



The Villages of Westcreek Owners Association, Inc.

BOARD MEETING AGENDA

November 19, 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 18th.

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- OPEN- Board approved the purchase of a commercial mower, Jason reviewed brands and preferred mower pricing was sent to the Board for review.
 - 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.
7. New Business –
 - a.
 - 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 6:02 pm, on Thursday, 19 November 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	Beverly Hover	Standards
Jason Dunbar	Activities Manager		

Members Present:

There were 11 homeowners present during the call.

II. APPROVAL OF PREVIOUS BOARD MINUTES: The Board reviewed the meeting minutes from the October 15, 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 when Board meetings will be held in person. The Board informed the homeowner that until the City/County lift restrictions on gathering of 10 or more people we will have to continue Zooms meetings. Homeowner followed up with a second question about Zoom still being an option after restrictions are lifted. Board let the homeowner it is being considered and will be addressed at that time.

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 is ongoing. The activities coordinator let the membership present that the end of season tournament will be moved to Saturday November 21st and the remainder of the season will be cancelled to due health concerns with holiday travels.

- d. Community Manager: The community manager provided the Board an update on the work being done on the Oaks monuments and informed them it is scheduled to be installed on December 5th. The community manager provided the Board with an update on the clock tower repairs. The vendor supplied the final bid of \$6,500 which was under the approved \$9,000 and will begin work once the deposit is received.
- 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-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.

VII. NEW BUSINESS:

- a. There was no new business at this time.

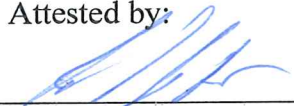
VIII. EXECUTIVE SESSIONS RESULTS:

- a. The Community Manager summarized the Executive Session as follows:
In the Executive Session held on Wednesday November 18, the Board approved to send 11 accounts with 15 total violations to the Attorney for deed restrictions, as well as 14 accounts to the Attorney for collections. The Board also reviewed the current billing policy which changed the amount charged on the escalated fee. Lastly, the Board reviewed homeowner requests for fees to be written off.

IX. SCHEDULE THE NEXT MEETING: The next regular meeting will be held on Thursday, January 21, 2020 at 6:00PM via Zoom.

X. ADJOURNMENT: There being no further business before the Board, the meeting was adjourned at 6:28 pm.

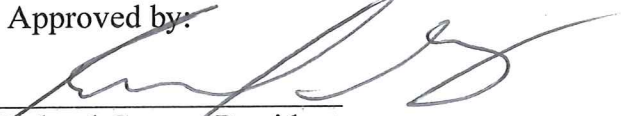
Attested by:


Richard Riggie, Secretary

Date:

1-22-2021

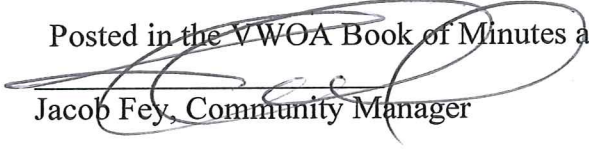
Approved by:


Richard Gentry, President

Date:

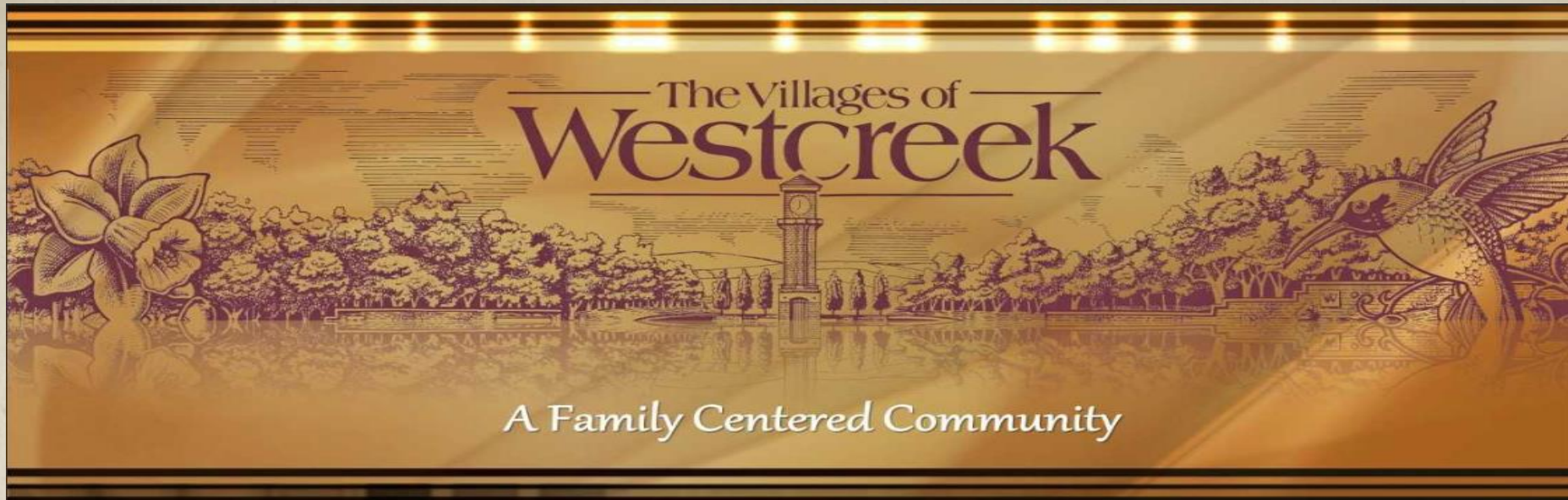
1-22-21

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
NOVEMBER 19, 2020
6PM

Call to Order-6:00 PM

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:

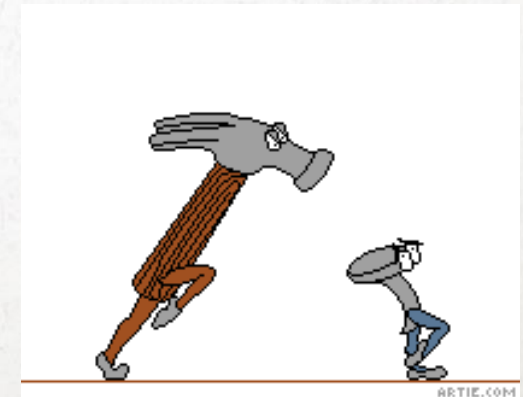
- * Daily trash pick-up and inspection of property for hazards.
- * We have been spraying weeds as needed.

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.
- Pressure wash retaining wall on Grosenbacher and WCV
- Trim landscaping around the CC on pool
- Replace mulch around the CC and pool
- Pressure wash porch and back walls of office
- Replace lights in pillars on Military and Saxonhill
- Replace windscreen at tennis courts



Standards

Standards Department

Community Activities

Fall soccer tournament moved to November 21



Community Manager

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

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- OPEN- Board approved the purchase of a commercial mower, Jason reviewed brands and preferred mower pricing was sent to the Board for review.
- 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 sent proposal and will begin work once deposit is received.
- g) Cleaning of Retaining Wall-OPEN- Trailer pressure washer purchased and wall has been cleaned.

New Business

a)

b)

Executive Session

Adjournment
Thank you for attending
Next meeting:
TBD