



# The Villages of Westcreek Owners Association, Inc.

## BOARD MEETING AGENDA

January 16, 2020

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. Appointment of open Board seat
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- Michael Allsop
7. Unfinished Business-
  - a. Recreation Expansion- CLOSED- completed.
  - b. Maintenance Shop Patio Cover- CLOSED- Board will revisit at a later date.
  - c. Splash Pad- TABLED until scope of work is determined.
  - d. Maintenance Supervisor Position- OPEN- interviews took place in January
  - e. Maintenance and Landscape Contract- OPEN- vendor selected, contract to be signed in February or March.
  - f. Clock Tower Landscape Design-OPEN- SARC project ongoing.
8. New Business –
  - a. 2020 Reserve Study
  - b. Column Repairs
  - c.
9. Executive Session
10. Next Meeting- Thursday February 20, 2020 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 7:02 pm, on Thursday, 16 January 2020. 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	Activities Manager		

Members Present:

Francis and Ann Lomax  
Eva Vasquez  
Bill Fenstermacher  
Olga Utley-Rodriguez  
Coral Fathy  
Barbara Hopkins  
Michael Allsop  
Joyce and Guy Oliver  
Greg Liggett  
Andy Felth  
Leslie Irish

Richard Riggie  
BJ Richard  
Jeff Wortham  
Hestella Mosley  
Sherry Scara  
Patricia Ziblok  
Rigoberto Hidalgo  
Dioselin Gomez  
Jose and Jeannette Garayua

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

**III. APPOINTMENT OF OPEN BOARD SEAT:** The Board interviewed a potential candidate to fill the open seat on the Board of Directors for Villages of Westcreek. Heather provided a motion to appoint Richard Riggie to the Board of Directors as the Secretary. Kevin provided a second and all were in favor. Richard Riggie was introduced to the membership as the Association's Secretary.

**IV. OPEN FORUM FOR HOMEOWNERS:**

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

-Homeowner asked the Board to consider providing a variance to allow for the homeowner to have backyard chickens. Due to the CCR's explicitly stating poultry is not allowed the Board asked Jacob to research this proposal more.

-Homeowner asked the Board to address the issue with fireworks being set off inside the Association as it is a hazard and the homeowners and neighbors' fence was caught on fire during the New Year's Eve fireworks use. The homeowner also asked if by the Board placing a fireworks stand at the Community Center they are encouraging the use of fireworks in the Association. The Board explained that because the Association is in county limits and not the city it is legal for residents to set off fireworks and the Association cannot manage that. The Board agreed to the firework stand as an effort to close down the safety hazard by Mr. W, as well as provide an additional service for the membership. The owner of the firework stand did agree to provide a discount to any resident with a valid Villages of Westcreek RFID card, as well as provide one professional fireworks display for an HOA event. The Board also stated that this is a one year trial for both the HOA and the vendor, the agreement will be reviewed after the July 4<sup>th</sup> selling season.

-Homeowner asked the Board who hired and paid for off duty Constables to address parking on the streets by the Mr. W firework stand. The Board explained the Association did so as a safety precaution for kids and residents that are leaving the park and the excessive parking limits visibility for residents out walking.

## **V. DEPARTMENT REPORTS:**

- a. Maintenance: The maintenance report was covered by the Community Manager due to contract being terminated.
- b. Standards: The Standards report is included in power point.
- c. Community Activities: Activities coordinator presented the 30/60/90 day report included in the power point.
- d. Community Manager: The community manager proposed to the Board a timeline for the 2020 Annual Meeting based on the governing documents and TXPC 209. Kevin provided a motion to accept the timeline as long as the Nominations Committee does not find any conflicting dates during the committees meeting. Heather provided a second and all were in favor. Annual Meeting timeline was approved. Jacob reported on the Woods Monument replacement. The Board and Jacob met with the vendor and discussed issues around the monument. Vendor agreed to fix the issues and will replace the monument with one agreed upon during the meeting. With the maintenance contract being cancelled and the hiring of a Maintenance Supervisor Jacob requested the Board review a request for budgets to purchase equipment needed for the Association. Jason and Jacob provided proposals for a zero-turn commercial mower. The Board requested Jason to provide a comparison of commercial vs residential zero turn mowers and a decision will be made at the next meeting. Jason and Jacob proposed an idea to purchase a 100-gallon fuel tank for all the various equipment used by the Association. The Board requested more information to be presented at the next meeting before a vote would be taken. Jacob requested the Board's approval to replace the trailer that

was stolen from the Associations over flow parking lot. The Board approved the replacement and requested all property be stored by the shop to allow a better camera view and more lighting. Jacob reported on the bulk trash pick up for the Association. The county finally approved the budget and will be supplying the Association with 10 dumpsters. The event is scheduled for January 25, 2020 but due to short notice the office is trying to reschedule for a date in February. Communication will be sent to the Association once the date is finalized.

- e. Treasurer's Report: The Community Manager presented a brief overview of the Associations finances at 2019 years end.

## **VI. COMMITTEE REPORTS**

- a. Communications: A written report was provided to the Board for review and is attached.
- b. SARC: A written report was provided to the Board for review and is attached.
- c. Nominations: A written report was provided to the Board of Directors and is attached.

## **VII. UNFINISHED BUSINESS:**

- a. Recreation Expansion- CLOSED- Project completed and vendor has been paid in full.
- b. Shop patio covering- CLOSED- Board decided to move on from this project at this time.
- 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. Maintenance Supervisor Position- OPEN- interviews took place in January. This item is now CLOSED. All interviews took place in January and position was filled prior to the meeting starting.
- e. Maintenance and Landscape Contract- OPEN- vendor selected, contract to be signed in February or March. This item is now CLOSED. The Board asked to get the contract signed after the meeting. Jacob will meet with the vendor to get the contract signed.
- f. Clock Tower Landscape Design- OPEN- SARC project ongoing.

## **VIII. NEW BUSINESS:**

- a. 2020 Reserve Study- Jacob provided the Board with two bids to have a reserve study completed in 2020. Kevin provided a motion to move forward with the bid from Reserve Advisors based on the bid provided. Dan provided a second and all were in favor. Jacob will reach out to the vendor Friday morning.
- b. Column Repairs- The Board requested Jacob contact Ramirez Masonry to have 11 pillars that are leaning repaired. Jacob has reached out to the vendor and is awaiting a reply.

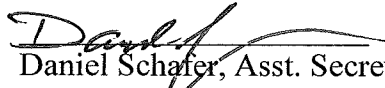
## **IX. EXECUTIVE SESSIONS RESULTS:**

- a. The president summarized the Executive Session as follows:
  - i. The Board approved to send 9 accounts to the Attorney for deed restrictions and 15 accounts to the Attorney for collections. The Board also reviewed write off requests.
  - ii. In the Executive Session held Thursday 9 January 2020 the Board interviewed Richard Raggie for the open Board seat.
  - iii. The Board voted on and approved the agreement and placement of the firework stands via email sent to the entire Board on 11 December 2020. Vote passed 3-1.

**X. SCHEDULE THE NEXT MEETING:** The next regular meeting will be held on Thursday, 20 February 2020, at 7:00 pm in the Community Center.

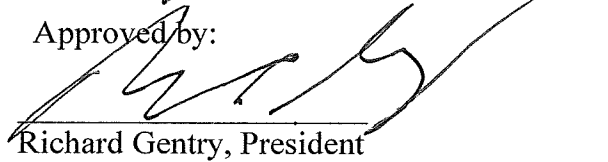
**XI. ADJOURNMENT:** There being no further business before the Board, the meeting was adjourned at 9:16 pm.

Attested by:

  
Daniel Schafer, Asst. Secretary

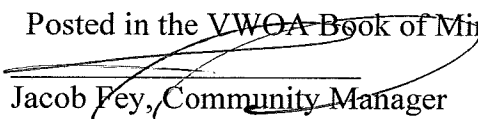
Date: 2/20/2020

Approved by:

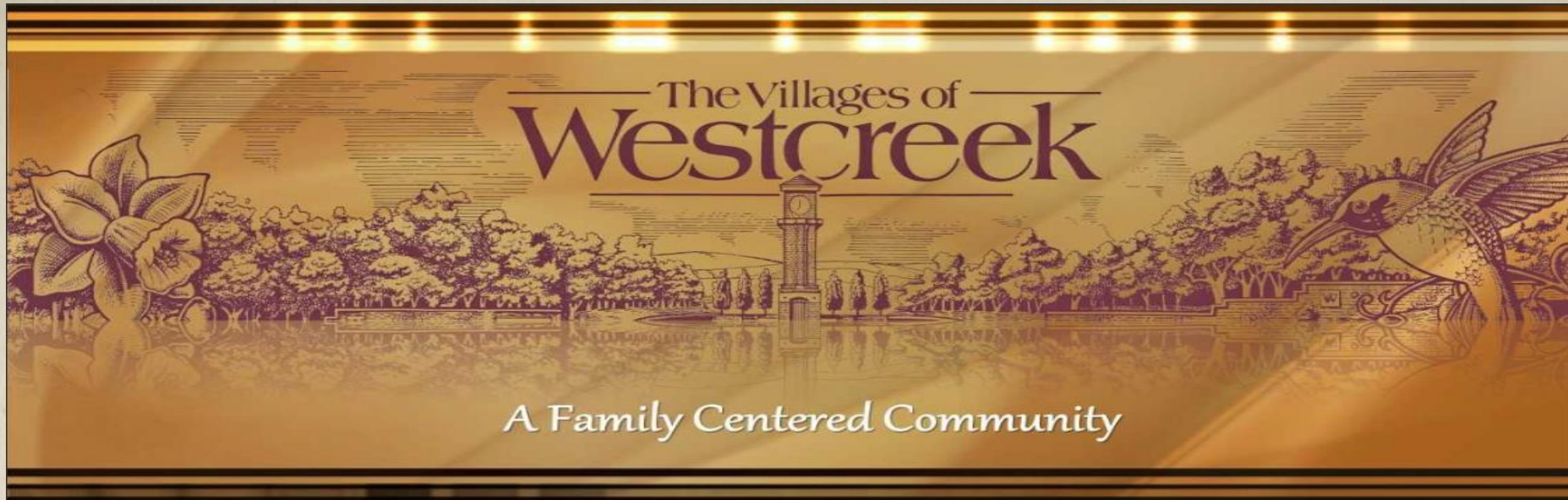
  
Richard Gentry, President

Date: 2/20/20

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

  
Jacob Fey, Community Manager

Date: 2/20/20



**BOARD OF DIRECTORS MEETING**  
**VWOA COMMUNITY CENTER**  
**JANUARY 16, 2020**  
**7PM**

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

**Pledge of Allegiance**



# Minutes

Approval of October Meeting Minutes



# Appoint of Open Board Seat

# 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:

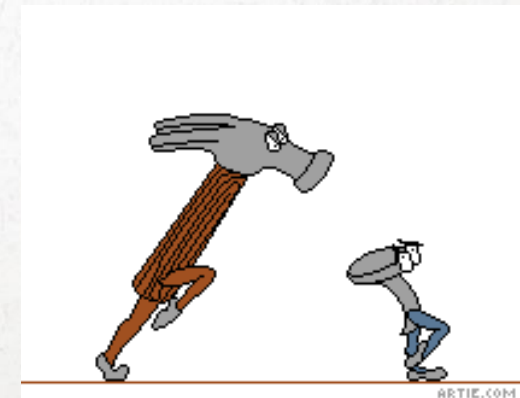
- \* Daily trash pick-up and inspection of property for hazards.
- \* Worked on staining and replacing toe boards throughout the subdivision.
- \* We have been spraying weeds as needed.

## 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: November 21, 2019 – Present

**Total Violations Sent: 1,050**

**Open Enforceable Violations: 31**

Fence – 31

**Open Recurring Violations: 346**

Fence – 61

Trash Cans - 160

Clutter - 12

Vehicles- 14

Basketball Goals - 4

General Maintenance- 3

Landscaping- 42 (leaves, trim trees, etc.)

House Repair – 30 (ex: paint house, roof repair, gutters, garage)

Ground Cover - 5

Nuisance- 5 (Pet Leash/Noise)

**Unapproved Improvements: 10**

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



# Community Activities

30 Days Out:

Flag Football End of Season Tournament

2020 Spring Soccer Starts

60 Days Out:

2020 Spring Soccer Continues

2/21 Casino Night Mardis Gras Themed

3/14 Food Truck Event and Movie Night at office

90 Days out:

4/4 Easter Event with Easter Bunny

End of Season Soccer Tournament





# Community Manager

- a) Annual Meeting Timeline
- b) Woods Monument Update
- c) Maintenance Supplies Needed- Request budgets from Board
- d) Bulk Pickup Update

# Treasurer's Report

# Committee reports

- a. Communications- Bill Fenstermacher
- b. SARC- Michael Allsop
- c. Nominations Committee- Kevin Drummonds





# Unfinished Business

- a) Recreation Expansion- CLOSED- completed.
- b) Maintenance Shop Patio Cover- CLOSED- Board will revisit at a later date.
- c) Splash Pad- TABLED until scope of work is determined.
- d) Maintenance Supervisor Position- OPEN- interviews took place in January
- e) Maintenance and Landscape Contract- OPEN- vendor selected, contract to be signed in February or March.
- f) Clock Tower Landscape Design-OPEN- SARC project ongoing.

# New Business

- a) 2020 Reserve Study
- b) Column Repairs
- c)

# Executive Session



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

**Next meeting:**  
***February 20, 2020***

**7PM @ Community Center**



## COMMUNICATIONS COMMITTEE

### Meeting Agenda

January 6, 2020 @ 4:30 PM

VWOA Conference Room

12395 Military Drive West, San Antonio, TX 78253

- 1) Call to order
- 2) Roll call
- 3) Adopt and Approve Agenda
- 4) Approval of minutes from the last Communications Committee Meeting
- 5) Old Business
  - a) VWOA Website Review and Update: All Members - Open
  - b) VWOA Anti-Littering Campaign: All Members - Open
  - c) Improving Communications Strategy: All Members – Open
  - d) VWOA Monthly Newsletter: All Members - Open
  - e) Community Activities, Sports and Fitness Events etc. How best to market these events  
**“What’s the Buzz Around Westcreek”**: Bill Fenstermacher and Heather Mallia - Open
  - f) Security Concern with Signed Minutes on the Web: Francis Lomax and Heather Mallia - Open
- 7) New Business
  - a) Posting of Committee Minutes on website – Francis Lomax
- 8) Next Meeting February 3, 2020 @ 10:00 AM
- 9) Adjournment

# VWOA Communications Committee Meeting Minutes

## January 6, 2020

### **In attendance**

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

### **Excused**

Gene Hopkins

### **Guests**

Residents Kim Dixon, Ann Lomax, Jacqueline Khalif, and Rudy Khalif

Also present, resident Christine Kennedy, who is working on video about littering on behalf of the Committee

The meeting was called to order at 4:30 PM.

### **Adopt/Approve Agenda**

The committee approved today's agenda.

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

The minutes from the December meeting were approved electronically by the committee members, signed and submitted to the Board. There are no additional changes.

### **Old Business**

- a) VWOA Website Review and Update: Bill Fenstermacher said the office staff is now able to post updates to the website thanks to Heather Mallia's husband fixing a link. Kim Dixon commented that all the villages are not included in maps on the website. It was noted that Francis Lomax had worked on the maps for some time but ran into numerous problems. Rudy Khalif, who works for Bexar County 2 Fire Department, said he has old maps of all the neighborhoods that were given to the Fire Department. He said he will show them to Bill Fenstermacher. Kim Dixon also noted a few website sections that weren't working properly. She will send an email so that Bill Fenstermacher can fix them.
- b) Anti-littering Campaign: Resident Christine Kennedy is in the process of making a video for the Anti-littering Campaign. She showed a sample of what she has recorded in the community so far. Everyone present was pleased. Committee members and guests offered several locations where litter usually is visible. Bill Fenstermacher suggested that if anyone sees a littered area, they can take a photo or video and send it electronically to

Christine Kennedy. Several people in the meeting also know of children who could be interviewed for the project.

Bill Fenstermacher told Ms. Kennedy that the committee would like to be able to present the video at the Annual Meeting in April. Ms. Kennedy said that would be ample time for her to complete the project.

- c) Improving Communication Strategy: Bill Fenstermacher said it seemed like communication was getting better but then numerous residents complained on the Next Door app about the Fireworks stand that opened on HOA property. There was discussion about the length of time it takes for Board Minute minutes to appear on the website. Simply telling people to go to the Board meetings doesn't seem to work. It was suggested that the emailed meeting agenda contain more details so that residents will want to attend if they see an item that interests them. Michelle de Jongh suggested that instead of sending a link of the agenda in the email, that we send out the actual agenda. Bill Fenstermacher said he can save the agenda as an image and then include that in the Constant Contact email.

It was suggested that we publicize the length of meetings as an enticement. Board meetings used to occasionally last three or four hours but now are 90 minutes to 2 hours. Perhaps more people would be interested in the Communications Committee if they realize that the meetings are rarely longer than an hour.

- d) February newsletter ideas:
- Payment fees and late fees and how quickly they add up
  - If can't make payment, set up a payment plan asap
  - Why should someone attend a Board meeting
- e) Regarding "What's the Buzz Around Westcreek," Community Manager Jacob Fey said he needed more clarification. It will be brought up at the next Board meeting. If they approve, it will be used starting in February on the website, Facebook page, etc.
- f) Security concern with signed minutes on the website. Bill Fenstermacher said that the signature doesn't have to be on the minutes that are posted as long as it states that the signed minutes are available in the office.

## **New Business**

Francis Lomax discussed posting various committee minutes on the website instead of just attaching them to the Board minutes. Guy Oliver didn't think it was a good idea because the minutes could possibly change before being signed. Heather Mallia thought it would be ok since committee minutes are verbally summarized to the Board at the meeting and then attached to the final Board minutes. Bill Fenstermacher said that putting all committee minutes on the website would add many more documents, slowing it down and taking up more space. Heather Mallia will try to talk to the Board about it. This topic will be discussed more at next month's committee meeting.

## Adjournment

Joyce Oliver motioned to adjourn at 5:50 PM. Heather Mallia seconded. All present were in favor. Meeting adjourned. Next meeting will be on Monday, February 3, 2020.

  
Michelle de Jongh  
Secretary

2-3-2020  
Date

  
Bill Fenstermacher  
Chair

1-14-20  
Date

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

### **Meeting Minutes**

**January 8, 2020 6pm**

## **Call to Order**

Chairperson Michael Allsop called the meeting to order at 6:05 PM.

## **Attendees**

### **Members Present:**

Michael Allsop (chairperson) Bill Fenstermacher

Coral Fathy (vice-chair) Kim Dixon

Heather Mallia (secretary)

**Guest:** Daniel Pesina (Daniel's Lawn & Tree Service)

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

The minutes for the December 2, 2019 meeting were approved electronically by the committee members prior to this meeting. There were no changes.

## **Old Business**

### **1. Document Review Team – (CLOSED)**

No further discussion needed.

### **2. Rescind and Replace AR-46 – (CLOSED)**

No further discussion needed.

### **3. ADA Compliant Walkway in Sports Park – (OPEN)**

No discussion at this meeting. The committee would still like the board to explore adding a "stabilizing compound" to the decomposed granite mix to make the surface smoother and reduce the divots caused by weather, erosion, and equipment.

### **4. Suggestion Box – (TABLED)**

No discussion at this meeting.

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

Michael Allsop, Heather Mallia, and Board President Richard Gentry met with Daniel Pesina (landscaper) at the clocktower in December to better understand the SARC Committee's design ideas. Mr. Pesina, in attendance at this meeting, offered his design per the discussion at the clocktower. Mr. Allsop would like a more detailed/precise schematic with measurements and



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

### **Meeting Minutes**

**January 8, 2020 6pm**

a detailed layout of what plants are at the clocktower and what plants need to be placed. Mr. Allsop requested another meeting at the clocktower and committee members are invited to attend. Committee members expressed concerns about the replacement trees on the island being of the same age/maturity and type/color as the existing trees. Mr. Fenstermacher expressed that he would like to see more contractors bidding on this project and their detailed conceptual drawings as they may have other ideas for improvements. Committee members expressed that they want a nice visual to present to the Board and Community Members when this project is presented at a future Board meeting. Mr. Allsop also discussed the need for proper irrigation layout and switching to drip emitters.

Mr. Pesina departed the meeting at 6:44pm.

#### **6. Monument Beautification – (TABLED)**

Awaiting information about current irrigation and lighting at the monuments.

#### **7. Westcreek Curb Appeal Program - (TABLED)**

The Board would support this program. However, the staff was too busy to do it, so it would be up to the SARC to conduct it. Item tabled at the 12/2/19 meeting. No further discussion took place at this meeting.

#### **8. Three-Way Stop Signs at Westcreek Oaks and Sage Run – (CLOSED)**

The Board decided to wait until Westcreek Oaks opens to Wiseman before taking appropriate action at that time. Item Closed at the 12/2/19 meeting.

Mrs. Dixon provided the committee with an update on this item. There have been 9 accidents in a year at this intersection without Westcreek Oaks being open through Fronterra. Bexar County will commence with a traffic study.

#### **9. Regrade Low Spot in Sports Park Parking Lot – (TABLED)**

Waiting for response from the Board.

#### **10. Tracking Status of Suggestions (OPEN)**

Mr. Allsop received the thumb drive with the spreadsheet Mr. Lomax created for tracking suggestions. Mr. Allsop will update the spreadsheet and attach with the minutes.

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

### **Meeting Minutes**

**January 8, 2020 6pm**

## **New Business**

### **1. SARC Ideas for First Half of 2020 (OPEN)**

The Board and Staff would like the SARC to provide some ideas, and estimated costs to the VWOA, for events that they would like to have the Association to provide in the first half of the year. Mr. Allsop will be meeting with the community manager and staff as they plan the community activities calendar.

#### **Ideas the committee previously discussed:**

- A Home and Garden event. We could have various types of vendors such as Landscapers, Home Improvement, Gardening, and Food Trucks. The association could charge a fee for the vendors and perhaps provide an incentive, such as free Bluebonnet seeds to families who attend.
- A cookoff type event - BBQ or Chili Cook Off. The cost to the VWOA would be for first, second, and third prize. The competitors would be required to commit to providing 6 racks of ribs. For example, for \$10 per Family, they would be provided a ticket for a sample from each of the vendors. One of the options might be to include it with another event, such as the Easter Egg Hunt, to make it a bigger event.
- Another idea was to rent a Wood Chipper where homeowners could bring their branches and grind them up to produce free mulch. This might be a good item to add to the Home and Garden event.

#### **Suggestions from the committee via email:**

- Community Fitness and Wellness event to include our many fitness vendors and Sports Programs.
- Financial Peace University
- Music Festival, maybe in conjunction with the cookoff event.
- Form a Christmas Caroling group, to include performing at Santa Night

### **2. Sponsor a Tree Project (OPEN)**

Mr. Allsop suggested that the VWOA consider support a "Sponsor a Tree Project". They would identify where it is to be planted, for example, in the median on Groesenbacher. The Board would need to provide some kind of marker to indicate "This tree was provided by {SPONSOR}", Alligator Bags (Treegator Bags) to provide water for them for a few months, and the funds for the maintenance workers to fill the water bags each week while they needed it.

**Recommendation to move forward to be made at the Board meeting.**

## Suggestion and Recommendations Committee (SARC)

### Meeting Minutes

January 8, 2020 6pm

### 3. Agendas (OPEN)

Mr. Fenstermacher expressed the need for the meeting agenda to be finalized in time for the newsletter. Mr. Allsop will work to get it prepared in time for the next publication.

**Next Meeting: Monday 2/3/2020 at 6:00 PM**

**Adjournment: 7:25 PM**

Approved By:



Michael Allsop

Chairperson,

VWOA Suggestions and Recommendations Committee

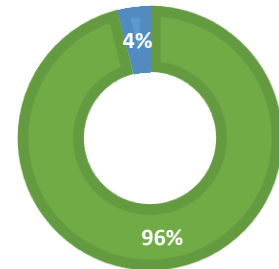
Date:

2/3/20

## Assessment Receivable Report 2019

	Dollars
Paid	\$1,295,349
Past Due	\$53,401

## ASSESSMENT RECEIVABLE I



## Assessment Receivable Report 2020

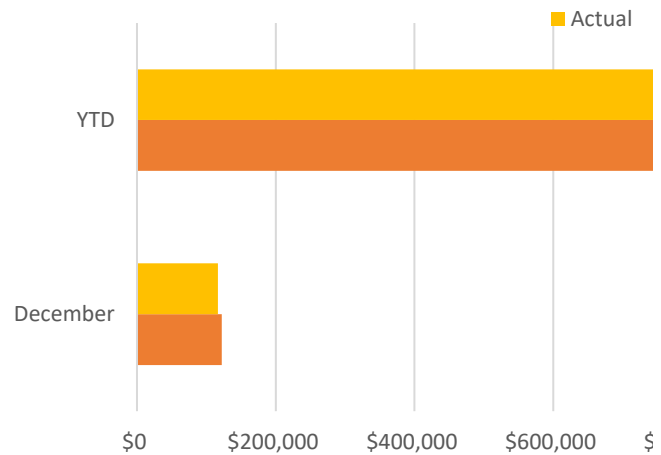
	Dollars
Total Year Due	\$1,349,446
Paid	\$195,179

15%

## Expense Budget Update

	Budget	Actual	Variance
December	\$122,062	\$116,881	96% (\$5,181)
YTD	\$1,464,746	\$1,362,188	93% (\$102,558)

## Expense Bu





REPORT

■ Paid ■ Past Due

Budget Update

