



# The Villages of Westcreek Owners Association, Inc.

## BOARD MEETING AGENDA

October 17, 2019

7:00 P.M.

VWOA Community Center

The Board of Directors executive session will precede the open board meeting starting at 5:00 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
  - b. SARC-
6. Unfinished Business-
  - a. Recreation Expansion- TABLED until the Board receives bid and votes to move forward.
  - b. Maintenance Shop Patio Cover- TABLED until lights and camera projects are completed.
  - c. Rocks at the Park- The Board approved to have additional rocks added to surround the parking lot.
  - d. Splash Pad- Board requested Jacob look into adding a splash pad at the sports park.
7. New Business –
  - a.
  - b.
8. Executive Session
9. Next Meeting- Thursday November 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 6:58 pm, on Thursday, 17 October 2019. The purpose of the meeting was to conduct regular business as identified in the pre-announced Agenda.

Board Members Present:

Richard Gentry, President  
Kevin Drummonds, Vice  
President  
Heather Mallia, Treasurer  
Daniel Schafer, Asst. Secretary

Board Members Absent/Vacant:

Secretary- Vacant

Staff Present:

Name	Position	Name	Position
Jacob Fey	Community Manager	Beverly Hover	Standards
Jason Dunbar	Community Activities	Emilio Marin	Maintenance

Members Present:

Francis and Ann Lomax	Michael Allsop
Eva Vasquez	Joyce and Guy Oliver
Bill Fenstermacher	Greg Liggett
Brandon Schuler	Jose and Jeannette Garayua
Coral Fathy	Ryan and Leslie Irish
Eugene and Barbara Hopkins	James and Donna Effingham

**II. APPROVAL OF PREVIOUS BOARD MINUTES:** The Board reviewed the meeting minutes from the September meeting and Heather provided a motion to approve the minutes as written, Richard provided a second and all were in favor. The September meeting minutes were approved as written.

**III. OPEN FORUM FOR HOMEOWNERS:**

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

- Homeowner asked for an updated status on AR49- Jacob stated it was done and ready to sign, once signed Jacob will have it filed with the county.
- Homeowner asked about the rescinded AR 45- Richard stated he was having Jacob look at the list provided by the SARC to see which AR's need to be addressed.
- Homeowner asked about getting the trees down Military Dr.- Jacob stated he was waiting on the proper time of year to trim oak trees and will be getting bids starting in November.
- Homeowner asked about the status of the Royal Oaks monument light and lights in the pillars- Jacob stated the maintenance team was unable to find the power source to the monument light so

he will call an electrician out to address the issue. The maintenance crew will change all the lights that are out in the pillars along Military Dr as well.

#### **IV. DEPARTMENT REPORTS:**

- a. Maintenance: The maintenance foreman reported on daily activities like trash runs and cleaning the park. They have also finished mulching the monuments and clock tower. Richard stated the Board asked them to start completing two trash runs per day a few meetings ago, Emilio agreed to get back to that standard. Richard also stated the park has to be cleaned daily, there will be no excuse for them to not get this done at the start of each day.
- b. Standards: The Standards report is included in power point.
- c. Community Activities: Soccer season is ongoing; season is almost finished and the tournament is on the 19<sup>th</sup> of October. Flag football registration is still open. There was a good turn-out for National Night Out at the Park. The Associations Fall Fest is scheduled for the 26<sup>th</sup> at the Park. Bingo continues to have a good turn out as well. Santa in the Park is scheduled for December 20<sup>th</sup>.
- d. Community Manager: The community manager reported on the maintenance crew changing mulch in the monuments, rocks placed at the park and provided an update on the Woods Monument.
- e. Treasurer's Report: The Community Manager presented a brief overview of the Associations finances.

#### **V. COMMITTEE REPORTS**

- a. Communications: A written report was provided to the Board for review and is attached.
- b. SARC: Richard introduced Michael Allsop as the new chair for the SARC committee to replace Roger Larson. A written report was provided to the Board for review and is attached.

#### **VI. UNFINISHED BUSINESS:**

- a. Recreation Expansion- TABLED until the arborist comes out to the park.
- b. Shop patio covering- TABLED until lights and camera projects are completed.
- c. Splash Pad- TABLED- Board requested Jacob look into getting bids to install a splash pad at the park pool. Jacob will reach out for bids once scope of work is determined.
- d. Rocks at the park- CLOSED- All rocks have been delivered and placed around the parking lot.

#### **VII. NEW BUSINESS:**

- a. Article for Vacant Board Seat- Board asked Bill Fenstermacher to write an article for the newsletter soliciting a volunteer for the open board seat. Bill agreed to send Jacob the article that was posted last year and Jacob will adjust it accordingly.
- b. Vote on Woods Monument- A motion was provided by Heather to move forward with repairs to the Woods monument using Boulder Designs, pending the size and ability add lights directly to the monument. A second was provided by Dan and all were in favor. Jacob will contact the owner to set up a meeting.

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

- a. The president summarized the Executive Session as follows: The Board approved to send 13 accounts to the Attorney for deed restrictions and 10 accounts for collections. The Board reviewed and approved the proposed Holiday gift cards for the office staff. The Board also reviewed employee evaluations for the office staff.

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

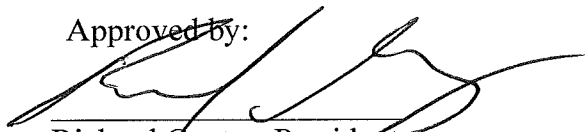
**X. ADJOURNMENT:** There being no further business before the Board, the meeting was adjourned at 8:07 pm.

Attested by:

  
Daniel Schafer, Asst. Secretary

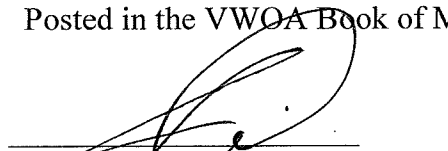
Date: 11/21/19

Approved by:

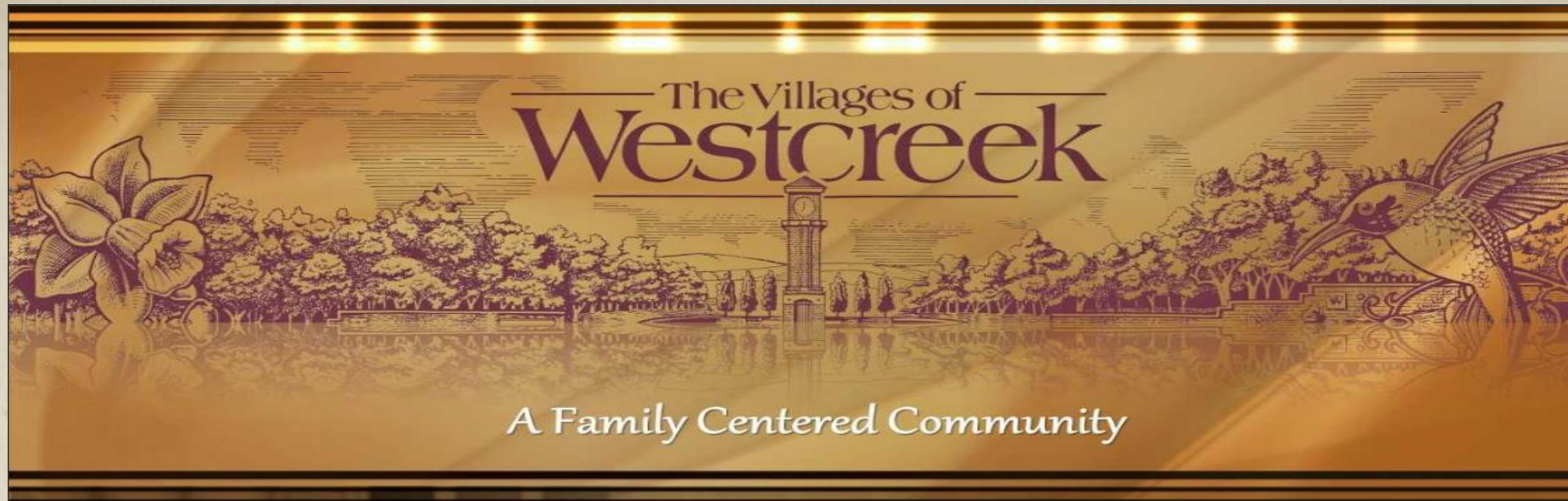
  
Richard Gentry, President

Date: 11-21-19

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

  
Jacob Fey, Community Manager

Date: 12/2/19



**BOARD OF DIRECTORS MEETING**  
**VWOA COMMUNITY CENTER**  
**OCTOBER 17, 2019**  
**7PM**

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

**Pledge of Allegiance**



# Minutes

Approval of September 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:

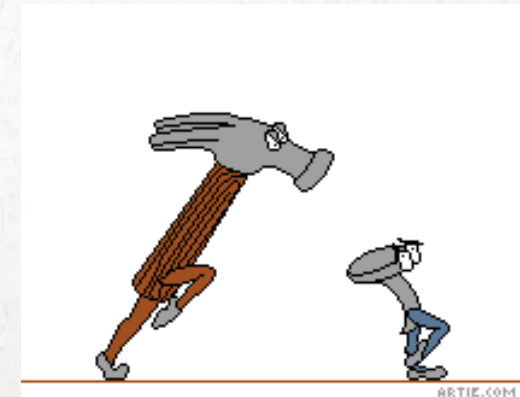
- \* Daily trash pick-up and inspection of property for hazards.
- \* Worked on staining and replacing toe boards throughout the subdivision.
- \* We have been spraying weeds as needed.

## 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: September 19 – Present

**Total Violations Sent: 279**

### **Open Enforceable Violations: 42**

*Fence - 32*

### **Open Recurring Violations: 396**

*Fence – 43*

*Trash Cans - 206*

*Clutter - 14*

*Vehicles- 10*

*General Maintenance- 3*

*Landscaping- 59*

*House Repair – 5 (ex: paint house, roof repair, gutters)*

*Ground Cover - 9*

*Nuisance- 5 (Pet Leash/Noise)*

### **Unapproved Improvements: 15**

*Ex: porch, sheds, gazebos, walkways and landscaping.*

# Community Activities

30

Fall Fest

Soccer Tournament

Flag Football Start – 163 players up from 119 which was up from 62 our first season.



60

Flag Football

Santa in the Park – Building new Santa house



90

Flag Football Finishes with Tournament



# Community Manager

- a) Mulch in monuments completed
- b) Rocks at the Park completed
- c) Woods monument update



# Treasurer's Report

# Committee reports

- a. Communications- Bill Fenstermacher
- b. SARC-



# 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.
- b) Maintenance Shop Patio Cover- TABLED until lights and camera projects are completed.
- c) Rocks at the Park- The Board approved to have additional rocks added to surround the parking lot.
- d) Splash Pad- Board requested Jacob look into adding a splash pad at the sports park.



# New Business

- a.
- b.
- c.
- d.

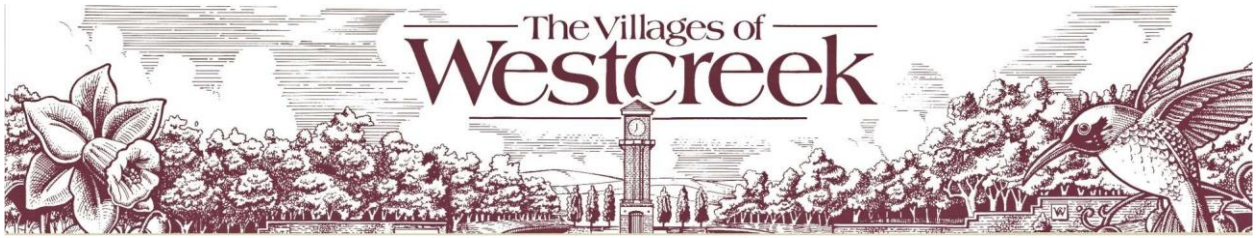
# Executive Session



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

**Next meeting:**  
***November 21, 2019***

**7PM @ Community Center**



## **COMMUNICATIONS COMMITTEE**

### **Meeting Minutes**

October 7, 2019 @ 10:00 AM

Conference Room

12395 Military Drive West

San Antonio, TX 78253

### **In Attendance:**

Chairperson Bill Fenstermacher, Board Representative Heather Mallia, Barbara and Gene Hopkins, Coral Fathy, and Francis Lomax.

**Excused:** Michelle de Jongh, Joyce and Guy Oliver, and VWOA Staff Representative Alexis Gonzales.

**Call to Order:** At 10:06 by Chair Bill Fenstermacher

### **Review/Approve Previous Minutes:**

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

### **Old Business:**

#### **1. Website Review and Update (OPEN)**

##### **a. Board Minutes (CLOSED)**

Mr. Fenstermacher and Mr. Lomax met with the Board President and Community Manager concerning this item before the last Board meeting. It was agreed that the Board Minutes would be put on the VWOA website with the package attached to it, including committee minutes and reports.

##### **b. Administrative Resolutions (ARs) (CLOSED)**

There were inconsistencies between what was published on the VWOA Website and what was maintained on the SpectrumAM Portal. It was agreed that the governing documents would be published and maintained on the VWOA Website, instead of the SpectrumAM Portal.

**c. Welcome Packet (CLOSED)**

The new VWOA Welcome Packets have been approved, published on the VWOA Website, and printed.

**d. Spectrum Portal (CLOSED)**

Due to the differences between what was published on the Spectrum Portal and the VWOA Website, the Board agreed that we should only need to maintain the minutes and governing documents the VWOA website. The corresponding items on the Spectrum Portal could remain, but they should be hidden from view. The Portal also still shows Roger Larson as member of the Board of Directors. It still needs to be updated to indicate that the position is vacant.

**e. Close Items a. through d. (CLOSED)**

Mr. Hopkins made a motion to close Items a through d above. Second by Mrs. Mallia. Approved by the committee.

**f. VWOA Anti-Littering Campaign (OPEN)**

We were unable to find a volunteer to do this project. After a discussion on this item, Mr. Fenstermacher said he would put an article in the next Newsletter to see if anyone would like to take on this project.

**g. Improving Communication Strategy (OPEN)**

A VWOA staff member has been assigned to attend our communications meeting in order to improve our communications process. However, she was unable to attend today.

Mr. Fenstermacher pointed out that often emails are not responded to from the Board members or the staff. He thinks that if something is sent to the Board or Staff, there should be a response to let the sender know it was received and is being processed. Maybe a procedure could be established whereby a board member could be designated to respond to Board@villagesofwestcreek.com emails; perhaps, a method of having the designated duty rotate through the Board members.

**2. Ideas for Next Month's Newsletter (OPEN)**

Mrs. Mallia will work on an article to highlight steps the Board has taken to improve security. Mr. Lomax will work on an article to show crime statistics for the Villages of Westcreek compared to neighboring areas. Status on the replacement of the monument for the entrance to the Woods village. Notice for "Bulk Trash Day", if it is scheduled for November. SARC update. Board Vacancy? Boulder barriers in park to prevent damage. Update on Monument Beautification Project. Wahoo Swim Team End-of-Season article. How to report a Common Area issue. Update on Talley Road Project. Election on November 5<sup>th</sup>.

## New Business

### 1. Printed Newsletter (CLOSED)

The staff was having trouble with the right side of the newsletter being cut off when they tried to print the PDF version of it. Mr. Fenstermacher found that it was caused by the images being too wide. He found that if the image width exceeded about 600 pixels, it caused it to be cut off during printing. He would try to make sure the image widths are limited to 600 pixels or less next month.

Mr. Hopkins noticed that the sign for the Newsletter at the VWOA front office was displayed in the center of the window. However, most people either go to the right or left part of the window when conducting business there. He thought it may be more noticeable if it is placed on both the left and right side of the window.

### 2. VWOA Homepage Updates (CLOSED)

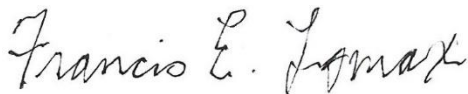
The VWOA Homepage had many sections that contained very old information (months out of date info). Mr. Fenstermacher explained how the content of those sections (categories) are interrelated to the scrolling section at the top. As a new item is added to the scroll list, it is assigned to one of the four categories. It is also added to the assigned category list, forcing the remaining entries down in the display list. Thus, to prevent an obsolete entry showing in the display list, we simply need to add enough new entries to cause the obsolete ones to scroll out of view. We should be able to keep it more current now.

**Next Meeting:** Monday, November 4<sup>th</sup> at 10:00 AM

### Adjournment:

Motion to adjourn by Mr. Hopkins, seconded by Mrs. Hopkins. Committee agreed – adjourned at 10:47 AM.

Attested By:



Francis Lomax,  
Vice Chairman,  
VWOA Communications Committee

Date: 10/10/2019

Approved By:



Bill Fenstermacher,  
Chairman,  
VWOA Communications Committee

Date: 10-10-2019

# **Suggestion and Recommendations Committee (SARC)**

## **Minutes for Meeting on October 7, 2019**

### **Call to Order**

Co-Chair Coral Fathy called the meeting to order at 6:05 PM.

### **Attendees**

The following VWOA members were in attendance: Coral Fathy, Francis Lomax, Barbara and Gene Hopkins, Bill Fenstermacher, and Joyce Oliver. Heather Mallia attended as a representative of the VWOA Board of Directors.

### **Approval/Changes to Last Month's Minutes**

The minutes for the September meeting were approved electronically by the committee members prior to this meeting. There were no changes.

### **Old Business**

#### **1. SARC Chairperson Vacancy - (OPEN)**

The Chairperson vacancy was discussed last month, and the committee recommended, (Recommendation #6), that the Board put out notices on our Website, the VWOA Facebook page, and Constant Contact to solicit applications for the position of the SARC Chairperson. It was not addressed at the September Board meeting. However, on September 26<sup>th</sup>, the President of the Board advised the SARC Vicechair and Secretary that a Chairperson had been chosen. We have not been told who it is. Hopefully we will find out in the October Board meeting and we will be able to close this item at our next meeting. [See Recommendation #6 below.](#) [Waiting for response from Board.](#)

#### **2. Suggestion Box – (OPEN)**

The Committee had a lengthy discussion about a form for submitting suggestions. Mr. Fenstermacher investigated the possibility of having a plug-in so that they could fill out the form online suggestion form and submit it directly from our website. However, the plug-ins have different capabilities, and some have a one-time charge or recurring charges. The committee decided to discuss it at the next meeting after we think about the minimum information needed for processing a suggestion. Mrs. Mallia thought that google may have something that would work for this. She volunteered to check on it. The committee will discuss this again next month.

#### **3. Rescind and Replace AR-46s (OPEN)**

[See Recommendation #4 below.](#) [Waiting for response form Board](#)

#### **4. Secretary Opening (OPEN)**

Mr. Lomax volunteered to do the duties for another month.



# **Suggestion and Recommendations Committee (SARC)**

## **Minutes for Meeting on October 7, 2019**

### **5. Community Service Lawn Mowing by Teenagers (OPEN)**

Heather Mallia had the suggestion to help homeowners who need help mowing their lawns. She suggested that maybe some high-school teenagers would like to mow grass for their community service hours. The SARC discussed several items on this subject. They decided to think about it and discuss it again next month. Had discussions about liability issues. Discussed possibility of starting a Neighbor-helping-Neighbor program. The Committee decided to table it for another month.

### **6. Improve Look Around Clock Tower (OPEN)**

Last month, Mr. Fenstermacher pointed out that the area around the clock tower should be cleaned up if the road construction is complete in that area. He thinks we should consider xeriscape landscaping to minimize water usage. Possibly using a small area of artificial turf to make a small green area around it. Others brought up the fact that the face of the clock tower needs cleaning. Mrs. Mallia said that it is on the Board's radar.

### **7. Westcreek Curb Appeal Program. (OPEN)**

Mr. Fenstermacher provide some guidance from a VWOA previous version of this program. He also provided guidance form a similar program by another HOA. The Committee will review it and discuss the ideas. The Committee decided to table it until the next meeting.

## **New Business**

### **1. Adopt a Monument - (OPEN)**

Discussed the current state of the maintenance of the monuments. This item was tabled until our next meeting.

**Next Meeting: Monday 11/4/2019 at 6:00 PM**

**Adjournment: 7:00 PM.**

# Suggestion and Recommendations Committee (SARC)

## Minutes for Meeting on October 7, 2019

### Current SARC Suggestion List

We plan on making the suggestion and recommendation lists available at the end of each of our monthly minutes.

S NUM	Submitter	Brief Description	Recommendation Status	OPEN, CLOSED, or TABLED
3	Bill Fenstermacher	Consider establishing a Westcreek Curb Appeal Program.	7/5/19: Under Review. 8/5/19: Continued review. 9/3/19: Continued Review.	OPEN
4	Bill Fenstermacher	Quarterly Safety Training – See details listed below	8/5/19: <b>Recommendation #1.</b> 9/3/19: will forward to Board.	OPEN
5	Roger Larson	Document Review Team – Several VWOA legal documents filed with the county have issues which could be eliminated with a review. Please see details below.	8/5/19: <b>Recommendation #2.</b> 9/3/19: will forward to Board.	OPEN
6	Coral Fathy	Bathroom Hooks and Benches. There is no place to put your bags and towels when you are changing. Please see details below.	8/5/19: <b>Recommendation #3</b> 9/3/19: will forward to Board.	OPEN
7	SARC	Rescind all versions of AR-46 and replace with new AR	9/3/2019: <b>Recommendation #4</b>	OPEN
8	Heather Mallia	Community Service Lawn Mowing by Teenagers	9/3/2019 Under Review by SARC	OPEN
9	SARC	ADA compliant walkway in sports part.	9/3/2019 : <b>Recommendation #5</b>	OPEN
10	SARC	Solicit for new SARC Chairperson.	9/3/2019: <b>Recommendation #6</b>	OPEN

# Suggestion and Recommendations Committee (SARC)

## Minutes for Meeting on October 7, 2019

### Current SARC Recommendation List

R NUM	Submitter	Title	SARC Suggestion # (S NUM)	Status
<b>1</b>	Bill Fenstermacher	Quarterly Safety Training Event	4	OPEN
<b>2</b>	Roger Larson	Document Review Team	5	OPEN
<b>3</b>	Coral Fathy	Bathroom Hooks and Benches	6	OPEN
<b>4</b>	SARC	Rescind all versions of AR-46 and replace with a new AR.	7	OPEN
<b>5</b>	SARC	ADA compliant walkway in sports park.	9	OPEN
<b>6</b>	SARC	Solicit for new SARC Chairperson.	10	OPEN

### Current SARC Recommendation Details List

R NUM	Recommendation Details	Remarks
<b>1</b>	In order to support our Safety function, the SARC recommends that the VWOA support a quarterly public safety training event; such as the "Stop the Bleed", "CPR Training", "Neighborhood Watch Training", "Active Shooter Training", etc. It could be held on the second Saturday of one of the months in the quarter when the VWOA Community Center building is already open - thus, minimizing the cost to the Association. To make it successful, it is important to get the notices out in advance via the Newsletter, Constant Contact, website, Facebook, etc.	
<b>2</b>	This suggestion could have a significant legal impact to the VWOA. Therefore, it is felt that it deserves more information detailed information in order for the Board to make an informed decision. <b>Therefore, please refer to the attached document, "Detail Info - Recommendation #2 - AR Policy Review Team.docx", for the detailed information.</b>	
<b>3</b>	There is no place to put your bags and towels when you are changing at the pools. People don't want to put them on the wet floor. She would also like to have hooks on the walls and benches available in the pool restrooms.	
<b>4</b>	There are two versions of AR-46 which establishes the Suggestions and Recommendations Committee (SARC) and provides its terms of reference. However, there are several issues with both versions. The SARC therefore recommends that a new AR be created which rescinds both versions of AR-46. <b>Please refer to the attached document, "Detail Info - Recommendation #4 - Rescind and Replace AR-46s.docx".</b>	
<b>5</b>	The SARC discussed the items of the recommendations from the last Sports Park Committee Meeting. Some of the items seem to be in limbo. <b>The SARC recommends that an ADA approved walkway from the Handicapped Parking Lot to the Handicapped Picnic Table to the Pavilion be given the highest priority.</b>	

# Suggestion and Recommendations Committee (SARC)

## Minutes for Meeting on October 7, 2019

6	The SARC recommends that the Board put out notices on our Website, the VWOA Facebook page, and Constant Contact to solicit applications for the position of the SARC Chairperson.	
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Attested By:

*Francis E. Lomax*

Francis Lomax,  
Secretary  
VWOA Suggestions and  
Recommendations Committee

Date: 10/10/2019

Approved By:

*Coral Fathy*

Coral Fathy,  
Vice Chairperson,  
VWOA Suggestions and  
Recommendations Committee

Date: 10-10-2019