

**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 6:05 pm, on Thursday, September 21, 2023. The purpose of the meeting was to conduct regular business as identified in the pre-announced Agenda.

**Board Members Present**

Elaine Maurer, President  
Brian Bush, Treasurer  
Brandon Schuler, Vice President  
Lynette Bradley, Secretary

**Board Members Absent:**

Heather Mallia, Assistant Secretary

**Staff Present:**

<b>Name</b>	<b>Position</b>	<b>Name</b>	<b>Position</b>
Maria Robinson	Community Manager	Eliel Perez	Standards Manager
Terri Holmes	Lead Community Specialist	Jason Dunbar	Recreation Specialist
Crystal Stairhime	Community Manager	Melissa Garcia	Assistant Community Manager

**Members Present:**

There were 6 homeowners present during the call.

**II. APPROVAL OF PREVIOUS BOARD MINUTES:** The Board reviewed the meeting minutes from the August 17, 2023, Board meeting. Brian Bush made a motion to approve the August 17, 2023 minutes the motion was seconded by Lynette Bradley, and all board members were in favor.

**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 Maria Robinson the Community Manager. She informed the board that maintenance has been a team effort to include office staff and common area monitors. MERIT is now handling the porter services and that the sports park bathroom stalls in both the pavilion and pool area were recently repaired.
- b. Standards: Eliel Perez went over the total violations from the dates of August 8, 2023, to September 13, 2023. He informed the board members that weeds, and trash bins have still been a concern and his main area of focus at this time is dead trees as there are quite a few.
- c. 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 has begun and shortly after, winter flag football registration will begin. 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.

- d. Community Manager: Maria informed the board and homeowners in attendance that she had been working to obtain new landscape maintenance proposals for the board to review along with onboarding MERIT as the new porter company. The board had reviewed and approved a proposal in the amount of \$4,900 to repair leak damage in the community center due to the ice maker and tree trimming at the sports park along the walking trail and sports fields in the amount of \$3,138.02. The Community Manager also informed those in attendance that the Fentanyl Class was held by BCSO on Thursday, September 14, 2023.
- e. 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 has used roughly 68% of the yearly budget and that the Board of Directors has done a great job ensuring that the projects completed stay within budget.

## **V. COMMITTEE REPORTS**

- a. ARC: The Bill Fenstermacher reported the ARC numbers for August 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. He also informed the board and those in attendance that Clap Creative has been responsive to our requests for updates, and they are being completed in a timely manner.

## **VI. UNFINISHED BUSINESS:**

- a. Monuments at Daisy Field and Potranco-OPEN- Maria reached out to her contact at TXDOT after the last board meeting to confirm and get clarification on the right of way location. She is currently still awaiting a response.
- b. Garden Lily and Tally Rd.-OPEN- Maria Robinson informed those in attendance that the board has made this decision to begin this project in 2024.
- c. Maintenance Shop Replacement -CLOSED- The Board President, along with the Community Manager and Activities Specialist met with the vendor and due to continued roadblocks, and cost, a motion was made by Elaine Maurer to close out the maintenance shop and concrete pad project. The motion was seconded by Brian Bush, and all board members in attendance were in favor. This item is now closed and will be removed for the October 2023 board meeting.
- d. Maintenance Shop Concrete Pad-CLOSED- The Board President, along with the Community Manager and Activities Specialist met with the vendor and due to continued roadblocks, and cost, a motion was made by Elaine Maurer to close out the maintenance shop and concrete pad project. The motion was seconded by Brian Bush, and all board members in attendance were in favor. This item is now closed and will be removed for the October 2023 board meeting.

## **VII. NEW BUSINESS:**

- a. **2024 Landscape Maintenance Contract**-The board reviewed the proposed landscape maintenance contracts to begin in December 2023 at the completion of the

current contract and a motion was made by Elaine Maurer to approve the MERIT contract at 32 visits a year at a cost of \$130,449.48. Brandon Schuler seconded the motion and all board members in attendance were in favor.

- b. **2024 Budget Approval-** The board went over the proposed 2024 budget that was sent out to all homeowners and opened the floor for any homeowner questions or input. A question was asked as to why if money is being put into the reserves still with no increase, would it be necessary to increase assessments again. The board explained that while money was budgeted to go into the reserve even without an increase in assessments, that they were not meeting the recommended contribution as indicated in the Reserve Study. It was mentioned that while a 10% increase does not guarantee no increase in 2024, however it does set the HOA up to be ahead for the first time in the past few years. A motion was made by Elaine Maurer to approve the 2024 proposed budget with a 10% increase, Lynette Bradley seconded the motion, and the motion was passed when Brandon Scheuler third the motion. Brian Bush was opposed to the motion of the approval of a 10% increase.

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

- a. Maria Robinson summarized the Executive Session as follows: In the Executive Session held on September 20, 2023, the Board approved to send 3 accounts to the attorney for deed restriction violations and 3 accounts to the attorney for collections. The board also discussed the landscape maintenance contract, the maintenance shop project, and reviewed the proposed 2024 budget.

**IX. SCHEDULE THE NEXT MEETING:** The next meeting via zoom will be held on Thursday, October 19, 2023.

**X. ADJOURNMENT:** There being no further business before the Board, the meeting was adjourned at 7:05 pm.

Attested by:

*Lynette Bradley*  
Lynette Bradley, Secretary

Date: 10 / 25 / 2023

Approved by:

*Elaine Maurer*  
Elaine Maurer, President

Date: 10 / 26 / 2023

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

*Crystal Stairhime*  
Crystal Stairhime, Community Manager

Date: 10 / 26 / 2023