



# The Villages of Westcreek Owners Association, Inc.

## BOARD MEETING AGENDA

July 16, 2020

7:00 P.M.

Via Zoom

The Board of Directors executive session will precede the open board meeting starting at 6:00 PM via Zoom Wednesday the 15th.

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 suspended at this time.
6. Unfinished Business-
  - a. Splash Pad- TABLED until scope of work is determined.
  - b. Clock Tower Landscape Design-OPEN- SARC project ongoing.
  - c. 2020 Reserve Study- OPEN- All necessary paperwork sent to company, awaiting to be scheduled.
  - d. Column Repairs- CLOSED- Work completed and verified.
  - e. Mower- OPEN- Speaker to talk with the Board about the difference between commercial and residential.
7. New Business –
  - a. Call for Finance Committee Members
  - b.
8. Executive Session Results
9. Next Meeting- TBD
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, 16 July 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  
Richard Riggie, Secretary  
Daniel Schafer, Asst. Secretary

Board Members Absent/Vacant:

None

Staff Present:

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

Members Present:

There were 9 homeowners present during the call.

**II. APPROVAL OF PREVIOUS BOARD MINUTES:** The Board reviewed the meeting minutes from both the February meeting and the Zoom meeting to approve COVID-19 pool rules. Heather provided a motion to approve the minutes as written, Kevin provided a second and all were in favor. Both sets of 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 about the website being down for 3 weeks and if there is a chance that it happens again. Jacob explained that after a few calls they discovered that someone had applied for a single page website certificate which caused Villages of Westcreeks SSL certificate to be redirected. This should not be an issue in the future or reoccurring.

-Homeowner asked the Board for an update on the Annual Meeting. The Board President reported that the Board is looking at multiple options on ways to hold the meeting and still abide by both the Governing Documents and the local ordinances as they relate to COVID-19.

-Homeowner asked for an update on the pools re-opening. The Board President responded that the Board will continue to follow the lead of the City and County as it relates to COVID-19 and Villages of Westcreeks amenities.

-Homeowner asked for an update on the ARC. The Community Manager reported that we still have not received enough volunteers to have the ARC but we will continue to solicit volunteers.

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

- a. Maintenance: The maintenance report was covered by the Community Manager.
- 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. Currently all sports and social events are on hold due to COVID-19 regulations prohibiting gatherings of more than 10 people and no contact sports allowed.
- d. Community Manager: The community manager provided the Board an update on the Annual meeting, the Board is considering multiple options on how to hold the meeting and election. The Community Manager also provided an update on the sidewalk project at the Sports Park. Work was completed, verified and invoice paid. Lastly, the community manager also provided the Board an update on the Woods new monument. Monument has been completed, however the light installed by the electrician is not sufficient for the size of the monument, Benny is working with the electrician for a fix.
- e. Treasurer's Report: The Treasurer presented a brief overview of the Associations year to date finances.

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

Committee reports are suspended at this time due to committees not being able to meet.

#### **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. Clock Tower Landscape Design- OPEN- SARC project ongoing.
- c. 2020 Reserve Study- OPEN- The Community Manager has a meeting set up to discuss finalizing the reserve study.
- d. Column Repairs-CLOSED- Work completed and verified.
- e. 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. Call for Finance Committee Members- The Community Manager and Treasurer have been working on the 2021 budget and called for volunteers to join the finance committee to review the budget prior to sending it to the Board. There were no volunteers on the call and the Treasurer will reach out to last year's members to check their interest in joining this year.

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

- a. The Community Manager summarized the Executive Session as follows:
  - i. In the Executive Session held via Zoom on Wednesday July 15, the Board approved to send 16 accounts to the Attorney for deed restrictions. The Board also approved to send 7 accounts to the Attorney for collections.
  - ii. In the Executive Session held via Zoom on June 29, the Board discussed closing the pools based on the City/County not reopening the pools. The Board also discussed closing the Sports Park on the 4<sup>th</sup> of July as they did

- for Easter. Votes were held electronically.
- iii. In the Executive Session held via Zoom on May 28, the Board discussed procedures for opening the pools.

**IX. SCHEDULE THE NEXT MEETING:** The next regular meeting will be held on Thursday, August 20, 2020 at 7PM via Zoom.

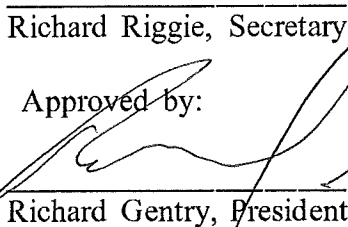
**X. ADJOURNMENT:** There being no further business before the Board, the meeting was adjourned at 7:41 pm.

Attested by:

  
Richard Riggie, Secretary

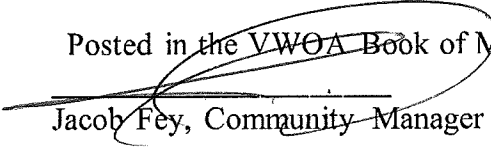
Date: 9/2/2020

Approved by:

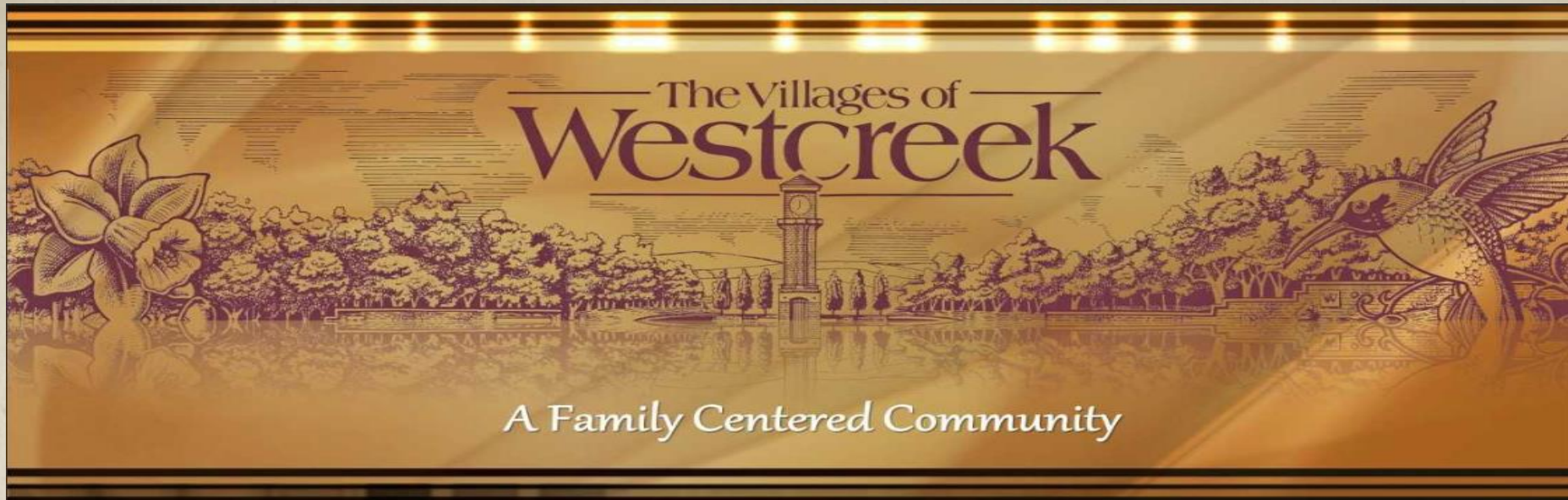
  
Richard Gentry, President

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**  
**VIA ZOOM**  
**JULY 16, 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:

- \* Pick up trash along main road ways.
- \* Walk around Community Center for trash and debris.
- \* Addressing vandalism throughout the community.

## Land:

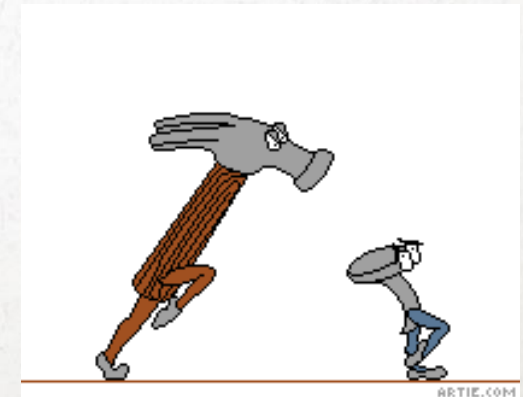
- \* Daily trash pick-up and inspection of property for hazards.
- \* We have been spraying weeds as needed.

## Park:

- \* Addressing vandalism when applicable
- \* Blowing rocks in tot lot and tennis, basketball courts on a daily basis
- \* check all trash cans also checking BBQ pits and empty in park.

## Community Center:

- Maintain the centers exterior grounds.
- Remulch and trim brush in monuments
- Trim trees as needed around street signs and over sidewalks
- Patch and paint community center walls
- Touch up paint around tot lot
- Trim bushes around SP pool





# Standards

## Standards Department

**Report Timeframe: February 21, 2020 – July 16, 2020**

**Total Violations Sent: 3,985**

**Open Enforceable Violations: 7**

Fence – 7

**Open Recurring Violations: 445**

Fence – 33

Trash Cans - 128

Clutter - 26

Vehicles- 29

Basketball Goals – 7

General Maintenance- 7

Landscaping- 81 (leaves, trim trees, shrubs, weeds, etc.)

House Repair – 67 (ex: paint, roof, fascia, garage)

Stain Removal – 30 (ex: mildew)

Holiday Lights – 6

Nuisance- 6 (Pet Leash/Noise)

**Unapproved Improvements: 17**

Ex: porch, sheds, gazebos, walkways and landscaping

# Community Activities





# Community Manager

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

# Treasurer's Report

# Committee Reports

Committee Reports are Currently Suspended.





# Unfinished Business

- a) Splash Pad- TABLED until scope of work is determined.
- b) Clock Tower Landscape Design-OPEN- SARC project ongoing.
- c) 2020 Reserve Study- OPEN- All necessary paperwork sent to company, awaiting to be scheduled.
- d) Column Repairs- CLOSED- Work completed and verified.
- e) Mower- OPEN- Speaker to talk with the Board about the difference between commercial and residential.



# New Business

a) Call for Finance Committee Members.

b)

# Executive Session

**Adjournment**  
**Thank you for attending**  
**Next meeting:**  
***TBD***