

**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, February 17, 2022. The purpose of the meeting was to conduct regular business as identified in the pre-announced Agenda.

Board Members Present:

Kevin Drummonds, President
Heather Mallia, Treasurer
Elaine Maurer, Vice President
Brandon Schuler, Secretary

Board Members Absent:

Richard Riggie, Assistant
Secretary

Staff Present:

Name	Position	Name	Position
Maria Robinson	Community Manager	Eliel Perez	Standards Manager
Jason Dunbar	Recreation Director	Terri Holmes	Recreation Assistant
Benny Martinez	Maintenance Supervisor		

Members Present:

There were 5 homeowners present during the call.

Commissioner Clay-Flores and Patty Hernandez were on the call as well and addressed the community on happenings within the area. They remained on the call to listen to other concerns within the community.

II. APPROVAL OF PREVIOUS BOARD MINUTES: The Board reviewed the meeting minutes from the January 20,2022 Board meeting. Heather Mallia made a motion to approve the January 20,2022 minutes as written, Elaine Maurer provided a second and all were in favor. The January 20, 2022, meeting minutes were approved as written.

III. OPEN FORUM FOR HOMEOWNERS:

President opened the Members' Forum. There was one question asked regarding the requirement of masks in the office. They were informed that masks for homeowners, vendors and visitors is recommended, and that the office follows CDC guidelines.

IV. DEPARTMENT REPORTS:

- a. Maintenance: The maintenance report was covered by Benny Martinez the Maintenance Director. It was discussed that Benny had completed the rehanging of the signs at the park

bathrooms and rehang the windscreens at the tennis courts. The board requested that the task of obtaining proposals for new signs on the main streets and plexiglass covers.

- b. Standards: Eliel Perez went over the total violations and break down of the categories from the dates of January 18, 2022, to February 14, 2022.
- c. Community Activities: Jason Dunbar presented the 30/60/90-day report included in the power point. Casino Night is taking place Friday, February 18, 2022, Springs Soccer will begin March 12, 2022, with 671 Players and 55 Teams total. The next 60 days will entail Spring Soccer and the Easter Egg Hunt.
- d. Community Manager: Maria informed the board and homeowners in attendance that the front office staff has been able to secure a bulk pick up date of March 5, 2022 and is now fully staffed. The staff is working to get both pools ready for the 2022 Pool Season and completing the SAWS backflow testing.
- 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 had received and reviewed 23 PIA's in the month of January 2021. Of those submissions, 2 was denied and 21 were approved. The turnaround rate for decisions was on average 1.5 days.
- b. Communications: Francis Lomax then presented information on the newsletter and website updates that are taking place. He also went over the request for webmaster support that was mentioned at the last board meeting.
- c. Nominations Committee: Elaine Maurer made the recommendation to the board that Leslie Irish be approved as the third member of the Nomination Committee. Kevin Drummonds made a motion to approve, Heather Mallia seconded and all board members in attendance were in favor.

VI. UNFINISHED BUSINESS:

- a. Splash Pad- TABLED until 2023 due to the cost of the project.
- b. Clock Tower Landscape Design- OPEN-The deposit has been paid to Summit to place this project on their schedule and begin in March 2022.
- c. Monuments at Daisy Field and Potranco-OPEN- Maria is still working with TXDOT to obtain a more current map of the Right of Way at this location.
- d. Garden Lily and Tally Rd.-TABLED- The board has decided to table this project until 2022 due to the construction on Talley Road now being completed.
- e. Mountain Bike Trails-OPEN—Jason Dunbar was informed that the trail is ready to be cleared and this will entail trimming trees.
- f. New Pool Furniture and Shade Options-OPENED- Maria has followed up with the pool company to get the status on when the furniture will be delivered and is awaiting a response.
- g. RFID Cards at Dog Park-TABLED- This is tabled until after the clock tower landscaping has been completed in Spring 2022.
- h. Holiday Lighting/Decorations-CLOSED-This has been completed and the wreaths removed. This will be removed at the next meeting and on meeting minutes.
- i. Pointe Monument-OPENED-The old monuments have been removed and the electric has been installed. CPS now needs to come out and activate the meter so the base can be poured for the monument.

- j. Cacti Removal/Tree Trimming/Shredding- OPENED-This is being completed today, 2.17.2022, by Summit Landscaping and is taking place by the dog park.
- k. Maintenance Shop Replacement-OPENED- The board is reviewing options for the replacement of the maintenance shop and the location of the shop. Proposals are being obtained for the shop and pouring of the foundation.

VII. NEW BUSINESS:

- a. Prioritization of Projects-Elaine Maurer informed those on the call that the board has taken inventory of the monuments within the community and whether they will need landscaping, lighting, both or to be replaced.
- b. 2022 Pool Season- The board reviewed and approved the 2022 Pool Season that was discussed during executive session. Kevin made a motion to approve the schedule, Heather seconded the motion, and all board members were in favor.

VIII. EXECUTIVE SESSIONS RESULTS:

- a. Maria Robinson summarized the Executive Session as follows:
In the Executive Session held on Wednesday February 16, 2022, the Board approved to send 8 accounts to the attorney for deed restriction violations and 3 to the attorney for collections. The Board also discussed prioritization of projects and the 2022 pool season calendar.

IX. SCHEDULE THE NEXT MEETING: The next Board meeting will be held on Thursday, March 17 ,2022 at 6:00PM via Zoom if the board deems it necessary.

X. ADJOURNMENT: There being no further business before the Board, the meeting was adjourned at 7:20 pm.

Attested by:

Brandon Schuler
Brandon Schuler, Secretary

Date: 03 / 18 / 2022

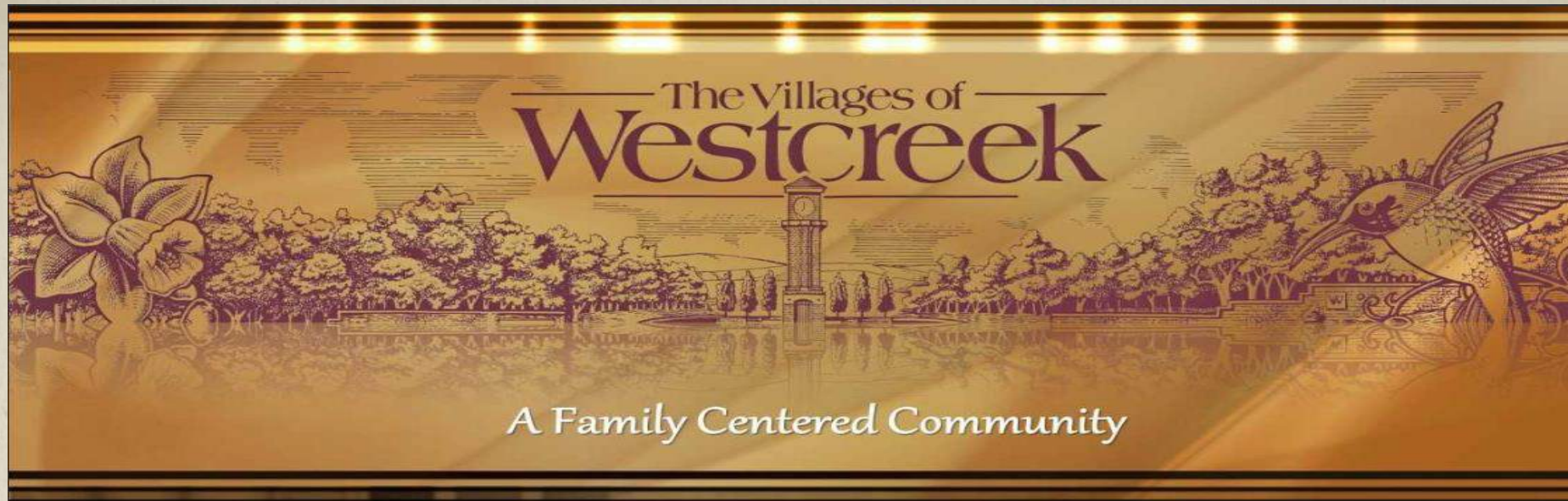
Approved by:

Kevin Drummonds
Kevin Drummonds, President

Date: 03 / 18 / 2022

Posted in the VWOA Book of Minutes and on VWOA website by:
Maria Robinson
Maria Robinson, Community Manager

Date: 03 / 18 / 2022



BOARD OF DIRECTORS MEETING
VIA ZOOM
FEBRUARY 17, 2022
6PM

Call to Order-6:00 PM

Minutes

Approval of January 2022 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.
- We have been spraying weeds along the walking trail and other areas as needed.

Park:

- Installed new signs at park bathroom
- Rehang wind screens at tennis courts with the help of Keith
- Paint the walls at the bathrooms where the signs were ripped off
- Check Tot-Lot for Ants
- Fixed and re-installed shower head at Sports Park Pool

Community Center:

- Maintain the centers exterior grounds.
- Call and report dumping
- Paint all areas where holes were filled with mortar concrete including touch up paint where the shower handle was installed.

Common Areas:

- Monument Beautification –verified that all 4 approved monuments were completed per the bid approved.
- Working with Summit Landscaping to complete the easement clean-up project

Standards

Report Timeframe: January 18, 2022-February 14, 2022

- ☐ **Total Violations Sent: 421**
- ☐ **Open Enforceable Violations: 5**

Fence – 21

Open Recurring Violations: 121

Fence – 21

Trash Cans – 155

Clutter - 38

Vehicle – 23

Basketball Goals – 11

General Maintenance- 53 (ex: repair tree rings)

Landscaping- 42 (leaves, trim trees, shrubs, weeds, etc.)

House Repair – 53 (ex: paint, roof, fascia, garage)

Stain Removal – 14 (ex: mildew)

- **Unapproved Improvements: 11**

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

Community Activities

30 Days:

- Casino Night tomorrow
- Spring Soccer starts March 12th
 - 665 Players
 - 55 Teams



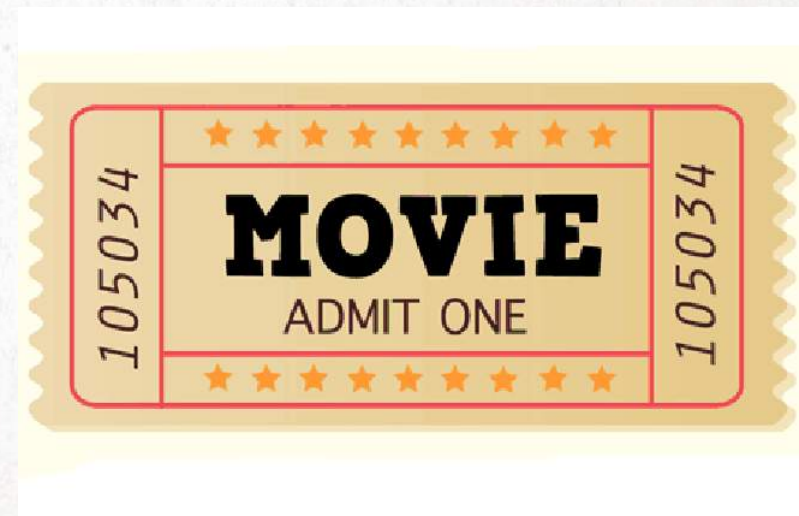
60 Days:

- Spring Soccer
- Easter Egg Hunt – April 3rd



90 Days:

- Soccer Ends



Community Manager

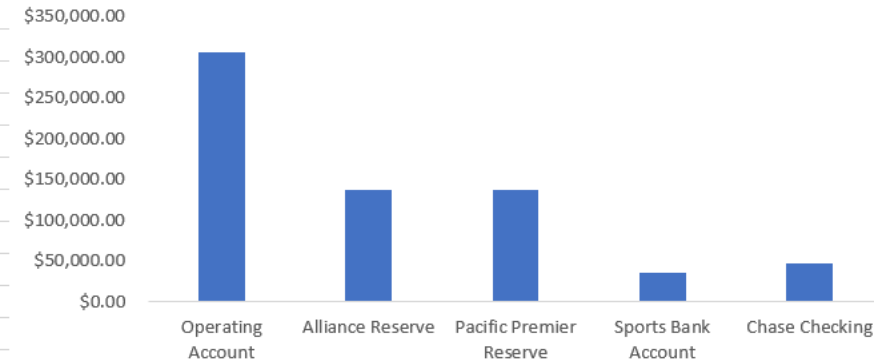
- Working with the county, CPS and SAWS regarding easements that are not HOA owned and maintained.
- Bulk pick-up has been set for Saturday, March 5, 2022, at the Sports Park and we will be getting 6 bins.
- Working with TXDOT to determine the Right of Way and if a monument can be placed at Daisy Field and Potranco.
- The front office is now fully staffed.
- Routine fire inspection was completed on the Community Center and majority of the repairs were completed. Working with an additional company to obtain bids on remaining items.
- Working with the recreation department to get the pools ready for pool season.
- Obtaining proposals for a new maintenance shop and concrete pad to place it on.
- Working with Maintenance Supervisor and landscaping team to complete and close out the easement clean up project.
- Scheduling the annual required SAWS backflow testing.
- Preparing for the Annual Meeting scheduled for Thursday, April 21, 2022.

Financial Report

Bank Balances

	Dollars
Operating Account	\$305,941.58
Alliance Reserve	\$137,039.54
Pacific Premier Reser	\$137,941.90
Sports Bank Account	\$36,118.67
Chase Checking	\$47,786.53
Total	\$664,828.22

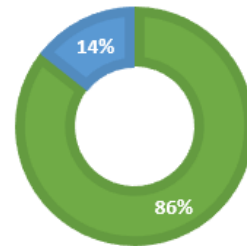
Bank Balances as of 2/15/2022



Assessment Receivable Report

	Dollars
Paid	\$288,744
Past Due	\$48,822

2022 ASSESSMENT RECEIVABLE REPORT



■ Paid ■ Past Due

Meeting- 38%

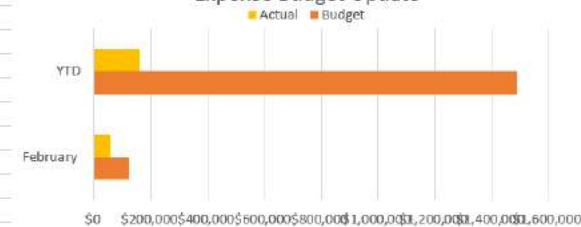
2021- 3% unpaid

Paid	\$1,308,601
Past Due	\$40,532

Expense Budget Update

	Budget	Actual		
February	\$122,422	\$54,851	45%	(\$67,571)
YTD	\$1,490,092	\$159,845	11%	(\$1,330,246)

Expense Budget Update



Committee Reports

- a) ARC- Lynette Bradley
- b) Communications- Francis Lomax
- c) Nominations Committee- Elaine Maurer





Architectural Review Committee (ARC)

91% Approval

Avg Days to Close	1.5
Total PIAs	23
Approved	21
Denied	2
OPEN	0

Denials

- Size exceeds maximum for a shed.
- 1 ton or greater load capacity commercial vehicle cannot be parked in any lot

Stipulations

- Shed roof cannot be shiny and must be compatible with dwelling roof

January 2022 PIAs

Description	Received	Response	Status	Comments	Days to close
Shed	1/3/2022	1/3/2022	Approved		0
Landscaping	1/5/2022	1/6/2022	Approved		1
Concrete Work	1/6/2022	1/7/2022	Approved		1
Roof	1/6/2022	1/7/2022	Approved		1
Patio	1/6/2022	1/7/2022	Approved		1
Exterior Paint	1/7/2022	1/7/2022	Approved		0
Deck	1/10/2022	1/13/2022	Approved		3
Exterior Paint	1/11/2022	1/13/2022	Approved		2
Shed	1/11/2022	1/13/2022	Denied	Requested 10x16, exceeded the 10x12 maximum size	2
Shed	1/13/2022	1/14/2022	Approved		1
Shed	1/13/2022	1/14/2022	Approved	Stipulation: Roof is not shiny and compatible with house roof	1
Solar Panels	1/14/2022	1/14/2022	Approved		0
Fence Relocation	1/14/2022	1/18/2022	Approved		2
Window Shutters	1/19/2022	1/21/2022	Approved		2
Landscaping	1/19/2022	1/21/2022	Approved		2
Tow Truck Park	1/19/2022	1/24/2022	Denied	No commercial vehicle w/load capacity of 1 ton+ parked on any lot	4
Solar Panels	1/24/2022	1/27/2022	Approved		3
Roof	1/27/2022	1/28/2022	Approved		1
Gutters	1/27/2022	1/28/2022	Approved		1
Gate	1/27/2022	1/31/2022	Approved		2
Solar Panels	1/28/2022	1/31/2022	Approved		1
Roof	1/28/2022	1/31/2022	Approved		1
Fence Replacement	1/31/2022	2/2/2022	Approved		2

Communication Committee Report

- Recommendation for Webmaster Support
- Monthly Newsletter
- Swap Communications Committee Officer Positions



Unfinished Business

- a) Splash Pad- TABLED until scope of work is determined. Maria has provided the board with the proposals for labor and parts to review.
- b) Clock Tower Landscape Design- OPEN-The deposit has been paid to Summit to place this project on their schedule and begin in March 2022.
- c) Monuments at Daisy Field and Potranco-OPEN- Maria is still working with TXDOT to obtain a more current map of the Right of Way at this location.
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New Business

- a. Prioritization of Projects
 - i. Monument Landscaping
 - ii. Monument Lighting
 - iii. Clock Tower Refresh
 - iv. Maintenance Shop Replacement
- b. 2022 Pool Season

Executive Session Results

Adjournment
Thank you for attending

Next meeting:
March 17, 2022