



The Villages of Westcreek Owners Association, Inc.

BOARD MEETING AGENDA

February 25, 2021

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. Maintenance
 - b. Standards
 - c. Activities
 - d. Community Manager
 - e. Financial Report
5. Committee Reports
 - a. ARC
 - b. Communications
 - c. Nominations
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. 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.
 - e. Clock Tower Repairs-OPEN- Board approved a budget not to exceed \$9,000 for repairs. Vendor was out to make necessary repairs and clean clock faces.
 - f. 2021 Annual Meeting- OPEN- Board voted and approved Richard Gentry to be Chairperson for the Nominations Committee and Coral Fathy to be a member. Tentative date is set for April 15, 2021. Jacob Fey will send timeline and Board Solicitation form to the committee.
 - g. Mountain Bike Trails- OPEN- Board voted and approved to receive homeowner proposals for ideas to utilize the 12 acres owned by the Association in High Point. Heather Mallia will work with Jason Dunbar and homeowners on this project.
7. New Business –
 - a. Towing Policy
 - b.
8. Executive Session Results

9. Next Meeting- March 18, 2021

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 6:00 pm, on Thursday, 25 February 2021. 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
Elaine Maurer, 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 3 homeowners present during the call.

II. APPROVAL OF PREVIOUS BOARD MINUTES: The Board reviewed the meeting minutes from the January 21,2021 and January 28,2021 Board meetings. Heather Mallia provided a motion to approve the January 21,2021 minutes as written, Elaine Maurer provided a second and all were in favor. The January 21,2021 meeting minutes were approved as written. Heather provided a motion to approve the January 28,2021 minutes with a change needed to the date on the minutes from the 29th to the 28th, Kevin Drummonds provided and second and all were in favor. The meeting minutes for January 28,2021 were approved with the change.

III. OPEN FORUM FOR HOMEOWNERS:

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

-Homeowner asked the Board if the front office staff is keeping the food truck calendar on the website current while booking food trucks, homeowner also asked if link needed to be removed if not kept up with. The community manager informed him the staff does not update the calendar until the trucks pay and some do not pay until the day of. Heather Mallia also requested March bookings be reviewed and posted if already booked as calendar is currently empty. Homeowner asked if the windmill and wind turbine standard allowable at 50' is current and allowed. The Board stated they will review it and all standards are in the review process to be updated. Homeowner asked the Board if they can get any article to the Communications Committee by Friday due to the end of the month being a Sunday. The Board asked the community manager to have the staff send in articles Friday as well. Homeowner reported a violation on Creek Knoll by

an easement and Beverly Hover explained she is aware of the violation and it is going through the process.

IV. DEPARTMENT REPORTS:

- a. Maintenance: The maintenance report was covered by the Community Manager. Heather Mallia inquired about the status of the facilities after the freeze and Jacob Fey informed the Board there was one broken pipe at the CC pool but other precautions were successful and plumber was called for the one repair. Elaine Maurer asked about the irrigation control box she reported at the Royal Oaks in the previous meeting and Jacob Fey informed her it has been removed.
- b. Standards: The Standards report is included in power point. The Board asked that any vehicle violations be sent to the Bexar County Sheriff that the Associations hires to patrol and Jacob Fey will begin forwarding those over. The Board asked if there would be an allowance to homeowners for dead landscaping due to the freeze and Richard Gentry stated we will work with any homeowner as long as they reach out to the office otherwise they will be sent violations.
- c. Community Activities: Activities coordinator presented the 30/60/90-day report included in the power point. Currently flag football is ongoing but was delayed due to weather. Spring soccer registration will begin February 26, 2021 as well.
- d. Community Manager: The community manager provided the Board an update on the work being done on the Oaks monuments and informed them the requested repairs were to be completed Friday February 26 and will need Board approval. The community manager provided the Board with an update on the clock tower repairs. The vendor was out to finish the cleaning, but the work did not meet standards and Jason Dunbar is working on getting the vendor back to complete the work as requested. Lastly, the community manager updated the Board on the SAWS project going on at the park. Clearing has been done leading up to the park but the trenching in the park will not begin until June or July of 2021 and should last 4-6 weeks. There will be no damage to trees or trees removed as they will bore under trees and tables.
- e. Financial Report: The Community Manager presented a brief overview of the Associations year to date finances. The community manager asked the Board if they wanted the CPA to conduct the normal annual review or a full annual audit for the 2020 taxes. Heather Mallia motioned that due to previously budgeting for a review the Board should have the CPA conduct a review for 2020 and an audit for 2021. Richard Gentry provided a second and all were in favor. The community manager will send the engagement letter to the treasurer to sign and then will send it to the CPA.

V. COMMITTEE REPORTS

- a. ARC: Elaine Maurer reported the ARC is still soliciting one volunteer for an alternate position and request the communications committee rerun the article in the newsletter. She also reported that Brandon Schuler, a primary member of the ARC, will supply the monthly newsletter articles to the communications committee. Lastly, she made a motion to suspend any spirit sign violations until the committee can present a reasonable solution for yard spirit signs. Heather Mallia provided a second and the Board was in favor. The community manager will make the standards department aware of this current suspension of violations.
- b. Communications: Bill Fenstermacher informed the Board that now that Villages of

Westcreek is paying for their own Zoom the committee will be meeting again and they are currently working on scheduling one. Once the committee has a date and time he will let the community manager know in order to get it scheduled.

- c. Nominations: Richard 'Gentry informed the Board that the nominations committee reviewed and approved the Annual Meeting notice to go to the printer after the solicitation deadline passed and that there are three candidates for two open positions. The community manager informed the Board they had been sent to the printer and the Association should begin to receive them beginning March 1.

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. Meeting scheduled with reserve advisor Wednesday January 28 at 6PM. Reserve Advisors requested monument measurements to line item out each individual monument per the Boards request. Jacob Fey sent measurements to them and awaiting updated report.
- d. Monuments at Daisy Field and Potranco, as well as Garden Lily and Tally Rd.-OPEN- Board will meet with electrician and county to review possibility of the project.
- e. Clock Tower Repairs-OPEN- Board approved a budget not to exceed \$9,000 for repairs. Vendor was out to make necessary repairs and clean clock faces. Jason is working with the vendor on date to come back out.
- f. 2021 Annual Meeting- OPEN- Updates were provided in committee report, meeting is scheduled for April 15,2021 and will be either in person or via Zoom based on the local COVID restrictions at that time.
- g. Mountain Bike Trails-OPEN-- Heather Mallia presented a proposal to the Board to consider construction of mountain bike trails on the 12 acres owned by the Association in High Point. If the Board approves the proposal Heather Mallia will work with the Activities Department as well as community members whom mountain bike regularly. A motion was provided by Richard Riggie to allow homeowners to propose options for the Board to review and get a scope of work, a second was provided by Kevin Drummonds and all were in favor. Nothing new to report due to freeze this has not been addressed.

VII. NEW BUSINESS:

- a. Towing Policy- The Board reviewed a towing policy for the streets the Association owns in the Gardens. Signage will be posted by towing company and the office will have the policy and warning letters sent to the homeowners located in the Gardens. A motion was provided by Kevin Drummonds to accept the towing policy that will not include a warning before each tow, only the letter mailed to the residents. A second was provided by Heather Mallia and all were in favor. The community manager will verify that no warning will be needed and have the policy signed and filed.
- b.

VIII. EXECUTIVE SESSIONS RESULTS:

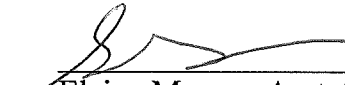
a. The Community Manager summarized the Executive Session as follows:

In the Executive Session held on Wednesday February 24, the Board approved to send 17 accounts Attorney for collections and 26 accounts with 35 violations. The Board also discussed dates and times to host homeowner hearings. Lastly, the Board reviewed homeowner requests for fees to be written off.

IX. SCHEDULE THE NEXT MEETING: The next Board meeting will be held on Thursday, March 18, 2021 at 6:00PM via Zoom.

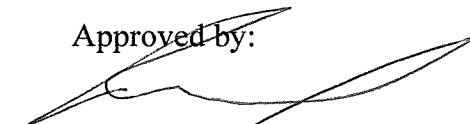
X. ADJOURNMENT: There being no further business before the Board, the meeting was adjourned at 7:03 pm.

Attested by:


Elaine Maurer, Asst. Secretary

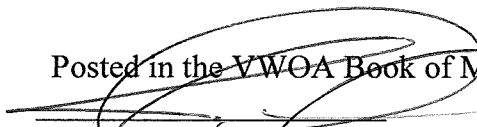
Date: 3-23-2021

Approved by:

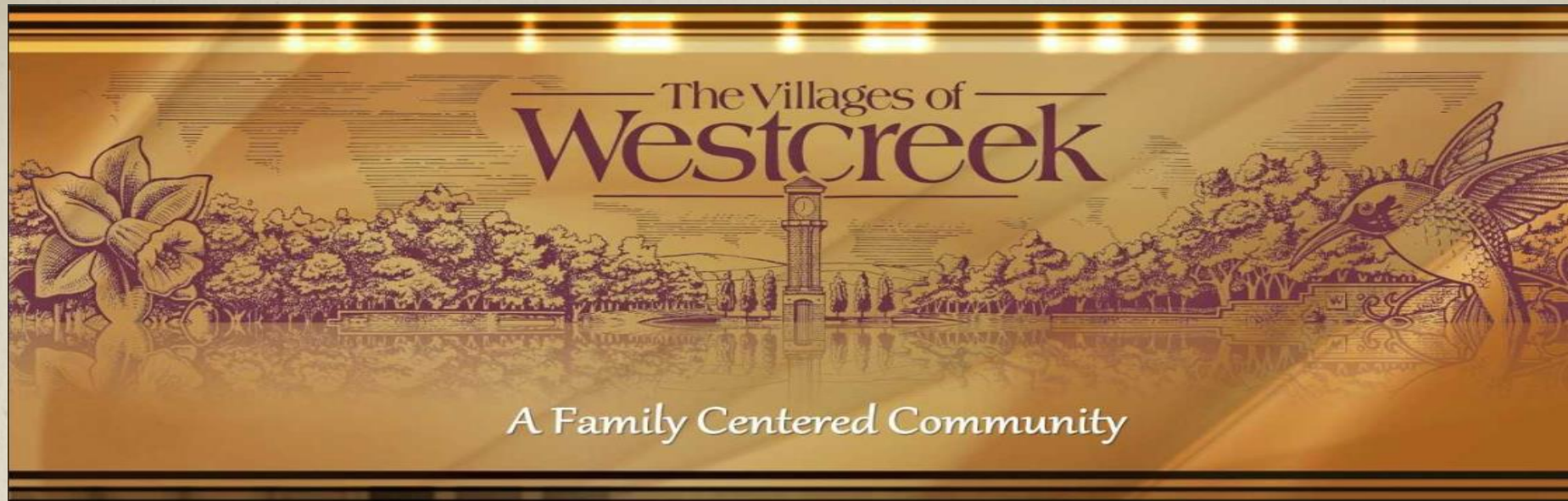

Richard Gentry, President

Date: 3-25-21

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


Jacob Fey, Community Manager

Date: 3-25-21



BOARD OF DIRECTORS MEETING
VIA ZOOM
FEBRUARY 25, 2021
6PM

Call to Order-6:00 PM

Minutes

Approval of January 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.

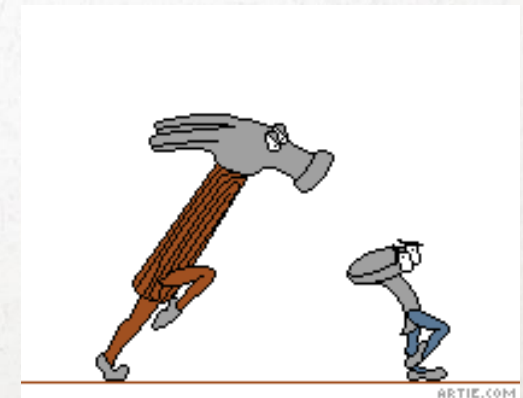
Park:

- * 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.

- Spray monument beds
- Monument measurements
- Repair urinal in mens cc pool restroom
- Graffiti under the Reserves bridge
- Treat ants in the sprots park



Standards

Standards Department

Report Timeframe: January 21, 2021 - February 25, 2021

Total Violations Sent: 1,437

Open Enforceable Violations: 23

Fence – 23

Open Recurring Violations: 442

Fence – 23

Trash Cans - 87

Clutter - 44

Vehicle - 31

Basketball Goals – 5

General Maintenance- 12 (ex: repair tree rings)

Landscaping- 58 (leaves, trim trees, shrubs, weeds, etc.)

House Repair – 104 (ex: paint, roof, fascia, garage)

Stain Removal – 19 (ex: mildew)

Nuisance- 5 (Pet Leash/Noise)

- ***Unapproved Improvements: 67***

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

Community Activities

30 Days:

- Flag Football starts this weekend
- Spring Soccer Registration opens

60 Days:

- Spring Soccer Starts early May

90 Days:

- Sports Break for pipeline project



Community Manager

- a) The Oaks Monument
- b) Clock Tower Update
- c) SAWS project

Financial Report

CPA to complete a full audit or annual review?

Committee Reports

- a) ARC- Elaine Maurer
- b) Communications- Bill Fenstermacher
- c) Nominations- Richard Gentry



Unfinished Business

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- b. Clock Tower Landscape Design-TABLED- COVID-19.
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New Business

a. Towing Policy

b.

Executive Session

Adjournment
Thank you for attending

Next meeting:
March 18, 2021