



The Villages of Westcreek Owners Association, Inc.

BOARD MEETING AGENDA

January 21, 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 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. 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. Fireworks Stands- CLOSED-Alamo Fireworks stands removed from overflow parking lot. Liberty firework stands were removed as well as left over materials.
 - g. Board Vacancy Appointment-CLOSED- Board selected Elaine Maurer to fill Board vacancy.
7. New Business –
 - a. 2021 Annual Meeting
 - b. Mountain Bike Trails
 - c.
8. Executive Session Results
9. Next Meeting- February 18,2021
10. Adjournment



The Villages of Westcreek Owners Association, Inc.

BOARD MEETING AGENDA

January 28, 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. Community Manager
5. New Business –
 - a. ARC
 - b.
6. Next Meeting- February 18,2021
7. 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, 21 January 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
Richard Riggie, Secretary
Elaine Maurer, 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 December 9, 2020 Board meeting. Heather Mallia provided a motion to approve the minutes as written, Richard Riggie 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 if construction was completed on the Oaks monument. Jacob Fey informed the Board it is completed and we are awaiting approval of work to move on to the next monument. Homeowner followed up with a second question about progress with getting the ARC appointed and updating the article in the newsletter. The Board informed the homeowner we will hold a meeting to appoint 4 members to the committee and for the communications committee to run an article in the newsletter requesting a volunteer for the open alternate position.

IV. DEPARTMENT REPORTS:

- a. Maintenance: The maintenance report was covered by the Community Manager. Heather Mallia reported that the pillar sconces at High Point lights are out and Jacob Fey will have the maintenance manager know to change them on Monday January 25th when he is back in the office.
- b. Standards: The Standards report is included in power point. The Board wanted to be

sure the Standards Manager is working with homeowners when they request extension on projects. Beverly Hover assured them she does when it is requested.

- c. Community Activities: Activities coordinator presented the 30/60/90-day report included in the power point. Currently flag football registration is ongoing and the season was delayed 2 weeks to allow families to recover from the Holidays and traveling.
- d. Community Manager: The community manager provided the Board an update on the work being done on the Oaks monuments and informed them it has been completed and is awaiting Board approval. The community manager provided the Board with an update on the clock tower repairs. The vendor was out to make necessary repairs but was only able to clean one part due to an emergency and will be out to complete the work.
- e. Financial Report: The Community Manager presented a brief overview of the Associations year to date finances, as well as 2020 year end financials.

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. Meeting scheduled with reserve advisor Wednesday January 28 at 6PM.
- d. 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.
- 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. Fireworks Stands- CLOSED-Alamo Fireworks stands removed from overflow parking lot. Liberty firework stands were removed as well as left over materials.
- g. Board Vacancy Appointment-CLOSED- Board selected Elaine Maurer to fill Board vacancy.

VII. NEW BUSINESS:

- a. 2021 Annual Meeting- Jacob Fey informed the Board that the timeline for the 2021 Annual Meeting was completed and tentative date set for April 15,2021. The timeline will be sent to the Board for approval and once approved the meeting will begin to be advertised and other actions needed can be completed. The Board also discussed setting up the Nominations Committee and appointing a Chair from the Board. Heather Mallia provided a motion to appoint Richard Gentry to the Nominations Chair position, Kevin Drummonds provided a second and all were in favor. Richard Gentry solicited volunteers from the membership attending the meeting and Coral Fathy volunteered. The Communications Committee will run an article in the newsletter as well.
- b. Mountain Bike Trails- 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.

VIII. EXECUTIVE SESSIONS RESULTS:

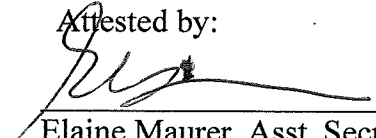
a. The Community Manager summarized the Executive Session as follows:

In the Executive Session held on Wednesday January 20, the Board approved to send 5 accounts Attorney for collections. The Board also discussed personnel issues within the Villages of Westcreek office staff. Lastly, the Board reviewed homeowner requests for fees to be written off. The Board requested clarification on a few deed restriction violations and will hold an additional meeting to discuss.

IX. SCHEDULE THE NEXT MEETING: The next Board meeting will be held on Thursday, January 28, 2021 at 6:00PM via Zoom to appoint ARC.

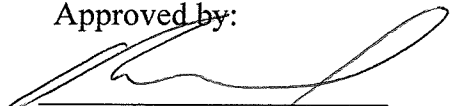
X. ADJOURNMENT: There being no further business before the Board, the meeting was adjourned at 6:41 pm.

Attested by:


Elaine Maurer, Asst. Secretary

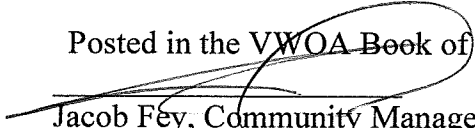
Date: 3.23.2021

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

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 Thursday, 28 January 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 | | |
| | | | |

Members Present:

There were 10 homeowners present during the call.

II. APPROVAL OF PREVIOUS BOARD MINUTES: The Board decided to hold the approval of the January 21, 2021 meeting minutes.

III. OPEN FORUM FOR HOMEOWNERS:

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

-Two homeowners asked the Board about the process for violations and informed the Board of homes around them that have multiple violations. Richard Gentry informed the homeowners that it is a lengthy process before the Board can vote to send the account to the attorney and due to privacy issues, they cannot divulge much other than whether or not the account is in the process. The Board requested the homeowners email the issues to the Board so they can research the claims.

IV. DEPARTMENT REPORTS:

Community Manager: The Board discussed the SAWS project that will be taking place in the Sports Park this year. The Board members and staff met with the contractor to discuss the scope of work and damage that will be done during the project. There will be no damage to Association property and no heritage oak trees will be removed or damaged as they will bore under the trees. The community manager provided the Board an update on the 2020 year end financials provided by the Treasurer. 2020 YE Operating Income: \$1,423,571.26
2020 YE Total Operating Expense (including Reserve Contributions): \$1,311,393.47
Net Income: \$112,177.79** Looks like we still owe some to the Reserves per the budget.

2020 Reserve Contribution Budget: \$280,305.71

2020 Reserve Contribution Actual: \$209,899.08

Still Owed to Reserves: \$70,406.63

After those contributions are made, our Actual Net Income will be **\$41,771.16**.

*These numbers are pending final review by CPA during the annual review.

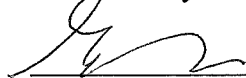
V. NEW BUSINESS:

- a. ARC- The Board conducted interviews for volunteers to be appointed to the ARC, Jacob Fey asked the following candidates if they would accept the appointment to the ARC: Elaine Maurer, Brandon Schuler, Charlie Wasser and Bill Fenstermacher; all candidates accepted the nomination for appointment. A motion was provided by Heather Mallia to appoint Elaine Maurer, Brandon Schuler and Charlie Wasser as primary ARC members and Bill Fenstermacher as an alternate. The motion also is to appoint Elaine Maurer as the committee Chair. A second was provided by Kevin Drummonds and all were in favor. The Board requested the Communications Committee to run an article in the newsletter requesting volunteers for the additional alternate position.

VI. SCHEDULE THE NEXT MEETING: The next regular meeting will be held on Thursday, February 18, 2021 at 6:00PM via Zoom.

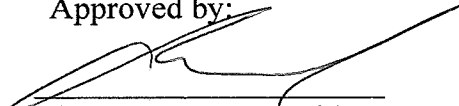
VII. ADJOURNMENT: There being no further business before the Board, the meeting was adjourned at 6:32 pm.

Attested by:


Elaine Maurer, Asst. Secretary

Date: 3-23-2021

Approved by:

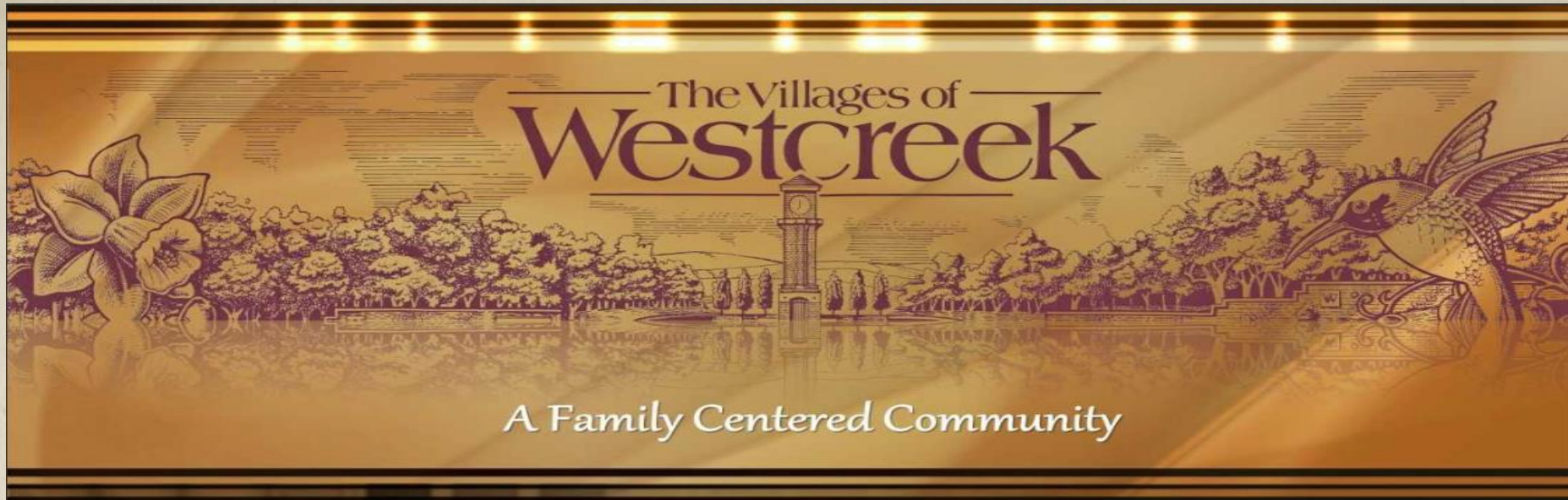

Richard Gentry, President

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
JANUARY 28, 2021
6PM

Call to Order-6:00 PM

Minutes

Approval of December 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.

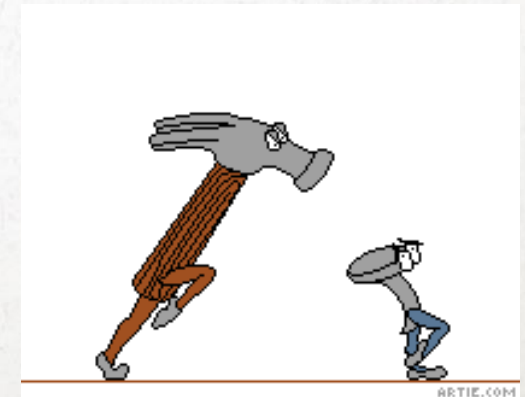
Park:

- * 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.

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Standards

Standards Department

Report Timeframe: December 9, 2020 - January 21, 2021

- **Total Violations Sent: 1,808**
- **Open Enforceable Violations: 27**

Fence – 23

Open Recurring Violations: 529

Fence – 46

General Maintenance- 17 (ex: repair tree rings)

Trash Cans – 129

House Repair – 113 (ex: paint, roof, fascia, garage)

Clutter – 39

Stain Removal – 31 (ex: mildew)

Vehicle – 33

Nuisance- 5 (Pet Leash/Noise)

Basketball Goals – 5

Landscaping- 57 (leaves, trim trees, shrubs, weeds, etc.)

- **Unapproved Improvements: 73**

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

Community Activities

Flag Football



Community Manager

- a) The Oaks Monument- Completed, board approval?
- 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.
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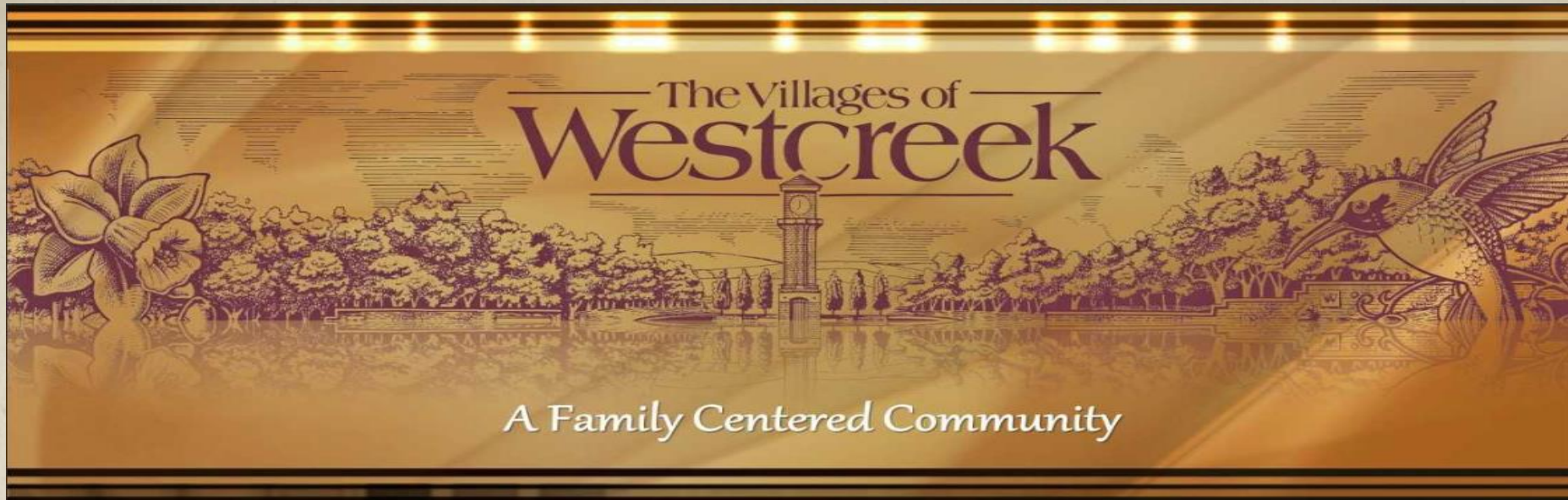
New Business

- a. 2021 Annual Meeting
- b. Mountain Bike Trails
- c.

Executive Session

Adjournment
Thank you for attending

Next meeting:
February 18, 2021



BOARD OF DIRECTORS MEETING
VIA ZOOM
JANUARY 28, 2021
6PM

Call to Order-6:00 PM

Minutes

Approval of January 21 Meeting
Minutes

Open Forum for Homeowners

Department Reports

Community Manager

- a) SAWS Project
- b) 2020 YE Financials

New Business

a. ARC Appointment

b.

Executive Session

Adjournment
Thank you for attending

Next meeting:
February 18, 2021