*The Villages of Westcreek Owners' Association, Inc. Est. 1994*

**Regular Meeting of the Board of Directors**

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1. **OPEN MEETING**: The Regular Meeting of the Board of Directors was called to order by the President at 6:04 pm, on Thursday, October 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

Brandon Schuler, Vice President

Lynette Bradley, Secretary

**Board Members Absent:**

Heather Mallia, Assistant Secretary

Brian Bush, Treasurer

Staff Present:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Name** | **Position** |
| Crystal Stairhime | Community Manager | Eliel Perez | Standards Manager |
| Melissa Garcia | Assistant Community Manager | Jason Dunbar | Recreation Specialist |
|  |  | Terri Holmes | Lead Community Specialist |
|  |  |  |  |
|  |  |  |  |

Members Present:

There were 5 homeowners present during the call.

1. **APPROVAL OF PREVIOUS BOARD MINUTES**: The Board reviewed the meeting minutes from the September 21, 2023, Board meeting. Elaine Maurer made a motion to approve the September 21, 2023, minutes the motion was seconded by Lynette Bradley, and all board members were in favor and the minutes were unanimously approved as written.
2. **OPEN FORUM FOR HOMEOWNERS:**

The floor was open for homeowner questions and with no questions asked, the floor was then closed.

1. **DEPARTMENT REPORTS:**
2. Maintenance: The maintenance report was covered by Ms. Stairhime the Community Manager. She informed the board that MERIT will continue porter services through the end of the month and the new in-house general maintenance technician Zane Maurer will take over in November. Trip hazards in the park have been removed, exterior lighting has been replaced, loose wires in the park have been removed, walking trail was treated for weeds, and landscaping at the park to include weed removal and tree trimming. Wind screens at the sport courts were resecured, HVAC filters replaced, pavilion women’s stall doors and faucet were repaired.
3. Standards: Eliel Perez went over the total violations from the dates of September 13, 2023, to October 19, 2023. He informed the board members that clutter, weeds, and trash bins have still been a concern and there has been an increase in landscaping violations.
4. Community Activities: Jason Dunbar presented the 30/60/90-day report included in the power point and informed those in attendance that the Fall Soccer season is in full swing and shortly after, winter flag football registration will begin. Tournaments and the end of soccer season in November. Fall Festival will be set for Saturday, November 4, 2023, and the HOA has hired HelloNabr to enhance the event and provide more activities for all homeowners. Winter Flag football will go into the New Year.
5. Community Manager: Ms. Stairhime informed the board and homeowners in attendance the Board extended an employment offer to Zane Maurer as the part-time in-house Porter/General Maintenance technician. MERIT was informed the month-to-month porter service contract will terminate at the end of October 2023. Continued to partner with the county on updates regarding the road construction on Military. Obtained 3 competitive proposals for clearing the easement encampments off Creek Ash. The association requested USPS to inspect the three known damaged boxes for any repairs they can complete or if the HOA will have to replace. Oversaw the completion of the community center floor and drywall repairs as well as the removal of the old ice maker and installation of the new one. Solicited vendors for proposals to block vehicular access to the easements over the first bridge from 1604 on Westcreek Oaks and am awaiting proposals.
6. Financial Report: The Community Manager presented a brief overview of the Associations year to date finances. She informed those in attendance that the HOA to date is under budget and that the Board of Directors has continued to monitor expenditures ensuring that the projects completed stay within budget.
7. **COMMITTEE REPORTS**
   * 1. ARC: The Bill Fenstermacher reported the ARC numbers for September 2023 during the meeting and the turnaround times for requests.
     2. Communications: Francis Lomax then presented information on the newsletter and those who contributed to the newsletter.
8. **UNFINISHED BUSINESS:**
   * 1. 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.
     2. 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.
     3. Sport Park Gate Repairs – COMPLETED – The work is completed and the vendor charged $100 less than the estimate so the at fault party was issued a reimbursement for the difference.
     4. Ice Machine Community Center – COMPLETED – The old machine was removed and disposed offsite and a new rented EasyIce machine with a maintenance plan was installed and drainage line connected.
9. **NEW BUSINESS:**

* + 1. **Easement Encampment Cleanup –** Ms. Stairhime presented three proposals for the Board to review. The board reviewed the bids, discussion held, a motion was made and carried to approve the proposals submitted by Your Neighborhoodz totaling $3,396.21. Ms. Stairhime will proceed with scheduling pending weather.
    2. **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.
    3. **Staff Job Title Changes –** Ms. Stairhime summarized the staff title changes to include Melissa Garcia from Office Manager to Assistant Community Manager, Anysa Hammonds from Administrative Assistant to Lead Resident Specialist, and Monica Hernandez from Administrative Assistant to Resident Specialist. Additional changes to the sports/recreational titles will be announced next month.

1. **EXECUTIVE SESSIONS RESULTS:**
2. Ms. Stairhime summarized the Executive Session as follows: In the Executive Session held on October 18, 2023, the Board approved to send six (6) accounts to the attorney for deed restriction violations and eleven (11) accounts to the attorney for collections. The board also discussed the mailboxes, an insurance claim, shared fences, employee changes, raises, bonuses, incentives, and security officer rates.
3. **SCHEDULE THE NEXT MEETING:** The next meeting via zoom will be held on Thursday, November 16, 2023.
4. **ADJOURNMENT:** There being no further business before the Board, the meeting was

adjourned at 6:33 pm.

Attested by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lynette Bradley, Secretary

Approved by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Elaine Maurer, President

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Crystal Stairhime, Community Manager