



The Villages of Westcreek Owners Association, Inc.

BOARD MEETING AGENDA

December 9, 2020

6:00 P.M.

Via Zoom

1. Call to Order
2. Approval of Previous Board Meeting Minutes
3. Open Forum for Homeowners
4. Department Reports
 - a. Community Manager
5. 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-CLOSED- Mower has been purchased and delivered.
 - e. Monuments at Daisy Field and WCV entrances from Potranco- OPEN- Awaiting construction on Potranco to finish and Board to review sites. Community Manager checking with County on availability to place monuments at those locations.
 - f. Clock Tower Repairs-OPEN- Board approved a budget not to exceed \$9,000 for repairs. Vendor was out to review parts needed and ordered.
6. New Business –
 - a. Fireworks Stand
 - b. Board Vacancy Appointment
 - c.
7. Executive Session Results
8. Next Meeting- January 21,2021
9. 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 6:01 pm, on Wednesday, 9 December 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

Board Members Absent/Vacant:

Vacancy, Asst. Secretary

Staff Present:

Name	Position	Name	Position
Jacob Fey	Community Manager		

Members Present:

There were 8 homeowners present during the call.

II. APPROVAL OF PREVIOUS BOARD MINUTES: The Board reviewed the meeting minutes from the November 19, 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.

III. OPEN FORUM FOR HOMEOWNERS:

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

-Homeowner asked the Board to request the office staff turn in articles for the newsletter early in December to have the newsletter done early due to the Holiday and traveling. The Board stated they would have the community manager relay that to the staff. Homeowner asked if the Board email was working properly and if they were receiving emails. The Board let the homeowner know the emails were working.

IV. DEPARTMENT REPORTS:

- a. Community Manager: The community manager provided the Board an update on the work being done on the Oaks monuments and informed them it was scheduled to be installed on December 5th, but the vendor called to let the office know that the monument broke and they had to make a new one. New monument will be installed by the month's end. The community manager provided the Board with an update on the clock tower repairs. The vendor has ordered the parts needed and will install them once the parts arrive, we are on their schedule for the week of January 11, 2021. The community

manager also discussed the holiday office hours for December. The office will be closed December 24-25 and January 1, the office will also close at 2PM on December 31. Lastly, the community manager let the membership present that flag football registration will end in mid-January.

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. The Board requested the community manager set up a Zoom meeting with the reserve study company to discuss having the monuments listed individually.
- d. Zero-turn Mower-CLOSED. Jason Dunbar will provide the Board with a price and quality comparison on commercial versus residential mowers. Jason Dunbar provided the Board with pricing for the mower he preferred. A motion was made by Richard Riggie to accept the price of \$10,200 after taxes for a new commercial mower, a second was provided by Kevin Drummonds and all were in favor. Jason Dunbar will purchase the mower following the meeting.
- 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.
- f. Clock Tower Repairs-OPEN- Board approved a budget not to exceed \$9,000 for repairs. Vendor was out to review parts needed and ordered. The bid was received for \$6,500 and vendor will begin work once the deposit is received. Deposit has been received, parts ordered and the vendor will be out in January for repairs.

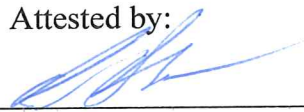
VII. NEW BUSINESS:

- a. Fireworks Stands- The Board discussed a contract with Alamo Fireworks and Liberty Fireworks for December 2020 and July 2021. After reviewing Alamo Fireworks proposed contract and conversations and issues with negotiations with Liberty Fireworks owner the Board discussed which company to move forward with or having two. A motion was provided by Kevin Drummonds to move forward with one stand and enter into the contract proposed by Alamo Fireworks, a second was provided by Rick Riggie and all were in favor.
- b. Board Vacancy Appointment- The Board held three interviews from submissions from homeowners to fill the Board vacancy. After discussing the results of the interviews the Board chose to appoint Elaine Maurer to the Assistant Secretary position, the community manager will get her set up with appropriate permissions.

VIII. SCHEDULE THE NEXT MEETING: The next regular meeting will be held on Thursday, January 21, 2021 at 6:00PM via Zoom.

IX. ADJOURNMENT: There being no further business before the Board, the meeting was adjourned at 6:23 pm.

Attested by:

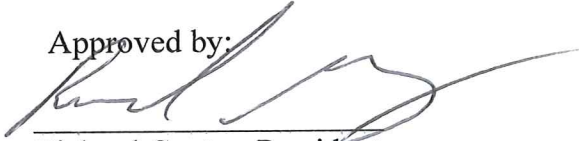


Richard Riggie, Secretary

Date:

1-22-2021

Approved by:

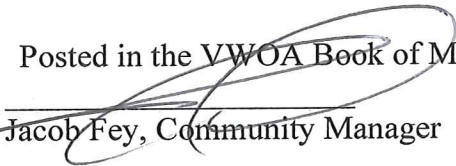


Richard Gentry, President

Date:

1-22-21

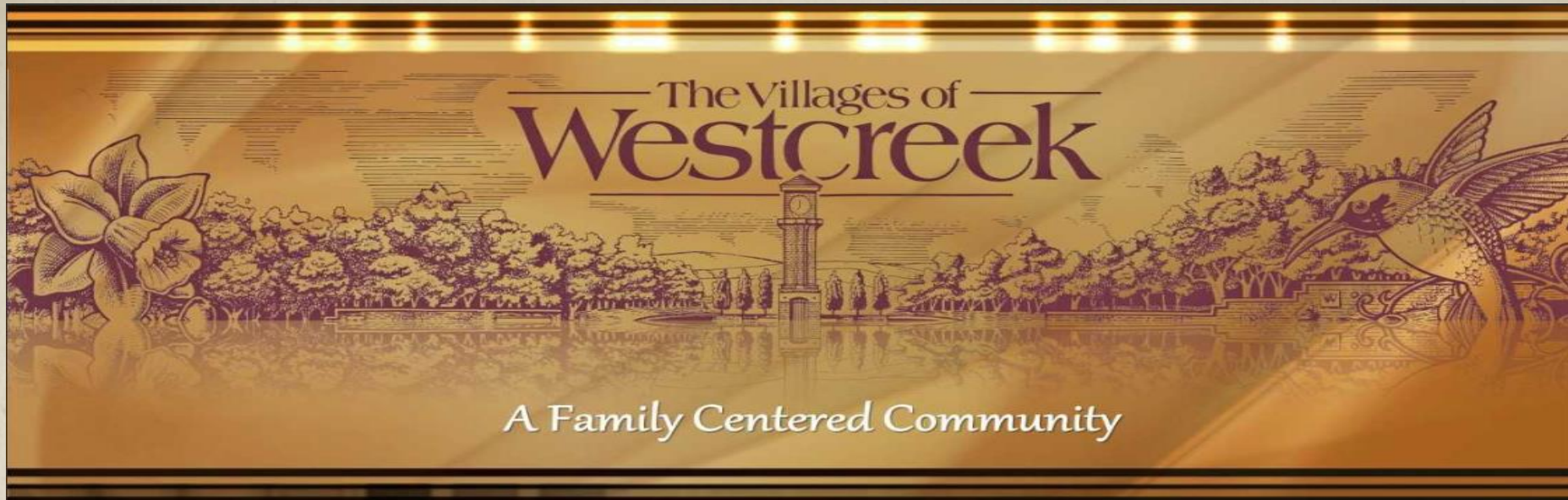
Posted in the VWOA Book of Minutes and on VWOA website by:



Jacob Fey, Community Manager

Date:

1/25/21



BOARD OF DIRECTORS MEETING
VIA ZOOM
DECEMBER 9, 2020
6PM

Call to Order-6:00 PM

Minutes

Approval of October Meeting Minutes

Open Forum for Homeowners

Department Reports

Community Manager

- a) The Oaks Monument
- b) Clock Tower Update

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-CLOSED- Mower has been purchased and delivered.
- e) Monuments at Daisy Field and WCV entrances from Potranco- OPEN- Awaiting construction on Potranco to finish and Board to review sites. Community Manager checking with County on availability to place monuments at those locations.
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New Business

- a) Firework Stand
- b) Board Vacancy Appointment
- c)

Executive Session

Adjournment
Thank you for attending

Next meeting:
January 21, 2021