



The Villages of Westcreek Owners Association, Inc.

BOARD MEETING AGENDA

February 20, 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. 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- Michael Allsop
 - c. Nominations- Kevin Drummonds
6. Unfinished Business-
 - a. Splash Pad- TABLED until scope of work is determined.
 - b. Maintenance Supervisor Position- CLOSED- Maintenance Supervisor hired.
 - c. Maintenance and Landscape Contract-CLOSED- Contract signed.
 - d. Clock Tower Landscape Design-OPEN- SARC project ongoing.
 - e. 2020 Reserve Study- OPEN- All necessary paperwork sent to company, awaiting to be scheduled.
 - f. Column Repairs- OPEN- Verifying scope of work for 11 columns and vendor to find brick to match.
7. New Business –
 - a. Town Hall Meeting- Meet the Candidates
 - b.
8. Executive Session
9. Next Meeting- Thursday March 19, 2020 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 7:01 pm, on Thursday, 20 February 2020. The purpose of the meeting was to conduct regular business as identified in the pre-announced Agenda.

Board Members Present:

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

Board Members Absent/Vacant:

Richard Gentry, President

Staff Present:

Name	Position	Name	Position
Jacob Fey	Community Manager	Beverly Hover	Standards
Jason Dunbar	Activities Manager	Benny Martinez	Maintenance Supervisor

Members Present:

Francis and Ann Lomax	Michael Allsop
Eva Vasquez	John Heifner
Bill Fenstermacher	Greg Liggett
Brandon Schuler	Ryan and Leslie Irish
Coral Fathy	
Kim Dixon	

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

III. OPEN FORUM FOR HOMEOWNERS:

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

-Homeowner asked the Board if there was anything they could do about cars parking too close to the roundabouts in the Vistas. The Board informed him that the HOA cannot enforce parking in the street because they are owned by the county. The Constable that was presented took down the area and will follow up with the cars during their patrols and said he would go by after the meeting to take a look at it. He did inform the membership present that cars must park at least 20 feet from the entry points of the roundabouts.

IV. DEPARTMENT REPORTS:

- a. Maintenance: The maintenance report was covered by the Community Manager. New Maintenance Supervisor, Benny Martinez, introduced himself to the membership present as well.
- 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 provided the Board an update on the Annual meeting notice. The timeline and forms were approved and went to print on Wednesday February 12th and homeowners should begin to receive the proxy/absentee ballots in the mail the week of the 24th. The community manager also provided the Board an update on the Woods new monument. Jacob, Richard and Heather will be meeting the owner to discuss giving the monument more shape and not just a square. Lastly, the community manger provided the Board with an update on the column repairs. The vendor is waiting on approval to begin work and has to wait on the matching brick to come in before they can start.
- e. Treasurer's Report: The Treasurer presented a brief overview of the Associations year to date finances.

V. 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. Dan provided a motion to accept the SARC's RFP for the clock tower project to move to the bid stage. Heather provided a second and all were in favor. Jacob and Benny will send out the RFP to vendors.
- c. Nominations: A written report was provided to the Board of Directors and is attached.

VI. UNFINISHED BUSINESS:

- a. 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.
- b. Maintenance Supervisor Position- CLOSED- Maintenance Supervisor hired.
- c. Maintenance and Landscape Contract- CLOSED- Contract for landscaping was signed and starts March 1, 2020.
- d. Clock Tower Landscape Design- OPEN- SARC project ongoing.
- e. 2020 Reserve Study- OPEN- All necessary paperwork sent to company, awaiting to be scheduled. Jacob will follow up with company and get a response to the Board.
- f. Column Repairs-OPEN- Verifying scope of work for 11 columns and vendor to find brick to match. Heather stated she thought Richard said the 11 columns had already been paid for when the Tally Rd columns were repaired, Jacob will check with vendor and get a response to the Board.
- g. Zero-turn Mower- OPEN- Jacob and Jason will have someone speak to the Board at the March meeting to discuss residential vs. commercial mowers.

VII. NEW BUSINESS:

- a. Town Hall Meeting- Meet the Candidates- Only three nominations have been received for the three open positions, if no further nominations are made by Friday February 28th then the meeting will be cancelled. The three nominations are currently serving on the

Board. There will still be a "Meet the Candidates" at the March meeting.

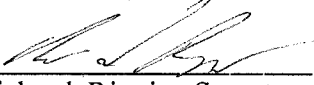
VIII. EXECUTIVE SESSIONS RESULTS:

- a. The president summarized the Executive Session as follows:
 - i. The Board approved to send 11 accounts to the Attorney for deed restrictions. The Board also reviewed write off requests. There were 2 homeowner hearings that were cancelled by the homeowners prior to the meeting.

IX. SCHEDULE THE NEXT MEETING: The next regular meeting will be held on Thursday, March 19, 2020, at 7:00 pm in the Community Center.

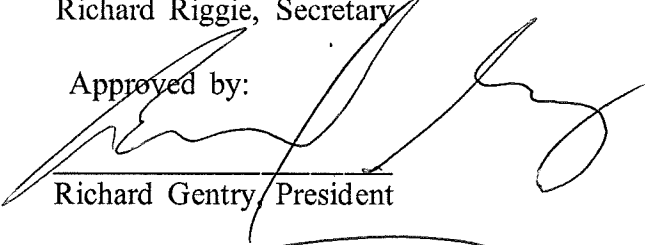
X. ADJOURNMENT: There being no further business before the Board, the meeting was adjourned at 8:25 pm.

Attested by:


Richard Riggie, Secretary

Date: 9/2/2020

Approved by:

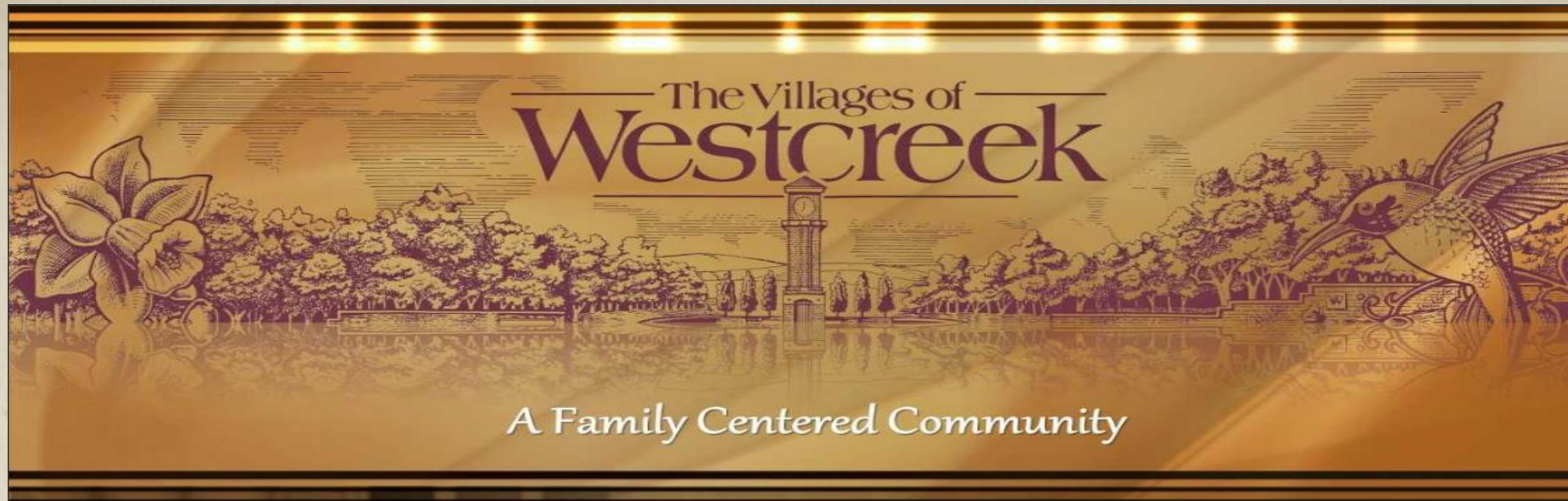

Richard Gentry, President

Date: 9/2/20

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


Jacob Fey, Community Manager

Date: 9/2/20



BOARD OF DIRECTORS MEETING
VWOA COMMUNITY CENTER
FEBRUARY 20, 2020
7PM

Call to Order-7:00 PM

Pledge of Allegiance

Minutes

Approval of October 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.

Land:

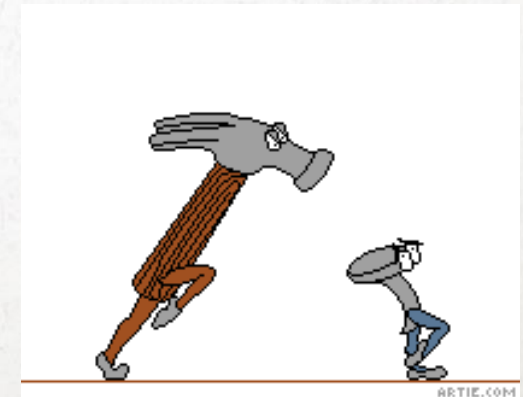
- * Daily trash pick-up and inspection of property for hazards.
- * Worked on staining and replacing toe boards throughout the subdivision.
- * We have been spraying weeds as needed.

Park:

- * 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: January 16, 2020 – Present

Total Violations Sent: 804

Open Enforceable Violations: 21

Fence – 21

Open Recurring Violations: 346

Fence – 38

Trash Cans - 104

Clutter - 37

Vehicles- 17

Basketball Goals - 2

General Maintenance- 3

Landscaping- 35 (leaves, trim trees, etc.)

House Repair – 35 (ex: paint, roof, fascia, garage)

Holiday Lights – 3

Nuisance- 6 (Pet Leash/Noise)

Unapproved Improvements: 8

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

Community Activities

30 Days Out:

2020 Spring Soccer Continues

2/21 Casino Night Mardis Gras Themed

3/14 Food Truck Event and Movie Night at office

60 Days Out:

4/4 Easter Event with Easter Bunny

End of Season Soccer Tournament

90 Days out:

Flag Football Starts

Pools Open



Community Manager

- a) Annual Meeting
- b) Sidewalks at the sports park
- c) Woods monument update

Treasurer's Report

Committee reports

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



Unfinished Business

- a) Splash Pad- TABLED until scope of work is determined.
- b) Maintenance Supervisor Position- CLOSED- Maintenance Supervisor hired.
- c) Maintenance and Landscape Contract-CLOSED- Contract signed.
- d) Clock Tower Landscape Design-OPEN- SARC project ongoing.
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New Business

a)

Executive Session

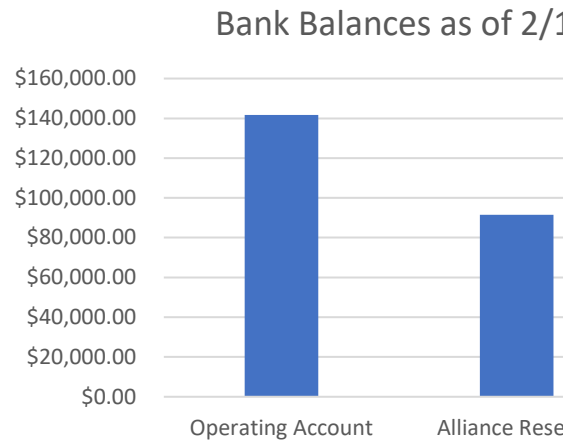
Adjournment
Thank you for attending

Next meeting:
March 19, 2020

7PM @ Community Center

Bank Balances

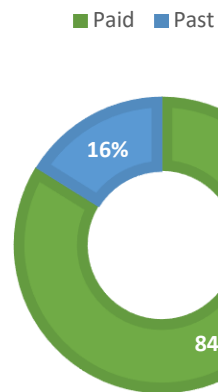
	Dollars
Operating Account	\$141,627.00
Alliance Reserve	\$91,546.00
Pacific Premier Reserve	\$103,766.00



Assessment Receivable Report 2020

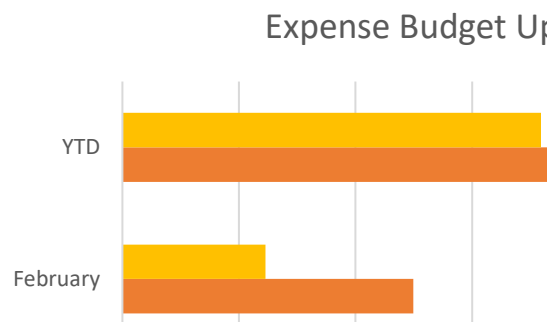
	Dollars
Paid	\$282,778
Past Due	\$54,582

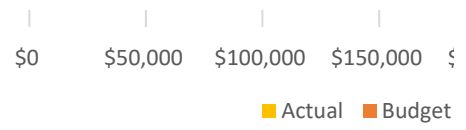
ASSESSMENT RECEIV



Expense Budget Update

	Budget	Actual	
February	\$124,731	\$61,374	49%
YTD	\$249,461	\$179,512	72%





19/2020

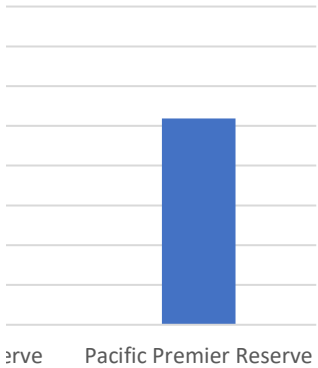


TABLE CHART

Due



pdate



|
\$200,000 \$250,000 \$300,000

2020 VWOA Nominations Committee Minutes

February 4, 2020

Meeting started at 5:19 PM

ATTENDEES:

Francis Lomax, Vice-Chair/Secretary
Coral Fathy
Barbara Hopkins
Joyce Oliver

The committee approved the minutes for previous meeting (1/21/2020) via emails. The committee agreed that there were no additions or corrections to be made to those minutes.

OLD BUSINESS

1. Critical Items affecting the Election Process Deadlines – (OPEN)

Since the current deadline for sending out the Nominations Announcement is only two days away, the Committee decided to focus their attention only on this subject for this meeting. One of the responsibilities of the Committee in accordance with AR 48 is: *“Ensure the accuracy of the information when it is presented to the community.”* As of this meeting, the Committee has not received a copy of the announcement to determine the status of these recommendations from the Nomination Committee held on January 21st. At that meeting, Committee recommended the following changes:

1	The date(s) and time(s) be consistent for response and/or deadlines on all announcements, absentee ballots, proxies, candidate forms, etc. Recommendation: The time should be specified so they do not need to look up our business hours.
2	The form states: “YOU MUST BE PRESENT, IN PERSON OR BY PROXY TO BE PUT ON THE BALLOT”. This statement does not make sense to the committee. Recommendation: the sentence be removed or re-worded to state the intent.
3	The form states: “YOU WILL THEN BE PLACED ON THE BALLOT FOR VOTING AT THE ANNUAL MEETING”. Recommendation: This statement should be removed or clarified, since only vetted “Homeowners” are to be put on the ballot.
4	There was no mention of including a picture this year. Recommendation: add a statement to give the option to include a picture.
5	Recommendation: add instructions as to restrictions on the bios and forms; for example, what are the maximum number of words on the bios and can the length of the text in the text boxes on the form be extended by attaching extra sheets containing the rest of the info.
6	Recommendation: add a statement to the announcement sheet that makes it clear whether the form is mandatory or optional.

A motion was made by Mr. Lomax, seconded by Mrs. Fathy, and approved by the Committee to make the following Recommendation to the Board:

The Committee Recommends that the Nominations Announcement not be distributed until the Committee has had the opportunity to review it, in accordance with AR 48.

In addition to the above concerns, Mr. Lomax identified three critical concerns in a January 27th email:

- The electronic election process that was used before had the capability of including a picture and a bio on the ballot. He thought that the restrictions imposed by the electronic election process for these items should be specified in the announcement. That way, the same bio and picture can appear all forms that are released to the homeowners (Electronic Ballot, website notices, annual meeting mailing, etc.).
- He questioned why the form needs to be sent at all with the Nominations Announcement (it was not on the Constant Contact Announcement on February 8th, last year). If the three bottom boxes do not have identical boxes provided on the electronic voting ballot, they should not be included on the form. Otherwise, the form should only be used for gathering the information in the top four boxes for the use of the staff. These four items could easily be included in the email with the attached bio. The info in the bottom three boxes could be included in the bio.
- It is very important that the Committee, the staff, and the management company not be allowed to make any significant changes to the provided material that is presented to the homeowners. Otherwise, the candidate may be able to claim that the changes affected his/her chances of winning.

A motion was made by Mr. Lomax, seconded by Mrs. Fathy, and approved by the Committee to make the following Recommendation to the Board:

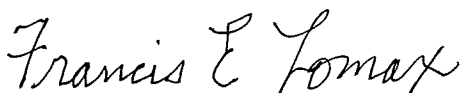
The Committee Recommends that the three concerns be resolved before the forms are distributed. If the form is to be distributed with the Nominations Announcement, then Nominations Announcement should also be delayed until these issues are resolved.

All remaining OPEN items from the previous minutes and the above items will be discussed at the next Committee Meeting. Because of the extremely short deadline for the Nominations Announcement to be distributed, Mr. Lomax will ask the Mr. Drummonds to expedite the process of notifying the Board and Community Manager of these issues as soon as possible.

Next Scheduled Meeting: Tuesday 2/11/2020 at 5:00 PM

Meeting Adjourned at 5:38 PM

Written By:



Francis Lomax
Secretary, 2020 VWOA Nominations Committee

Note: The original signed paper copy will be on file in VWOA office.



COMMUNICATIONS COMMITTEE

Meeting Agenda

February 3, 2020 @ 10:00 AM
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
 - Community Maps
 - Board Minutes
 - b) VWOA Anti-Littering Campaign: All Members - Open
 - c) Improving Communications Strategy: All Members – Open
 - d) VWOA Monthly Newsletter: All Members - Open
 - e) **“What’s the Buzz Around Westcreek”** update: Bill Fenstermacher - Open
 - f) Security Concern with Signed Minutes on the Web: Francis Lomax and Heather Mallia – Open
 - g) Posting of Committee Minutes on website – Francis Lomax & Heather Mallia
- 7) New Business
 - a)
- 8) Next Meeting March 2, 2020 @ 10:00 AM
- 9) Adjournment

VWOA Communications Committee Meeting Minutes

February 3, 2020

In attendance

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

Excused

Gene Hopkins, Barbara Hopkins

The meeting was called to order at 10:05 AM

Adopt/Approve Agenda

The committee approved today's agenda.

Review/Approve Previous Minutes

The minutes from the January 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 he redid the maps so they should be good for the website.
 - The July Board minutes still are missing.
 - Bill Fenstermacher asked the staff to send flyers to Michelle de Jongh to proofread before they send them out.
- b) Anti-littering Campaign: Christine Kennedy is working on the model release form. The next step will be to get the kids who will be participating.
- c) Improving Communication Strategy: Bill Fenstermacher noted that there were more Next Door comments about the Board or Community Manager not responding to their messages. However, he determined that it is more of an internal issue that the Board and office will have to address.
- d) March newsletter ideas:
 - There should be something from the Nominating Committee
 - Bios of nominated candidates
- e) What's the Buzz Around Westcreek: Two have been sent out so far. Bill Fenstermacher said he explained to the staff that they can use it like a template, leaving the heading and just changing the details. So far the staff hasn't done it that way. He said he will review it with them again.

- f) Security Concerns with Signed Minutes on the Web: Heather Mallia reported that the Board agreed with this Committee's suggestion of putting Board Meeting and Committee meeting minutes online but without signatures. Instead of signatures, it would say, "signed copies are in the office." **This subject is now closed.**
- g) Posting of Committee Minutes on Website: Currently, committee minutes are attached to Board Meeting minutes. Heather Mallia said the Board is fine with those minutes being posted on the website. Bill Fenstermacher said that since each committee has its own web page, their minutes could be posted there. This would start with 2020 going forward. Any committee recommendations to the Board would be written so that they stand out from the rest of the minutes, making them easy to find. **This subject is now closed.**

New Business

No new business was reported.

Adjournment

Joyce Oliver motioned to adjourn at 10:29 AM. Coral Fathy seconded. All present were in favor. Meeting adjourned. Next meeting will be on Monday, March 2, 2020.

Submitted: February 17, 2020

//Signed//

Michelle De Jongh
Communications Committee Secretary

//Signed//

Bill Fenstermacher
Communications Committee Chair