

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 Vice President at 6:01 pm, on Thursday, March 16, 2023. 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:

Name	Position	Name	Position
Maria Robinson	Community Manager	Eliel Perez	Standards Manager
Terri Holmes	Recreational Assistant		

Members Present:

There were 9 homeowners present during the call.

II. APPROVAL OF PREVIOUS BOARD MINUTES: The Board reviewed the meeting minutes from the February 16,2022 Board meeting. Heather Mallia made a motion to approve the February 16,2022 minutes with the punctuation changes recommend by Elaine Maurer, the motion was seconded by Kevin Drummonds, and all board members were in favor.

III. Representative for Rezoning Proposed by Walgreens:

Emilie Weisser who works for the firm representing Stream Data Centers attended the meeting to provide information regarding what the rezoning request entails. Stream Data Centers bought the whole property, and 29 acres will not be developed at all leaving a greenspace/buffer at the back of the property. Emilie did inform those in attendance that they are working to improve the driveway entrance at Caliber Collision to allow them to share a driveway and keep primary access to the property off 1604. A homeowner did ask if they had a plan to do any mitigation for the sound and he was informed that she would go back and request that information and bring the concern to Stream's attention. Another homeowner asked if they would be accessing off of Military for construction or general use and those in attendance were informed that at this point in time, all access is planned through 1604. The rezoning plans are set to go in front of City Council on April 6, 2023 at this time and breaking of ground or construction will not be immediate as they have to go through the lengthy and time consuming permitting process per Emilie.

IV. OPEN FORUM FOR HOMEOWNERS:

The floor was open for homeowner questions and the board was asked if there was a plan to have someone evaluate the Sports Park trees to prevent an incident like the one that occurred at the Zoo this week. The board let the homeowner know that they would have the Maintenance Supervisor evaluate and if an arborist needed to be brought in, they would get quotes. A homeowner asked if the new online voting system was going to be tested prior to going live. Maria informed the homeowner that the change in systems was discussed at the October 2022 board meeting and that the system was very similar to VoteHOA Now and met the needs of the association.

V. DEPARTMENT REPORTS:

- a. Maintenance: The maintenance report was covered by Maria Robinson the Community Manager. She informed the board that per the last board meeting, Benny had received proposals to replace the Sports Park pool bathrooms. The decision was made to have Benny install the toilets and they were received and installed this past week. The cost of the toilets with shipping and delivery was roughly \$600 and the HOA saved on the cost of having a vendor install them. Maria also informed the board that Benny had completed the plumbing repair on the mainline at the Sports Park saving the HOA additional funds and that the PRV was being replaced by a vendor. The board was also informed of vandalism that had taken place the evening prior damaging monument lights (not the new solar ones) and that the lights had been ordered and will be in on Monday.
- b. Standards: Eliel Perez went over the total violations from the dates of February 9, 2023, to March 6, 2023, and compared them to the numbers from the previous meeting. He informed the board that the HOA has roughly 80% compliance with the holiday lighting and due to Spring Break, this week, he has been more lenient on RV's and basketball goals. Eliel also informed the board that the number of violations rose by 98 from the last meeting.
- c. Community Activities: Maria Robinson presented the 30/60/90-day report included in the power point and informed those in attendance that photos with the Easter Bunny and the first vendor fair of the year is scheduled for April 1, 2023. She also informed everyone that soccer season begins in the next 30 days and that tentatively movie in the park is scheduled for the weekend of May 19, 2023. Kevin Drummonds did ask if the fields were going to be ready for the beginning of soccer season, and Maria informed him that they had been practicing on the fields and to date, there were not complaints regarding the fields.
- d. Community Manager: Maria informed the board and homeowners in attendance that the pool furniture for the sports park arrived three months ahead of the originally scheduled delivery timeframe of June and will be ready for the opening of the sports park pool. Maria also reiterated that the HOA has 4 irrigation backflows that need to be tested in order to be in compliance with SAWS. She received two bids, one for \$125/backflow and the other for \$155/backflow. Maria requested that the vendor who quoted \$125/backflow please place us on the list. Lastly, Maria informed those in attendance that a year ago, she requested a map from CPS with the streetlights shown that the HOA is responsible for financially. She received it this month and found that the HOA is owed \$1,711.96 for a streetlight that has been removed since 2016 and \$277.06 for a streetlight that was not agreed upon to be paid by the HOA. There are five lights that the HOA is currently not being billed for that CPS will be contacting the HOA later this year to discuss. Heather Mallia did request that Maria investigate if all the lights are LED and if not, is there a plan

to change the lights to LED.

- e. Financial Report: The Community Manager presented a brief overview of the Associations year to date finances. Maria Robinson also informed those in attendance that with all the uncertainty regarding banking institutions, she reviewed the accounts to ensure that all HOA assets are FDIC covered and a transfer of \$73,000 had to be made from the Vertex Operating to the Alliance Money Market (Repair/Replace) to ensure all funds were within the \$250,000 limit.

VI. COMMITTEE REPORTS

- a. ARC: Lynette Bradley reported the ARC numbers for February 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 did state that all systems are updating and working properly.
- c. Nominations: Maria Robinson informed those in attendance that Meet the Candidates will be held in person at the Community Center on Tuesday, March 21, 2023, from 6:30 p.m.- 7:30 p.m. She also informed everyone that the Annual Meeting notices have been mailed as of this week and that the online voting will open Friday, March 17, 2023.

VII. 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.-TABLED- The board has decided to table this project until the construction on Talley Road has been completed.
- c. Pointe Monument-OPEN- The solar vendor has completed the install of the solar lighting at The Pointe location that did not have electrical hook ups. The vendor found that one of the LED strip lights was not functioning and the vendor who installed the lights has now ordered two new strip lights.
- d. 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.
- e. 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. We are now working to obtain pricing for a required light study.
- f. Standards Revision-OPEN-The board and the ARC members had a workshop in late February 2023 and will need to have an additional workshop to complete the review of the changes being recommended.

VIII. NEW BUSINESS:

- a. **Tot Lot Resurfacing-** Maria Robinson informed the board that the warranty information and maintenance information had been uploaded in CINC per the board's request and that she had met with another vendor but is still awaiting the second proposal. Heather made a motion to approve an amount not to exceed \$38,000 to be paid from the repair and replace account, to repair the tot lot surface and replace the mulch. The motion was seconded by Elaine Maurer and all board members were in favor.

- b. **Community Center and Sports Park Pool Landscape Design-** Maria Robinson informed the board that the landscape design for the sports park and community center pool along with the community center building had been uploaded into CINC for review and approval. Maria explained that she had driven the monuments with Summit the day prior to ensure that all the correct monuments were included in the design. All board members approved the designs and Maria was instructed to solicit other proposals and prioritize the pools first.
- c. **Billing Policy-Updated Fee Sheet-** Maria Robinson informed the board that she had sent the updated fee sheet for the billing policy per the agreement in email. Maria placed it up on the screen to allow all board members to review and ensure it met the requests sent via email to Spectrum AM. Heather made a motion to approve the updated billing policy fee sheet, Brian Bush seconded the motion, and all board members were in favor.

IX. EXECUTIVE SESSIONS RESULTS:

- a. Maria Robinson summarized the Executive Session as follows: In the Executive Session held on Wednesday March 15, 2023, the Board approved to send 4 accounts to the attorney for deed restriction violations and 4 accounts to the attorney for collections. The board reviewed 2 attorney requests. The board also reviewed the renewal contract for Street Sweeping in The Gardens and made the decision to renew that contract. The board set a new zoom meeting date to finish the standard's review and the May 2023 board meeting dates were changed due to the Community Manager being out of town. They will now be May 10th and May 11th.

X. SCHEDULE THE NEXT MEETING: The next meeting will be the Annual Meeting held in person at the Community Center and via zoom on Thursday, April 20, 2023.

XI. ADJOURNMENT: There being no further business before the Board, the meeting was adjourned at 7:08 pm.

Attested by:

Lynette Bradley
Lynette Bradley, Secretary

Date: 05 / 12 / 2023

Approved by:

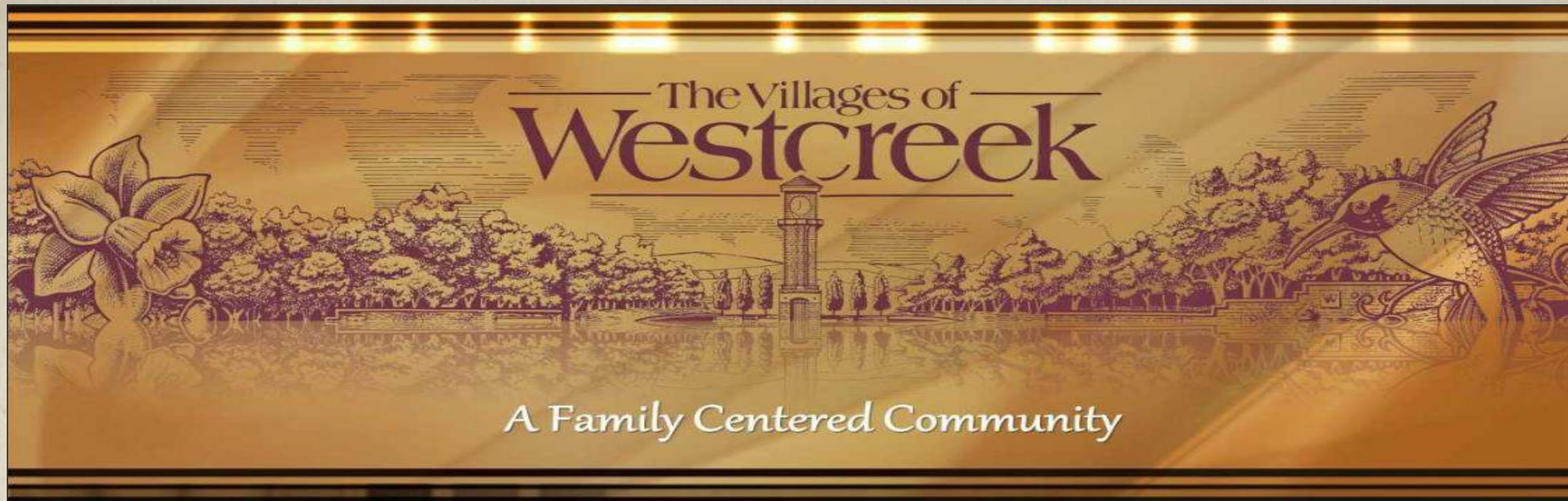
Elaine Maurer
Elaine Maurer, President

Date: 05 / 12 / 2023

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

Maria Robinson
Maria Robinson, Community Manager

Date: 05 / 12 / 2023



BOARD OF DIRECTORS MEETING
VIA ZOOM
MARCH 16, 2023
6PM

Call to Order-6:00 PM

Minutes

Approval of February 2023 Board
Meeting Minutes

Attorney for Rezoning Proposed by Walgreens

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.
- Water new plants at the monuments per watering schedule.

Park:

- Replace all bad or frozen angle stops and water supply lines to sinks and toilets (Preventative Maintenance).
- Chain link fence had fallen due to the high winds where it connects to the wind screen. Repaired the broken chain link post ties.
- Reinstall handicap sign.
- Resecure all wind screens with new ties.
- Dig Down 2 feet to locate the 2" leaking coupling and make the repairs, then cover it back with dirt.
- Men's restroom storage locker key was not working. Benny replaced the mailbox key with a new one.
- Remove sharp metal flashing that was hanging from the top of Tennis Practice wall.
- Resecure wind screens at the tennis courts
- Repaint all yellow curb areas with yellow traffic marking paint.

Common Areas:

- *Large hole (pothole) in the street at The Gardens entrance.
- *Paint area that can be seen from street side and also picked up trash down in the reserve concrete ditch.
- *Stain all the fence pickets that were installed the previous month at the SAWS water station location.
- *Came in at 6:30 a.m. to check all electrical monument lights and to include all lights at the clock tower for the month of March 2023.

Community Center:

- *Paint all mortar patch on pool deck at Community Center Pool
- * Replace burned out bulbs on ceiling fans

Standards

Report Timeframe: February 9, 2023-March 6, 2023

- ☐ **Total Violations Sent: 336**
- ☐ **Open Enforceable Violations: 0**

Fence – 6

Open Recurring Violations: 75

Fence – 6

Trash Cans – 160

Clutter - 18

Vehicle – 20

Basketball Goals – 4

General Maintenance- 58 (ex: repair tree rings)

Landscaping- 29 (leaves, trim trees, shrubs, weeds, etc.)

House Repair –32 (ex: paint, roof, fascia, garage)

Stain Removal – 7 (ex: mildew)

- **Unapproved Improvements: 2**

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

Community Activities

30 Days

April 1 – Easter Bunny
Soccer Games

60 Days

Soccer Games.

90 Days

Friday, May 19th – Movie in the Park
Soccer Tournament

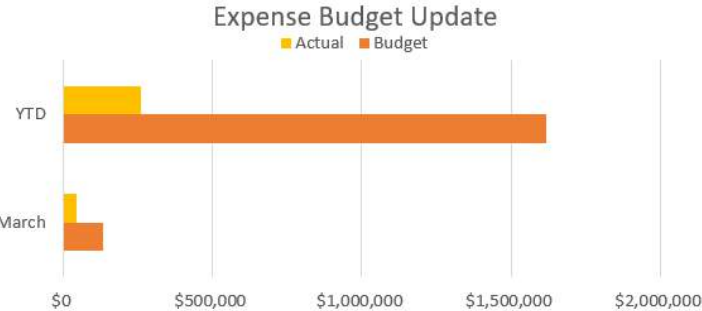


Community Manager

- 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.
- At the last meeting, Maria informed the board of multiple leaks have been found on the sports park fields (ones not worked on by SAWS) and the board has approved at that time \$2,500 to repair 5 leaks in relation to the irrigation lines. The work came out to \$1,117.84 which was under the initial estimate by \$1,382.16.
- The pool furniture was delivered for the Sports Park pool and will be set up for the 2023 pool season.
- I met with the reserve study company on March 1, 2023, to review the financials and the survey the amenities. He stated that the report can take roughly 3-4 weeks to complete after the site visit.
- As discussed at the last meeting, it is the time of year to get all backflows tested in order to be in compliance with SAWS. The HOA has 4 backflows in addition to the 1 Fire line backflow that had to be tested. Texas Roots have let us know it will be \$125 a backflow for a total of \$500 so we have asked them to place us on the schedule.
- As discussed at the February 2023 meeting, Benny was asked to obtain two proposals, one to replace the sports park toilets with commercial grade, and one to replace the toilets with residential grade which is currently there. Those proposals have been provided to the board for review and a decision.
- In early March 2022, I had requested from CPS a map showing where all streetlights within the community are located and what the HOA is billed for each streetlight. This is a budgeted line item each year on the budget, CPS found that the HOA has been paying for a streetlight that was removed in 2016 due to an accident and is crediting the HOA \$1,711.96. They also found 5 streetlights that the HOA has not been billed for and will be contacting the HOA later this year to discuss that matter. One of the five streetlights was charged to the HOA and CPS will be crediting for that streetlight in the amount of \$277.06.

Financial Report

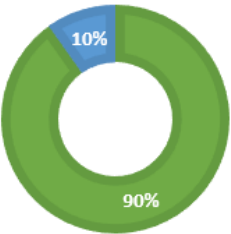
	Budget	Actual		
March	\$134,983	\$43,694	32%	(\$91,290)
YTD	\$1,619,802	\$260,510	16%	(\$1,359,292)



Assessment Receivable Report

	Dollars
Paid	\$332,090
Past Due	\$36,055

2023 ASSESSMENT RECEIVABLE REPORT

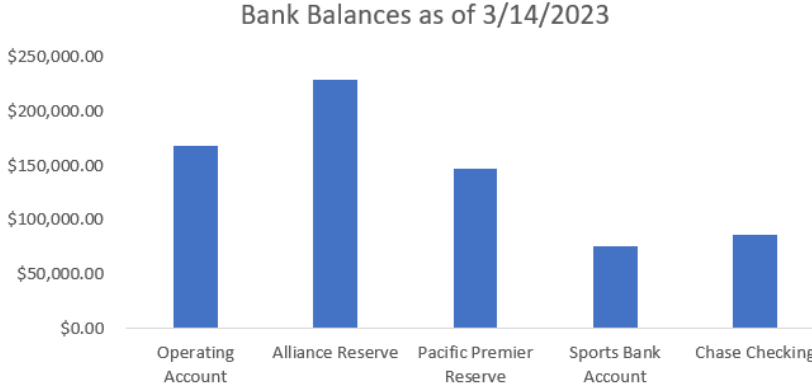


2022- 3% unpaid	
Paid	\$1,304,899
Past Due	\$46,137

■ Paid ■ Past Due

Bank Balances

	Dollars
Operating Account	\$167,730.11
Alliance Reserve	\$229,040.73
Pacific Premier Reser	\$147,034.43
Sports Bank Account	\$76,202.97
Chase Checking	\$86,428.33
Total	\$706,436.57



*Banks and FDIC (*moved \$73,000 to R/R)

Committee Reports

- a) ARC- Lynette Bradley
- b) Communications- Francis Lomax
- c) Nominations Committee-Brandon Schuler





Architectural Review Committee (ARC)

February 2023 PIAs

93% Approval

Avg Days to Close	2.3
Total PIAs	14
Approved	13
Denied	1
OPEN	0

Trends

- Exterior Painting
- Shed

Denials

- Shed size

Description	Received	Response	Status	Comments	Days to close
Door	2/10/2023	2/12/2023	Approved		2
Exterior Painting	2/10/2023	2/12/2023	Approved		2
Exterior Painting	2/10/2023	2/12/2023	Approved		2
Garage	2/10/2023	2/12/2023	Approved		2
Shed	2/14/2023	2/22/2023	Approved		5
Sidewalk/Walkway	2/14/2023	2/14/2023	Approved		0
Concrete Work	2/15/2023	2/15/2023	Approved		0
Windows	2/15/2023	2/20/2023	Approved		3
Roof	2/17/2023	2/19/2023	Approved		2
Shed	2/17/2023	3/1/2023	Approved		8
Landscaping	2/22/2023	2/23/2023	Approved		1
Shed	2/24/2023	2/28/2023	Denied	Shed requested (10x14) exceeded the max size allowable (10x12).	2
Fence Relocation	2/24/2023	2/28/2023	Approved		2
Roof	2/28/2023	3/1/2023	Approved		1

Communication Committee Report

VWOA Communications Committee Report for the March 16, 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
2/14/2023	1	106	2/13/2023 7:51 AM	100.000%	Safe
2/21/2023	5	111	2/21/2023 6:13 AM	99.774%	Safe
2/28/2023	7	109	2/27/2023 7:51 AM	99.859%	Safe
3/7/2023	3	110	3/7/2023 7:21 AM	99.915%	Safe

Monthly Newsletter

The March 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
Melissa Garcia	13
Francis Lomax	1
Heather Mallia	2
Maria Robinson	4
Brandon Schuler	1

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: 3/9/2023

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. Garden Lily and Tally Rd.-TABLED- The board has decided to table this project until the construction on Talley Road has been completed.
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- f. Standards Revision-OPEN-The board and the ARC members had a workshop in late February 2023 and will need to have an additional workshop to complete the review of the changes being recommended.

New Business

- a. Tot Lot Resurfacing
- b. Community Center and Sports Park Pool Landscape Design
- c. Billing Policy—Updated Fee Sheet

Executive Session Results

Adjournment

Thank you for attending

Next meeting:

April 20, 2023-Annual Meeting