



The Villages of Westcreek Owners Association, Inc.

BOARD MEETING AGENDA

June 20, 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. Community Manager
 - e. Treasurer's Report
5. Committee reports
 - a. Communications- Bill Fenstermacher
6. Unfinished Business-
 - a. Recreation Expansion- TABLED until the Board receives bid and votes to move forward.
7. New Business –
 - a. Camera Additions
 - b. Light Poles at the Park
 - c. Shop Patio Covering
 - d. Revised 2019 Budget
 - e.
8. Executive Session
9. Next Meeting- Thursday July 18, 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, 20 June 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
Kevin Drummonds, Member
Roger Larson, Secretary
Daniel Schafer, Asst Secretary

Board Members Absent/Vacant:

None

Staff Present:

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

Members Present:

Francis Lomax	Eugene Hopkins
Guy Oliver	Joyce Oliver
Bill Fenstermacher	Barbara Lee
Coral Fathy	Greg Liggett
Michelle DeJongh	

II. APPROVAL OF PREVIOUS BOARD MINUTES: The Board unanimously approved the minutes as reported by the Secretary.

III. OPEN FORUM FOR HOMEOWNERS:

President opened the Members' Forum. The following items were discussed:

A homeowner presented an issue with the Express News dropping and delivering their ad papers in the street and in homeowners' driveways. The Board asked the Community Manager to call and have the Express News stop delivering their paper in the community.

A homeowner asked about the cages placed over the lights at the monuments in the neighborhood. The Board stated more were on order and were going to be installed. The homeowner expressed the need to have the light operational, which it currently is not. The Board stated that the box for the light at the monument is in a homeowner's backyard and that homeowner has not allowed access despite numerous requests by the HOA. The Community Manager was asked to reach out

to the homeowner again to gain access so the power box for that light can be moved outside of their back yard. The Community Manager stated he would call CPS to find out what they could do to move the boxes.

A homeowner expressed concern over the amount of trash in a resident's back yard and wanted to know what was being done about it by the HOA. The Community Manager stated that the Health Department was notified but that they stated they could not do anything since the trash could not be seen from the street. The Board suggested that the matter be referred to the attorney for possible action.

A homeowner asked about the fencing for houses which face the main street. The Board stated that the HOA maintains the fence but that the homeowner is responsible for replacing it. The homeowner stated that his neighbor's fence had fallen and that the way he repaired it is not safe. The Standards Manager stated he would ensure that the fence is properly repaired and provide proper notice to the homeowner that the fence would need to be repaired (if it needs to be repaired).

A homeowner requested to be informed of the status of the AR for the elections process and when it will be filed with the county. The Board stated it was approved and that the Community Manager would follow up with the attorney to get a status regarding the filing.

IV. DEPARTMENT REPORTS:

a. Maintenance: The crew has been working on lawn maintenance as well as putting new mulch down around the monuments. Over the next month, the crew will complete laying mulch and getting the cages installed over the monument lights. The crew will also work on cleaning the brick around the monuments and make sure they are cleaned up. The Board asked for the crew to add another trash run/check and conduct it during the afternoon on the main roads. The Board received some complaints about grass clippings and clumps not being cleaned up after the maintenance crew cuts the lawn. The Maintenance Contractor said he would make sure the crew is aware of the issue and cleans it up.

b. Standards: A written report was provided to the Board for their review and will be attached to the minutes. An ARC report was also completed and submitted to the Board for review and will be attached to the minutes.

c. Community Activities: T-ball and basketball are still going. Soccer and flag football registration is still open. The soccer camp is still on track for 15-19 July 2019. There will be a "Movie in the Park" on 2 August 2019. The Board stated that some families are complaining about the start time for football and soccer because they will likely be on vacation or it will be too hot. The Activities Manager stated he would look at adjusting the start times for each sport to accommodate more families.

d. Community Manager: The county installed the No Parking signs in the beginning of June. The RFID cards became effective on 3 June 2019 and the old cards are no longer used. The food truck event on 8 June 2019 went well but we have not received much feedback. We are looking at doing it again before school starts back up in August. We had some irrigation repairs made to the park as a result of 8- or 9-line breaks. A homeowner asked about the water fountains at the

park. The Community Manager stated that some new ones were delivered and would be installed soon. The rest are on order and will be arriving soon. A decision was made that it would be more effective to purchase new fountains than to try to fix the old ones.

e. Treasurer's Report: The Community Manager presented a written report to the Board for review and discussion which will also be attached to the minutes.

V. COMMITTEE REPORTS

a. Communications: A written report was provided to the Board for review and is attached. Committee would like to get new pictures of the Board Members for the website. Mr. Fenstermacher will work with the Center employees to address issues with calendar issues on the website to avoid duplication of events on it. The Chair requested that the Board ensure the meeting minutes are posted with attached reports from committees and department reports.

VI. UNFINISHED BUSINESS:

a. Recreation Expansion- TABLED until the arborist comes out to the park.

VII. NEW BUSINESS:

a. Camera additions: The Community Manager presented bids on security camera installation at both the sports park as well as the community center parking lot. The Community Manager explained the need for the cameras to improve security at both locations. The Board voted to approve the purchase of the camera installation at both locations for a total purchase price of \$14,423.00 plus another \$86.00 monthly charge coming out of capital improvement.

b. Light poles installed at the sports park: There are two more poles needed to complete the sports park with a total cost of \$24,925.00. This would be a cheaper alternative than retrenching the current lights for a total of over \$44,000.00. The Community Manager said that he is awaiting the contractor to come out for a site visit and lock in the bid. The Board voted to approve the purchase of the light poles for a total purchase price of \$24,925.00 plus another \$86.00 monthly charge coming out of capital improvement.

c. Shop patio covering: TABLED.

d. Revised 2019 budget: The Board reviewed the revised 2019 budget. The Board also proposed increasing the amount of funds dedicated to providing security to the community by the Constable Patrols. The community has the lowest crime rate in the area as a result of the patrols. The Board discussed the revised budget with the Community Manager to ensure proper allocation of funds within the different accounts. The Board voted to approve the revised budget but reserved the right to revisit outstanding issues or concerns with it after a more thorough review.

VIII. EXECUTIVE SESSIONS RESULTS:

a. The president summarized the Executive Session as follows: on 28 May 2019 the Board considered some homeowner write-off requests. The Board also revised the pool visitation policy which will now not allow children under the age of 18 to bring guests with them without adult supervision. The only exception to this policy is that children under 18 can supervise their younger siblings who may not have an ID card.

On 20 June 2019, the Board held three homeowner hearings and reviewed a top lot restriction, sent 23 accounts for deed restriction, and reviewed a couple more write-off requests.

IX. SCHEDULE THE NEXT MEETING: The next regular meeting will be held on Thursday, 18 June 2019, at 7:00 pm in the Community Center.

X. ADJOURNMENT: There being no further business before the Board, the meeting was adjourned at 9:07 pm.

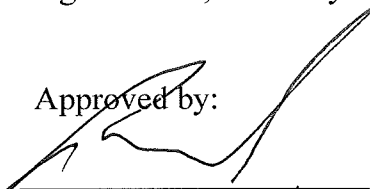
Attested by:



Roger Larson, Secretary

Date: 18 JUL 19

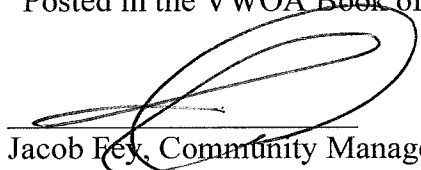
Approved by:



Richard Gentry, President

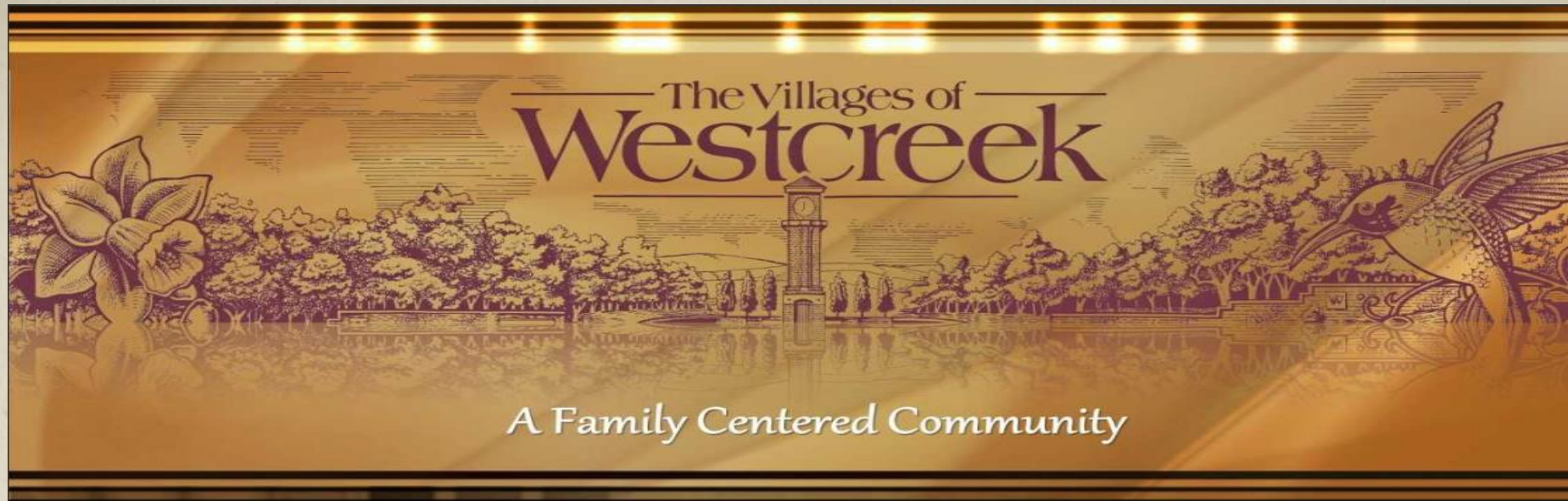
Date: 18 Jul 19

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



Jacob Fey, Community Manager

Date: 19 July 19



BOARD OF DIRECTORS MEETING
VWOA COMMUNITY CENTER
JUNE 20, 2019
7PM

Call to Order-7:00 PM

Pledge of Allegiance

Minutes

Approval of May Meeting 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
- * Monuments mulch weed treated even weeks

Land:

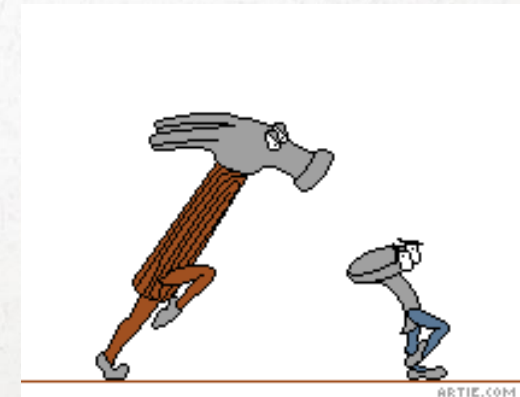
- * Daily trash pick-up and inspection of property for hazards.
- * Worked on staining and replacing toe boards throughout the subdivision.
- * We have been spraying weeds as needed.

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: May 15, 2019 – Present

Total Violations Sent: 328

Open Enforceable Violations: 47 (-2)

Fence Violations- 47 (+1)

Open Recurring Violations: 145 (-17)

Trash Cans- 50 (-17)

Clutter- 22 (+4)

Vehicles- 18 (+4)

General Maintenance- 15 (-7)

Landscaping- 28 (-1)

Ground Cover- 8 (0)

Nuisance- 4 (Pet Leash/Noise)

Unapproved Improvements: 15 (-1)

Top Violations: Landscaping- 6, Walkway-2

Community Activities

30 Days Out

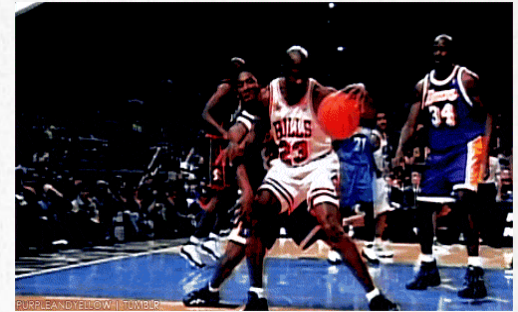
Tee ball and Basketball Continue
Soccer Registration Continues
Flag Football Registration Continues
British Soccer Camp July 15 – July 19

60 Days Out

Fall Soccer Season Starts
Flag Football Registration Continues
Movie In the Park August 2nd

90 Days Out

Fall Soccer Season Starts
Flag Football Registration Continues



Community Manager

- a. No Parking Signs installed at Sonni Field
- b. RFID Cards- June 3rd was cut off for old cards
- c. Food Truck Event- June 8th
- d. Irrigation repairs at the Park

Treasurer's Report

Committee reports

a. Communications-Bill Fenstermacher



Unfinished Business

- a. Recreation Expansion- TABLED until the Board receives bid and votes to move forward, still waiting on county Arborist to review the area.

New Business

- a. Camera Additions
- b. Light Poles at the Park
- c. Shop Patio Covering
- d. Revised 2019 Budget
- e. .

Executive Session

Adjournment
Thank you for attending

Next meeting:
July 18, 2019

7PM @ Community Center

**Balance Sheet**

Villages of Westcreek Owners' Association, Inc.

End Date: 5/31/2019

Date: 6/20/2019

Time: 3:38 pm

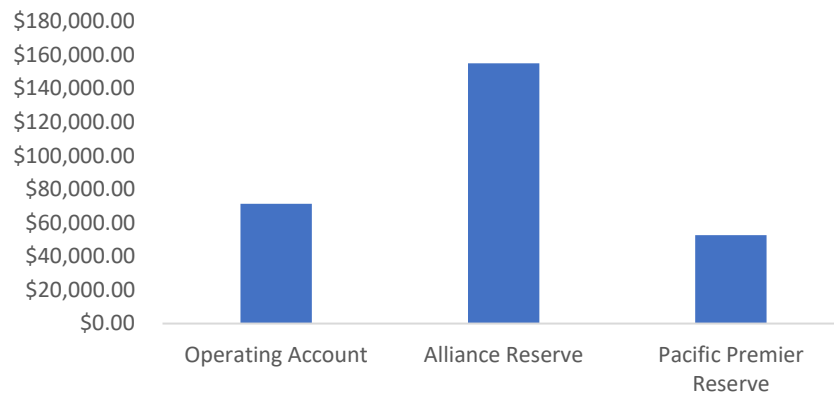
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	Operating	Reserve	Total
Assets			
Current Assets			
Chase Checking 5753	\$109,873.97	\$0.00	\$109,873.97
Chase Savings 6278	\$1.44	\$0.00	\$1.44
Chase CD #9989 .35% 7/8/23	\$2,714.19	\$0.00	\$2,714.19
Alliance Money Market #8873733196	\$0.00	\$150,633.41	\$150,633.41
Green Bank Operating	\$51,115.27	\$0.00	\$51,115.27
Green Bank Sports Account	\$45,235.92	\$0.00	\$45,235.92
Pacific Premier Money Market	\$0.00	\$48,144.33	\$48,144.33
Petty Cash	\$309.22	\$0.00	\$309.22
Total: Current Assets	\$209,250.01	\$198,777.74	\$408,027.75
Accounts Receivable			
Accounts Receivable	\$228,468.36	\$0.00	\$228,468.36
Allowance For Doubtful Accounts	(\$52,071.32)	\$0.00	(\$52,071.32)
Due From Reserve	\$21,853.92	\$0.00	\$21,853.92
Manual payroll checks	\$200.00	\$0.00	\$200.00
Total: Accounts Receivable	\$198,450.96	\$0.00	\$198,450.96
Other Assets			
Prepaid Insurances	\$6,799.90	\$0.00	\$6,799.90
Prepaid Expenses	\$7,927.60	\$0.00	\$7,927.60
Total: Other Assets	\$14,727.50	\$0.00	\$14,727.50
Fixed Assets			
Grounds Equipment	\$15,779.55	\$0.00	\$15,779.55
Buildings and Equipment - Other	\$311,745.52	\$0.00	\$311,745.52
Office Equipment	\$27,083.57	\$0.00	\$27,083.57
Phase II Land	\$250,000.00	\$0.00	\$250,000.00
Phase II Community Center	\$15,660.05	\$0.00	\$15,660.05
Community Center	\$2,021,505.24	\$0.00	\$2,021,505.24
Community Center Furniture	\$18,841.84	\$0.00	\$18,841.84
Accumulated Depreciation	(\$882,043.83)	\$0.00	(\$882,043.83)
Total: Fixed Assets	\$1,778,571.94	\$0.00	\$1,778,571.94
Total: Assets	\$2,201,000.41	\$198,777.74	\$2,399,778.15
Liabilities & Equity			
Current Liabilities			
Accounts Payable	\$12,181.35	\$0.00	\$12,181.35
Payable to Operating	\$0.00	\$21,853.92	\$21,853.92
Income Tax Payable	\$123.18	\$0.00	\$123.18
Salaries Payable	\$4,205.46	\$0.00	\$4,205.46
Payroll Taxes Payable	\$2,217.82	\$0.00	\$2,217.82
Deferred Revenue	\$112,453.83	\$0.00	\$112,453.83
Prepaid Assessments	\$225,200.43	\$0.00	\$225,200.43
A/P Spectrum Collections	\$60,592.13	\$0.00	\$60,592.13
Total: Current Liabilities	\$416,974.20	\$21,853.92	\$438,828.12
Long Term Liabilities			
Community National Bank Loan	\$516,865.22	\$0.00	\$516,865.22
Total: Long Term Liabilities	\$516,865.22	\$0.00	\$516,865.22
Equity			
Replacement Fund	\$0.00	\$289,128.19	\$289,128.19
Retained Earnings	\$1,135,439.51	\$0.00	\$1,135,439.51
Total: Equity	\$1,135,439.51	\$289,128.19	\$1,424,567.70
Total Net Income Gain / Loss	\$131,721.48	(\$112,204.37)	\$19,517.11
Total: Liabilities & Equity	\$2,201,000.41	\$198,777.74	\$2,399,778.15

Bank Balances

	Dollars
Operating Account	\$71,327.34
Alliance Reserve	\$155,108.41
Pacific Premier Reserve	\$52,619.33

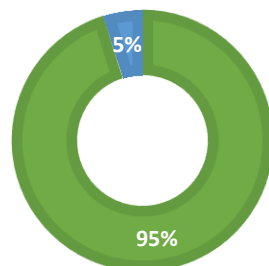
Bank Balances as of 6/20/2019



Assessment Receivable Report

	Dollars
Paid	\$641,827
Past Due	\$32,698

ASSESSMENT RECEIVABLE REPORT



■ Paid ■ Past Due

Expense Budget Update

	Budget	Actual	
June	\$107,467	\$51,812	52% Under Budget
YTD	\$644,800	\$556,127	14% Under Budget

