

**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 March 2019. The purpose of the meeting was to conduct regular business as identified in the pre-announced Agenda.

Board Members Present:

Richard Gentry, President

Daniel Schafer, Asst Secretary

Judi Cannon, Treasurer

Heather Malia, Vice President joined
via conference call late

Board Members Absent:

John Steele, 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

Kevin Drummonds

Eva Vasquez

Coral Fathy

Roger Larson

Francis and Ann Lomax

Robert and Tameka Hunter

II. REVIEW/APPROVE PREVIOUS MINUTES: The meeting minutes for the 21 February 2019 Regular Monthly Meeting were approved as written unanimously.

III. MEMBER/GUEST FORUM:

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

Rudy and Jacqueline Khalaf presented to the Board to host "Stop the Bleed" classes for the residents. The classes would be free to residents and would teach the residents how to properly apply a tourniquet. Jacqueline will coordinate the dates and times with Jason and Jacob to accommodate the classes. A homeowner asked if CPR lesson would be included as well and Jacqueline stated she would look into adding a hands-free CPR class in the future.

IV. DEPARTMENT REPORTS

- a. Maintenance: Lights in the pillars at the entrance of Royal Oaks were repaired and are working. The maintenance crew will begin working on getting the mulch turned over at the monuments and get the light cages installed.
- b. Standards: A written report was provided and attached.
- c. Community Activities: Spring soccer will end at the end of April, as long as there are no weather delays. Bingo will start in May, it will be the first Tuesday of every month and will begin at 1:00 PM. Community Easter Egg Hunt will be April 20th and will begin at 9:00 AM. Jason is working on setting up a volleyball league, it will begin once soccer ends.
- d. Community Manager: Jacob is still waiting on the county to complete a traffic study to see if "No Parking" signs on Grosenbacher and Sonni Field. Restroom expansion is almost

70% completed, the walls are finished, and interior work will begin the following week. The office staff has begun to hand out the new RFID cards the last two weeks. Guards at the park will have Ipads that will give them the ability to make sure the residents are current with dues. The two new lights at the back of the soccer fields will be installed in the next two weeks, the new electrical panel was installed this week.

- e. Treasurer's Report: Judi reported the Association is currently running over budget on income and under budget to expenses year to date. There was a negative entry for contributions to reserves due to an over-stated amount in January and this was a negative to correct that. One homeowner asked why there was a large increase to the "admin overhead" GL and Judi reported that it was due to the added cost of the annual meeting notice mail out and the online voting. Another homeowner asked why the employee payroll was over by \$2,000 to budget and Jacob stated this was due to one of the office staff was leaving out on maternity leave and the overage was due to training a new part-time member while she was out. That overage will be recovered by having the new employee remain part time and she won't be working as many hours.

V. COMMITTEE REPORTS

- a. Communications: A written report was provided and is attached to these minutes. Bill asked the Board to look into if there was still a website maintenance contract to protect the Association's website. Jacob stated that a previous Board had cancelled the contract due to a lack of work being done and going forward any website maintenance would be done on an as needed basis. Jacob said he would look into why the previous contractor was past due and why he thought the contract was still valid.
- b. ARC: A written report was provided and is attached to these minutes. The ARC requested the Board allow more time and training before they went 100% to electronic approvals and the Board agreed to allow this.
- c. Nominations Committee: Judi reported that the committee met on March 4th and the purpose was to inspect and set up the ballot box. Committee discovered both locks were set up to use all the keys, due to the medical tags 0574 and 0563 were used to secure the locks. The ballot box was placed up front. Judi asked the Board if they were going to appoint the nominations committee members and Richard stated it would be done in item "E" under new business.

VI. UNFINISHED BUSINESS:

- a. Restrooms for Sports Park: OPEN- Update given under the Community Manager report.
- b. Speed Bumps on Sage Run: OPEN- Kim reported the county will be installing 7 asphalt speed bumps on Sage Run. The county states the ones being installed will be the least noise causing and best for wear and tear on vehicles. Installation will be from March 25 through April 5.
- c. Sports Park lighting: – OPEN- Update in the Community Manager report.
- d. Recreation Expansion- TABLED until the Board receives bid and votes to move forward.
- e. Tree Trimming at the Park- CLOSED- The work that was included in the bid that was approved was completed.
- f. Election Process AR- OPEN- The Board discussed the AR and a homeowner brought up an issue with the timeline for the Board Solicitation due by date. Judi motioned to approve the AR with the change in due date for the board solicitation, Heather provided a second and

all were in favor.

- g. Previous Maintenance Contract- OPEN- Evidence was sent to the Attorney.

VII. NEW BUSINESS:

- a. Meet the Candidates for upcoming election- Judi introduced the candidates that are in the upcoming election. Kevin Drummonds spoke first, followed by Roger Larson and finally Daniel Schafer. Each candidate took 3 minutes to explain why they are running for the Board and what they plan to do if elected.
- b. Pool and Park Rules- Judi motioned to approve the pool rules as written and the park rules with the change of allowing 3 guests per homeowner and a max of 6 guests per home. Daniel provided a second and all were in favor.
- c. Swim team contract- After reviewing the contract Heather provided a motion to approve the contract as written, Judi provided a second and all were in favor.
- d. Lighting and painting at the Pavilion- Board decided to table the lighting at the pavilion. A bid was provided for \$4,995 to paint the rafters and poles all around the Pavilion. Judi provided a motion to approve the bid proposed, a second was provided by Daniel and all were in favor. A bid was provided to add a light pole in the overflow parking lot by the office which would provide more light for any food truck events. The bid is for \$9,985 and the Board decided to table the project until a future date.
- e. Appointment of Nominating Committee: The Board asked the members present if anyone wanted to be on the nominations committee for the 2020 Annual Meeting. The following members volunteered and were appointed by the Board: Francis Lomax, Coral Fathy and Barbara Hopkins.

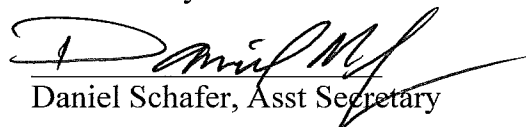
VIII. EXECUTIVE SESSIONS RESULTS for 21 March 2019:

- a. The president summarized 18 outstanding deed restrictions violations and 0 for outstanding accounts which were sent to legal for action.

IX. SCHEDULE THE NEXT MEETING: The next regular meeting will be held on Thursday, 16 May 2019, at 7:00 pm in the Community Center.

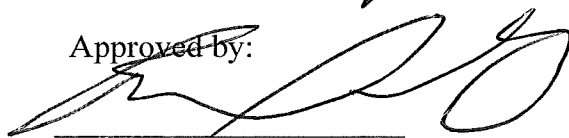
X. ADJOURNMENT: There being no further business before the Board, the meeting was adjourned at 9:12 pm.

Attested by:


Daniel Schafer, Asst Secretary

Date: 5/16/19

Approved by:


Richard Gentry, President

Date: 5/16/19

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

A handwritten signature in dark ink, appearing to be 'Jacob Fey', written over a horizontal line.

Jacob Fey, Community Manager

Date: 5/17/19