

*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 6:05 pm, on Thursday, May 11, 2023. The purpose of the meeting was to conduct regular business as identified in the pre-announced Agenda.

**Board Members Present**

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

**Board Members Absent:**

Heather Mallia, Assistant Secretary

**Staff Present:**

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

**Members Present:**

There were 5 homeowners present during the call.

**II. APPROVAL OF PREVIOUS BOARD MINUTES:** The Board reviewed the meeting minutes from the March 16, 2023, Board meeting. Brandon Schuler made a motion to approve the March 16, 2023, minutes as written, 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 at the March 2023 Board meeting, Benny was asked to evaluate the trees in the sports park and upon doing so recommended that one be removed. He received three bids, and the board approved the removal of the tree from the sports park. Benny has also been working the tree trimming in the tot lot while it was closed for maintenance, and completed clean up after the storm that took place on April 20, 2023.
- b. Standards: Eliel Perez went over the total violations from the dates of March 10, 2023, to May 3, 2023. He informed the board members that he is doing his due diligence on the fence lines and now that Talley is open and partially mowed, focusing there as well. He informed the board that due to the rains recently, he is being lenient on grass and lawns.

- c. Community Activities: Maria Robinson presented the 30/60/90-day report included in the power point and informed those in attendance that weather allowing, soccer will continue, and the tournament is set for June 3<sup>rd</sup>, and June 10<sup>th</sup>. Bulk pick-up is set to take place on Saturday, June 17, 2023, and casino night is scheduled for August 11, 2023.
- d. Community Manager: Maria informed the board and homeowners in attendance that the Community Center pool lights had been installed in April 2023 and the cost was \$10,260.78. She also informed everyone that the Sports Park pool lights have been approved in the amount of \$9,975 plus tax and are being ordered. Maria also informed the board and those in attendance that she is working to stay in contact with the county to receive updates on the Military Drive project, and that the Annual Meeting took place in April 2023.
- 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 due to the Alliance account reaching the FDIC limit, an ICS Account was opened and \$180,000 was moved to that account.

## **V. COMMITTEE REPORTS**

- a. ARC: Bill Fenstermacher reported the ARC numbers for March and April 2023 during the meeting and the turnaround times for requests. Bill made a motion to the board members to appoint John Alexander to the ARC. The motion was seconded by Lynette Bradley, and all board members were in favor. Bill also made a call for volunteers to the ARC as they are still needing volunteers.
- b. Communications: Francis Lomax then presented information on the newsletter and those who contributed to the newsletter.

## **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- A motion was made by Elaine Maurer to change the location to Talley and Westcreek Oaks as this is a main entrance into the community, the motion was seconded by Brian Bush and all board members were in favor. Maria Robinson will begin working with the county to see if approval is possible.
- c. Pointe Monument-CLOSED- This project has been completed and is now closed. It will be removed for the June 2023 Board Meeting.
- 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.
- 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. This has been scheduled for Thursday, June 1, 2023.

## **VII. NEW BUSINESS:**

- a. **Board Member Oath-** Brandon Schuler issued the Board Member Oath to Lynette

Bradley and Elaine Maurer who were elected to serve on the board at the April 2023 Annual Meeting.

- b. **Board Positions-** Elaine Maurer informed the those in attendance that due to the undetermined amount of time that Heather Mallia will be on medical leave and the importance of the Treasurer position, the board has made the following board position changes: Brian Bush is Treasurer, Lynette Bradley is Secretary, and Heather Mallia is Assistant Secretary.

**VIII. EXECUTIVE SESSIONS RESULTS:**

- a. Maria Robinson summarized the Executive Session as follows: In the Executive Session held on May 10, 2023, the Board approved to send 5 accounts to the attorney for deed restriction violations and 5 accounts to the attorney for collections. The board reviewed 3 attorney requests. The board also discussed the boxes being stored in the attic of the Community Center and asked for quotes to have them digitalized, the ATV that needs repairs and hosting a fentanyl class through Bexar County Sheriff's Office.

**IX. SCHEDULE THE NEXT MEETING:** The next meeting via zoom will be held on Thursday, June 15, 2023.

**X. ADJOURNMENT:** There being no further business before the Board, the meeting was adjourned at 6:30 pm.

Attested by:

Lynette Bradley  
Lynette Bradley, Secretary

Date: 06 / 22 / 2023

Approved by:

Elaine Maurer  
Elaine Maurer, President

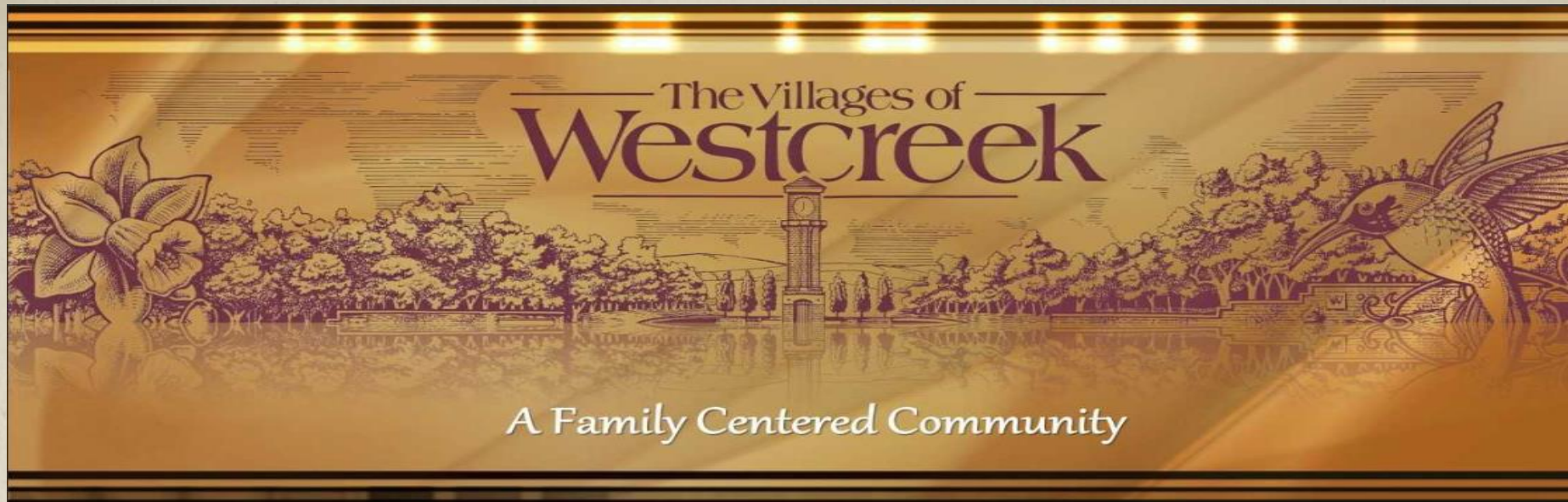
Date: 06 / 22 / 2023

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

Maria Robinson

Maria Robinson, Community Manager

Date: 06 / 22 / 2023



**BOARD OF DIRECTORS MEETING**  
**VIA ZOOM**  
**MAY 11, 2023**  
**6PM**

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

# Minutes

Approval of March 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.
- Water new plants at the monuments per watering schedule.
- Haul off branches to brush pile that broke due to the weather
- Evaluate trees in greenbelts that were reported to be pushing along homeowner's fences.
- Evaluate and get proposals for tree removal due to a downed tree in the greenbelt of Highpoint

## Park:

- Reinstall 2 parking signs that were pulled off the fence.
- Check Tot Lot for ants and wasps
- Clean pavilion grill and run test on all ceiling fans and lighting to ensure they are in working order.
- Electrical junction box was missing, and all wires were exposed, installed a cover.
- Lights not working in the pool storage room, so changed out the bulbs and everything is in working order.
- Plumber changed out toilet tank with bladder unit on the commercial toilet in the pavilion men's restroom.
- Created a maintenance panel entry for the tot lot wrought iron fence to allow the installation of the mulch and any future work that needs to be completed with machines.
- Evaluated trees at the sports park for any potential dangers and recommended one tree by the pavilion be removed. Received 3 bids and the tree was removed beginning of April 2023.
- Stabilized picnic table by removing concrete on the bottom so it will sit correctly anywhere.

## Park Continued:

- Filled potholes in the dirt lot
- Obtained parts to fix drinking fountains within the sports park
- Trimmed trees in between the soccer fields that were hanging low and interfering with soccer.
- Remove broken soap dispenser and installed a new one in the men's bathroom
- Reinstalled large stop sign at the sports park entry gate
- Trimmed 3 mesquite trees and oak trees with low lying branches at the tot lot while it was closed for maintenance.

## Common Areas:

- Thorn bushes on Creek Knoll have been cut down as low as possible
- Trim cypress tree broken limbs on Westcreek Oaks that were directly over the sidewalk
- Replaced The Forrest monument lights after they were vandalized
- Replaced Quail Meadow monument lights after they were vandalized
- Put out and take up Assessment Due signs in April 2023
- Removed dumped household items in Gas line easement
- Remove burned out monument lights and installed a new one.
- Remove loose bricks on sidewalk from a column that fell during the storm with the help of Jason.

## Community Center:

- Correct time on large clock and replace burned out light bulbs in ceiling fans
- Replace burned out lights in hall staff bathroom
- Open shower valve to outdoor shower
- Installed new lock on CC men's pool bathroom stall
- Repair broken leg on folding table
- Remove top head flush valve and rebuild entire flush valve

# Standards

**Report Timeframe: March 10, 2023-May 3, 2023**

- ☐ **Total Violations Sent: 533**
- ☐ **Open Enforceable Violations: 1**

*Fence – 5*

**Open Recurring Violations: 133**

*Fence – 5*

*Trash Cans – 286*

*Clutter - 16*

*Vehicle – 28*

*Basketball Goals – 6*

*General Maintenance- 51 (ex: repair tree rings)*

*Landscaping- 98 (leaves, trim trees, shrubs, weeds, etc.)*

*House Repair –34 (ex: paint, roof, fascia, garage)*

*Stain Removal – 3 (ex: mildew)*

- **Unapproved Improvements: 6**

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



# Community Activities

## 30 Days:

Soccer Continues

Soccer Tournament June 3<sup>rd</sup> and 10<sup>th</sup>

Bulk Pick Up June 17<sup>th</sup>

End of School Movie Night June 23<sup>rd</sup>



## 60 Days:

Fall Soccer Registration

## 90 Days:

Casino Night-August 11<sup>th</sup>



**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

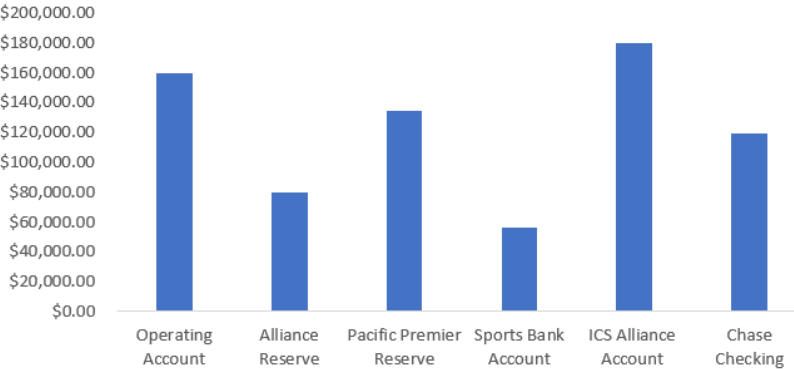
- The Community Center pool lights were replaced by an electrician who did extension research in April 2023 in the amount of \$10,260.78. The Sports Park pool lighting proposal has been approved at an estimated cost of \$9,975 plus tax.
- Bexar County Fire Department and EMS is currently staging in the office overflow parking lot due to remodeling of the current fire station. This will be for roughly 17 months.
- The tot lot resurfacing and mulch installation was completed on May 7, 2023.
- The Community Center and Sports Park pool landscape enhancements have been completed by MERIT Landscaping.
- I have been working with vendors to get proposals for the remaining monuments that need landscaping enhancements completed. I am currently awaiting one more proposal.
- The front office is currently working to obtain multiple proposals to repair minor damages due to the storm that took place in April 2023.
- The 2023 Annual Meeting took place in April 2023 and one new board member was elected, and one was re-elected for a 2-year term.
- I have been working to stay connected with Bexar County Public Works to get regular updates regarding the Military Drive road project.
- After the March 2023 Board Meeting, it was asked that the trees at the Sports Park be evaluated. Benny went out and evaluated and one tree was removed in late March 2023.

# Financial Report

## Bank Balances

|                       | Dollars      |
|-----------------------|--------------|
| Operating Account     | \$159,316.16 |
| Alliance Reserve      | \$80,144.97  |
| Pacific Premier Reser | \$134,583.22 |
| Sports Bank Account   | \$55,858.71  |
| ICS Alliance Account  | \$180,000.00 |
| Chase Checking        | \$119,635.71 |
| Total                 | \$729,538.77 |

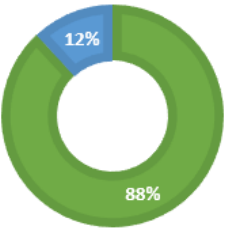
Bank Balances as of 5/09/2023



## Assessment Receivable Report

|          | Dollars   |
|----------|-----------|
| Paid     | \$648,436 |
| Past Due | \$87,970  |

## 2023 ASSESSMENT RECEIVABLE REPORT



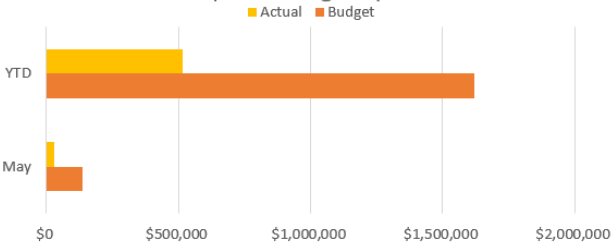
■ Paid ■ Past Due

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

## Expense Budget Update

|     | Budget      | Actual    |     |               |
|-----|-------------|-----------|-----|---------------|
| May | \$134,983   | \$29,363  | 22% | (\$105,620)   |
| YTD | \$1,619,802 | \$516,141 | 32% | (\$1,103,660) |

Expense Budget Update





# Committee Reports

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





# Architectural Review Committee (ARC)

## March 2023 PIAs

90% Approval

|                   |     |
|-------------------|-----|
| Avg Days to Close | 2.1 |
| Total PIAs        | 29  |
| Approved          | 26  |
| Denied            | 3   |
| OPEN              | 0   |

## Trends

- Exterior Painting
- Shed

## Denials

- Shed size
- Brick painting
- Location of rain barrel

| Description    | Received  | Response  | Status   | Comments                                                | Days to close |
|----------------|-----------|-----------|----------|---------------------------------------------------------|---------------|
| Fence Stain    | 3/1/2023  | 3/2/2023  | Approved |                                                         | 1             |
| Shed           | 3/1/2023  | 3/2/2023  | Approved |                                                         | 1             |
| Shed           | 3/1/2023  | 3/1/2023  | Approved |                                                         | 0             |
| Landscaping    | 3/2/2023  | 3/3/2023  | Approved |                                                         | 1             |
| Rain Barrel    | 3/6/2023  | 3/22/2023 | Denied   | Location was not esthetically placed (in front of home) | 12            |
| Concrete Work  | 3/6/2023  | 3/7/2023  | Approved |                                                         | 1             |
| Exterior Paint | 3/6/2023  | 3/7/2023  | Approved |                                                         | 1             |
| Exterior Paint | 3/6/2023  | 3/6/2023  | Approved |                                                         | 0             |
| Patio          | 3/6/2023  | 3/15/2023 | Approved |                                                         | 7             |
| Shed           | 3/6/2023  | 3/7/2023  | Approved |                                                         | 1             |
| Patio          | 3/7/2023  | 3/7/2023  | Approved |                                                         | 0             |
| Pergola        | 3/14/2023 | 3/17/2023 | Approved |                                                         | 3             |
| Exterior Paint | 3/15/2023 | 3/21/2023 | Approved |                                                         | 4             |
| Exterior Paint | 3/15/2023 | 3/19/2023 | Approved |                                                         | 3             |
| Patio Cover    | 3/15/2023 | 3/20/2023 | Approved |                                                         | 3             |
| Siding         | 3/16/2023 | 3/20/2023 | Approved |                                                         | 2             |
| Gazebo         | 3/17/2023 | 3/21/2023 | Approved |                                                         | 2             |
| Exterior Paint | 3/21/2023 | 3/22/2023 | Approved |                                                         | 1             |
| Patio          | 3/21/2023 | 3/22/2023 | Approved |                                                         | 1             |
| Shed           | 3/21/2023 | 3/22/2023 | Approved |                                                         | 1             |
| Deck           | 3/22/2023 | 3/22/2023 | Approved |                                                         | 0             |
| Exterior Paint | 3/22/2023 | 3/22/2023 | Approved |                                                         | 0             |
| Patio          | 3/27/2023 | 3/29/2023 | Approved |                                                         | 2             |
| Shed           | 3/27/2023 | 3/29/2023 | Denied   | Requested size was 10x14 (over the 10x12 limit)         | 2             |
| Shed           | 3/27/2023 | 4/3/2023  | Approved |                                                         | 5             |
| Gate           | 3/27/2023 | 3/28/2023 | Approved |                                                         | 1             |
| Roof           | 3/28/2023 | 3/29/2023 | Approved |                                                         | 1             |
| Exterior Paint | 3/31/2023 | 4/4/2023  | Denied   | Brick painting is not approved                          | 3             |
| Siding         | 3/31/2023 | 4/3/2023  | Approved |                                                         | 3             |





# Architectural Review Committee (ARC)

## April 2023 PIAs

85% Approval

|                   |     |
|-------------------|-----|
| Avg Days to Close | 3.4 |
| Total PIAs        | 27  |
| Approved          | 23  |
| Denied            | 4   |
| OPEN              | 0   |

## Trends

- Exterior Painting
- Shed

## Denials

- Shed color/placement
- Flagstone driveway
- Pergola oversize

| Description       | Received  | Response  | Status   | Comments                                                            | Days to close |
|-------------------|-----------|-----------|----------|---------------------------------------------------------------------|---------------|
| Concrete Work     | 4/3/2023  | 4/3/2023  | Approved |                                                                     | 0             |
| Hot Tub/Spa       | 4/3/2023  | 4/3/2023  | Approved |                                                                     | 0             |
| Outdoor Kitchen   | 4/4/2023  | 4/13/2023 | Approved |                                                                     | 7             |
| Sidewalk/Walkway  | 4/5/2023  | 4/8/2023  | Approved |                                                                     | 3             |
| Driveway          | 4/6/2023  | 4/8/2023  | Denied   | Driveways must be broom-finished concrete only cannot be flagstone. | 2             |
| Driveway          | 4/6/2023  | 4/10/2023 | Approved |                                                                     | 2             |
| Exterior Painting | 4/10/2023 | 4/18/2023 | Approved |                                                                     | 6             |
| Exterior Painting | 4/10/2023 | 4/11/2023 | Approved |                                                                     | 1             |
| Exterior Painting | 4/10/2023 | 4/11/2023 | Approved |                                                                     | 1             |
| Shed              | 4/10/2023 | 4/30/2023 | Denied   | Color of shed not compatible with dwelling                          | 14            |
| Home addition     | 4/11/2023 | 4/30/2023 | Denied   | Shed's and workshops cannot be attached to homes                    | 13            |
| Pool              | 4/11/2023 | 4/12/2023 | Approved |                                                                     | 1             |
| Fence Relocation  | 4/11/2023 | 4/12/2023 | Approved |                                                                     | 1             |
| Deck              | 4/12/2023 | 4/12/2023 | Approved |                                                                     | 0             |
| Pergola           | 4/12/2023 | 4/13/2023 | Denied   | Oversized                                                           | 1             |
| Shed              | 4/12/2023 | 4/12/2023 | Approved |                                                                     | 0             |
| Exterior Painting | 4/13/2023 | 4/16/2023 | Approved |                                                                     | 3             |
| Patio             | 4/13/2023 | 4/16/2023 | Approved |                                                                     | 3             |
| Fence Replacement | 4/18/2023 | 4/25/2023 | Approved |                                                                     | 5             |
| Fence Stain       | 4/18/2023 | 4/21/2023 | Approved |                                                                     | 3             |
| Shed              | 4/18/2023 | 5/3/2023  | Approved |                                                                     | 11            |
| Shed              | 4/18/2023 | 4/23/2023 | Approved |                                                                     | 4             |
| Gazebo            | 4/21/2023 | 4/23/2023 | Approved |                                                                     | 2             |
| Landscaping       | 4/21/2023 | 4/23/2023 | Approved |                                                                     | 2             |
| Sidewalk/Walkway  | 4/21/2023 | 4/23/2023 | Approved |                                                                     | 2             |
| Playscape         | 4/26/2023 | 4/30/2023 | Approved |                                                                     | 3             |
| Patio Cover       | 4/27/2023 | 4/30/2023 | Approved |                                                                     | 2             |

# Communication Committee Report



# 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-CLOSED- This project has been completed and is now closed. It will be removed for the June 2023 Board Meeting.
- 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.
- 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. Board Member Oath

# Executive Session Results

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

**Next meeting:**  
***June 15, 2023***