



The Villages of Westcreek Owners Association, Inc.

BOARD MEETING AGENDA

August 15, 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. Guest Speakers
 - a. Bexar County
4. Open Forum for Homeowners
5. Department Reports
 - a. Maintenance
 - b. Standards
 - c. Activities
 - d. Community Manager
 - e. Treasurer's Report
6. Committee reports
 - a. Communications- Bill Fenstermacher
 - b. SARC- Roger Larson
7. 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.
8. New Business –
 - a. 2020 Budget
 - b.
9. Executive Session
10. Next Meeting- Thursday September 19, 2019 at 7 PM.
11. 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, 15 August 2019. The purpose of the meeting was to conduct regular business as identified in the pre-announced Agenda.

Board Members Present:

Richard Gentry, President Joined
meeting late
Heather Malia, Vice President
Kevin Drummonds, Member
Daniel Schafer, Asst Secretary

Board Members Absent/Vacant:

Roger Larson, Secretary

Staff Present:

| Name | Position | Name | Position |
|--------------|----------------------|---------------|-----------|
| Jacob Fey | Community Manager | Beverly Hover | Standards |
| Jason Dunbar | Community Activities | | |

Members Present:

Francis and Ann Lomax
Eva Vasquez
Bill Fenstermacher
Coral Fathy
Kim Dixon

Eugene and Barbara Hopkins
Carlos Perdomo
Kenneth and Synina Percival
Greg Liggett

II. APPROVAL OF PREVIOUS BOARD MINUTES: There were no previous meeting minutes presented to the Board for approval, July and August minutes will be reviewed and approved at the September meeting.

III. BEVERLY HOVER INTRODUCTION: Tyrik Green was promoted at Spectrum Association Management and has moved on from the Standards Department for Villages of Westcreek. Jacob introduced Beverly as his replacement, there will be an introduction article to the community in the upcoming newsletter.

IV. GUEST SPEAKER: Reggie Fountain, a Capital Projects Engineer for Bexar County Public Works was present to discuss the ongoing Military Dr. roadway project. Reggie explained there will not be roundabouts installed and a stop light might be installed at Military Dr and Westcreek Oaks. There are plans to widen the sidewalks as well to help with ADA regulations for wheelchairs. He did not provide a start or completion date, as the county does not have either yet.

V. OPEN FORUM FOR HOMEOWNERS:

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

- Newspapers being delivered to homes that do not have subscription: Jacob will call again and report to the SA Express.
- Xerioscape Standards: Homeowner requested the standards be changed to match the suggested standards set by SAWS. Homeowner was instructed to get in contact with Beverly to discuss.
- Trailer on the streets: Homeowner reported a trailer continues to be left on the streets. Homeowner was instructed to get with the Standards Department on violation.
- Bridges on Military Dr: Homeowner asked if the Board can have the maintenance crew pressure wash the bridges on Military Dr. Jacob agreed to have them look into a water source there or get their water buffalo fixed.
- New homeowner received an unapproved improvement letter: Homeowner believed it was in error and was instructed to contact the Standards Department for clarification.

VI. DEPARTMENT REPORTS:

- a. Maintenance: The maintenance report was suspended for the August meeting.
- b. Standards: The Standards report was suspended for the August meeting.
- c. Community Activities: Soccer and flag football registration is still open. The soccer camp held 15-19 July 2019 was a success. There was a good turn-out for the food truck event held at the park. Bingo continues to have a good turn out as well. There is a Casino Night scheduled for September 6 at 7 PM.
- d. Community Manager: The community manager reported on the maintenance crew changing mulch in the monuments, working on repairs to the lights in pillars on Military Dr. and
- e. Treasurer's Report: The Vice President presented a brief overview of the Associations finances.

VII. COMMITTEE REPORTS

- a. Communications: A written report was provided to the Board for review and is attached.
- b. SARC: Francis asked if the Board has reviewed the suggestions provided by the SARC. Jacob informed him they have not been sent yet due to the focus on the 2020 budget and they will be sent after the meeting.

VIII. 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.

IX. NEW BUSINESS:

- a. 2020 budget: The Board reviewed the 2020 budget with the membership present and went over all the major categories or expenses. All questions were answered to the membership's satisfaction. A motion was made by Dan to approve the 2020 budget as written, Heather provided a second and all were in favor. 2020 budget was approved as written.

X. EXECUTIVE SESSIONS RESULTS:

- a. The president summarized the Executive Session as follows: The Board approved to

send 15 accounts to the Attorney for deed restrictions. The Board also reviewed multiple homeowner requests for write offs of fees to their accounts.

XI. SCHEDULE THE NEXT MEETING: The next regular meeting will be held on Thursday, 19 September 2019, at 7:00 pm in the Community Center.

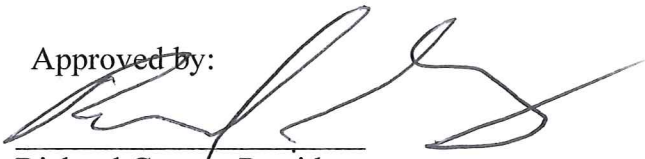
XII.ADJOURNMENT: There being no further business before the Board, the meeting was adjourned at 8:22 pm.

Attested by:


Daniel Schafer, Asst. Secretary

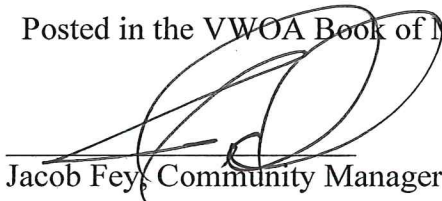
Date: 1/16/2020

Approved by:

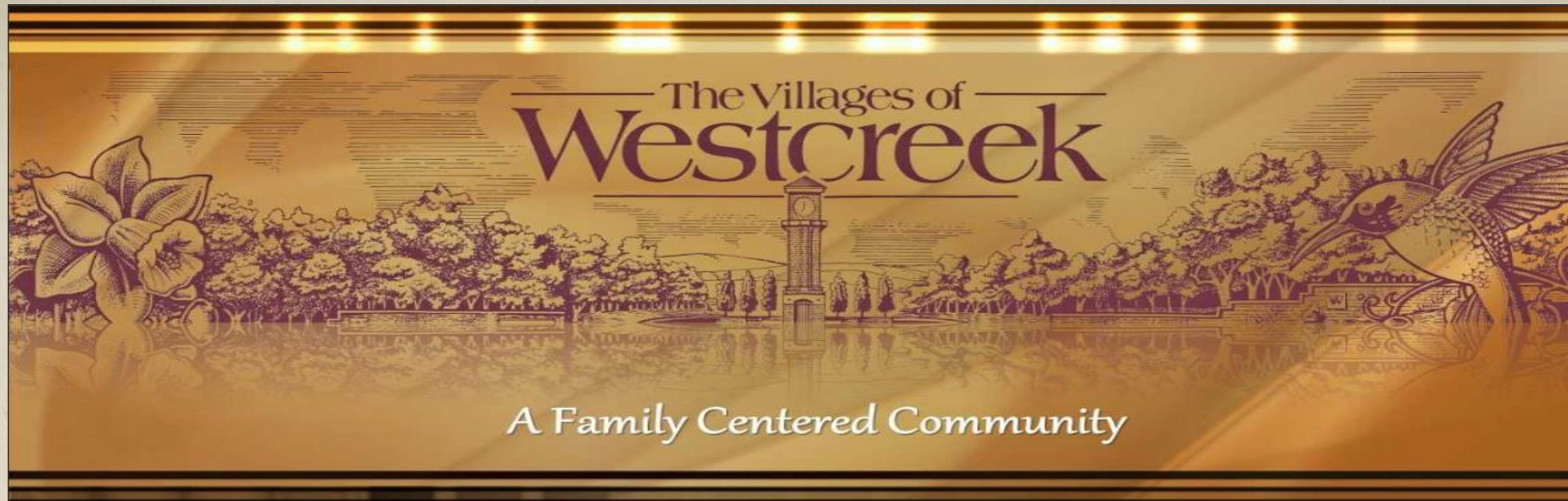

Richard Gentry, President

Date: 11-22-19

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
AUGUST 15, 2019
7PM

Call to Order-7:00 PM

Pledge of Allegiance

Minutes

Approval of July Meeting Minutes

Guest Speaker from Bexar County

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:

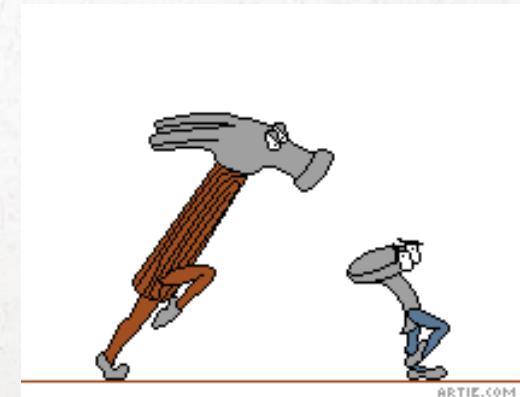
- * Daily trash pick-up and inspection of property for hazards.
- * Worked on staining and replacing toe boards throughout the subdivision.
- * We have been spraying weeds as needed.

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:

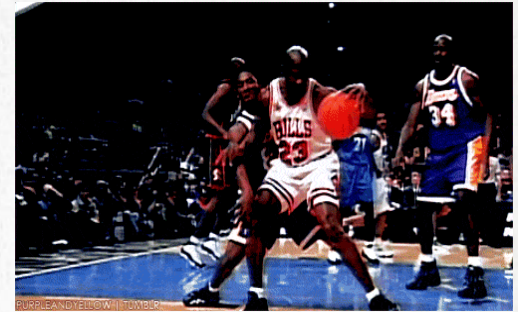
- * Maintain the centers exterior grounds.



Standards

Standards Department

Community Activities



Community Manager

- a.
- b.
- c.

Treasurer's Report

Committee reports

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



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.

New Business

a. 2020 Budget

b.

c.

d.

Executive Session

Adjournment
Thank you for attending

Next meeting:
September 19, 2019

7PM @ Community Center

VWOA Communications Committee Meeting Minutes August 5, 2019

In attendance

Chairman Bill Fenstermacher, Francis Lomax, Barbara Hopkins, Gene Hopkins, Joyce Oliver, Guy Oliver, Coral Fathy, Michelle de Jongh, and Board Member Heather Mallia

The meeting was called to order at 10:00 AM.

Review/Approve Previous Minutes

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

Old Business

Annual VWOA Website Review and Update

- Board Minutes: Still open. Bill Fenstermacher said we are going to have to get very proactive in order to get the minutes. Francis Lomax volunteered to work with the office staff to get the minutes scanned into PDFs. Heather Mallia will ask the community manager for approval.
- Community Maps:
 - **MOTION:** Guy Oliver motioned that we close out this item and reopen it at a future date. Gene Hopkins seconded the motion. All present were in favor. Motion passed.
- Administrative Resolutions: In progress. Like with the minutes, this will probably require a committee member to look into it.
- Spectrum Portal Organizational Review: Bill Fenstermacher requests that all committee members visit the portal to determine if it's user friendly. He suggested everyone think of a specific document and try to locate it on the portal.

- Welcome Packets: The pamphlet is fine but the ARC insert needs to be updated. Heather Mallia will check on it. Bill Fenstermacher will send her a draft of his letter for new residents so she can compare it to what was used previously.
- Anti-littering Campaign: Bill Fenstermacher has researched campaigns done by other communities and suggested that we find a volunteer to make a video with Westcreek children discussing the problems with littering. Guy and Joyce Oliver will try to contact a resident who planned to make a video a few years ago. Kids could be invited to the community center where they would be asked questions written by the committee members. Joyce Oliver suggested a possible kids' drawing/art contest in which the winner could get a prize and have their art in the video. Bill Fenstermacher suggested trying to complete this project in time for the Annual Meeting.
- Improving Communication Strategy: Getting the articles for last month's newsletter was a real challenge. In the past, the Communications Committee has recommended a monthly meeting with Heather Mallia (Board representative), the community manager, and a staff member so that they can decide who will be responsible for articles that month. Bill Fenstermacher suggested that if a second meeting is not desirable, then the community manager or staff member could attend the committee's regular monthly meeting to discuss articles.

VWOA Monthly Newsletter Ideas for September

- Angie Clancy, who recently moved to Germany, wants to continue contributing and will try to have an article for September.
- Bill Fenstermacher will try to contact Sarah Reed regarding her offer to write about pets.
- Security initiatives.
- National Night Out—save the date in October.
- SARC—ideas that were discussed and which of those are being forwarded to the Board.
- Update on Talley Road construction projects.
- Fall Fest in October.
- Casino Night on Sept. 6.
- Profile the new Standards Monitor, Beverly Hover. This profile can be modeled after the one for the previous monitor.

The Villages of Westcreek

New Business

- Newsletter Article Vetting Process

- While making the August issue, there was a lot of discussion about one point mentioned in an article on Standards. There was a discussion about how such a situation should be handled in the future. Guy Oliver said it has always been the Board's decision. Heather Mallia had conferred with the other Board members about the article in question. Moving forward, the procedure for handling a question about an article will be: First, refer the issue to the committee's Board representative (Heather Mallia). Second, she will check with the other Board members, if necessary. The Board has the final say.

Adjournment

Joyce Oliver motioned to adjourn at 11:13 AM. Barbara Hopkins seconded. All present were in favor. Meeting adjourned. Next meeting will be on Tuesday, September 3, 2019, since the first Monday is Labor Day.

Submitted by:

Michelle de Jongh

Michelle de Jong
Secretary, Communications Committee

Date: 8-15-19

Approved:

Bill Fenstermacher

Bill Fenstermacher
Chair, Communications Committee

Date: 8-12-19

Suggestion and Recommendations Committee (SARC)

Minutes for Meeting on August 5, 2019

Call to Order

Chairman Roger Larson, Jr. called the meeting to order at 6:00 PM.

Attendees

The following VWOA members were in attendance: Coral Fathy, Ann and Francis Lomax, Barbara and Gene Hopkins, Bill Fenstermacher, and Joyce Oliver. At this meeting, Gene Hopkins voted for the Hopkins family and Francis Lomax voted for the Lomax family.

Approval/Changes to Last Month's Minutes

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

Old Business

1. Voting Procedures – (CLOSED)

At the last meeting, we discussed voting procedures for the committee. In particular. This item was tabled so we could do more research and discuss it at our next meeting. We found the answer to the questions. The current Bylaws (1994), Article XIII addresses "COMMITTEES". Section 13.02 states: *"The Board of Directors, by resolution adopted by a majority of the Directors in office, may designate one or more other committees. Except as otherwise provided in such resolution, members of such committee or committees shall be Members of the Association ..."*. Therefore, examining AR 46 we find:

- *"No more than one member of a household may serve as a voting member of the committee."*
- There is no provision in AR 46 to allow non-Members, such as tenants, to vote on committee matters. Therefore, we concluded that only one member of a homeowner's family would be allowed to vote on committee issues. However, tenants are welcome to attend our meetings, join our discussions, and submit suggestions.

2. Suggestion Box – (OPEN)

The Community Manager was working on a form for this. This form will provide a method for people, who do not have or use emails or use the internet. They may make suggestions by dropping this form at the front desk. Mr. Larson will check with the Community Manager about the status of this for the next meeting.

Suggestion and Recommendations Committee (SARC)

Minutes for Meeting on August 5, 2019

3. Budget and Reserve Study – (OPEN)

Mr. Fenstermacher said that the Budget and Reserve Study was published on the VWOA Website.

Once you go to the Home Page you can following the following links to see it:

[“Documents→Audit/Budget and Reserve Studies”](#). There you will find the links to various “Audits”, “Approved Budgets”, and “Reserve Studies”. Mr. Larson suggested we review the latest Reserve Studies document at our convenience for discussion at our next Meeting.

4. Review Suggestions from Last Month

Suggestions #1 and #2 - Quarterly Training Event (OPEN)

Bill Fenstermacher was able to attend this meeting. In order to support our Safety function, he recommended that his suggestion #1 and Suggestion #2 from last month be combined into Suggestion #4. After the discussions, **the SARC voted to send this recommendation to the Board for consideration as Recommendation #1, Quarterly Training Event.**

Suggestion #3 - Westcreek Curb Appeal Program. (OPEN)

Mr. Fenstermacher also suggested bringing back a Westcreek Curb Appeal Program. He recommends some kind of recognition be given out by the Board each month to encourage people to improve the appearance of their homes. The committee thought that maybe there should be a gift card, or something given out. Maybe we could design a sign to be placed in the yard. We determine that there were several details to be worked out. **The committee tabled it for this meeting and will address it next month.**

5. Committee Positions: - (CLOSED)

The VWOA BOARD of Directors approved Coral Fathy as Co-Chair and Francis Lomax as Secretary of the SARC at the JULY Board of Directors Meeting.

Suggestion and Recommendations Committee (SARC)

Minutes for Meeting on August 5, 2019

New Business

1. Discussion on AR/Policy Review Team

While reviewing the voting restrictions in the "Old Business – Item #1" above, several issues with the two versions of AR-46 were examined. This resulted in the SARC creating a recommendation to the Board for consideration. See Recommendation #2 below.

2. Hooks and Benches for Pool Restrooms.

Coral Fathy would like to see more hooks on the wall in the ladies' pool restrooms. There is no place to put your bags and towels when you are changing. People don't want to put them on the wet floor. She would also like to have benches available in them. The committee thought that this was a good recommendation and suggested it also should be done in the men's restrooms if the same situation exists there. The SARC is sending this as Recommendation #3 to the Board.

Next Meeting:

Since the first Monday next month falls on a holiday, the SARC chose to meet the next day. Thus, the next meeting will be: 6:00 PM on Tuesday, September 3, 2019.

Adjournment:

Francis Lomax made a motion to adjourn, second by Joyce Oliver. All agreed at 7:00 PM.

Suggestion and Recommendations Committee (SARC)

Minutes for Meeting on August 5, 2019

Current SARC Suggestion List

The SARC had three suggestions submitted for their first meeting. We plan on making the suggestion list available at the end of each of our monthly minutes that we submit to the Board. Currently, we have four Recommendation Status values: "No Recommendation by SARC", "Suggestion Under Review by SARC", "Suggested Supported By SARC", and "Suggestion Not Supported By SARC"

| S NUM | Submitter | Brief Description | Recommendation Status | OPEN, CLOSED, or TABLED |
|----------|--------------------|---|---|----------------------------------|
| 1 | Bill Fenstermacher | Consider coordinating with the Sheriff's Office or Constable's Office about setting up "Neighborhood Watch" training session for the second Saturday in October. The idea is to complement our National Night Out activities. | 7/5/19: Under Review. 8/5/19: Included in Recommendation #1. | CLOSED |
| 2 | Bill Fenstermacher | Consider checking with Jacqueline and Rudy Khalaf to see if they might be able to provide the "Stop the Bleed" class on a more frequent basis. | 7/5/19: Under Review. 8/5/19: Included in Recommendation #1. | CLOSED |
| 3 | Bill Fenstermacher | Consider establishing a Westcreek Curb Appeal Program. | 7/5/19: Under Review. 8/5/19: Continued review. | OPEN |
| 4 | Bill Fenstermacher | Quarterly Safety Training – See details listed below | 8/5/19: Recommendation #1. | 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: Recommendation #2. | 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: Recommendation #3 | OPEN |

Suggestion and Recommendations Committee (SARC)

Minutes for Meeting on August 5, 2019

Current SARC Recommendation List

| R NUM | Submitter | Title | SARC Suggestion # (S NUM) | Status |
|-------|--------------------|---------------------------------|---------------------------|--------|
| 1 | Bill Fenstermacher | Quarterly Safety Training Event | 4 | OPEN |
| 2 | Roger Larson | Document Review Team | 5 | OPEN |
| 3 | Coral Fathy | Bathroom Hooks and Benches | 6 | OPEN |

Current SARC Recommendation Details List

| R NUM | Recommendation Details | Remarks |
|-------|---|---------|
| 1 | In order to support our Safety function, the 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. | |
| 2 | 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. Therefore, please refer to the attached document, "Detail Info - Recommendation #2 - AR Policy Review Team.docx", for the detailed information. | |
| 3 | There is no place to put your bags and towels when you are changing. People don't want to put them on the wet floor. She would also like to have benches available in them. | |

Attested By:

Francis E. Lomax

Francis Lomax,
Secretary
VWOA Suggestions and
Recommendations Committee

Date: 8/13/2019

Approved By:

Roger Larson, Jr.

Roger Larson, Jr.,
Chairman,
VWOA Suggestions and
Recommendations Committee

Date: 13 AUG 19

