

*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, January 19, 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

**Board Members Absent:**

Brian Bush, Assistant Secretary

**Staff Present:**

<b>Name</b>	<b>Position</b>	<b>Name</b>	<b>Position</b>
Maria Robinson	Community Manager	Eliel Perez	Standards Manager
Benny Martinez	Maintenance Director	Jason Dunbar	Recreational Director
Terri Holmes	Recreational Assistant		

**Members Present:**

There were 6 homeowners present during the call.

**II. APPROVAL OF PREVIOUS BOARD MINUTES:** The Board reviewed the meeting minutes from the December 1,2022 Board meeting. Heather Mallia made a motion to approve the December 1,2022 minutes with no changes, the motion was seconded by Brandon Schuler, and all board members were in favor.

**III. OPEN FORUM FOR HOMEOWNERS:**

The floor was open for homeowner questions and there were questions regarding getting the vandalism on the mailboxes at Lilac Dawn and Moonstream taken care of, as well as if the Community Manager or Board can ask the county what the plans are for the corner of Grosenbacher and Military where the cones still are located. Concerns were also raised regarding the information being provided by Bexar County Public Works about the Military project. The board and Community Manager did reiterate that it is a project being handled by the county and they are working hard to maintain a line of communication. The Board and Community Manager did ensure that they would continue to provide updates as they were provided and all concerns regarding the project do need to be directed to Public Works.

**IV. DEPARTMENT REPORTS:**

- a. **Maintenance:** The maintenance report was covered by Maria Robinson the Community Manager. She informed those in attendance that there Benny had gone out and covered up vandalism on mailboxes in The Vistas and the office received negative feedback from homeowners so moving forward, Benny will try to utilize a solution for graffiti removal.

Maria also informed the board that Benny had replaced the broken fence pickets near the SAWS pump station on the privacy fence. She also let those in attendance know that Benny had saved the HOA roughly \$800 by removing two dead trees along Military.

- b. Standards: Eliel Perez went over the total violations from the dates of November 22, 2022, to January 12, 2023, and compared them to the numbers from the previous meeting. He informed the board that he has been working to reduce the spike in unapproved improvements within the community and would be focusing on holiday lighting this month. He also informed those in attendance that the Courtesy notices would now be sent via email if the homeowner has one on file, otherwise they will continue to be mailed.
- c. Community Activities: Jason Dunbar presented the 30/60/90-day report included in the power point and informed those in attendance that Casino Night would be held on Friday, February 10, 2023, and the theme is Cupid Cowboy. He also let those in attendance know that Spring soccer registration is open and to date, there are roughly 550 children registered. He informed those in attendance that the Easter event is scheduled for April 1, 2023, and that it will be held in conjunction with the vendor fair and blood bank.
- d. Community Manager: Maria informed the board and homeowners in attendance that the new pool furniture of the Sports Park has shipped, and we are awaiting a delivery date which is much sooner than the May/June timeframe originally given. The board was also informed that the 2023 budget had to be slightly adjusted to reflect the 7 lots that are charged at 25% of the assessment rate, and that the monitoring/ maintenance contract for the Sports Park and Community Center cameras went up for the first time in 6 years.
- e. Financial Report: The Community Manager presented a brief overview of the Associations year to date finances.

## **V. COMMITTEE REPORTS**

- a. ARC: Lynette Bradley reported the ARC numbers for November and December 2022 during the meeting and the turnaround times for requests. During the ARC report, Heather Mallia brought up a concern from a former ARC member regarding the Spectrum ACC application that is sometimes utilized. Upon discuss, a motion was made by Heather Mallia to accept both forms, the ACC online form on Spectrum's website, and the PIA form located in office and the HOA website. Elaine Maurer seconded the motion and all board members in attendance were favor.
- 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.

## **VI. UNFINISHED BUSINESS:**

- a. 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.
- 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 provided a proposal for adding lighting to the side of The Pointe Monument that does not have electrical hook ups. I have asked a couple of clarifying questions and am awaiting a response.
- d. Monument Solar Lighting-CLOSED-The vendor has completed the install of the lights at the monuments approved. This item is now closed out.

- e. 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.
- f. Maintenance Shop Concrete Pad-OPEN- The vendor has informed us that the application is currently with the BPA representative and there are 2 ahead of ours. He will continue to update us as he receives information.
- g. Standards Revision-OPEN-The board is currently reviewing the proposed changes to discuss and present to the ARC during the February 2023 meeting.

**VII. NEW BUSINESS:**

- a. Nominations Committee: A call for volunteers to serve on the Nominations Committee was sent via Constant Contact. Ann Lomax and Coral Fathy accepted the call to volunteer and will be serving with the chair Brandon Schuler.
- b. Reserve Study 2023: Heather Mallia presented that it is time for a new reserve study to be completed for the HOA. Maria Robinson informed the board that the proposal received was \$4,550 if accepted prior to March 2023. A motion was made by Heather Mallia to proceed with the reserve study, Brandon Schuler seconded the motion, and all board members present were in favor.
- c. CPA Review of 2022 Financials: Maria informed the board that this year a review was required per the governing documents and would cost roughly \$1,700-\$1,900. No motion is needed as it is required per the governing documents.
- d. Saturday Office Schedule: Maria Robinson informed those in attendance that in 2022, the topic of Saturday office hours was discussed and the board request that a log be kept for a full year. Maria presented the logged results to those in attendance, notifying that all year, 70 homeowners utilized the office on a Saturday during business hours. The board reviewed this information, and a motion was made by Elaine Maurer to modify the office schedule for Saturdays to quarterly only, on assessment months (January, April, July and October). The motion was seconded by Brandon Schuler and all board members present were in favor. Maria did request that in April, the office would be open the first weekend of the month as the second weekend is Easter and last year it was one of our lowest attended Saturdays. The board agreed and requested that it be heavily advertised.
- e. 2023 Annual Meeting Location: Maria asked the board how they would like to proceed with the 2023 Annual Meeting location. A motion was made by Kevin Drummonds to hold the Annual Meeting in person with the option to join via zoom. Heather Mallia seconded the motion and all board members in attendance were in favor.

**VIII. EXECUTIVE SESSIONS RESULTS:**

- a. Maria Robinson summarized the Executive Session as follows: In the Executive Session held on Wednesday January 18, 2023, the Board approved to send 5 accounts to the attorney for deed restriction violations and 12 to the attorney for collections. The board reviewed 4 attorney requests and one homeowner request. The board is also currently reviewing the Employee Handbook to propose updates and any changes needed.

**IX. SCHEDULE THE NEXT MEETING:** The next meeting will be held on Thursday, February 16, 2023 at 6:00PM via Zoom.

**X.ADJOURNMENT:** There being no further business before the Board, the meeting was adjourned at 6:53 pm.

Attested by:

Brandon Schuler  
Brandon Schuler, Secretary

Date: 02 / 17 / 2023

Approved by:

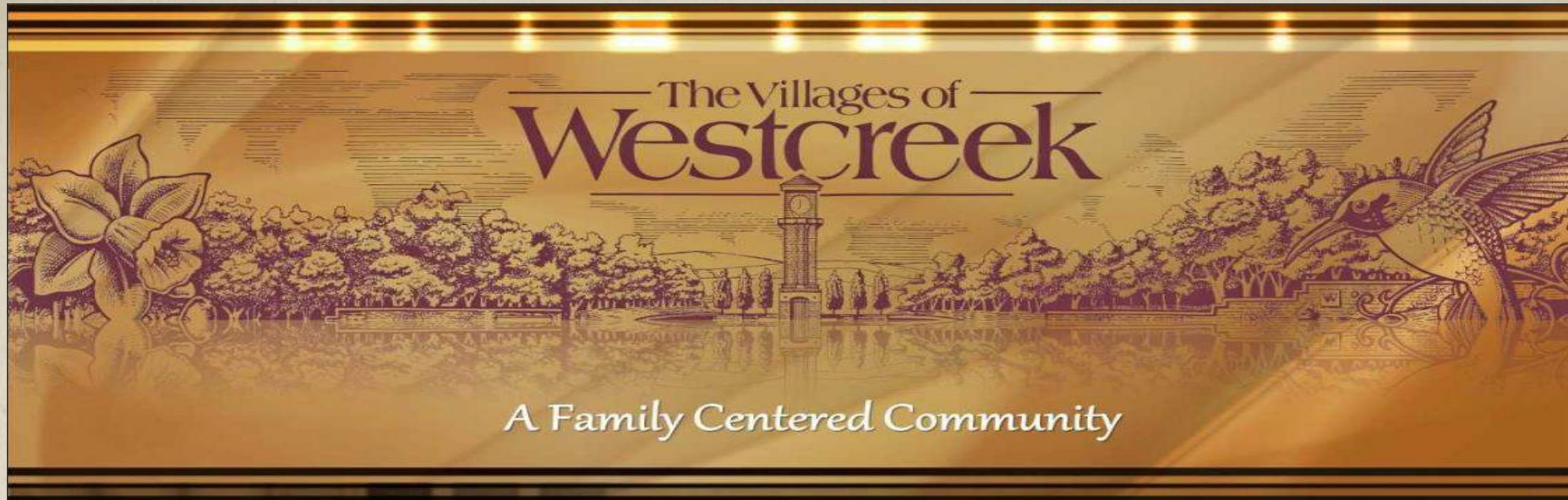
Elaine Maurer  
Elaine Maurer, President

Date: 02 / 17 / 2023

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

Maria Robinson  
Maria Robinson, Community Manager

Date: 02 / 17 / 2023



**BOARD OF DIRECTORS MEETING**  
**VIA ZOOM**  
**JANUARY 19, 2023**  
**6PM**

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



# Minutes

Approval of December 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.
- Water new plants at the monuments per watering schedule.
- Verify that the landscaping company is upholding their contract and completing all monument beds and easements.
- Checked Highpoint for firework debris reported in the road.
- Removed and painted over graffiti in The Vistas.

## Park:

- Remove and cut down as low as possible three dead bushes outside the SP pool.
- Replaced lock on the back gate of the Sports Park Swimming pool. Welded and fabricated pieces to get gate to close properly.
- Weld metal angle iron on base of BBQ pit where the charcoal goes in. This is a temporary fix.
- Pull out right side and left side large hedges with the assistance of Jason at the Sports Park pool. Cut up, hauled off and removed dead leaves and small limbs.
- Resecure wind screen with new ties at the tennis courts.
- Remove exhaust fan in the men's restroom at the Sports Park pavilion and cleaned it off. Added lubricant to the dry bearing to quiet it and resinstall.

## Common Areas:

- Replace all broken or missing wooden fence pickets and resecure loose ones along Military Drive at the SAWS Pump Station.
- Replaced two broken fence pickets and resecure loose ones at WCO.
- Came in early in December 2022 to evaluate all lights at the monuments and Christmas lights. All areas at that time were on as scheduled.
- Remove two large dead trees and hauled off in the Military Dr. median and this saved the HOA roughly \$800.
- Adjusted the time on the clock tower as it was off by roughly 3 hours.
- Winterized all water on both pools and all outdoor drinking fountains to include dog park and old shop prior to freezing temperatures.
- Pulled out dead bush in the Willowbrook monument.
- Placed out assessment due signs within the community.
- Again, corrected the clocktower time as it was off by an hour due to people messing with the breaker box. A lock was installed to prevent this moving forward.

## Community Center:

- Replaced burned out lights in the break room and entry of the main building.
- Clean out all ice and clear out blockage in the water line.



# Standards

**Report Timeframe: November 22, 2022- January 12, 2023**

- ☐ **Total Violations Sent: 326**
- ☐ **Open Enforceable Violations: 2**

*Fence – 3*

**Open Recurring Violations: 85**

*Fence – 3*

*Trash Cans – 150*

*Clutter - 17*

*Vehicle – 15*

*Basketball Goals – 6*

*General Maintenance- 12 (ex: repair tree rings)*

*Landscaping- 88 (leaves, trim trees, shrubs, weeds, etc.)*

*House Repair –22 (ex: paint, roof, fascia, garage)*

*Stain Removal – 7 (ex: mildew)*

- **Unapproved Improvements: 6**

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

# Community Activities

## **30 Days:**

- Flag Football continues
- Casino Night Feb 10

## **60 Days:**

- Flag Football Ends
- Spring Soccer Starts

## **90 Days:**

- Easter Bunny
- Spring Soccer Continues





# 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.
- New sports pool furniture has been ordered as approved by the board. The furniture has shipped, and we are currently awaiting a delivery date. This is much faster than originally quoted.
- Holiday decorations were removed by Gleam Team at the clock tower and the Community Center. Benny removed the garlands at the clock tower monument as well.
- The 2023 budget had to be adjusted by \$2,268 in the HOA Assessment Income line item and the Transfer to Reserve line item due to 7 accounts that are non-buildable and per the Governing Documents are charged at a rate of 1/4 the approved assessment amount. It has been confirmed through BCAD that these lots have no improvements on them.
- The firework stand was on property for the December 2022 selling season. The check for \$7,000 was received last week per the contract in place.
- The solar lighting installation was completed, and a proposal has been provided for the side of The Pointe that is not able to have electric ran to it.
- I met with Summit to discuss planting new landscaping at both pools and additional monuments that are needing refreshing. I am awaiting a proposal.
- Pumps were repaired at the sports park and a water fill line at the CC pool by Aquatica the new pool management company. Once the pump was repaired, Suberg electric came out and did electrical repairs to get power back to the pump.
- I was notified via mail that the cost for Security Technology of South Texas (monitoring of both cameras at the CC and SP) is increasing for the first time since the contract began. Currently, the HOA pays \$1,402.92 and that will increase to \$1,528.39 plus tax. The second set of cameras will go from \$1,260.03 to \$1,373.43 plus tax.

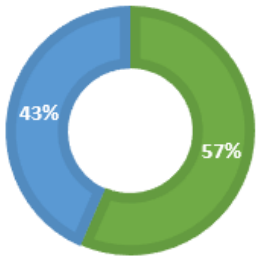


# Financial Report

Expense Budget Update				
	Budget	Actual		
January	\$134,983	\$65,572	49%	(\$69,412)
YTD	\$1,619,802	\$65,572	4%	(\$1,554,230)

Assessment Receivable Report	
	Dollars
Paid	\$208,366
Past Due	\$159,887
2022- 3% unpaid	
Paid	\$1,304,899
Past Due	\$46,137

## 2023 ASSESSMENT RECEIVABLE REPORT

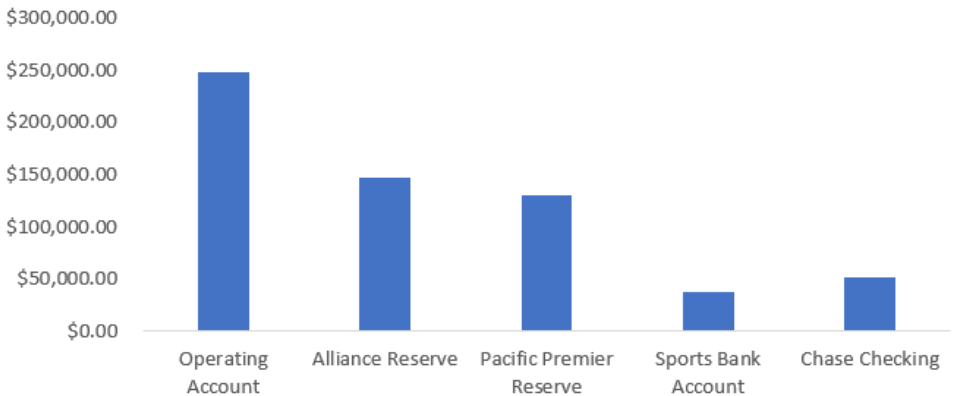


■ Paid ■ Past Due

### Bank Balances

	Dollars
Operating Account	\$248,885.87
Alliance Reserve	\$147,156.95
Pacific Premier Reser	\$129,989.00
Sports Bank Account	\$37,307.80
Chase Checking	\$51,156.30
Total	\$614,495.92

### Bank Balances as of 1/16/2023



# Committee Reports

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





# Architectural Review Committee (ARC)

## November and December 2022 PIAs

70% Approval

Avg Days to Close	3.1
Total PIAs	20
Approved	14
Denied	6
OPEN	0

### Trends

- Exterior Painting
- Fence

### Denials

- Fence stain color
- Play equipment in front
- Painted brick

2 were resubmissions

Description	Received	Response	Status	Comments	Days to close
Sidewalk/walkway	11/1/2022	11/9/2022	Approved		6
Exterior Painting	11/3/2022	11/8/2022	Approved		3
Pool	11/3/2022	11/7/2022	Approved		2
Shed	11/3/2022	11/8/2022	Approved		3
Fence Stain	11/4/2022	11/7/2022	Denied	This stain color is slate. Per the Standards should be cedar, cypress, or redwood.	1
Patio	11/8/2022	11/8/2022	Approved		0
Play equipment	11/11/2022	11/18/2022	Denied	Play equipment should remain behind the dwelling	5
Door	11/14/2022	11/18/2022	Approved		4
Fence Stain	11/22/2022	11/28/2022	Denied	RESUBMIT: This stain color is semi transparent slate. Per the Standards should be cedar, cypress, or redwood.	4
Concrete Work	12/1/2022	12/2/2022	Approved		1
Exterior Painting	12/2/2022	12/2/2022	Denied	Painting brick is not approved	0
Fence Relocation	12/1/2022	12/3/2022	Approved		2
Shed	12/2/2022	12/9/2022	Approved		5
Exterior Painting	12/5/2022	12/9/2022	Approved		4
Fence Relocation	12/5/2022	12/16/2022	Approved		9
Exterior Painting	12/7/2022	12/9/2022	Denied	Color is bright yellow. Shades should be "earth tones" varying shades of white, beige, brown, tan, green, red, blue, gray."	2
Fence Stain	12/8/2022	12/9/2022	Approved		1
Exterior Painting	12/13/2022	12/16/2022	Approved		3
Landscaping	12/13/2022	12/16/2022	Approved		3
Exterior Painting	12/16/2022	12/21/2022	Denied	RESUBMIT: Color is lighter, however still bright yellow. Shades should be "earth tones" varying shades of white, beige, brown, tan, green, red, blue, gray."	3



# Communication Committee Report

## VWOA Communications Committee Report for the January 19, 2023 Open Board Meeting

### Update 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
12/6/2022	1	119	12/6/2022 5:20 AM	99.975%	Safe
12/13/2022	4	119	12/13/2022 5:31 AM	100.000%	Safe
12/20/2022	2	119	12/20/2022 5:03	100.000%	Safe
12/27/2022	1	119	12/26/2022 7:51	100.000%	Safe
1/3/2023	2	118	1/4/2023 7:52	99.833%	Safe
1/10/2023	1	118	1/9/2023 7:52	96.076%	Safe

#### Monthly Newsletter

The December and January Newsletters 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	4
Lynette Bradley	4
Brian Bush	1
Jason Dunbar	2
Bill Fenstermacher	4
Melissa Garcia	16
Francis Lomax	2
Heather Mallia	2
Elaine Maurer	7
Maria Robinson	6

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: 1/13/2023

# Unfinished Business

- a. 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.
- 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 provided a proposal for adding lighting to the side of The Pointe Monument that does not have electrical hook ups. I have asked a couple of clarifying questions and am awaiting a response.
- d. Monument Solar Lighting-CLOSED-The vendor has completed the install of the lights at the monuments approved. This item is now closed out.
- e. 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.
- f. Maintenance Shop Concrete Pad-OPEN- The vendor has submitted the application for the first part of the permitting process in December 2022 and now we are waiting to hear back from the county.
- g. Standards Revision-OPEN-The board is currently reviewing the proposed changes to discuss and present to the ARC during the February 2023 meeting.



# New Business

- a. Nominations Committee 2023
- b. Reserve Study
- c. CPA Review of 2022 Financials
- d. Saturday Office Schedule
- e. 2023 Annual Meeting Location

# Executive Session Results



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

**Next meeting:**  
***February 16, 2023***