



## The Villages of Westcreek Owners Association, Inc.

### BOARD MEETING AGENDA

July 15, 2021

6:00 P.M.

Via Zoom

1. Call to Order
2. Approval of Previous Board Meeting Minutes and Approval of Annual Meeting Minutes 2021
3. Open Forum for Homeowners
4. Department Reports
  - a. Maintenance
  - b. Standards
  - c. Activities
  - d. Community Manager
  - e. Financial Report
5. Committee Reports
  - a. ARC
  - b. Communications
6. Unfinished Business-
  - a. Splash Pad- TABLED until scope of work is determined.
  - b. Clock Tower Landscape Design-OPEN-Community Manager and Maintenance Supervisor working together to put a plan and timeline in place for this project.
  - c. Monuments at Daisy Field and WCV entrances from Potranco- OPEN- Awaiting working out the details with the county.
  - d. Clock Tower Repairs-OPEN- Board approved a budget not to exceed \$9,000 for repairs. Vendor was out to make necessary repairs and clean clock faces.
  - e. Mountain Bike Trails- OPEN- Board voted and approved to receive homeowner proposals for ideas to utilize the 12 acres owned by the Association in High Point. Heather Mallia will work with Jason Dunbar and homeowners on this project.
7. New Business –
  - a. Garage Sale Dates
  - b. Pool RFID Cards
  - c. Dog Park Maintenance and Upkeep
  - d. Appoint New ARC Alternate
8. Executive Session Results
9. Next Meeting- August 19, 2021
10. Adjournment

*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 6:03 pm, on Thursday, July 15, 2021. The purpose of the meeting was to conduct regular business as identified in the pre-announced Agenda.

Board Members Present:

Richard Gentry, President  
Kevin Drummonds, Vice President  
Heather Mallia, Treasurer  
Elaine Maurer, Asst. Secretary  
Richard Riggie, Secretary

Staff Present:

Name	Position	Name	Position
Maria Robinson	Community Manager	Eliel Perez	Standards Manager
Jason Dunbar	Activities Manager		

Members Present:

There were 10 homeowners present during the call.

**II. APPROVAL OF PREVIOUS BOARD MINUTES:** The Board reviewed the meeting minutes from the June 16, 2021 Board meeting. Heather Mallia provided a motion to approve the June 16, 2021 minutes with the removal of the "D" in front of DCC&R's, Elaine Maurer provided a second and all were in favor. The June 16, 2021 meeting minutes were approved with changes.

**III. OPEN FORUM FOR HOMEOWNERS:**

President opened the Members' Forum. The following items were discussed:

-The dog park was discussed and whether the county has a leash law. All questions were answered to the homeowners satisfaction.

**IV. DEPARTMENT REPORTS:**

- Maintenance:** The maintenance report was covered by the Maria Robinson. Elaine Maurer asked about the grass between the sidewalk and street that needs to be edged, and dead spots within the community. She also asked if the graffiti areas can be painted to look more uniform.
- Community Activities:** Activities coordinator presented the 30/60/90-day report included in the power point. Spring soccer registration has been open and there are currently around 428 participants registered and the Movie in the Park event is scheduled to take place 7.23.2021.
- Community Manager:** Maria informed the board and homeowners in attendance that she had been working with vendors to get proposals for the clock tower repairs, working with the county, SAWS and CPS for the easements not owned by the HOA, and the landscaper

to ensure we are on schedule with mowing.

- d. Financial Report: The Community Manager presented a brief overview of the Associations year to date finances.

## **V. COMMITTEE REPORTS**

- a. ARC: Elaine Maurer reported the ARC had received and reviewed 77 PIA's since the last meeting and the turn around time on average is 7-10 days. A nomination was made to add Lynette Bradley as an ARC Alternate and it was unanimously approved by the board.
- b. Communications: Bill Fenstermacher informed the Board that all articles were received on time and the communications committee celebrated their 3-year anniversary of Westcreek Living.

## **VI. UNFINISHED BUSINESS:**

- a. Splash Pad- TABLED until scope of work is determined. Maria will work to get vendors out to provide ideas for the splash pad.
- b. Clock Tower Landscape Design- OPEN-Community Manager and Maintenance Supervisor are working to create an action plan for this fall to begin working on the project.
- c. Monuments at Daisy Field and Potranco, as well as Garden Lily and Tally Rd.- OPEN- Maria is going to reach out to the county to see what the HOA needs to do in order to erect monuments there.
- d. Clock Tower Repairs-OPEN- Update was provided in Community Manager report. Two vendors have been out to assess the repairs needed at this time and another vendor is scheduled to be out here on Friday, July 16, 2021.
- e. Mountain Bike Trails-OPEN—Jason Dunbar informed the board that currently homeowners are working with a BCAD layout to design the trails and he will follow up with them.

## **VII. NEW BUSINESS:**

- a. Pool ID Card Policy-CLOSED- Maria Robinson is going to work with Verizon to get the tablets cellular service again for use to verify homeowners whose card is not reading correctly at the pool.
- b. Garage Sale Dates- The board discussed the addition of Sundays for garage sale weekends. A motion was made, and all were in favor of adding Sunday as a garage sale date, and removing the limit of 4 community garage sales per year that a resident can participate in.
- c. Dog Park Upkeep- Maria Robinson informed that board that she along with The Maintenance Supervisor and Jason Dunbar walked the dog park. She informed the board that except for a few branches in the park, it was well maintained.
- d. Richard Gentry announced his resignation from the Board of Directors effective immediately.

## **VIII. EXECUTIVE SESSIONS RESULTS:**

- a. The Maria Robinson summarized the Executive Session as follows:

In the Executive Session held on Wednesday July 14, 2021, the Board approved to send 15 accounts to the attorney for past due balances. The Board also discussed yard sale dates and limits, staggering start times for office staff, the closing of the office for lunch the third Friday of the month for training/lunch. Lastly, the Board reviewed homeowner

requests for fees to be written off.

**IX. SCHEDULE THE NEXT MEETING:** The next Board meeting will be held on Thursday, August 19, 2020 at 6:00PM via Zoom.

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

**Organizational meeting  
July 15, 2021  
VWOA Community Center**

**Meeting was called to order at 6:53 pm**

Motion was made to elect Kevin Drummonds to the position as President, second was provided and all were in favor. Kevin Drummonds will be the President for the remainder of the year which ends at the annual meeting in 2022.

Motion was made to elect Elaine Maurer as Vice President, a second was provided and all were in favor. Elaine Maurer will be the VWOA Vice President for the remainder of the year which ends at the annual meeting 2022.

Motion was made to elect Heather Malia as the VWO Treasurer, a second was provided and all were in favor. Heather Mallia will serve as the VWOA Treasurer for the remainder of the year which ends at the annual meeting 2022.

Motion was made to elect Richard Riggie to the position of Secretary, a second was provided and all were in favor. Richard Riggie will serve for the remainder of the year which ends at the annual meeting 2022.

Meeting was adjourned at 6:58pm.

Attested by:  
*Elaine Maurer*

\_\_\_\_\_  
Elaine Maurer, Secretary

Date: 08 / 27 / 2021

Approved by:  
*Kevin Drummonds*

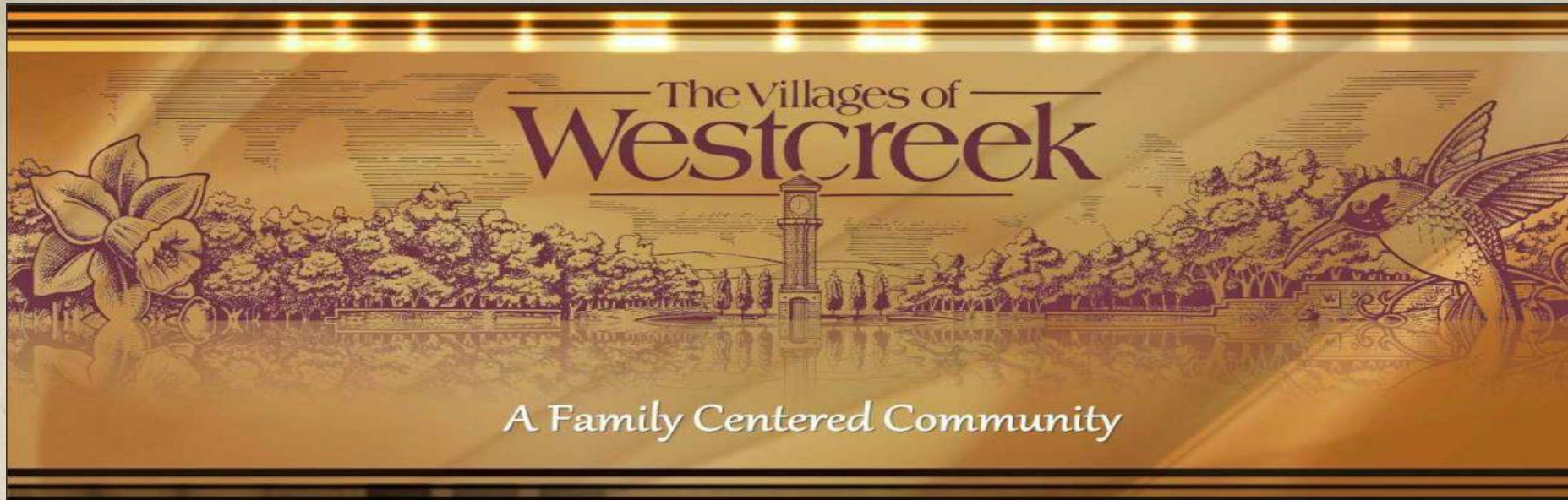
\_\_\_\_\_  
Kevin Drummonds, President

Date: 08 / 30 / 2021

*Maria Robinson*

Posted in the VWOA Book of Minutes and on VWOA website by:  
\_\_\_\_\_  
Date: 08 / 27 / 2021

Maria Robinson, Community Manager



**BOARD OF DIRECTORS MEETING**  
**VIA ZOOM**  
**JULY 15, 2021**  
**6PM**

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



# Minutes

Approval of June 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.
- Removed Graffiti at the Royal Oaks Monument and 6 Other Locations

## • Park:

- \* Blowing rocks in tot lot and tennis, basketball courts on a daily basis
- check all trash cans also checking BBQ pits and empty in park.
- Trim tree on back of track
- Trim up shrubs at sports park entrance

## • Community Center:

- Maintain the centers exterior grounds.
- Call and report dumping
- Fixed Ice Maker in Community Center
- Repair Employee Restroom Door
- Community Center Pool-Men's bathroom faucets replaced
- Sports Park Women's Bathroom Toilet Seats Replaced

## • Common Areas:

- Painting SP Pool Pavillion and reinstalling ceiling fans-This has been completed
- Monument Beautification – In progress
- Repaired lights at Monuments and clock tower-Working with vendors to get additional proposals
- Painted boards on fences located at Grosenbacher and Westcreek View





# Standards

**Report Timeframe: June 18, 2021 – July 14, 2021**

- ☐ **Total Violations Sent: 752**
- ☐ **Open Enforceable Violations: 24**

*Fence – 7*

**Open Recurring Violations: 204**

*Fence – 48*

*Trash Cans - 197*

*Clutter - 40*

*Vehicle - 46*

*Basketball Goals – 3*

*General Maintenance- 18 (ex: repair tree rings)*

*Landscaping- 156 (leaves, trim trees, shrubs, weeds, etc.)*

*House Repair – 93 (ex: paint, roof, fascia, garage)*

*Stain Removal – 23 (ex: mildew)*

- **Unapproved Improvements: 42**

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

# Community Activities

30 Days:

Fall Soccer Registration still open (425 Currently)

Movie In the Park July 23<sup>rd</sup>

60 Days:

Fall soccer Starts

90 Days:

Fall Soccer Continues





# Community Manager

- Working with the county, CPS and SAWS regarding easements that are not HOA owned and maintained.
  - Working to set a bulk pick up date with the county. We have messaged into them and are awaiting a response.
  - Obtaining proposals for the clock tower repairs.
  - SAWS Project at the Park- The contractor has let us know that they will be placing the pipe in the ground in preparation however actual work will not begin until potentially beginning of 2022.
  - Partnering with our Maintenance Supervisor to ensure that all common areas and easements are being addressed.
- We did get behind in June due to weather but we are working to get back on track with the vendor.



# Financial Report

# Committee Reports

- a) ARC- Elaine Maurer
- b) Communications- Bill Fenstermacher





# Unfinished Business

- a. Splash Pad- TABLED until scope of work is determined.
- b. Clock Tower Landscape Design-OPEN-Community Manager and Maintenance Supervisor working together to put a plan and timeline in place for this project.
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# New Business

- a. Garage Sales
- b. Pool RFID Cards
- c. Dog Park Maintenance and Upkeep
- d. Appoint ARC Alternate Member



# Executive Session Results



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

**Next meeting:**  
***August 19, 2021***