

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 6:01 pm, on Thursday, December 1, 2022. 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
Benny Martinez	Maintenance Director		

Members Present:

There were 6 homeowners present during the call.

II. APPROVAL OF PREVIOUS BOARD MINUTES: The Board reviewed the meeting minutes from the October 20 ,2022 Board meeting. Kevin Drummonds made a motion to approve the October 20,2022 minutes with no changes, the motion was seconded by Heather Mallia, and all board members were in favor.

III. OPEN FORUM FOR HOMEOWNERS:

The floor was open for homeowner questions and there were no questions, so the floor was closed.

IV. DEPARTMENT REPORTS:

- a. Maintenance: The maintenance report was covered by Benny Martinez the Maintenance Supervisor. He informed those in attendance that there appears to be heavy machinery at Park Point and Park Summit that has moved the dumped debris. He also informed those in attendance that he continues to cover graffiti within the community. Benny also informed the board that he was replacing broken fence pickets near the SAWS pump station on the privacy fence.
- b. Standards: Eliel Perez went over the total violations from the dates of October 13, 2022, to November 22, 2022, and compared them to the numbers from the previous meeting. He informed the board that there have been major wins within the community, and he has seen an uptick in the amount of unapproved improvement within the community. Eliel did state that most of the improvements were approved if a PIA was submitted and that

he was going to be working with the homeowners to try and get them submitted.

- c. Community Activities: Maria Robinson presented the 30/60/90-day report included in the power point and informed those in attendance that the Fall Festival took place on November 5th and went very well. The Christmas Bazaar and Photos with Santa are set to take place on Saturday, December 17, 2022. Flag football is set to begin next weekend and continue through February 2023.
- d. Community Manager: Maria informed the board and homeowners in attendance that she has been working with the board to complete the power washing and painting of monuments within the community and that was completed in October 2022. She also informed those in attendance that she set up a meeting between the Board of Directors, Public Works and the commissioners office to discuss the Military Drive project.
- 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 October 2022 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.

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 electrician has connected the side of the monument that has the CPS box and it is currently working and lit. The solar vendor is working to design a fixture that will match the current inset of the monument and match what is on the opposite side.
- d) Monument Solar Lighting-OPEN-The board has approved solar lighting to be installed at the following monuments, The Hollows (completed), The Summit, The Oaks, The Estates, Willowbrook, and The Hills. These will be completed when weather permits as the concrete cannot set in the wet ground.
- 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 first submission for the application has been kicked back and the vendor is working to get the corrections made to resubmit. Once this has been completed, the vendor will provide the permit number for tracking.

VII. NEW BUSINESS:

- a. Renewal of Summit Landscaping Contract- The board of directors reviewed three landscaping proposals as the Summit contract was up for renewal and made the unanimous decision to renew the contract with Summit for the terms of one year and the contract did increase due to the cost of goods and labor increasing.
- b. Sports Park Pool Furniture- Maria Robinson informed the board and homeowners in

attendance that the pool furniture to replace the Sports Park pool's current furniture has been ordered with a lead time of 20-22 weeks at this time. The invoice is paid out of the Repair and Replace bank account at a cost of \$24,884.12.

- c. Standards Revision- The Board of Directors has been provided the proposed revisions for the Standards that are currently filed with the county. They are going to begin reviewing and will discuss the revisions at the February 2023 meeting. This will stay open until unfinished business until it has been completed.

VIII. EXECUTIVE SESSIONS RESUL-TS:

- a. Maria Robinson summarized the Executive Session as follows: In the Executive Session held on Wednesday November 30, 2022, the Board approved to send 3 accounts to the attorney for deed restriction violations and 5 to the attorney for collections. The board reviewed the proposed changes to the Standards and have planned to have it reviewed and ready to discuss at the February 2023 board meeting. 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, January 19,2023 at 6:00PM via Zoom.

X. ADJOURNMENT: There being no further business before the Board, the meeting was adjourned at 6:35 pm.

Attested by:

Brandon Schuler
Brandon Schuler, Secretary

Date: 02 / 17 / 2023

Approved by:

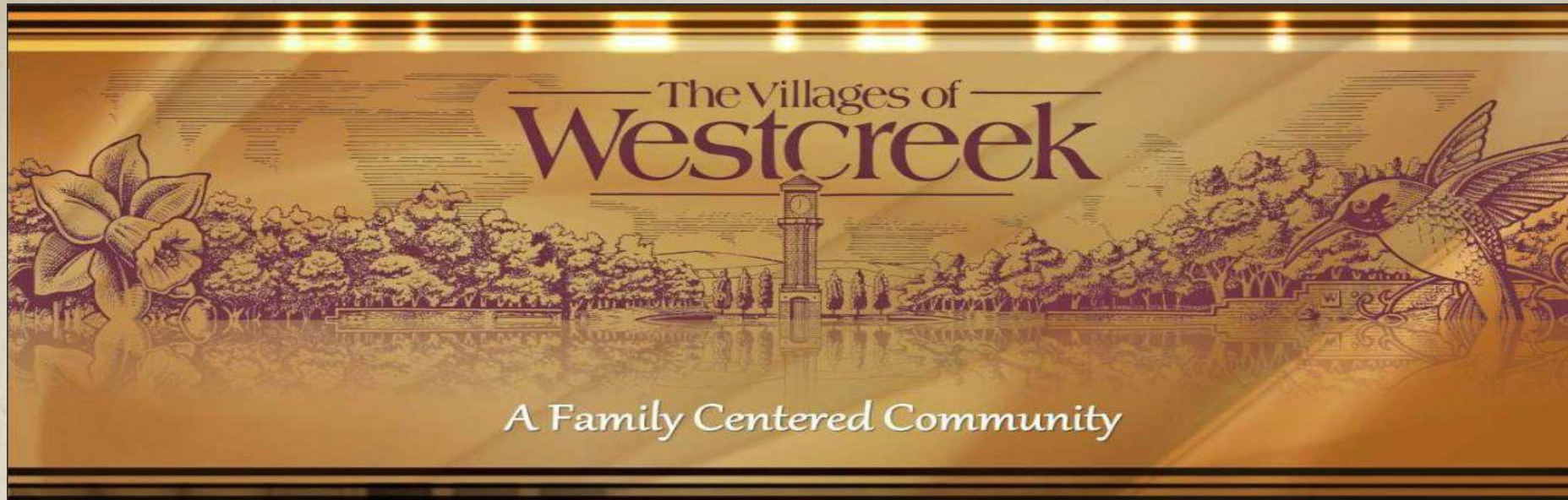
Elaine Maurer
Elaine Maurer, President

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
DECEMBER 1, 2022
6PM

Call to Order-6:00 PM

Minutes

Approval of October 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.

Park:

- Install men's restroom sign outside the door
- Resecure tennis court wind screens
- Add mosquito dunks to standing water in creek
- Cut up and removed dead fallen tree into smaller pieces and haul off
- Remove broken P-trap parts and installed new parts in the men's restroom
- Cut brush down as low as possible and remove all leaves and trash
- Spray for weeds and grass growing onto the trail
- Pull grass and weeds growing in the sand volleyball area
- Weed eat grass and weeds growing on courts then blow them off and spray weed killer
- Resecure wind screens on the street side of the tennis courts

Common Areas:

- Came in extra early to check all monument electrical and lighting
- Replace electrical cover plate at The Gardens and removed 4 pallets left on the side of the road
- Remove dead bush at The Oaks
- Cut and raise all tress along sidewalk on Creek Haven by the mailboxes
- Cut and trim overgrown tree limbs that are pushing on Marquee and starting to block view
- Repair concrete mortar patch that has cracked and fallen out next to the pool ladder
- Remove dead rose bush at the Community Center

Community Center:

- Resecure folding table legs that fell out or came loose
- Dog Park water tub replaced with large rubber dog bowl due to rust and holes in the previous bowl

Standards

Report Timeframe: October 13, 2022- November 22, 2022

- ☐ **Total Violations Sent: 528**
- ☐ **Open Enforceable Violations: 5**

Fence – 24

Open Recurring Violations: 113

Fence – 24

Trash Cans – 269

Clutter - 32

Vehicle – 30

Basketball Goals – 5

General Maintenance- 28 (ex: repair tree rings)

Landscaping- 80 (leaves, trim trees, shrubs, weeds, etc.)

House Repair –46 (ex: paint, roof, fascia, garage)

Stain Removal – 11 (ex: mildew)

- **Unapproved Improvements: 3**

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

Community Activities

30 Days:

Pictures with Santa and Christmas Bazaar-12/17/22

Flag Football Continues

60 Days:

Flag Football

90 Days:

Spring Soccer Registration Opens



Community Manager

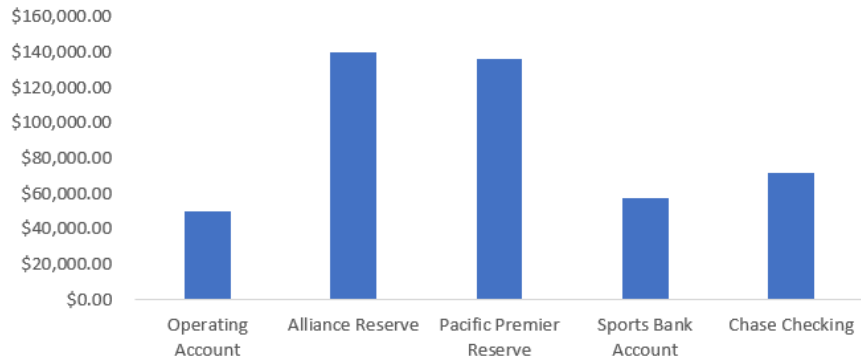
- I am working with vendors to find a long-term solution to the pool lights continuing to come out of the wall. We have had a pool vendor and an electrician come out to access the repairs needed. Temporarily we have removed any pool lights that were floating or sitting on the deck while we work with pool vendors to find a long-term solution for the lights.
- The board solicited landscape contract proposals as the current vendors contract was up.
- New sports pool furniture has been ordered as approved by the board. The lead time for the furniture is 20-22 weeks which would have the furniture arriving end of May/beginning of June 2023.
- The board approved the power washing and painting of monuments within the community, The Summit, The Hollows, The Oaks, Highpoint, The Gardens, The Forest, Willowbrook, The Hills, The Woods, The Bluffs, Westcreek Oaks and 1604, and Quailmeadow. This was completed in October 2022.
- The retaining wall that was hit in May 2022 was repaired in October 2022, and after filing complaints with the Attorney General, BBB, and Texas Insurance Commission, Fred Loya sent in a check covering the cost of the retaining wall repairs and attorney costs.
- The volunteer potluck was held on November 18, 2022, at the Community Center.
- I worked with the Board, Public Works and the Commissioners office to set up a meeting where they discussed the Military Drive project.
- Holiday decorations were installed by Gleam Team at the clock tower and the Community Center. Jason and Benny installed the garlands at WCO and 1604 as well as the clock tower monument.
- A tree was removed at the CC pool that was dropping sap on the pool furniture and umbrella.
- I have been working with a landscaping company to obtain proposals to update landscaping at some of the monuments and they are working to provide these proposals to the board for review.

Financial Report

Bank Balances

	Dollars
Operating Account	\$50,248.75
Alliance Reserve	\$139,872.58
Pacific Premier Reser	\$136,263.46
Sports Bank Account	\$57,200.93
Chase Checking	\$71,398.31
Total	\$454,984.03

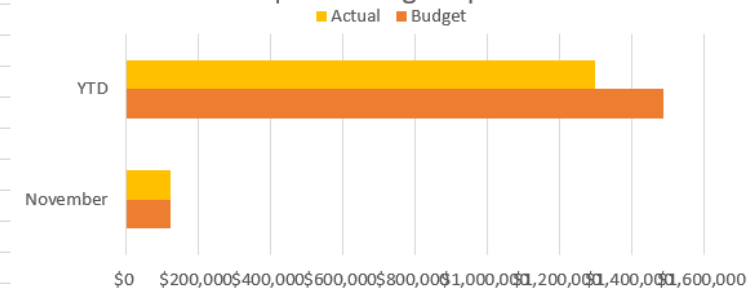
Bank Balances as of 11/28/2022



Expense Budget Update

	Budget	Actual		
November	\$122,422	\$122,974	100%	\$552
YTD	\$1,490,092	\$1,300,633	87%	(\$189,459)

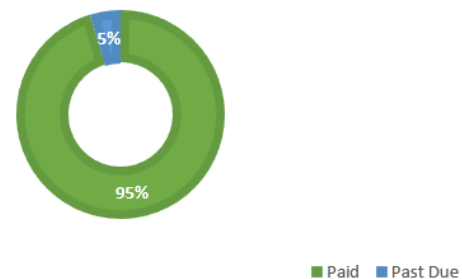
Expense Budget Update



Assessment Receivable Report

	Dollars
Paid	\$1,287,087
Past Due	\$63,949
Meeting- 5%	
2021- 4% unpaid	
Paid	\$1,298,342
Past Due	\$51,499

2022 ASSESSMENT RECEIVABLE REPORT



Committee Reports

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





Architectural Review Committee (ARC)

October 2022 PIAs

88% Approval

Avg Days to Close	2.8
Total PIAs	17
Approved	15
Denied	2
OPEN	0

Trends

- Landscaping
- Deck

Denials

- Fence stain color
- Play equipment in front

Description	Received	Response	Status	Comments	Days to close
Patio	10/3/2022	10/14/2022	Approved		9
Fence Relocation	10/3/2022	10/10/2022	Approved		5
Deck	10/5/2022	10/5/2022	Approved		0
Roof	10/5/2022	10/5/2022	Approved		0
Exterior Painting	10/12/2022	10/12/2022	Approved		0
Door	10/13/2022	10/17/2022	Approved		2
Gutters	10/17/2022	10/19/2022	Approved		2
Roof	10/17/2022	10/19/2022	Approved		2
Play Equipment	10/21/2022	10/25/2022	Denied	Play equipment should remain behind the dwelling	2
Fence Stain	10/24/2022	10/25/2022	Denied	Stain color not an approvable color (Cedar, Redwood, or Cypress)	1
Landscaping	10/24/2022	10/25/2022	Approved		1
Landscaping	10/24/2022	10/25/2022	Approved		1
Gate	10/24/2022	10/25/2022	Approved		1
Lawn Chairs	10/25/2022	11/2/2022	Approved		6
Deck	10/25/2022	11/4/2022	Approved		8
Gazebo	10/28/2022	11/2/2022	Approved		5
Shed	10/28/2022	11/2/2022	Approved		3

Communication Committee Report

VWOA Communications Committee Report for the December 1, 2022 Open Board Meeting

Update Since Last Board Meeting

Webmaster Support

Weekly Reports: The weekly reports indicate that plug-ins are being updated and backups are being made.

Monthly Newsletter

The November Newsletter 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	2
Lynette Bradley	2
Brian Bush	1
Jason Dunbar	1
Bill Fenstermacher	7
Melissa Garcia	12
Francis Lomax	2
Heather Mallia	2
Elaine Maurer	4
Maria Robinson	3

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: 11/24/2022

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.
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- f. Maintenance Shop Concrete Pad-OPEN- The vendor has provided the engineer drawings and is beginning the permitting process with the county.

New Business

1. 2023 Renewal Contract for Summit Landscaping
2. Sports Park Pool Furniture Replacement Order

Executive Session Results

Adjournment
Thank you for attending

Next meeting:
January 19, 2023