May 2023	2782	1294	49.60%	5.20%	94.80%	111	4.30%	174	6.30%
Apr 2023	2784	1184	45.20%	5.80%	94.20%	93	3.50%	164	5.90%
Mar 2023	2799	1359	51.40%	7.70%	92.30%	177	6.70%	153	5.50%
Feb 2023	2802	1337	50.50%	5.50%	94.50%	61	2.30%	154	5.50%
Jan 2023	2805	1316	49.70%	7.30%	92.70%	100	3.80%	156	5.60%

Month	Sends	Opens	Unsubscribes	Unsubscribe Rate
May 2023	2782	1294	0	0.00%
Apr 2023	2784	1184	0	0.00%
Mar 2023	2799	1359	2	0.10%
Feb 2023	2802	1337	0	0.00%
Jan 2023	2805	1316	1	0.10%

By: Francis Lomax

VWOA Communications Committee, Chairperson

Date: 6/9/2023

Unfinished Business

- a. Monuments at Daisy Field and Potranco-OPEN- Maria 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.
- b. Westcreek View and Tally Rd.-Open- The board has decided to change the location to Westcreek View and Talley instead of Garden Lily and Talley. Maria has been in contact with the County regarding permitting requirements and the monument vendor has been contacted and is working on a drawing for the new monuments.
- c. 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.
- d. Maintenance Shop Concrete Pad-OPEN- The vendor has updated us to let the board and staff know that we have completed the first steps of the permitting process and he is now working with Bexar County Public Works and the Fire Marshall to continue the permitting process.
- e. Standards Revision-OPEN-The board and the ARC members had a workshop on June 1st to finish the review of the updated Standards document.

New Business

- a. Porter Service
- b. Standards Revision Approval

Executive Session Results

Adjournment
Thank you for attending

Next meeting:
July 20, 2023