



The Villages of Westcreek Owners Association, Inc.

BOARD MEETING AGENDA

July 18, 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
 - b. SARC- Roger Larson
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.
7. New Business –
 - a.
 - b.
8. Executive Session
9. Next Meeting- Thursday August 15, 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 7:08pm, on Thursday, 18 July 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

Board Members Absent/Vacant:

Daniel Schafer, Asst Secretary

Staff Present:

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

Members Present:

Francis and Ann Lomax
Janet Winninghoff
DeeDee Valerio
Ken Percival
Mr. and Mrs. Gonzales
Guy and Joyce Oliver
Bill Fenstermacher

Coral Fathy
Eva Vasquez
Eugene and Barbara Hopkins
Brenda Gonzales
Barbara Crabtree
Greg Liggett

II. APPROVAL OF PREVIOUS BOARD MINUTES: A motion was provided by Kevin to approve the minutes as written, a second was provided by Roger and all were in favor. 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 maintenance crew not mowing areas around the mailboxes and an easement in the Reserves. Maintenance crew stated they will address it immediately and add it to the mowing schedule.

A homeowner asked the Board about why 2 monitors were at the Sports Park pool, only 1 guard at the Community Center pool and 1 monitor has to travel to the CC pool to clean the pool and restrooms. Homeowner also asked about teenagers walking from one pool to the other at dark. Board explained that in an effort to control cost and utilize the monitors to the fullest this was the

best plan. In response to the question about after dark the Board informed the homeowner the last time would be at 8 PM when it is still light out and one pool will close when school is back in.

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 Community Manager stated he 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.
- d. Community Manager: We had some more irrigation repairs made to the park as a result of 8- or 9-line breaks. The new water fountains were installed at the park.
- e. Treasurer's Report: The Community Manager presented a brief overview of the Associations financials.

V. COMMITTEE REPORTS

- a. Communications-Bill Fenstermacher: A written report was provided to the Board for review and is attached.
- b. SARC- Roger Larson: Roger explained his vision for the SARC committee as the chair and that the committee will send all recommendations to the Board for approval.

VI. UNFINISHED BUSINESS:

- a. Recreation Expansion- TABLED until the Board receives bid and votes to move forward. Jacob explained the city arborist still needs to come out to mark trees that can be removed before moving forward.
- b. Maintenance Shop patio covering: TABLED until lights and camera projects are completed.

VII. NEW BUSINESS: None at this time.

VIII. EXECUTIVE SESSIONS RESULTS:

- a. The president summarized the Executive Session as follows: On 18 July 2019, the Board

sent 24 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, 15 August 2019, at 7:00 pm in the Community Center.

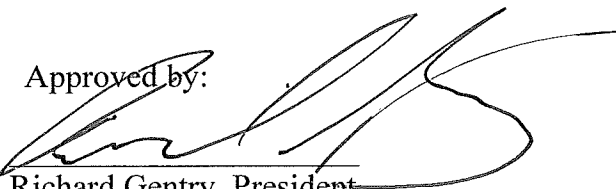
X. ADJOURNMENT: There being no further business before the Board, the meeting was adjourned at 8:29 pm.

Attested by:


Dan Schafer, Asst. Secretary

Date: 2/20/2020

Approved by:

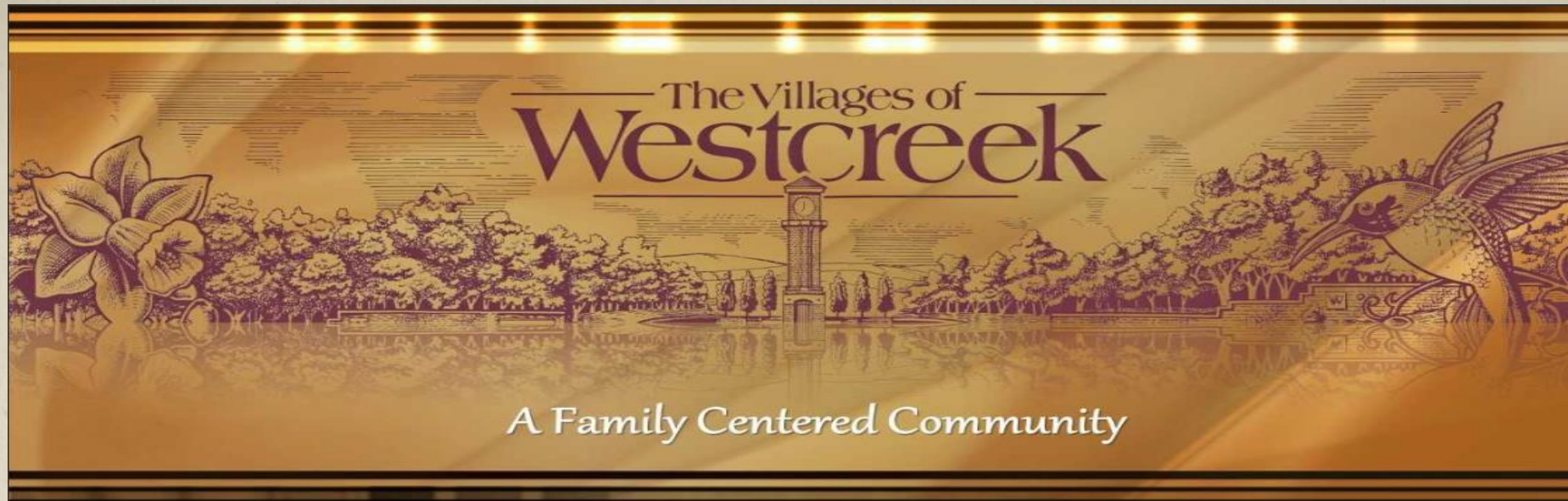

Richard Gentry, President

Date: 2/20/2020

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
JULY 18, 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:

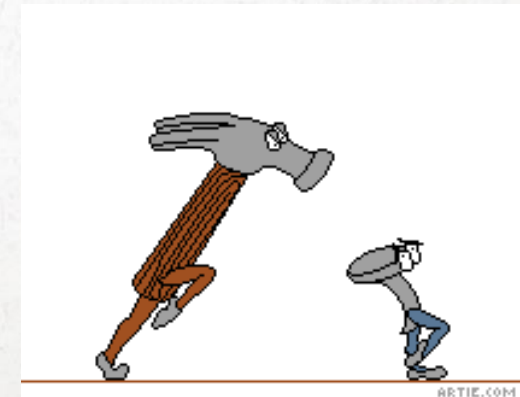
- * Daily trash pick-up and inspection of property for hazards.
- * Worked on staining and replacing toe boards throughout the subdivision.
- * We have been spraying weeds as needed.

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: June 19, 2019 – Present

Total Violations Sent: 514

Open Enforceable Violations: 47 (-2)

Fence Violations- 55 (+8)

Open Recurring Violations: 194 (+49)

Trash Cans- 86 (+44)

Clutter- 26 (+4)

Vehicles- 22 (+4)

General Maintenance- 17 (+2)

Landscaping- 30 (+2)

Ground Cover- 9 (+1)

Nuisance- 4 (Pet Leash/Noise)

Unapproved Improvements: 21 (+6)

Top Violations: Landscaping- 6, Walkway-2

Community Activities

30:

Fall Soccer Begins

Food Tuck Event with Movie 8/10

60:

Fall Soccer Continues

NNO- 10/1

Casino Night- 9/6

90:

Fall Fest- 10/26

Santa in the Park- 12/20



Community Manager

- a.
- b. Irrigation repairs at the Park
- 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

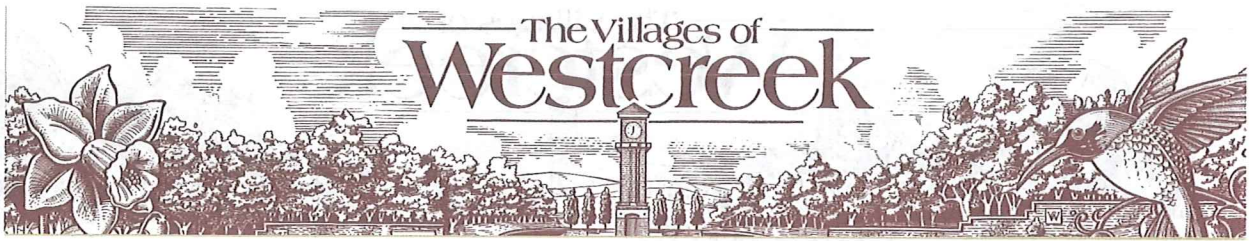
- a.
- b.
- c.
- d.

Executive Session

Adjournment
Thank you for attending

Next meeting:
August 15, 2019

7PM @ Community Center



COMMUNICATIONS COMMITTEE

Meeting Agenda

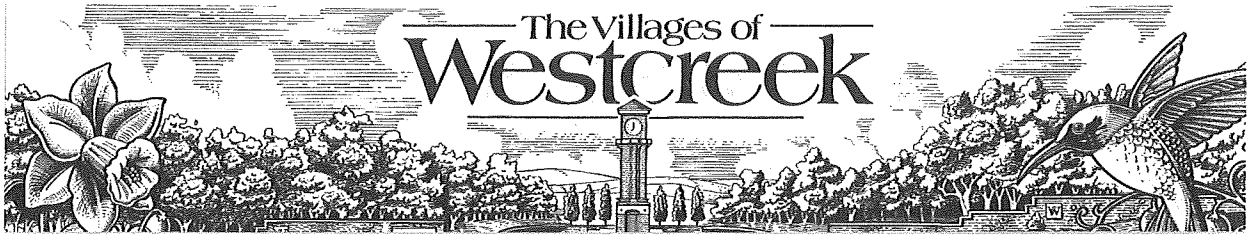
July 1, 2019 @ 10:00 AM

Conference Room

12395 Military Drive West

San Antonio, TX 78253

- 1) Call to order
- 2) Roll call
- 3) Approval of minutes from the last Committee Meeting
- 4) Old Business
- 5) Annual VWOA Website Review and Update: *Open*
 - a) Board Minutes: *In Progress*
 - b) Community Maps: *Tabled*
 - c) Administrative Resolutions: *In Progress*
 - d) Spectrum Portal Organizational Review: *In Progress*
- 6) VWOA Monthly Newsletter: *Open*
 - a) Ideas for articles for the August edition
 - b) Improving Communication Strategy among stakeholders (Board, Staff, and Communications Committee)
 - c) Westcreek Living – 1st Anniversary in July :
- 7) New Business
 - a) Welcome Packets (Mr. Hopkins):
 - b) VWOA Anti-Littering Campaign



8) Next Meeting August 5, 2019 @ 10:00 AM

9) Adjournment

VWOA Communications Committee Meeting Minutes

July 1, 2019

In attendance

Francis Lomax, Barbara Hopkins, Joyce Oliver, Guy Oliver, Coral Fathy, Michelle de Jongh

Guest: Board Member Heather Mallia

Excused

Chairman Bill Fenstermacher, Gene Hopkins

The meeting was called to order at 10:01 AM.

Review/Approve Previous Minutes

The minutes from the June 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

- Heather Mallia said they did not take photos of the Board members at the last meeting. Bill Fenstermacher was hoping to get nice photos of all the Board to put on the website.
- Many sections need to be updated. Francis Lomax compiled a list of out-of-date items that should be updated, archived, or removed.
- Community Maps and Administrative Resolutions have been tabled.

Spectrum Portal Organizational Review

The Spectrum portal was reorganized on May 1 but it was noted at the June Communications Committee meeting that it wasn't well organized and the document section was difficult to navigate. Francis Lomax said some improvements have been made since then, but there is still a great deal of outdated material, such as Board member names. In addition, the monthly newsletters are not on it and the calendar is blank. Heather Mallia didn't think the portal calendar would be used at all. Michelle de Jongh suggested that it either be deleted or feature a link to the VWOA calendar.

Monthly Newsletter

Bill Fenstermacher has found another person to be a regular contributor. Several articles are already being written for the August issue.

Ideas for August edition

- Reminder about traffic laws and bus stops; reminder about school zone times and speed limits.
- Coral Fathy's plant of the month. Rainbow Gardens lawn & garden tips.
- Pets that are lost/found—what to do, where to post information.
- Update on pool safety since the rules were changed regarding unaccompanied minors.
- Swim Team status. July 8 might be the end of the season for them. How did they do?
- Updates on repairs, cameras, lighting, etc.

Improving Communication Strategy Among Board, Staff, and Communications Committee

Status: In progress.

VWOA Communications Committee Meeting Minutes

July 1, 2019

New Business

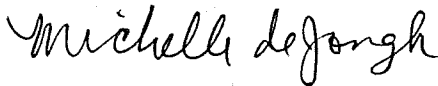
Welcome Packets: Tabled until next meeting since Gene Hopkins is ill. It was noted that the packets currently being given to new residents may not be the most current. Heather Mallia will check on this.

VWOA Anti-littering Campaign: Tabled until next meeting. Bill Fenstermacher is working on some ideas for it.

Adjournment

Joyce Oliver motioned to adjourn at 10:25 AM. Barbara Hopkins seconded. All present were in favor. Meeting adjourned. Next meeting will be on August 5, 2019.

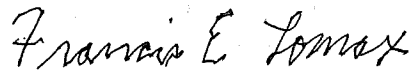
Attested By:



Michelle de Jongh,
Secretary,
VWOA Communications Committee

Date: 7-9-19

Approved By:



Francis Lomax,
Vice Chairman,
VWOA Communications Committee

Date: 7/9/2019

Suggestion and Recommendations Committee (SARC) Minutes for Meeting on July 5, 2019

Call to Order

Chairman Roger Larson, Jr. started the meeting at 10:17 AM.

Attendees

The following VWOA members were in attendance: Coral Fathy, Ann Lomax, and Francis Lomax.

New Business

1. First Meeting Setup Items

This was the first meeting of the VWOA Suggestions and Recommendations Committee (SARC). The following items were discussed:

- a. **Family Unit Voting Restrictions:** Should voting be restricted to allowing only one vote per family unit or allow all residents in attendance to vote on items. It was pointed out that there are no governing documents (CC&Rs, Bylaws, or ARs) which address this issue for this committee. Some committees have this restriction specified in their respective AR, such as the Finance Committee and the Nominations Committee. Others in the past, such as the Communications Committee, Landscape Committee, Sports Park Committee, Public Safety and Committee had no such restriction and thus, all members of the same family unit could vote on the issues that came up for a vote. **The decision was made to table this issue and discuss it at the next meeting** when hopefully we have more members present. – OPEN
- b. **Suggestion Box:** Mrs. Lomax suggested that we have a suggestion box in the Community Center so that VWOA residents (homeowners and renters) can submit suggestions without needing to attend a Committee meeting or sending it via Email. She felt that this would be more inclusive, especially those who do not use computers. Several members thought that this was provided in the past. **Mr. Larson said he could develop a form so that we would have their contact information in case we need more information or clarification.** All were in favor of this. We will address this again next month – OPEN
- c. **Monthly Meetings:** AR-46 Requires the SARC to *"Hold monthly meetings on a regular date set forth by the Chairperson."* **Mr. Larson and the rest of the committee decided on: 6:00 PM on the first Monday of the month.** This works for all the current members. -- CLOSED
- d. **Co-Chairperson:** AR-46 requires: *"The CHAIRPERSON will nominate the CO-CHAIR and this will be confirmed by the BOARD."* **Mr. Larson nominated Coral Fathy who accepted.** -- OPEN
- e. **Secretary:** AR-46 requires: *"The Chairperson will designate a Secretary from among the members of the Committee."* **Mr. Larson designated Francis Lomax as Secretary.** – CLOSED

Suggestion and Recommendations Committee (SARC) Minutes for Meeting on July 5, 2019

- f. **Suggestion vs Recommendation:** AR-46 states: *"The primary responsibility of the SUGGESTIONS AND RECOMMENDATIONS COMMITTEE is to advise and assist the BOARD in making creative suggestions to the planning of future projects."* The committee thought that in order to fulfill this responsibility, it would be best to make a distinction between a **"suggestion by a submitter"** and a **"recommendation by the Committee"**. The committee would consider all suggestions submitted to them. If they thought the suggestion should have the endorsement of the Committee, they would treat it as a recommendation. Before sending the recommendation to the BOARD, they would evaluate it to see if there is more research or additional information that should be provided in order to allow the BOARD to make a better-informed decision.

Mr. Larson also thinks that all the suggestions should be included in the VWOA monthly newsletter. That way, maybe other residents may be encouraged to attend the BOARD meeting to further express support for or against certain suggestions. A two-page background paper, titled "SARC – SUGGESTION VS RECOMMENDATION", will be attached to this report to explain more details. -- OPEN

- g. **National Night Out:** Mr. Fenstermacher submitted a suggestion about a "Neighborhood Watch" program that might compliment our National Night Out activities. See Suggestion #1 in our Suggestion List below. Also, Mr. Larson talked with Captain Garcia from the Constable's office after the last BOARD meeting. He told Mr. Larson about the services that they had available to support the National Night Out events. Mr. Larson is planning on meeting with the Community Manager the week of July 8th and is planning on getting an update on the plans for the National Night Out activities. Mr. Larson said that he will contact the Brennan Air Force ROTC organization to see if they will be able to support our National Night Out event. – OPEN
- h. **Budget and Reserve Study:** AR-46 states that one of the functions of the SARC is: *"Working with the Board to stay in line with the Reserve Study and other Budget guidelines."* Thus, the committee thought that they should get a copy of those documents so they can review them for the next meeting. Mr. Larson will work on getting copies of them for us before our next meeting.

Next Meeting: Monday, August 5th, 2019 at 6:00 PM

Adjournment:

Francis Lomax made a motion to adjourn, second by Coral Fathy. All agreed at 10:45 AM.

**Suggestion and Recommendations Committee (SARC)
Minutes for Meeting on July 5, 2019**

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"

Seq #	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.	Suggestion Under Review by SARC	Open
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.	Suggestion Under Review by SARC	Open
3	Bill Fenstermacher	Consider establishing a Westcreek Curb Appeal Program.	Suggestion Under Review by SARC	Open

Attested By:

Francis E. Lomax

Francis Lomax,
Secretary
VWOA Suggestions and
Recommendations Committee

Date: 7/8/2019

Approved By:

Roger Larson, Jr.

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

Date: 9 JUL 19

