



# The Villages of Westcreek Owners Association, Inc.

## BOARD MEETING AGENDA

February 21, 2019

7:00 P.M.

VWOA Community Center

The Board of Directors executive session will precede the open board meeting starting at 5:30 PM in the conference room at the Community Center.

1. Call to Order and Pledge of Allegiance
2. Approval of previous Board Meeting Minutes
3. Open Forum for Homeowners
4. Department Reports
  - a. Maintenance
  - b. Standards
  - c. Activities
  - d. Constable
  - e. Community Manager
5. Committee reports
  - a. Finance- Judi Cannon
  - b. Communications- Bill Fenstermacher
  - c. ARC- Gene Hopkins
  - d. Nominations Committee- Judi Cannon
6. Unfinished Business-
  - a. Restrooms for Sports Park: OPEN – Vote on bid to expand restrooms at the pavilion
  - b. Speed Bumps on Sage Run: OPEN – Pending funding from County
  - c. Sports Park lighting: – OPEN- Phase 3 is underway, light poles have been ordered and will be delivered in March.
  - d. Handicap picnic table in Sports Park: CLOSED- two new tables were ordered and installed. One under the pavilion by coke machines and the second was placed on a newly poured slab by the basketball courts just off the walking trail.
  - e. Recreation Expansion- TABLED until the Board receives bid and votes to move forward.
  - f. Basketball Goal Addition- TABLED until further review from the Board.
  - g. Tree Trimming at the Park- TABLED until bids are received and reviewed.
7. New Business –
  - a. Election Process AR
  - b. Previous Maintenance Contract
  - c. Meet the Candidates Town Hall Meeting
  - d.
8. Executive Session
9. Next Meeting- Thursday March 21, 2019 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 7:00pm, on Thursday, 21 February 2019. 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

Board Members Absent:

John Steele, Secretary

Daniel Schafer, Asst Secretary

Staff Present:

Name	Position	Name	Position
Jacob Fey	Community Manager	Tyrik Greene	Standards
Jason Dunbar	Community Activities	Emilio Marin	Maintenance Contractor

Members Present:

Gene & Barb Hopkins  
Bill Fenstermacher  
Guy & Joyce Oliver  
Kim Dixon  
Lefty & Gerry Besecker

Kevin Drummonds  
Eva Vasquez  
Greg Liggett  
Coral Fathy  
Roger Larson

Francis and Ann Lomax  
Robert and Tameka Hunter  
Christina Layton

**II. REVIEW/APPROVE PREVIOUS MINUTES:** The meeting minutes for the 17 January 2019 Regular Monthly Meeting were approved as written unanimously.

**III. MEMBER/GUEST FORUM:**

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

- a. A homeowner asked what was being built behind the Walgreens Pharmacy. There is an extension of the Caliber Collision being built and a new apartment complex. There is also a new apartment complex being built behind the Reserves and the Sports Park.

**IV. DEPARTMENT REPORTS**

- a. Maintenance: A written report was provided and attached. Please ensure the light timers are set properly, the High Point lights are not working properly. The contractor needs approval from the homeowners to enter the backyards of the yards where the lights are in the columns in the Royal Oaks near Saxon Hill and Military Dr W. Reminded the grass clippings need to be cleared off of the sidewalks.
- b. Standards: A written report was provided and attached.
- c. Community Activities: A written report was provided and attached. Casino Night was held last week with a good turnout but the attendance was down from last year. Asked when the Bingo event will take place, a goal of having one before the end of April.
- d. Constable: Postponed until next month. Since mid-November there have been 11 arrests in Villages of Westcreek under this program.
- e. Community Manager: A written report was provided and attached. County is still looking into whether No parking signs are needed on Sunni Field. Recycling cans cost \$1000 and \$950 for the installation slabs plus an additional \$150 per month in fees. The cost at this

time does not justify the benefit and will continue to be researched on possibly implementing it in the future. Many of the solar lights are not working after 9:00 pm and a different solution is needed to be researched.

## **V. COMMITTEE REPORTS**

- a. Finance: A written report was provided and is attached to these minutes. There was a \$39K discrepancy between the Finance Report and what the community manager has in his Spectrum database in January's meeting reports. The \$39K was actually an expense and not a contribution to the Reserve Fund. Recommended the Board hold off on any near-term major expenditures until the Reserve Funds are built back up. The Spectrum finance system was automatically entering a \$25K contribution being made to the Reserve Account but in actuality it is only \$8950 into the Reserve Account.
- b. Communications: A written report was provided and is attached to these minutes.
- c. ARC: A written report was provided and is attached to these minutes. The Board reviewed and disapproved a variance to have an exterior door, that was added to their garage without prior approval, to allow the space to be used as a living space. The exterior door must be removed by the homeowner.
- d. Nominations Committee: A written report was provided and is attached to these minutes. Four candidates have self-nominated for the two positions on the Board in April.

## **VI. UNFINISHED BUSINESS:**

- a. Restrooms for Sports Park: CLOSED – Vote on bid to expand restrooms at the pavilion. A bid for \$73K to expand the existing bathrooms and have them handicap accessible. There is an additional requirement for additional concrete pad that is not included. The treasurer voiced her concern on the expenditure rate out of the Reserve Funds. The president and vice president stated a plan to improve the restrooms has been discussed for at least ten years by previous boards. The plan is to use the pool restrooms during the construction period of two weeks. A motion was made for \$73,878 for new bathrooms at the Sports Park by the vice president and seconded by the president. The motion was APPROVED with two for (Mr. Gentry and Ms. Malia) and one against (Ms. Cannon). It was later added the funds would come from the Capital Improvements fund.
- b. Speed Bumps on Sage Run: OPEN – The County has contracted this out and the contractor should be out in two-three weeks. Should be eight-ten speed bumps installed along Sage Run.
- c. Sports Park lighting: – OPEN- The final Phase is underway, light poles have been ordered and will be delivered in March.
- d. Handicap picnic table in Sports Park: CLOSED- two new tables were ordered and installed. One under the pavilion by coke machines and the second was placed on a newly poured slab by the basketball courts just off the walking trail. Awaiting placing a sign for use to be installed.
- e. Recreation Expansion- TABLED until the Board receives bid and votes to move forward.
- f. Basketball Goal Addition- CLOSED. Installing moveable temporary basketball goals that can be removed during off-season instead of a \$10K permanent set of goals.
- g. Tree Trimming at the Park- TABLED until bids are received and reviewed. This includes trimming 21 trees, removing dead growth, and removing ball moss when possible.

## VII. NEW BUSINESS:

- a. Election Process AR- this is being worked on and reviewed by the lawyers. No changes from last year's process will occur this year. The only change is if someone withdraws their candidacy the votes would not be thrown out but the homeowner will be notified the candidate has dropped out of the election and they can change their vote by attending the Annual Meeting.
- b. Previous Maintenance Contract-there would be a \$1500 cost to send it to the lawyer. A motion was made by the vice president and seconded by the president to send the case to the lawyer for \$1500 to determine if we have a legal standing to recoup any costs. The motion was APPROVED by two (Ms. Malia and Ms. Cannon) and one abstain (Mr. Gentry).
- c. Meet the Candidate Town Hall, March 9 at 1:00 pm and the Constable will present their report at that time. The second Meet the Candidates will be at the next Board Meeting on March 21.

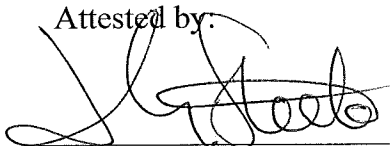
## VIII. EXECUTIVE SESSIONS RESULTS for 21 February 2019:

- a. The president summarized 18 outstanding deed restrictions violations and 9 for outstanding accounts which were sent to legal for action.
- b. Met with the ARC on electronic approvals for homeowner improvements. More training will be coming to the ARC members for this capability.

**IX. SCHEDULE THE NEXT MEETING:** The next regular meeting will be held on Thursday, 21 March 2019, at 7:00 pm in the Community Center.

**X. ADJOURNMENT:** There being no further business before the Board, the meeting was adjourned at 8:09 pm.

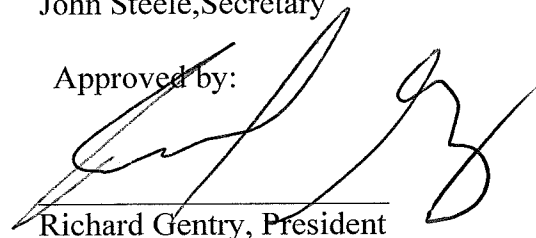
Attested by:



John Steele, Secretary

Date: 21 MAR 2019

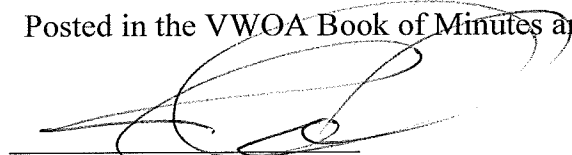
Approved by:



Richard Gentry, President

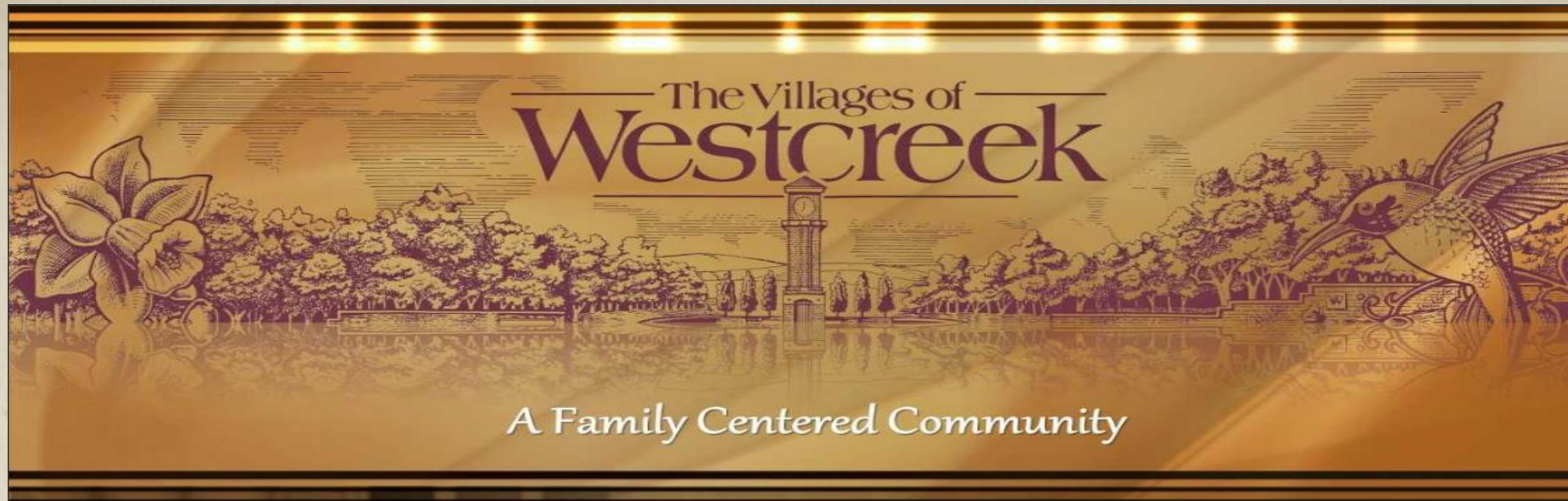
Date: 21 MAR 2019

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



Jacob Fey, Community Manager

Date: 3/21/19



**BOARD OF DIRECTORS MEETING**  
**VWOA COMMUNITY CENTER**  
**FEBRUARY 21, 2019**  
**7PM**

**Call to Order-7:00 PM**

**Pledge of Allegiance**



# Minutes

Approval of January Minutes

# Open Forum for Homeowners



# Department Reports

# 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 even weeks in February
- \* Monuments mulch weed treated even weeks in February

## **Land:**

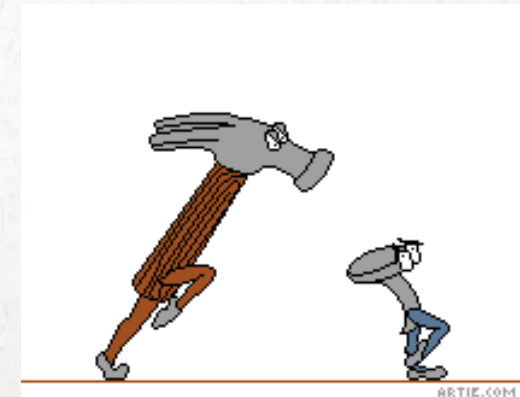
- \* Daily trash pick-up and inspection of property for hazards.
- \* Worked on staining and replacing toe boards throughout the subdivision.
- \* We have been spraying weeds as Needed.

## **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.





# Standards

## *Standards Department*

Report Timeframe: January 17, 2019 – Present

\* Total Violations Sent: 574 (+150)

Currently Open Enforceable Violations: 52 (+5) Fence Violations- 51 (+4)  
Grass/Weed Violations- 1

Currently Open Recurring Violations: 101 (-22) Trash Cans- 45 (-19)  
Clutter- 16 (-1)  
Vehicles- 9 (-3)  
General Maintenance- 13 (-1)  
Landscaping- 8 (+4)  
Ground Cover- 9 (-1)  
Nuisance- 1

\* Unapproved Improvements: 7 (-3)

# Community Activities

Current:

Casino Night was Last Saturday and was a great success again with about 60 participants.  
Spring Soccer Season start This week and First games are on Saturday with 363 players!

30 Days Out:

Spring Soccer Continues

Friday March 15<sup>th</sup> – Movie in the Park

60 Days Out:

Spring Soccer Continues

Saturday April 20<sup>th</sup> – Easter Egg Hunt

90 Days Out:

Spring Soccer End of Season Tournament

Spring Teeball and Basket Ball Start





# Constable Report



# Community Manager

- a) Monument Lights- Ongoing project from 2018, will be completed soon. All lights fixed or replaced, need to complete installation of remaining cages.
- b) Handicap tables installed at the park, one on a new concrete slab by walking trail and second under the pavilion.
- c) Pour in Place at the Tot Lot- Completed but contractor will need to repair some remaining areas.
- d) Tope Soil and seed fields- Football field and soccer fields have been completed.
- e) No Parking Signs at Sunni Field
- f) Recycle cans at the Park

# Committee reports

- a. Finance- Judi Cannon
- b. Communications-Bill Fenstermacher
- c. ARC- Gene Hopkins
- d. Nominations- Judi Cannon





# Unfinished Business

- a. Restrooms for Sports Park: OPEN – Vote on bid to expand restrooms at the pavilion
- b. Speed Bumps on Sage Run: OPEN – Pending funding from County
- c. Sports Park lighting: – OPEN- Phase 3 is underway, light poles have been ordered and will be delivered in March.
- d. Handicap picnic table in Sports Park: CLOSED- two new tables were ordered and installed. One under the pavilion by coke machines and the second was placed on a newly poured slab by the basketball courts just off the walking trail.
- e. Recreation Expansion- TABLED until the Board receives bid and votes to move forward. Awaiting permit from the city to move forward with bidding.
- f. Basketball Goal Addition- TABLED until further review from the Board.
- g. Tree Trimming at the Park- TABLED until bids are received and reviewed. One bid received and have a vendor meeting scheduled form Monday.

# New Business

- a. Election Process AR
- b. Previous Maintenance Contract
- c. Meet the Candidates Town Hall Meeting
- d.

# Executive Session



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

**Next meeting:**  
***March 21, 2019***

**7PM @ Community Center**

**VILLAGES OF WESTCREEK  
ARCHITECTURAL REVIEW COMMITTEE**

**REPORT FOR THE BOARD OF DIRECTORS---2/21/19**

**Meetings held on:**      11/13/18    11/20/18    11/27/18    12/4/18    12/11/18    12/18/18  
                                 1/8/19        1/15/19        1/22/19        1/29/19        2/5/19

**Applications reviewed:**    35---Approved    4---Disapproved

**The 4 disapprovals are:**

- 1---Timber Replacement/Landscaping required additional details. (The homeowner has been requested to meet with the ARC to provide a more detailed explanation of the request which the ARC needs to make an appropriate decision.)**
- 1---Wooden shed required a plat map and shed measurements. (Resubmitted and approved)**
- 1---Garage converted into a living space with a side door which is a variance to the CC&R's therefore, it was forwarded to the Board with the ARC's recommendation for approval.**
- 1---New Fence. Steel posts must be modified to be the same height as the fence and, the cross beams that face the drainage ditch require repainting to match the color of the posts (black). (Homeowner stated he would comply)**

**The 35 approvals were for:**

- 9---Installing solar panels on the dwelling.**
- 5---Wooden storage shed behind the dwelling.**
- 5---Installing concrete patio/pergola and cover behind the dwelling.**
- 5---Repainting the dwelling.**
- 2---Replacing the fencing.**
- 2---Replacing shingles on dwelling.**
- 2---Xeriscaping/Landscaping, etc.**
- 2---Walkway in front yard.**
- 1---Wooden playset behind the dwelling.**
- 1---Installing double pane windows on the backside of the dwelling.**
- 1---Replacing the siding on the dwelling.**

**Gene Hopkins  
Chair, Architectural Review Committee**

## VWOA Actual to Budget Comparison as of 31 January 2019

	<u>Last Month Actual</u>	<u>Last Month Budget</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>
<b><u>Operating Accounts</u></b>				
<b>Revenues</b>				
Assessments	113,076.26	112,428.81	113,076.26	1,349,145.76
Late Fees	1,074.78	0.00	1,074.78	0.00
Recreation	15,088.69	6,366.67	15,088.69	76,400.00
Facility Usage Fees	5,157.00	2,916.67	5,157.00	35,000.00
Other	62.34	0.00	62.34	0.00
<b>Total Operating Revenues</b>	<b>134,459.07</b>	<b>121,712.15</b>	<b>134,459.07</b>	<b>1,460,545.76</b>
<b>Expenses</b>				
Maintenance	828.50	5,566.67	828.50	66,800.00
Utilities	4,068.52	7,775.00	4,068.52	93,300.00
Administrative Overhead	7,887.37	5,566.67	7,887.37	66,800.00
Recreation & Community Activities	2,160.50	5,179.17	2,160.50	62,150.00
Insurance, Audits & Taxes	19,521.02	3,350.00	19,521.02	40,200.00
Payroll	17,231.63	16,583.33	17,231.63	199,000.00
Contracts	40,803.46	42,508.33	40,803.46	510,100.00
Pool	1,505.92	1,516.67	1,505.92	18,200.00
Other Operating	1,850.86	11,387.51	1,850.86	136,650.08
Transfer to Reserves	8,950.00	8,950.00	8,950.00	107,400.00
<b>Total Operating Expenses</b>	<b>104,807.78</b>	<b>108,383.34</b>	<b>104,807.78</b>	<b>1,300,600.08</b>
<b>Net Operating Income/(Loss)</b>	<b>29,651.29</b>	<b>13,328.81</b>	<b>29,651.29</b>	<b>159,945.68</b>

## VWOA Actual to Budget Comparison as of 31 January 2019

	<u>Last Month Actual</u>	<u>Last Month Budget</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>
<b><u>Reserve Accounts</u></b>				
<b>Income</b>				
Contribution to Reserves	8,950.00	8,950.00	8,950.00	107,400.00
Interest	156.16	0.00	156.16	0.00
<b>Total Reserve Income</b>	<b>9,106.16</b>		<b>9,106.16</b>	<b>107,400.00</b>
<b>Expenses</b>				
Reserve Repair/Replace/Maintain	0.00	5,968.92	0.00	71,627.00
Capital Improvements	2,992.91	0.00	2,992.91	0.00
<b>Total Reserve Expenses</b>	<b>2,992.91</b>	<b>5,968.92</b>	<b>2,992.91</b>	<b>71,627.00</b>
<b>Net Reserves Increase/(Decrease)</b>	<b>6,113.25</b>	<b>(5,968.92)</b>	<b>6,113.25</b>	<b>35,773.00</b>
<b>Total Income/(Loss)</b>	<b>35,764.54</b>	<b>7,359.89</b>	<b>35,764.54</b>	<b>195,718.68</b>

## VWOA Balance Sheet as of 31 January 2019

		<u>Operating</u>	<u>Reserves</u>	<u>Total HOA</u>
<b><u>Assets</u></b>				
Current Assets				
	Cash in Bank	242,267.14	0.00	242,267.14
	Petty Cash	289.22	0.00	289.22
	Money Market Accounts	0.00	314,284.35	314,284.35
	<b>Total Current Assets</b>	242,556.36	314,284.35	556,840.71
Long Term Assets				
	Accounts Receivable	282,226.40	0.00	282,226.40
	Due from Operations	0.00	6,968.12	6,968.12
	Due from Reserves	16,050.00	0.00	16,050.00
	Manual Payroll Checks	200.00	0.00	200.00
	<b>Total Accounts Receivable</b>	298,476.40	6,968.12	305,444.52
Other Assets				
	Prepaid Insurance	5,833.85	0.00	5,833.85
	Prepaid Expenses	7,694.85	0.00	7,694.85
	<b>Total Other Assets</b>	13,528.70	0.00	13,528.70
Fixed Assets (Depreciable)				
	Equipment	276,549.36	0.00	276,549.36
	Phase II Land/Buildings	2,286,395.29	0.00	2,286,395.29
	Furnishings	18,841.84	0.00	18,841.84
	Accummulated Depreciation	(804,532.18)	0.00	(804,532.18)
	<b>Total Fixed Assets</b>	1,777,254.31	0.00	1,777,254.31
	<b>Total Assets</b>	<b>2,331,815.77</b>	<b>321,252.47</b>	<b>2,653,068.24</b>



## VWOA Balance Sheet as of 31 January 2019

		<u>Operating</u>	<u>Reserves</u>	<u>Total HOA</u>
<b><u>Liabilities</u></b>				
Current Liabilities				
	Accounts Payable	3,271.17	0.00	3,271.17
	Payable to Reserves	6,968.12	0.00	6,968.12
	Payable to Operations	0.00	16,050.00	16,050.00
	Salaries Payable	4,205.46	0.00	4,205.46
	Taxes Payable	2,357.16	0.00	2,357.16
	Deferred Revenue	224,841.62	0.00	224,841.62
	Prepaid Assessments	245,626.89	0.00	245,626.89
	Spectrum Collections Payable	61,000.88	0.00	61,000.88
	<b>Total Current Liabilities</b>	<b>548,271.30</b>	<b>16,050.00</b>	<b>564,321.30</b>
Long Term Liabilities				
	Community National Loan	603,176.24	0.00	603,176.24
	<b>Total Long Term Liabilities</b>	<b>603,176.24</b>	<b>0.00</b>	<b>603,176.24</b>
	<b>Total Liabilities</b>	<b>1,151,447.54</b>	<b>16,050.00</b>	<b>1,167,497.54</b>
<b><u>Association Equity</u></b>				
	Retained Earnings	905,915.74	0.00	905,915.74
	Capital Improvement Fund	244,794.11	0.00	244,794.11
	Capital Replacement Fund	0.00	296,096.31	296,096.31
	Reserved - Contingency	3,000.00	0.00	3,000.00
	<b>Total Association Equity</b>	<b>1,153,709.85</b>	<b>296,096.31</b>	<b>1,449,806.16</b>
	<b>Total Liabilities &amp; Equity</b>	<b>2,305,157.39</b>	<b>312,146.31</b>	<b>2,617,303.70</b>
	<b>Total Net Income/(Loss)</b>	<b>26,658.38</b>	<b>9,106.16</b>	<b>35,764.54</b>