



The Villages of Westcreek Owners Association, Inc.

BOARD MEETING AGENDA

September 17, 2020

6:00 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 16th.

1. Call to Order
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. Financial 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-TABLED- COVID-19.
 - c. 2020 Reserve Study- OPEN- All necessary paperwork sent to company, awaiting to be scheduled.
 - d. Mower- TABLED- COVID-19.
 - e. Annual Meeting-CLOSED-Meeting completed.
7. New Business –
 - a. 2021 Budget Approval
 - b. Office Request
 - c.
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 6:02 pm, on Thursday, 17 September 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:

Richard Riggie, Secretary

Staff Present:

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

Members Present:

There were 5 homeowners present during the call.

II. APPROVAL OF PREVIOUS BOARD MINUTES: The Board reviewed the meeting minutes from the July 16, 2020 Board meeting. Heather provided a motion to approve the minutes as written, Kevin provided a second and all were in favor. The 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 community center being reopened for rentals. The Community Manager let the homeowner know that the current city/county guidelines do not allow for gatherings of more than 10 people without the Mayor or Judges permission. For homeowners to rent the facilities they will need to get written permission and bring that to the office prior to signing a contract.

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 soccer registrations are open from the possibility of an October start date, activities coordinator will keep the Board updated on COVID regulations and start date. Constant

Contact notices will go out along with the League App emails.

- d. Community Manager: The community manager provided the Board an update on the work being done on the Country Oaks monuments and requested that they approve the size and shape of the sign before the lights are installed. Secondly, the Community Manager provided an update that all the trees in the median on Military and Westcreek Oaks have been trimmed and re-mulched by both Benny and Jason. Lastly, the Community Manager provided an update on the completion of the Annual meeting and that all action items from the meeting have been completed. .
- e. Financial Report: The Community Manager 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 until scope of work is determined.
- b. Clock Tower Landscape Design- TABLED-COVID-19.
- c. 2020 Reserve Study- OPEN- All necessary paperwork sent to company, awaiting to be scheduled.
- d. Zero-turn Mower-TABLED-COVID-19. Board requested updated pricing for commercial mower vs. residential mower, Jason will provide at next meeting.
- e. Annual Meeting- CLOSED- Meeting completed.

VII. NEW BUSINESS:

- a. 2021 Budget Approval- The Board reviewed the proposed 2021 budget that was reviewed and approved by the Finance Committee previously. A motion was provided by Kevin to approve the proposed budget as written. A second was provided by Dan and all were in favor. The proposed 2021 budget was approved by the Board.
- b. Office Request- Cancelled due to staff rescinding their request.
- c. Monuments at Garden Lily and Potranco, as well as Westcreek View and Potranco- Kevin proposed the Board look into having new monuments built at the entrances on Garden Lily and Westcreek View off Potranco. The Board agreed to review the sites and be sure the road expansion wont effect the monuments and check on electricity, then set a maximum amount to spend. A motion was provided by Kevin to approve for funding to install new monuments in these two areas with a maximum amount for spending. Heather provided a second and all were in favor.

VIII. EXECUTIVE SESSIONS RESULTS:

- a. The Community Manager summarized the Executive Session as follows:
 - i. In the Executive Session held via Zoom on Wednesday September 16, the Board approved to send 16 accounts with 22 total violations to the Attorney for deed restrictions. The Board also reviewed 15 write off requests from homeowners. Lastly, the Board discussed dates and times to hold ARC interviews. The Community Manager will contact the volunteers with the options.

IX. SCHEDULE THE NEXT MEETING: The next regular meeting will be held on Thursday, October 15,2020 at 6:00PM via Zoom.

X.ADJOURNMENT: There being no further business before the Board, the meeting was adjourned at 6:55 pm.

Attested by:

Richard Riggie, Secretary

Date: _____

Approved by:

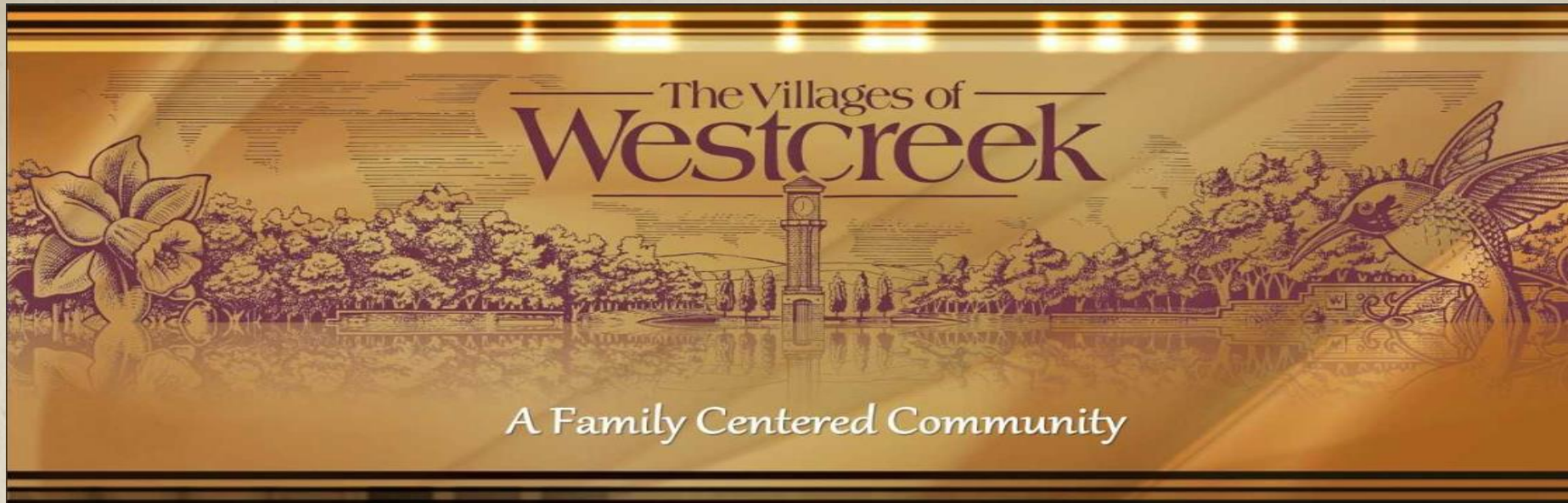
Richard Gentry, President

Date: _____

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

Jacob Fey, Community Manager

Date: _____



BOARD OF DIRECTORS MEETING
VIA ZOOM
SEPTEMBER 17, 2020
6PM

Call to Order-6:00 PM

Minutes

Approval of August 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.

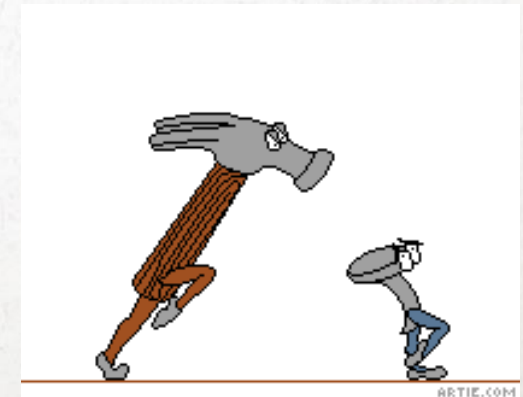
Park:

- * 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.

- Tree trimming
- Lights in the conference room
- Landscape behind office
- Spray rock beds across from office
- Repair nets at tennis courts



Standards

Standards Department

Community Activities



Community Manager

- a) Country Oaks Monument
- b) Tree trimming and tree rings on Military and WCO
- c) Annual Meeting

Financial 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- TABLED- COVID-19.
- c) 2020 Reserve Study- OPEN- All necessary paperwork sent to company, awaiting to be scheduled.
- d) Mower- TABLED- COVID-19 or until meeting with vendor can be had.
- e) Annual Meeting-CLOSED- Meeting completed.

New Business

- a) 2021 Budget- Review and Approve
- b) Office Request-TABLED
- c)

Executive Session

Adjournment
Thank you for attending
Next meeting:
TBD