



The Villages of Westcreek Owners Association, Inc.

BOARD MEETING AGENDA

October 15, 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 14th.

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. Board requested updated pricing on commercial versus residential.
 - e. Annual Meeting-CLOSED-Meeting completed.
 - f. 2021 Budget Approval-CLOSED-2021 budget was approved.
 - g. Office Request-CLOSED- Office staff rescinded request.
 - h. Monuments at Daisy Field and WCV entrances from Potranco- OPEN- Awaiting construction on Potranco to finish and Board to review sites.
7. New Business –
 - a. Clock Tower Repair Bids
 - b. Retaining Wall Cleaning
 - 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, 15 October 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 7 homeowners present during the call.

II. APPROVAL OF PREVIOUS BOARD MINUTES: The Board reviewed the meeting minutes from the September 17, 2020 Board meeting. Heather Mallia provided a motion to approve the minutes as written, Kevin Drummonds provided a second and all were in favor. The meeting minutes were approved as written. Kevin requested that last names be added to minutes for clarification to the homeowners.

III. OPEN FORUM FOR HOMEOWNERS:

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

- Homeowner updated the Board on the stop sign at the intersection of Sage Run and Westcreek Oaks. The County will be conducting a traffic study on the area, which should take about a month.
- Homeowner addressed the Board with a complaint about a Board member and social media. The Board discussed the issue with the homeowner and explained there was a misunderstanding on the tone of the confrontation. Issue was resolved with the homeowner.

IV. DEPARTMENT REPORTS:

- Maintenance: The maintenance report was covered by the Community Manager.
- Standards: The Standards report is included in power point.
- Community Activities: Activities coordinator presented the 30/60/90-day report included in the power point. Currently soccer is ongoing. The activities coordinator and

community manager are looking at the possibility of having some community events and will keep the Board informed on the process.

- d. Community Manager: The community manager provided the Board an update on the work being done on the Country Oaks monuments and informed them it is completed. The Board approved the work and for the vendor to move on to the next monuments. The community manager gave an update on the electrical meter on Westcreek Oaks and the electrician will be out to finish the project.
- 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. Jason Dunbar will provide the Board with a price and quality comparison on commercial versus residential mowers. The Board voted and approved Jason Dunbar to purchase a commercial mower after he provides pricing.
- e. Monuments at Garden Lily and Potranco, as well as Westcreek View and Potranco- OPEN- Board will meet with electrician and county to review possibility of the project.

VII. NEW BUSINESS:

- a. Clock tower bids- Jacob provided the Board with two repair bids to have the clock tower fixed. After review, a motion was provided by Heather Mallia to move forward with repairs with a budget not to exceed \$9,000. A second was provided by Kevin Drummonds and all were in favor. Jason Dunbar will contact the vendor to schedule.
- b. Retaining wall cleaning- Jason Dunbar provided the Board with cost comparison of a tow bend pressure washer or a gravity feed tank to be used in the back of the Polaris. After review, Heather Mallia provided a motion to approve the purchase of the tow behind pressure washer unit at the cost of \$3,000. Kevin provided a second and all were in favor. Jason Dunbar will purchase and have the trailer shipped.

VIII. EXECUTIVE SESSIONS RESULTS:

- a. The Community Manager summarized the Executive Session as follows:
In the Executive Session held via Zoom on Wednesday October 14, the Board approved to send 17 accounts with 20 total violations to the Attorney for deed restrictions. The Board also reviewed one homeowner property damage claim. Lastly, the Board discussed staff increases, annual performance bonuses and holiday gift card purchases for the staff.

IX. SCHEDULE THE NEXT MEETING: The next regular meeting will be held on Thursday, November 19,2020 at 6:00PM via Zoom.

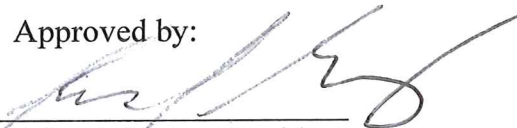
X. ADJOURNMENT: There being no further business before the Board, the meeting was adjourned at 7:43 pm.

Attested by:


Richard Riggie, Secretary

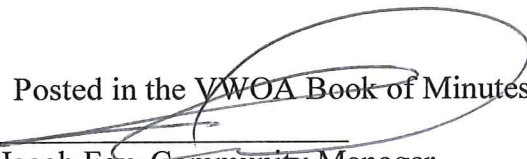
Date: 11/18/2020

Approved by:

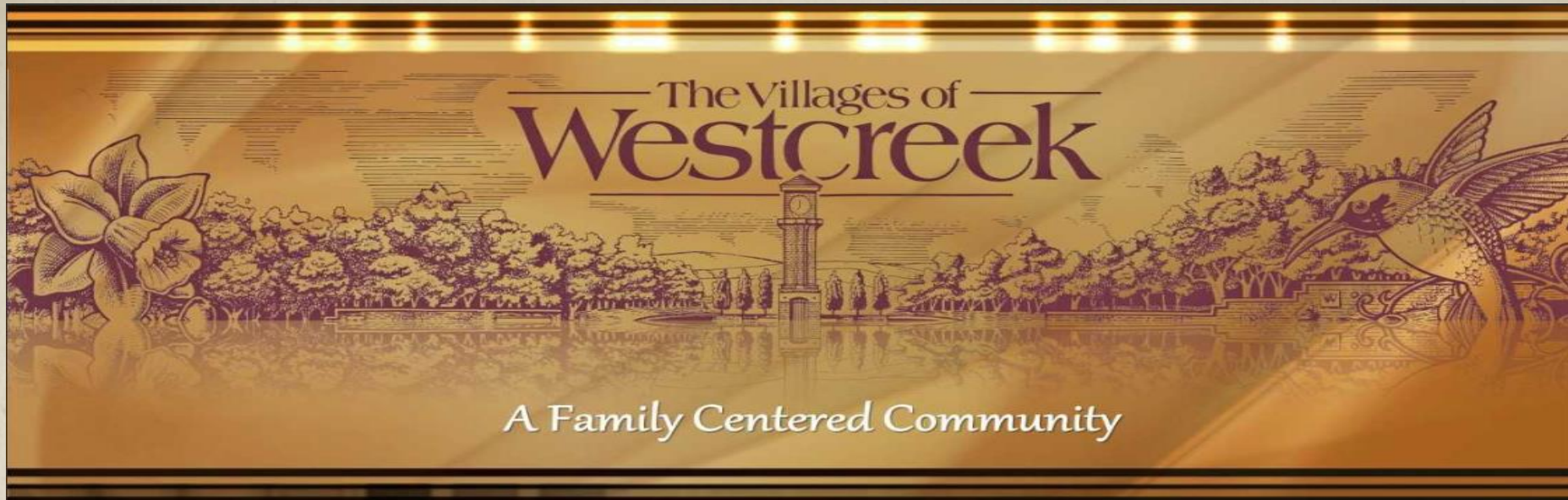

Richard Gentry, President

Date: 11/18/2020

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


Jacob Fey, Community Manager

Date: 11/18/20



BOARD OF DIRECTORS MEETING
VIA ZOOM
OCTOBER 15, 2020
6PM

Call to Order-6:00 PM

Minutes

Approval of September 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:

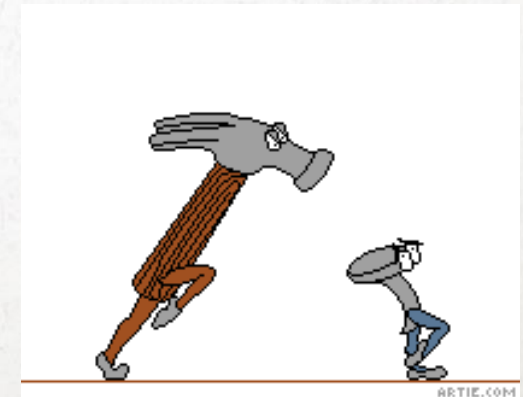
- * Daily trash pick-up and inspection of property for hazards.
- * We have been spraying weeds as needed.

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.
- Replace monument lights at The Forrest and Wynwood
- Replace lights at the Clock Tower, 2 of the 4
- Trim all the bushes around both pools
- Paint "FIRE LANE NO PARKING" on red curbs in The Gardens
- Repair hinge at tot lot



Standards

Standards Department

Report Timeframe: September 17, 2020 – October 15, 2020

Total Violations Sent: 1,672

Open Enforceable Violations: 12

Fence – 12

Open Recurring Violations: 536

Fence – 21

Trash Cans - 265

Clutter - 44

Vehicles- 14

Basketball Goals – 9

General Maintenance- 13

Landscaping- 40 (leaves, trim trees, shrubs, weeds, etc.)

House Repair – 92 (ex: paint, roof, fascia, garage)

Stain Removal – 33 (ex: mildew)

Nuisance- 5 (Pet Leash/Noise)

Unapproved Improvements: 50

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

Community Activities

Fall soccer on going

Reviewing the possibility of events



Community Manager

a) Country Oaks Monument

b)

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. Board requested updated pricing on commercial versus residential.
- e) Annual Meeting-CLOSED-Meeting completed.
- f) 2021 Budget Approval-CLOSED-2021 budget was approved.
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- h) Monuments at Daisy Field and WCV entrances from Potranco- OPEN- Awaiting construction on Potranco to finish and Board to review sites.

New Business

- a) Clock Tower Repairs
- b) Clean Retaining Wall on WCV/Grosenbacher
- c)

Executive Session

Adjournment
Thank you for attending
Next meeting:
TBD