



The Villages of Westcreek Owners Association, Inc.

BOARD MEETING AGENDA

September 16, 2021

6:00 P.M.

Via Zoom

1. Call to Order
2. Approval of Previous Board Meeting Minutes
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- OPEN-This is still tabled at this time while the Community Manager does research on the cost of the installation. At this time the Community Manager has contracted 3 vendors for proposals.
 - b. Clock Tower Landscape Design-OPEN-Community Manager has contacted two different landscaping companies to provided proposals based on the plans provided.
 - c. Monuments at Daisy Field and WCV entrances from Potranco- OPEN- -The Community Manager has contacted the county and has a meeting set for the location off Garden Lily and Talley. The area located off Daisy Field and Potranco is a TXDot right of way and they have informed the Community Manager that permanent structures are not typically allowed.
 - d. Clock Tower Repairs-OPEN- -Four different vendors have been out to assess this project and compose a proposal to present to the Board of Directors.
 - 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. Jason Dunbar is currently working with homeowners who are working with a BCAD layout to design the trails.
 - f. New Pool Furniture and Shade Options-OPEN- Maria Robinson and the Board are working to secure proposals and options for new pool furniture and shade options at the pools for the 2022 Pool Season.
7. New Business –
 - a. Holiday Lighting/Decorations
 - b. Legislative Changes and Standards Impact
 - c. Approval for Bidding, pool enclosures and religious display resolutions
 - d. Community Clean Up Event
 - e. RFID at Dog Park
 - f. Landscaping of Monuments
8. Executive Session Results
9. Next Meeting- October 21, 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 6:02 pm, on Thursday, September 16, 2021. 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

Board Members Absent:

Richard Riggie, Secretary

Staff Present:

Name	Position	Name	Position
Maria Robinson	Community Manager	Eliel Perez	Standards Manager
Jason Dunbar	Activities Manager	Benny Martinez	Maintenance Supervisor

Members Present:

There were 7 homeowners present during the call.

II. APPROVAL OF PREVIOUS BOARD MINUTES: The Board reviewed the meeting minutes from the August 26, 2021 Board meeting. Kevin Drummonds provided a motion to approve the August 26, 2021 minutes with the change of item "The" from open to close and including that the homeowners question was answered during open forum, Elaine Maurer provided a second and all were in favor. The August 26, 2021, meeting minutes were approved with changes.

III. OPEN FORUM FOR HOMEOWNERS:

President opened the Members' Forum. No homeowners requested to speak during homeowner forum.

IV. DEPARTMENT REPORTS:

- a. Maintenance: The maintenance report was covered by Benny Martinez the Maintenance Supervisor. It was discussed that the landscaper had been able to complete the clearing of Jacob's Pond area and would be removing the large rock. A report was made that Benny had been working hard to complete the clearing of the walking trails and is 90% complete. Benny also informed the board that he was able to save the HOA money by performing the maintenance on the ATV in house.
- b. Community Activities: Activities coordinator presented the 30/60/90-day report included in the power point. Fall Soccer is underway and going smoothly and Casino night is taking place Friday, September 17, 2021. Flag football sign ups began on Friday, September 10, 2021, and the fall festival along with Santa in the park are being planned.
- c. Community Manager: Maria informed the board and homeowners in attendance that she

had been working with vendors to get proposals for the clock tower landscaping, holiday lighting, 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. She also spoke on the potential of placing monuments at Daisy Field and Potranco as well as Talley and Garden Lily.

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

V. COMMITTEE REPORTS

- a. ARC: Brandon Schuler reported the ARC had received and reviewed 27 PIA's in the month of August 2021. Of those submissions, 4 were denied and 23 were approved. A nomination was made for Lynette Bradley to be the ARC chair and the board approved this recommendation.
- b. Communications: Bill Fenstermacher requested that some version of security was implemented on the community website as it is needing maintenance. Jason will be looking into this matter.

VI. UNFINISHED BUSINESS:

- a. Splash Pad- TABLED until scope of work is determined. Maria has been working with vendors to secure pricing and what all will be needed. Three vendors have been contacted at this time and two are working to provide the information.
- b. Clock Tower Landscape Design- OPEN-Community Manager informed the board that two vendors have been contacted and provided the design layout. These vendors are working to provide a proposal.
- c. Monuments at Daisy Field and Potranco-OPEN- Maria is still working with TXDOT to obtain permission to place a monument in the right of way.
- d. Garden Lily and Talley Rd.-TABLED- The board has decided to table this project until 2022 due to the construction on Talley Road now being completed.
- e. Clock Tower Repairs-CLOSED- The board has approved a proposal for \$4,650 to have the clock tower faces repaired and the clock tower power washed.
- f. Mountain Bike Trails-OPEN—Jason Dunbar informed the board that the homeowners working on marking the trail have requested the overflow parking lot be utilized for parking and access to the bike/walking trails. The board approved this request.
- g. New Pool Furniture and Shade Options-OPENED- The board and Community Manager are working to obtain quotes for these items for the 2022 pool season.

VII. NEW BUSINESS:

- a. Holiday Lighting/Decorations-Maria Robinson has been working with two different lighting vendors to get proposals for holiday lighting at the clock tower, office and monuments.
- b. Approval of AR-50, AR-51 and AR-52- Due to the new legislative changes, the board approved AR-50,51 and 52 regarding; The Bidding Process, Religious Displays, and Pool Enclosures to be signed and filed with the county. They also informed those in attendance that they will be working to update the standards to meet the new law requirements.
- c. Combination of Sports Account and Operating Account- The board discussed the need to keep the two operating accounts separate and made the decision to continue

to do so and that all sporting expenses and income will go through the sports operating account.

- d. Community Clean Up Event-The board informed those in attendance that a community clean up event is being schedule for late October/ early November. This will be to clean up the easements and announcements will be made with more information.
- e. RFID at the Dog Park- Elaine discussed that the option of adding an RFID access to the dog park is being investigated. The concern is that there is not an option for electricity currently and it is going to be asked of the electrician doing the monument electricity to also include trenching and running a line to the dog park.
- f. Monument Landscaping- Heather informed those in attendance that the board is working to get proposals for landscaping at the individual monuments. It was mentioned that these plants would need to be drought tolerant.

VIII. EXECUTIVE SESSIONS RESULTS:

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

In the Executive Session held on Wednesday September 15, 2021, the Board approved to send 1 account to the attorney for past due balances and 14 accounts to the attorney for deed restriction violations. The Board also discussed the sports and operating account, job titles/descriptions of office staff, and upcoming projects.

IX. SCHEDULE THE NEXT MEETING: The next Board meeting will be held on Thursday, October 21,2021 at 6:00PM via Zoom.

X. ADJOURNMENT: There being no further business before the Board, the meeting was adjourned at 7:24 pm.

Attested by:

Brandon Schuler

Brandon Schuler, Secretary

Date: 10 / 22 / 2021

Approved by:

Kevin Drummonds

Kevin Drummonds, President

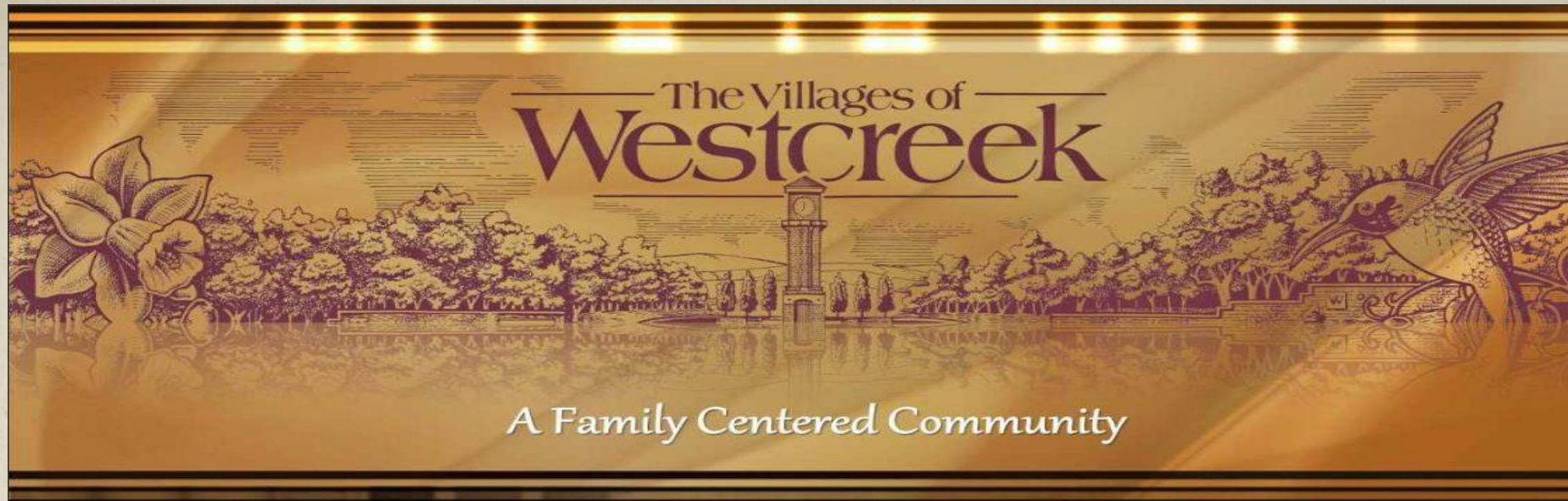
Date: 10 / 22 / 2021

Maria Robinson

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

Maria Robinson, Community Manager

Date: 10 / 22 / 2021



BOARD OF DIRECTORS MEETING
VIA ZOOM
SEPTEMBER 16, 2021
6PM

Call to Order-6:00 PM

Minutes

Approval of August 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.
- Weed eat around the back of the dog park (5' wide) along fence

Park:

- Blowing rocks in tot lot and tennis, basketball courts daily
- check all trash cans also checking BBQ pits and empty in park.
- Sprayed wasp nest in tot lot
- Spraying and weed eating the walking trail

Community Center:

- Maintain the centers exterior grounds.
- Call and report dumping
- Pool handrails and ladders are being replaced
- Pool pumps replaced at CC pool
- Walkway behind office building, stones removed, and new crushed granite put down

Common Areas:

- Monument Beautification – In progress
- Repaired lights at Monuments and clock tower-Working with vendors to get additional proposals
- Replaced light fixture at Wynwood Monument
- Verify landscaper work has been completed
- Spray for bugs around the office



Standards

Report Timeframe: August 26, 2021 – September 14, 2021

- ☐ **Total Violations Sent: 537**
- ☐ **Open Enforceable Violations: 8**

Fence – 11

Open Recurring Violations: 146

Fence – 90

Trash Cans - 195

Clutter - 24

Vehicle - 37

Basketball Goals – 7

General Maintenance- 10 (ex: repair tree rings)

Landscaping- 54 (leaves, trim trees, shrubs, weeds, etc.)

House Repair – 113 (ex: paint, roof, fascia, garage)

Stain Removal – 7 (ex: mildew)

- **Unapproved Improvements: 10**

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

Community Activities

30 Days:

Fall Soccer Continues

Fall Flag Football Registration Open

Casino night This Friday



60 Days:

Fall Soccer Tournament

Fall Flag Football Starts

Fall Fest – Oct 31st

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90 Days:

Fall Flag Football Continues

Santa in The Park – Dec 18th



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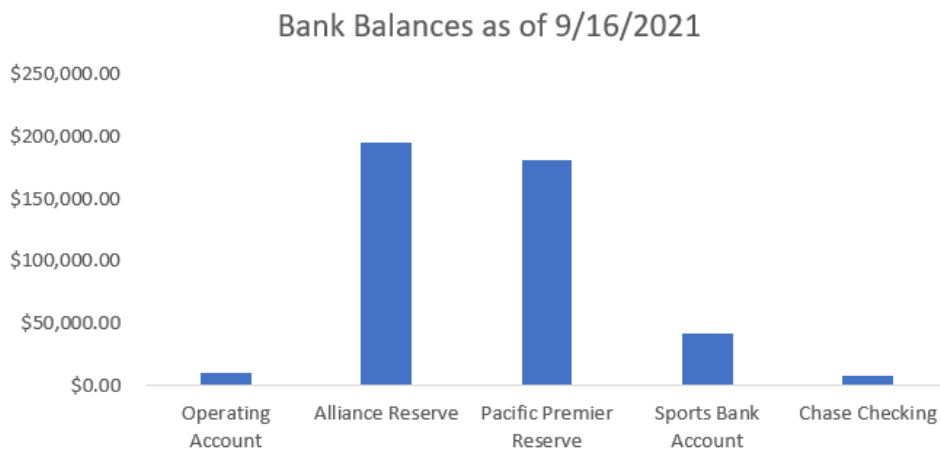
Community Manager

- 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. They have tentatively told us November 2021.
- Working to obtain proposals for the potential splash pad project. Three vendors have been working to compose the proposals.
- Securing proposals for holiday lighting for the clock tower, office and potentially monuments.
- Collaborating with the Board, Maintenance Supervisor and Landscaper on the contract.
- Collaborating with the board to determine upcoming projects such as:
 - Lighting repairs in the park
 - Community Center Pool Wrought Iron Fence
 - Community Clean Up
 - RFID at the Dog Park
 - Landscaping at the monuments

Financial Report

Bank Balances

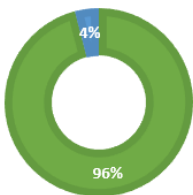
	Dollars
Operating Account	\$10,247.49
Alliance Reserve	\$194,781.11
Pacific Premier Reser	\$180,684.71
Sports Bank Account	\$42,095.28
Chase Checking	\$8,178.40
Total	\$435,986.99



Assessment Receivable Report

	Dollars
Paid	\$970,378
Past Due	\$40,925
Meeting- 5%	
2020- 4% unpaid	
Paid	\$1,298,342
Past Due	\$51,499

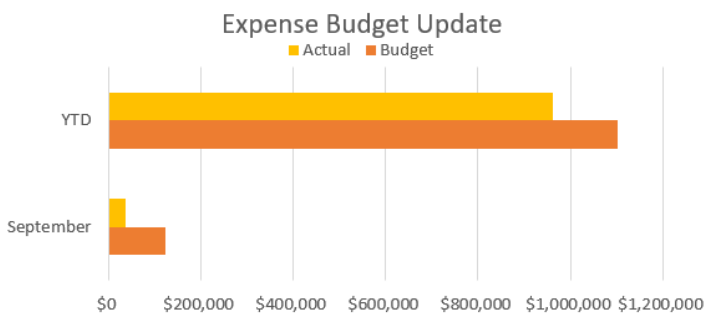
2021 ASSESSMENT RECEIVABLE REPORT



■ Paid ■ Past Due

Expense Budget Update

	Budget	Actual		
September	\$122,422	\$37,793	31%	(\$84,629)
YTD	\$1,101,799	\$962,244	87%	(\$139,555)



Committee Reports

- a) ARC- Brandon Schuler
- b) Communications- Bill Fenstermacher



Unfinished Business

- a. Splash Pad- TABLED-This is still tabled at this time while the Community Manager does research on the cost of the installation. At this time the Community Manager has contracted 3 vendors for proposals.
- b. Clock Tower Landscape Design-OPEN--Community Manager has contacted two different landscaping companies to provided proposals based on the plans provided.
- c. Monuments at Daisy Field and WCV entrances from Potranco- OPEN-The Community Manager has contacted the county and has a meeting set for the location off Garden Lily and Talley. The area located off Daisy Field and Potranco is a TXDot right of way and they have informed the Community Manager that permanent structures are not typically allowed.
- d. Clock Tower Repairs-OPEN- The board has reviewed the proposals and are working to secure warranty information from one of the vendors prior to proceeding.
- e. 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. Jason Dunbar is currently working with homeowners who are working with a BCAD layout to design the trails.

New Business

1. Holiday Lighting/Decorations
2. Legislative Changes and Standards Impact
3. Combination of Sports Account and Main Operating Account

Executive Session Results

Adjournment
Thank you for attending

Next meeting:
October 21, 2021