



The Villages of Westcreek Owners Association, Inc.

BOARD MEETING AGENDA

June 21, 2018

7:00 P.M.

VWOA Community Center

The Board of Directors executive session will precede the open board meeting starting at 6PM in the conference room at the Community Center.

1. Call to Order and Pledge of Allegiance -
2. Approval of previous Board Meeting Minutes
3. Homeowner forum-3 minutes per lot.
4. Department Reports
 - a. Community Manager
 - b. Administrative
 - c. Community Activities
 - d. Maintenance
 - e. Standards
5. Committee Reports -
 - a. Architectural Review Committee
 - b. Communications Committee
 - c. Sports Park Committee
6. Unfinished Business -
 - a. Restrooms for Sports Park
 - b. Speed Bumps on Sage Run
 - c. Formation of the SARC
 - d. AR for the creation of the SARC
 - e. Lack of crosswalk for Grosenbacher and Military Drive West

OPEN – Changed - Out for re-bid
OPEN – Pending funding from County
7. New Business -
 - a. Sports Park lighting
 - b. Playground surfacing repairs
 - c. Electronic vote for repair of The Pointe monument
 - d. Electronic vote for the allowance of Summer Masterminds to use the Community Center free of charge for a reading class that is free to the kids of the HOA. With the exception of the cost of the book to be discussed.
 - e. Revision of AR-6
 - f. Monthly beautification projects
8. Executive Session(s) Result
 1. Met with Texas Pools about renovation and confirmed amounts due and what they were for and discussed outstanding items to be fixed.
9. Next Meeting July 19 at 7 PM
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 7:01 pm, on Thursday, 21 June 2018. The purpose of the meeting was to conduct regular business as identified in the pre-announced Agenda.

Board Members Present:

Richard Gentry, President
Heather Malia, Vice President
Judi Cannon, Treasurer

John Steele, Secretary
Brad Cleveland, Asst. Secretary

Staff Present:

Name	Position	Name	Position
Mike Hunsucker	Community Manager	Jason Dunbar	Community Activities
Charlie Sullivan	Standards	Jamie Esquivel	Maintenance Contractor

Members Present:

Gene Hopkins	Francis & Ann Lomax	Mike Yanez
Bill Fenstermacher	Coral Fathy	Sandra Ross
Eva Vasquez	Greg Leggett	Empi Maldonado
Dee Dee Valerio	Kevin Drummonds	

Guests Present:

None

II. REVIEW/APPROVE PREVIOUS MINUTES: The meeting minutes for the 24 May 2018 Regular Monthly Meeting were unanimously approved as written.

III. MEMBER/GUEST FORUM:

President opened the Members' Forum. The following members spoke:

- a. Deedee Valerio—Pool hours. 10:00 AM - 9:45 PM. The pool was closed Saturday night at 9:30 instead of 9:45. The president directed the community manager to investigate why the pool was closed early and report back to the Board. (OPEN).
- b. Mike Llanas. The homeowner is concerned regarding tree pruning by private companies in community, not sterilizing and cleaning their equipment to prevent Oak Wilt disease. The need for sealing tree stumps was also noted. Requested Communications Committee to add article regarding Oak Wilt in next newsletter. (CLOSED).
- c. Empi Fernando-Maldonado. Septic tank fumes from neighboring property Soba Recovery Center. The president directed the community manager to investigate the issue and report back to the Board. (OPEN).

IV. DEPARTMENT REPORTS:

- d. Community Manager Report: A written report was provided and is attached to these minutes. The staff may be issuing Access cards system cards within the next week. Anticipating three scheduled events to issue cards between the Community Center and Sports Park pools and also in the Community Center during business hours. Old photos stored in the previous system cannot be used.
- e. Administrative Department: A written report was provided and is attached to these minutes.

- f. Community Activities: A written report was provided and is attached to these minutes. Bingo program status is still pending the staff contact the three volunteers. Reviewing the time of the day the Veterans Coffee to increase participation.
- g. Maintenance Department: A written report was provided and is attached to these minutes. The Board requested the contractor clearly provide the dates the work on the report was accomplished. The Board also requested Mr. Esquivel improve the quality of the workmanship on the various projects. The Board feels there is a need for additional quality control by the contractor.
- h. Standards Department: A written report was provided and is attached to these minutes. The current Board will enforce all standards equally across the community and will send the violations to legal if required.

V. COMMITTEE REPORTS:

- a. Architectural Review Committee. A written report was provided and is attached to these minutes. The president discussed the limitation of the ARC not ignoring the driveway extensions. Especially if a change to clarify what the Standards currently states is required for future action. The president reminded the ARC that they cannot disapprove requests that are currently allowed under the Standards. He also requested the ARC if they are facing a controversial case to please bring it to the Board for further discussion and the Board's awareness.
- b. Communications Committee. A written report was provided and is attached to these minutes.
- c. Sports Park Committee: No meeting was held due to a lack of quorum.

VI. UNFINISHED BUSINESS:

- a. Restrooms for Sports Park: OPEN – Changed - Out for re-bid
- b. Speed Bumps on Sage Run: OPEN – Potentially movement may happen in the next two months. Speeding and drag racing is escalating on Sage Run.
- c. Crosswalk at Grosenbacher Road and Military Drive: OPEN
- d. Rough surface in the Community Center Pool causing blistering of the bottoms of feet: Contractor repaired the defect. CLOSED
- e. Formation of the SARC, Administrative Resolution for the creation of the SARC: Draft AR 46 was presented to the Board. Paragraph 5 regarding Voting Members was deleted. Responsibility #2 added "through prioritization" at the end of the statement. Add paragraph to rescind/replace previous ARs that are replaced by this AR. Motion made by vice president and seconded by treasurer to pass the AR46 as amended—APPROVED unanimously.

VII. NEW BUSINESS:

- a. Sports Park lighting: awaiting bids and designs -- OPEN
- b. Playground surfacing repairs – total repair cost \$6200. Motion to pay \$6200 by the secretary and seconded by the treasurer and APPROVED unanimously.
- c. Handicap picnic table in Sports Park: TABLED until more information is provided.
- d. Water bottle fountain: TABLED
- e. Electronic vote for repair of The Pointe monument – Board voted unanimously to approve -- OPEN
- f. Monthly beautification projects: provision in maintenance contract to support projects not exceeding 120 hours. Identifying areas where special emphasis is needed by community members. Must define how this project will be managed, how will community members contact the program, and how will they be approved. Looking for suggestions, -- OPEN
- g. Electronic vote for the allowance of Summer Masterminds to use the Community Center free of charge for a reading class that is free to the kids of the HOA. Approved by email vote.
- h. Revision of Finance and Reserve Study Committee AR6: Extensive discussion on limiting the

number of voting committee members. The treasurer proposed limiting the voting membership of the committee. The treasurer amended the AR to allow any HOA volunteers to serve without Board appointment. Motion was made by the secretary and seconded by the vice president. The motion was APPROVED with four members voting for and the assistant secretary abstaining.

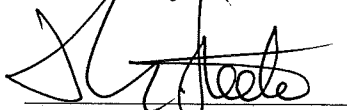
VIII. EXECUTIVE SESSIONS RESULTS for Jun 20:

- a. Met with Texas Pools about renovation.
- b. ARC discussion deferred to open session.
- c. Constable Patrols starting this Saturday
- d. Discussed incident between a homeowner and unacceptable behavior at the Sports Park Pool with several staff members. The Board decided unanimously to suspend the homeowner from use of the community pools for a period of two weeks, effective the date of delivery of the notice of suspension.
- e. The Board voted unanimously to send 26 homeowners' accounts/violations to the lawyer for legal action.

IX. SCHEDULE THE NEXT MEETING: The next regular meeting will be held on Thursday, 19 July 2018, at 7:00 pm in the Community Center.

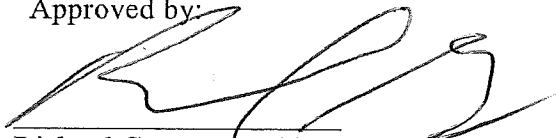
X. ADJOURNMENT: There being no further business before the Board, the meeting was adjourned at 9:02 pm.

Attested by:


John Steele, Secretary

Date: 19 July 2018

Approved by:

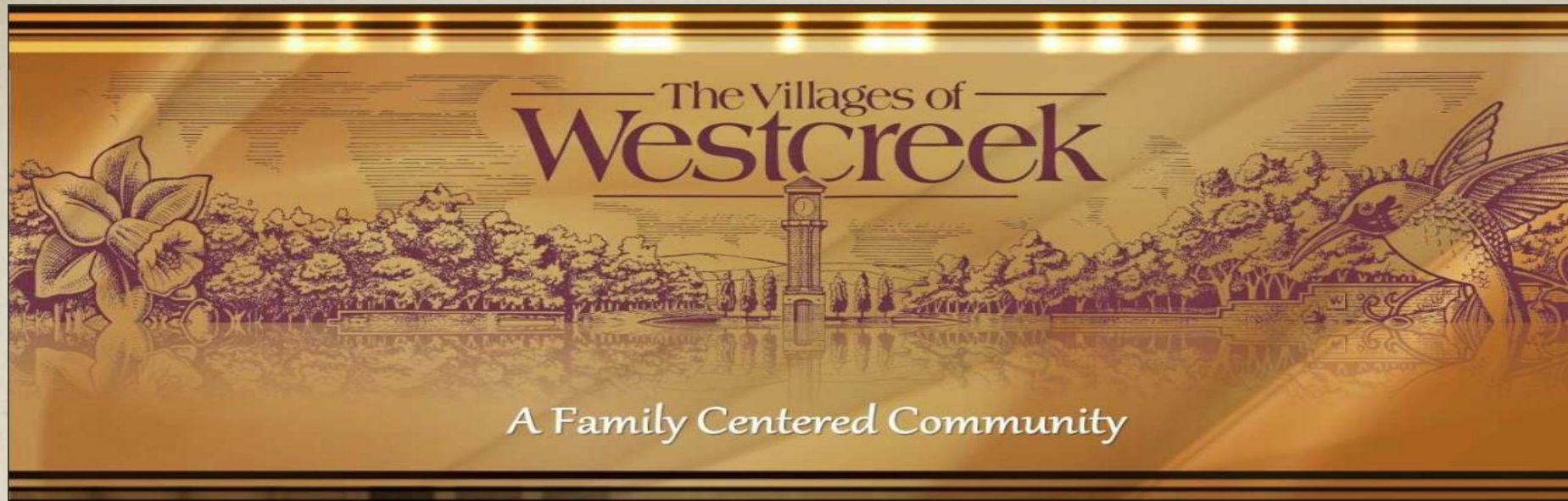

Richard Gentry, President

Date: 19 July 18

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

Mike Hunsucker, Community Manager

Date: _____



BOARD OF DIRECTORS MEETING
VWOA COMMUNITY CENTER
JUNE 21, 2018
7PM

Call to Order-7:00 PM

Pledge of Allegiance

Minutes

Approval of May Minutes

Department Reports

Community Manager

- A. Work is ongoing with the clock tower island. There were some issues in finding the break in the power.
- B. Westcreek has taken over the pool monitors. Terri Holmes has been put in the position of lead monitor and is responsible for scheduling and any issues that come up after office hours.
- C. Working on light bids for the park. We are looking at breaking it into 3 phases.
- D. Tennis screens are 93.7% are done. We are waiting to get more of the black rope that goes along the middle of the screen.
- E. Pool traffic for the past 51 days is over 13,000 people!!!
- F. Fence project is progressing slower than anticipated but we were able to get 12 repairs made in the past 30 days.
- G. Pool rules signs will be installed next week.

Administrative Department

	Operating	Reserve	Total
Assets			
Current Assets			
Chase Checking 5761	\$18.95	\$0.00	\$18.95
Chase Checking 5753	\$31,866.71	\$0.00	\$31,866.71
Chase Savings 6278	\$1.44	\$0.00	\$1.44
Chase CD #9989 .35% 7/8/18	\$2,704.71	\$0.00	\$2,704.71
Mutual of Omaha Reserve 1119	\$0.00	\$6.79	\$6.79
Mutual of Omaha Capital Improvement	\$13.47	\$0.00	\$13.47
Alliance Money Market #8873733196	\$0.00	\$309,726.29	\$309,726.29
FCB Bank Operating	\$2,000.00	\$0.00	\$2,000.00
FCB Sports Account	\$6,003.76	\$0.00	\$6,003.76
FCB MM Rep. and Replacement	\$0.00	\$1,801.28	\$1,801.28
Green Bank Operating	\$37,176.73	\$0.00	\$37,176.73
Green Bank MM Rep & Replacement	\$0.00	\$0.24	\$0.24
Green Bank Capital Improvement MM	\$11.97	\$0.00	\$11.97
Green Bank Sports Account	\$0.00	\$9,908.51	\$9,908.51
Pacific Premier Money Market	\$0.00	\$183,194.40	\$183,194.40
Petty Cash	\$398.22	\$0.00	\$398.22
Total: Current Assets	\$80,195.96	\$504,637.51	\$584,833.47

Administrative Department

AR total is



\$55K from May

Description	Total
Administrative Fees 2017	\$19,634.57
Administrative Fees 2018	\$19,544.25
Balance forward Assessments 2016	\$11,967.47
Balance forward Late Fee 2016	\$1,053.35
Balance Forward Other 2016	\$9,846.21
Escalated Administrative Fee 2017	\$11,041.76
Escalated Administrative Fee 2018	\$7,433.23
Forced Maintenance 2017	\$950.11
Forced Maintenance 2018	\$2,346.33
Hand Delivered Notice Prep 2017	\$5,788.65
Hand Delivered Notice Prep 2018	\$3,686.80
HOA Assessment (Delinquent Interest) 2016	\$849.45
HOA Assessment (Delinquent Interest) 2017	\$4,202.72
HOA Assessment (Delinquent Interest) 2018	\$1,066.93
HOA Assessment 2016	\$4,140.00
HOA Assessment 2017	\$26,833.65
HOA Assessment 2018	\$42,276.21
Legal Fees 2016	\$2,578.93
Legal Fees 2017	\$12,773.27
Legal Fees 2018	\$10,220.38
Legal Processing Fee 2017	\$3,737.24
Legal Processing Fee 2018	\$90.00
NSF Fee 2017	\$75.00
NSF Fee 2018	\$93.16
Statutory Notice Fee 2017	\$1,394.64

AR Total: \$203,624.31

Community Activities

Spring T-ball and Basketball is underway

Working on reseeding the fields

Westcreek Market days July 14

30 days

Fall Soccer Registration

Fall Football Registration

60 days

British Soccer Camp July 30 - August 3

Spring Soccer Starts August 6

90 days

Fall Football Registration Continues



Maintenance Department

Daily Tasks:

- * Mowing all needed areas and trim along fence lines and curbs.
- * Pick up trash along main road ways.
- * Walk around Community Center for trash and debris.
- * Clean and hose down sidewalks around building.
- * Addressing vandalism throughout the community.

Mowing:

- * Mow all needed areas, and trim along fence lines and curbs. Keep weeds down as necessary
- * Spraying herbicide for weeds to include along fence lines on major roadways.
- * Spraying rock areas for weeds. When needed
- * Main roads mowed on May 24 and 25th
- * Monuments cleaned mulch turned on May 30th, May 31, June 1st

Land:

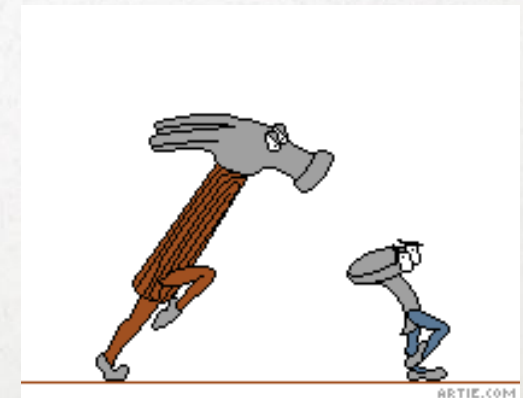
- * Daily trash pick-up and inspection of property for hazards.
- * Worked on staining and replacing toe boards throughout the subdivision.
- * We have been spraying weeds as Needed.
- * Easements Mowed on May 14th

Park:

- * Mowing all needed areas and along the creek.
- * Addressing vandalism. When applicable
- * Blowing rocks in tot lot and tennis, basketball courts on a Daily Bases
- * Blowing tot lot and raking under swings to level mulch material On a daily basis
- * check all trash cans Also checking BBQ pits and empty in park.

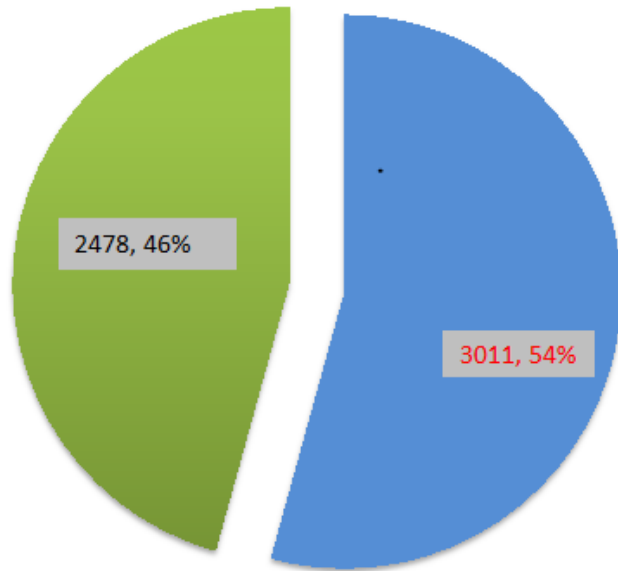
Community Center:

- * Maintain the centers exterior grounds.
- * We also changed out light fixtures in community pool bathrooms out to led
- * We loaded and discarded all off old panels
- * We loaded all steel And hauled off to church



Standards Department

Total Violations
(4/10/17 thru 6/20/18)



All Others -

Grass/Weeds -
40%

Fences - 2%

Misc. - 4%

Trash Cans

Committee reports

Communications-Bill Fenstermacher

ARC-Gene Hopkins



Unfinished Business

- | | |
|--|--|
| 1. Restrooms for Sports Park | OPEN – Out for re-bid |
| 2. Speed Bumps on Sage Run | OPEN – Still no start date from county |
| 3. Formation of the SARC | |
| 4. AR for the creation of the SARC | |
| 5. Lack of crosswalk for Groesenbacher and Military Drive West | |

New Business

1. Sports Park lighting
2. Playground surfacing repairs
3. Electronic vote for repair of The Pointe monument
4. Electronic vote for the allowance of Summer Masterminds to use the Community Center free of charge for a reading class that is free to the kids of the HOA. With the exception of the cost of the book to be discussed.
5. Revision of AR-6
6. Monthly beautification projects

Executive Session

1. Met with Texas Pools about renovation and confirmed amounts due and what they were for and discussed outstanding items to be fixed.

Adjournment
Thank you for attending

Next meeting:
July 19, 2018

7PM @ Community Center

VILLAGES OF WESTCREEK
ARCHITECTURAL REVIEW COMMITTEE
REPORT FOR THE BOARD OF DIRECTORS---6/21/18

Meetings held on: 5/15/18 5/22/18 5/29/18 6/5/18 6/12/18

Applications reviewed: 17---Approved 10---Disapproved

The 10 disapprovals are for:

- 3---Xeriscaping required additional information.**
- 3---Storage sheds. One was for the side of the dwelling. One required additional Information. One was too large but, was resubmitted and approved.**
- 1---Retaining wall on front side of the dwelling. (Resubmitted and approved for behind the dwelling)**
- 1---Wooden deck behind the dwelling required additional information.**
- 1---Walkway on side of dwelling was too wide.**
- 1---Covered awning behind the dwelling required additional information.**

The 17 approvals were for:

- 3---Swimming pools in back yard (1 above ground and 2 in-ground).**
- 2---Construction extensions in the Park.**
- 2---Storage sheds in back yard.**
- 2---Retaining walls on front side of the dwelling.**
- 1---Metal gazebo behind the dwelling.**
- 1---Installing Solar Panels on dwelling's roof.**
- 1---Repainting the dwelling.**
- 1---Wooden pergola behind the dwelling.**
- 1---New roof shingles on the dwelling.**
- 1---New front door.**
- 1---Solar panels on dwelling's roof.**
- 1---Extending fence forward within 5 feet of front corner of the dwelling.**

Gene Hopkins
Chair, Architectural Review Committee

VWOA Communications Committee Meeting Minutes

June 4, 2018

In attendance

Chairman Bill Fenstermacher, Barbara Hopkins, Gene Hopkins, Michelle de Jongh,

Excused: Joyce Oliver, Guy Oliver, Coral Fathy, Francis Lomax

Guests: Board Member Judi Cannon

The meeting was called to order by Bill Fenstermacher at 10:04 a.m.

Minutes

The minutes from the May meeting were approved electronically by the committee members prior to this meeting and sent to the BOD. There are no additional changes.

Open Issues

Welcome Packet Update

The Board has approved the welcome packet with a few editorial changes. Bill Fenstermacher noted that another local HOA website had a phone directory of community resources and services. While a similar directory is already on our website, he suggested also adding it to the welcome packet.

Website Update

Missing Board Minutes and Newsletters: Bill Fenstermacher said there has been a lot of progress made regarding uploading minutes and newsletters to the website, but some BOD minutes from 2017 are still missing. Judi Cannon said if she can get a list of the missing items, she will go to the Board and community manager and try to resolve it.

Vendor Contracts: It would be beneficial to homeowners to have vendor contracts on the website. Bill Fenstermacher asked Judi Cannon to talk to the Board about listing the scope of work for vendor contracts (what is the security contracted to do, for example) on the web site.

VWOA Monthly Newsletter

Branding of Newsletter: The Communications Committee will be taking over the monthly newsletter beginning with the July edition. We need to decide on a new creative name and banner for it. Bill Fenstermacher had sent a list of suggested names to the committee members. He suggested narrowing down the list to the top three and he would design a new banner for those names. The committee will then vote online for the favorite.

Ideas for Articles and Deadlines: We would like to see more focus on Westcreek. Regular monthly articles would be from the Board (members can alternate), Manager Mike Hunsucker (community updates), Jason Dunbar (sports and events), front office (Melissa), Judi Cannon (finances, explaining terminology, etc.), standards/public safety, and perhaps one to communicate decisions of the BOD. There also could be feature stories, perhaps focusing on Westcreek connections, community amenities, volunteers, etc. Articles should be short and concise.

For the newsletter to go out July 1, we would need all articles by June 20. Bill Fenstermacher recommends having Mike Hunsucker collect all office articles into a Word document that would be sent to Michelle de Jongh for edit/review by June 20. Then Bill Fenstermacher will format them into the newsletter and forward to the committee members for review.

VWOA Communications Committee Meeting Minutes

June 4, 2018

New Business

Election of Vice Chair: Although Francis Lomax was not present, he was nominated Vice Chair (his previous position before becoming chair). All present were in favor.


Minutes Approval Process: This committee meets on first Mondays. The BOD meets on 3rd Thursdays. In order to get our minutes to the BOD a week before their meeting, our minutes will need to be written and sent to committee members who were present by the Monday following the meeting. The committee members will review and make notes in a Reply All message. The chairman will make any corrections and then send to the committee again for vote: Approval or Disapproval. After the vote, the chairman will sign the minutes and submit to the BOD. If the first Monday is a holiday, the Communications Committee will then meet on the next day.

Next Meeting

The next meeting will be July 2.

Adjournment

Barb Hopkins motioned to adjourn at 10:55 a.m. Judi Cannon seconded. All present were in favor. Meeting adjourned.



Bill Fenstermacher
Chair, Communications Committee

Attachments:

Meeting Agenda
Meeting Minutes – June 4, 1018
Electronic Vote to Approve Minutes



COMMUNICATIONS COMMITTEE

Meeting Agenda

June 4, 2018 @ 10:00 AM
Conference Room
12395 Military Drive West
San Antonio, TX 78253

- 1) Call to order
- 2) Roll call
- 3) Approval of minutes from last meeting
- 4) Open issues
 - a) Welcome Packet Update
 - b) VWOA Website Update
 - i) Missing Board Minutes and Newsletters
 - ii) Vendor Contracts
 - c) VWOA Monthly Newsletter
 - i) Branding of Newsletter
 - ii) Ideas for articles and deadlines
- 5) New business
 - a) Election of Vice Chair
 - b) Minutes Approval Process
 - c) _____
- 6) Next Meeting: July 2, 2018 @ 10:00 AM
- 7) Adjournment