

The Villages of Westcreek Owners' Association, Inc. Est. 1994
Regular Meeting of the Board of Directors

<https://spectrumam.zoom.us/j/93205546989?pwd=a0x2YTJtQWlMTXZCsmE4TUZSUUVJZz09>

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Meeting ID: 932 0554 6989

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6 p.m. via Zoom

I. OPEN MEETING: The Regular Meeting of the Board of Directors was called to order by the President at 6:04 pm, on Thursday, November 30, 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
Crystal Stairhime	Community Manager	Eliel Perez	Standards Manager
Melissa Garcia	Assistant Community Manager	Terri Holmes	Lead Recreation Specialist

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 19, 2023, Board meeting. Elaine Maurer made a motion to approve the October 19, 2023, minutes the motion was seconded by Lynette Bradley, and all board members were in favor and the minutes were unanimously approved as written.

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 Ms. Stairhime the Community Manager.

- b. Standards: Eliel Perez went over the total violations from the dates of October 13, 2023, to November 19, 2023.
- c. Community Activities: Terri Holmes presented the 30/60/90-day report included in the power point and informed those in attendance that Fall Soccer was completed and gearing up for flag football.
- d. Community Manager: Ms. Stairhime informed the board and homeowners in attendance of the items completed in the manager report within the presentation.
- e. Financial Report: The Community Manager presented a brief overview of the Associations year to date finances.

V. COMMITTEE REPORTS

- a. ARC: The Bill Fenstermacher reported the ARC numbers for October 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.

VI. UNFINISHED BUSINESS:

- a. Monuments at Daisy Field and Potranco -TABLED 2024 - Ms. Stairhime informed those in attendance that the board has made this decision to begin this project in 2024.
- b. Garden Lily and Talley Rd. - TABLED 2024 - Ms. Stairhime informed those in attendance that the board has made this decision to begin this project in 2024.
- c. Easement Encampment Cleanup – Phase 1 was completed, Phase 2 pending.

VII. NEW BUSINESS:

- a. **Metal Building** – Ms. Stairhime updated the board that the measurements for the concrete pad have been obtained and submitted to the vendor who had been drafting the initial request. Pending more information from the vendor.
- b. **Demo Old Workshop** – Pending proposals for the board to review.
- c. POD Rental – Bidding in progress.
- d. Employee Laptops – Approval granted, pending purchase.

- e. Bollards at Westcreek Oak Bridge – Bidding in progress.
- f. Pavilion Bathrooms RFID Reader – The board discussed looking further into adding card readers to the pavilion bathrooms and requested proposals.
- g. Governing Documents & Legislative Updates – Ms. Stairhime informed the community that the governing documents can only be amended by %67 of the membership. Any updates from the state will be provided in the Texas Property Code and supersede any contradictory language within the documents.

VIII. EXECUTIVE SESSIONS RESULTS:

- a. Ms. Stairhime summarized the Executive Session as follows: In the Executive Session held on November 29, 2023, the Board approved to send (4) accounts to the attorney for deed restriction violations and eleven (2) accounts to the attorney for collections.

IX. SCHEDULE THE NEXT MEETING: The next meeting via zoom will be held on Thursday, January 18, 2024.

X. ADJOURNMENT: There being no further business before the Board, the meeting was adjourned at 6:57 pm.

Attested by:

Lynette Bradley
Lynette Bradley, Secretary

Date: 01 / 19 / 2024

Approved by:

Elaine Maurer
Elaine Maurer, President

Date: 01 / 19 / 2024

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

Crystal Stairhime
Crystal Stairhime, Community Manager

Date: 01 / 19 / 2024

Signature Certificate

Reference number: VHMTV-VH48T-SUEAT-EJQN2

Signer

Timestamp

Signature

Crystal Stairhime

Email: cstairhime@spectrumam.com

Sent:

19 Jan 2024 15:48:30 UTC

Viewed:

19 Jan 2024 15:48:33 UTC

Signed:

19 Jan 2024 15:56:31 UTC

Recipient Verification:

✓ Email verified

19 Jan 2024 15:48:51 UTC

IP address: 75.35.89.38

Location: San Antonio, United States

Crystal Stairhime

Lynette Bradley

Email: lynettebradley@yahoo.com

Sent:

19 Jan 2024 15:48:30 UTC

Viewed:

19 Jan 2024 17:01:40 UTC

Signed:

19 Jan 2024 17:02:26 UTC

Recipient Verification:

✓ Email verified

19 Jan 2024 17:01:40 UTC

IP address: 99.158.252.167

Location: San Antonio, United States

Lynette Bradley

Elaine Maurer

Email: elaine.maurer0630@gmail.com

Sent:

19 Jan 2024 15:48:30 UTC

Viewed:

19 Jan 2024 19:58:56 UTC

Signed:

19 Jan 2024 19:59:13 UTC

Recipient Verification:

✓ Email verified

19 Jan 2024 19:58:56 UTC

IP address: 99.190.20.239

Location: San Antonio, United States

Elaine Maurer

Document completed by all parties on:

19 Jan 2024 19:59:13 UTC

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