

**Villages of Westcreek**

**2019 Annual Meeting**

- 1. Call to Order – 6:00 PM**
  - a. Determination of Quorum**
  - b. Proof of Notice**
  - c. Introduction of current board**
- 2. Approval of Minutes for Last Annual Meeting**
- 3. Election of Board Member(s)**
  - a. Nominations from the Floor**
  - b. Introduction of Candidates**
  - c. Voting**
- 4. Financial Report**
- 5. Announcement of Election Results**
- 6. Question & Answer Period**
- 7. Adjournment**



**Villages of Westcreek Owners Association  
Annual Meeting of the Members  
Thursday April 18, 2019**

**Open Meeting:** The Annual Meeting of the Members was called to order by the President, at 6:15pm after achieving a quorum on the 2nd call. 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  
Judi Cannon, Treasurer  
Daniel Schafer, Assistant Secretary

**Board Members Absent:**

John Steele, Secretary

**Staff Present:**

Jacob Fey, Community Manager  
Jason Dunbar, Community Activities Director  
Tyrik Green, Standards Manager

**Guests Present:**

Renan Fidalgo, Division President, Spectrum Association Management  
Jade Espinar, Community Manager Spectrum Association Management  
Israel Sanchez, Community Manager Spectrum Association Management  
Karl Goering, Armstrong, Vaughn and Associates (Auditor)  
Adrian Coronado, Pullman Law firm

**I. Approval of the minutes-** 2018 Annual Meeting minutes were reviewed by the Board and membership present. A motion was made to accept the Annual Meeting minutes as written, a second was provided and all were in favor. The minutes were approved as written.

**II. Nomination for Board Members:** No nominations were made at this time. Jacob Fey read the names of the candidates that were written in online during the online voting time, no nominated homeowners accepted the nominations.

**III. Introduction of Candidates-** All candidates were introduced and allowed 2 minutes to address the homeowners in attendance. Roger Larson and Ryan Haskins were not in attendance.

**IV. Voting:** Ballots were handed out during sign in and at this time homeowners were allowed to cast their votes into the locked ballot box. Barbara Hopkins and Francis Lomax were chosen to observe the ballot counts. Jade Espinar and Israel Sanchez, both Spectrum Association Management representatives were taken into the conference room with Barbara Hopkins, Francis Lomax and Adrian Coronado to count all ballots that were collected.

**V. 2018 Financial Report:** Karl Goering from Armstrong, Vaughn and Associates gave the financial report of the association. In 2018 a review was done instead of a compilation, which is a more in-depth look at the financials for the Association. Armstrong, Vaughn and Associates did find that the Associations financials were in accordance with GAAP and free from material modifications. The Board had multiple questions for the auditor and all questions were answered to the Board's satisfaction. Treasurer Judi Cannon gave a financial overview of the Associations financials as of the date of the meeting.

**VI. Homeowner Forum:** Homeowner asked if the retaining wall on WCV could be cleaned to match the new retaining wall installed. Homeowner asked about the monument light power and power at the clock tower island. The CM explained that the power is located in the back yard of homeowners and the Board asked to have the contractor relocate the photocell out of the backyards. The Board gave the approval to have them moved.

**VII. Election Results:** Kevin Drummonds and Daniel Schafer were both elected to the Board of Directors, both will serve two-year terms.

**VIII. ADJOURNMENT:** There being no further business to discuss, the meeting was adjourned at 7:15 p.m.

**Organizational meeting  
April 18, 2019  
VWOA Community Center**

**Meeting was called to order at 7:20pm**

Motion was made to elect Richard Gentry to the position as President, second was provided and all were in favor. Richard Gentry will be the President for the remainder of the year which ends at the annual meeting in 2020.

Motion was made to elect Heather Malia as Vice President, a second was provided and all were in favor. Heather Malia will be the VWOA Vice President for the remainder of the year which ends at the annual meeting 2020.

Motion was made to elect Judi Cannon as the VWO Treasurer, a second was provided and all were in favor. Judi Cannon will serve as the VWOA Treasurer for the remainder of the year which ends at the annual meeting 2020.

Motion was made to elect Daniel Schafer to the position of VWOA Secretary, a second was provided and all were in favor. Daniel Schafer will serve as the VWOA Secretary for the remainder of the year which ends at the annual meeting 2020.

Motion was made to elect Kevin Drummonds to the position of Assistant Secretary, a second was provided and all were in favor. Kevin Drummonds will serve for the remainder of the year which ends at the annual meeting 2020.

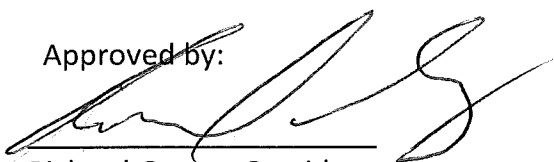
Meeting was adjourned at 7:35pm

Attested by:

  
Richard Riggie, Secretary

Date: 10/9/2020

Approved by:

  
Richard Gentry, President

Date: 10-9-2020

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

Date: 10-9-2020

  
\_\_\_\_\_  
Jacob Fey, Community Manager

# 2019

## Villages of Westcreek Owners Association Annual Meeting



VWOA COMMUNITY CENTER

12395 MILITARY DRIVE WEST

**Call to Order 6:00PM**  
**Pledge of Allegiance**  
**Determination of Quorum**  
**Proof of Notice**  
**Board Introductions**



# **2019 Annual Meeting agenda**

- 1. Call to Order – 6:00 PM**
  - a. Determination of Quorum**
  - b. Proof of Notice**
  - c. Introduction of current board**
- 2. Approval of Minutes for Last Annual Meeting**
- 3. Election of Board Member(s)**
  - a. Nominations from the Floor**
  - b. Introduction of Candidates**
  - c. Voting**
- 4. Financial Report**
- 5. Announcement of Election Results**
- 6. Question & Answer Period**
- 7. Adjournment**



**Approval of  
2018 Annual Meeting minutes**





# 2019 Election



# **NOMINATIONS FROM THE FLOOR**

**PLEASE RAISE YOUR  
HAND TO MAKE A  
NOMINATION**



# Introduction of Candidates

**KEVIN DRUMMONDS**

**RYAN HASKINS**

**ROGER LARSON JR**

**DANIEL SCHAFER**



# Voting

PLEASE MAKE SURE THAT YOUR  
BALLOT IS FILLED OUT COMPLETELY,  
INCOMPLETE BALLOTS WILL NOT BE  
COUNTED



# FINANCIAL REVIEW



# **Question and Answers**

**3 Minutes per Homeowner**

**Please be respectful of other homeowners**



# Adjournment

See you next year!!!!



Villages of Westcreek Owners Association Inc.  
A Texas Non-Profit Corporation

February 18, 2019

Dear Homeowner:

As required by the governing documents of the Villages of Westcreek Owners Association Inc. a meeting of the membership will be held on April 18, 2019 at 6:00 PM at the Community Center located at 12395 Military Dr.

The meeting will be held for the following purposes:

1. To elect two (2) new Board Member.
2. To transact any other properly presented business.

**Please find the following enclosed:**

1. An Agenda for the Annual Meeting.
2. A Proxy/absentee ballot form to return if you are unable to attend or do not wish to vote electronically.

**If you are unable to attend the meeting, please complete the enclosed proxy/absentee ballot and return it to VWOA office following the instructions on it. The deadline to return the form is 6:00 PM on April 11, 2019.** If you are registered with Constant Contact you will receive an email with instructions on how to vote electronically if you chose to vote in that manner. If you choose to vote electronically you will not need to fill out the proxy provided.

During the Annual Meeting, the lot owners will elect two (2) new members to the Board. Nominations are open to any homeowner, if you are interested please call or go the Villages of Westcreek office during business hours to apply. Please be advised that nominations will also be called from the floor during the Annual Meeting.

We encourage your participation in the Association. As you know, the Association has important functions including: (i) maintenance of common area and landscaping; (ii) budgeting for current and future expenses; (iii) communicating with owners; and (iv) managing and collecting assessments.

Doors will open at 4:30 for sign in, early voting and to get your meeting information. The meeting will begin promptly at 6:00 PM. We look forward to seeing you. If you have any questions, please do not hesitate to call the office at 210-679-8761. Immediately following the Annual Meeting, we may have a Board Meeting for the Board Members to appoint officers.

Regards,

Board of Directors



Villages of Westcreek Owners Association Inc.  
A Texas Non-Profit Corporation

***You may cast a vote for the Villages of Westcreek Board election via ONE of the options below, OR you may cast your ballot in person at the Annual Meeting that takes place at 6:00 PM on April 18, 2019, in the Community Center. Each submitted proxy or absentee ballot must include the voter's printed name, signature, property address and the date it was signed.***

**KNOW BY ALL PERSONS PRESENT**, the undersigned Homeowner in Villages of Westcreek Owners Association Inc. does hereby constitute, authorize, and appoint: **(please check one of the options below)**

### PROXY BALLOT

- ☐ **Option #1** – I authorize \_\_\_\_\_ (name) (Someone who will attend the meeting on your behalf) to attend and represent me with the full power to vote and act for me in the same manner, to the extent and with the same effect as if I were personally present.
- ☐ **Option #2** – This proxy is to be used for quorum purposes only. The proxy will be held by a Director not running, but it will not be used for their voting privileges.

**DELIVERY AND DEADLINE INSTRUCTIONS FOR PROXY BALLOT:**

The completed Proxy Ballot must be delivered via email to [cm@villagesofwestcreek.com](mailto:cm@villagesofwestcreek.com) or via mail or hand delivery to Villages of Westcreek office at 12395 W. Military Dr., San Antonio, TX 78253 **no later than 6:00 PM on Thursday, April 11, 2019**. Unless terminated sooner, this voting instrument shall terminate automatically upon the final adjournment of the Annual Meeting for which it is given.

### ABSENTEE BALLOT

- ☐ **Option #3** -- By casting your vote via absentee ballot, you will forgo the opportunity to consider and vote on any action from the floor on these proposals, if a meeting is held. This means that if there are amendments to these proposals, your votes will not be counted on the final vote on these measures. If you desire to retain this ability, please attend the meeting in person. You may submit an absentee ballot and later choose to attend the meeting in person, in which case any in-person vote will prevail.

**Please vote for up to 2 new Board Members by selecting the boxes below:**

- |  |  |
|--|--|
| <input type="checkbox"/> Kevin Drummonds | <input type="checkbox"/> Roger Larson Jr |
| <input type="checkbox"/> Ryan Haskins    | <input type="checkbox"/> Daniel Schafer  |
| <input type="checkbox"/>                 | <input type="checkbox"/>                 |

**DELIVERY AND DEADLINE INSTRUCTIONS FOR ABSENTEE BALLOT:** The completed Absentee Ballot must be delivered via email to [cm@villagesofwestcreek.com](mailto:cm@villagesofwestcreek.com) or via mail or hand delivery to 12395 W. Military Dr. San Antonio, TX 78253. **All Absentee Ballots must be received by Spectrum before 6:00 PM. on April 17, 2019, and absentee ballots must be sent directly from the voter to either the Villages of Westcreek office, not from any other individual.** Unless terminated sooner, this Absentee Ballot shall terminate automatically upon the final adjournment of the Annual Meeting for which it is given.

Owner's Name (Printed)

Signature of Owner

Owner's Property Address

Date

Villages of Westcreek Owners Association Inc.  
A Texas Non-Profit Corporation

**2019 ANNUAL MEETING AGENDA**

**4/18/2019**

- 1. Call to Order – 6:00 PM**
  - a. Determination of Quorum
  - b. Proof of Notice
  - c. Introductions
- 2. Approval of Minutes for Last Annual Meeting**
- 3. Election of Board Member(s)**
  - a. Nominations from the Floor
  - b. Introduction of Candidates
  - c. Voting
- 4. Financial Report**
- 5. Question & Answer Period**
- 6. Election Results**
- 7. Adjournment**

**Please hold all questions until the Question & Answer period.**