



# The Villages of Westcreek Owners Association, Inc.

## BOARD MEETING AGENDA

March 18, 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.
  - h. Towing Policy- OPEN- Board voted and approved a towing policy for the Gardens. Policy to be signed and filed with the County.
7. New Business –
  - a. Pool Schedule and Hours
  - b. Swim Team Contract
  - c.

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 6:02 pm, on Thursday, March 18, 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 8 homeowners present during the call.

**II. APPROVAL OF PREVIOUS BOARD MINUTES:** The Board reviewed the meeting minutes from the February 25, 2021 Board meeting. Heather Mallia provided a motion to approve the February 25, 2021 minutes as written, Kevin Drummonds provided a second and all were in favor. The February 25, 2021 meeting minutes were approved as written.

**III. OPEN FORUM FOR HOMEOWNERS:**

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

-Homeowner noted receiving the mailed ballot and asked the Board when online voting would begin. The Community Manager informed the membership it will begin on Friday March 26, 2021.

**IV. DEPARTMENT REPORTS:**

- a. Maintenance: The maintenance report was covered by the Community Manager. Heather Mallia informed the community manager that a light at the Vistas monument was out. The Community Manager will pass the work order to the Maintenance Manager to have done asap.
- b. Standards: The Standards report is included in power point. The Board had no additional questions for the Standards Department.
- c. Community Activities: Activities coordinator presented the 30/60/90-day report included in the power point. Currently flag football is ongoing Spring soccer registration

has been open and there are currently around half the projected registrations. The Board asked if there would be an Easter event this year and the Activities Manager stated at this time nothing has been scheduled due to gathering restrictions.

- 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 completed and verified. Construction on the Royal Oaks monument will begin in the coming weeks. The community manager provided the Board with an update on the clock tower repairs. The vendor was out again to clean the clock face and they have cleaned it as best as possible. Jason Dunbar requested a bid to replace the faces and the bid came back around \$5,000, but bids to have the face repaired and resurfaced will be requested as well and sent to the Board.
- e. Financial Report: The Community Manager presented a brief overview of the Associations year to date finances.

## **V. COMMITTEE REPORTS**

- a. ARC: Elaine Maurer reported the ARC reviewed the Sign Policy and proposed a change to the “special event” portion to the Board, motion included in PowerPoint. A motion was provided by Kevin Drummonds to accept the ARC’s proposed change and a second was provided by Heather Mallia. All were in favor and the Sign Policy will be updated, signed and filed with the County. Communication will be sent to the Association via constant contact and the newsletter.
- b. Communications: Bill Fenstermacher informed the Board that he will need articles for the newsletter by the 20<sup>th</sup> of each month. He also let the Board know the committee will be meeting via Zoom on the first Monday of April and will have the Community Manager set up the call information once the time is determined.
- c. Nominations: Richard Gentry informed the Board that the nominations committee will be setting a “meet the candidates” that will be held via Zoom, once the date and time is determined it will be sent to the Association. The Community Manager let the membership know of important dates coming up and restated the online voting starts March 26.

## **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 received the updated report and will be sending to the Board.
- 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. Area is County property, and the Community Manager will be working on getting approval to place monuments there.
- e. Clock Tower Repairs-OPEN- Update was provided in Community Manager report. Jason Dunbar and Jacob Fey are working on getting multiple bids back.
- 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 at this time.

h. Towing Policy- OPEN- Board voted and approved a towing policy for the Gardens. Policy to be signed and filed with the County. Verification was needed on the notice portion of the policy and the community manager clarified the concern and the policy will be signed and then filed with the County.

**VII. NEW BUSINESS:**

- a. Pool Schedule and Hours- The Board reviewed last year's procedures and schedule and voted to open the pools the same as they were at the time of closing last year. A motion was provided by Heather to open the community center pool beginning April 1, to check the usage and possibly change the annual procedures in the future and the monitors will have all residents sign in every day to show usage, and after April reopen the pools under the same policies and procedures as last year. Elaine provided a second and all were in favor. Communication will be sent to the Association prior to April 1 and staff on Friday March 19 to answer homeowner inquiries.
- b. Swim Team Contract- After a review of the proposed swim team contract Heather provided a motion to accept the contract based on the terms being the same as the previous years. A second was provided by Elaine and all were in favor. The community manager will let the swim team know and send the sign contract once it is executed.

**VIII. EXECUTIVE SESSIONS RESULTS:**

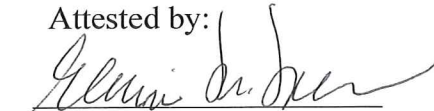
- a. The Community Manager summarized the Executive Session as follows:

In the Executive Session held on Wednesday March 17, 2021, the Board approved to send 28 accounts with 37 violations to the Attorney for Deed Restriction violations. The Board also discussed a personnel issue, swim team, upcoming pool schedule and updating sign policy. 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, May 20, 2020 at 6:00PM via Zoom.

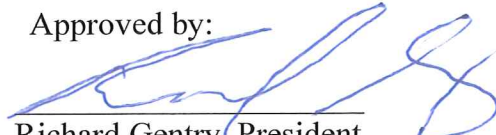
**X. ADJOURNMENT:** There being no further business before the Board, the meeting was adjourned at 6:38 pm.

Attested by:

  
Elaine Maurer, Secretary

Date: 5.11.21

Approved by:

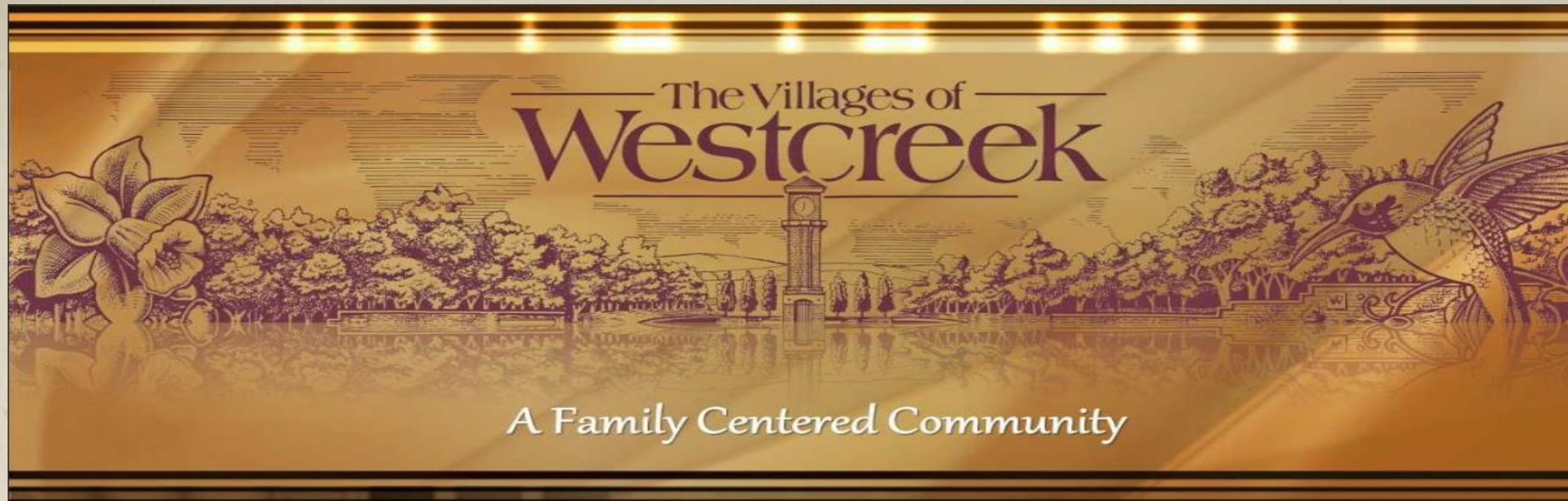
  
Richard Gentry, President

Date: 5-21-21

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

  
Jacob Key, Community Manager

Date: 5/24/21



**BOARD OF DIRECTORS MEETING**  
**VIA ZOOM**  
**MARCH 18, 2021**  
**6PM**

**Call to Order-6:00 PM**



# Minutes

Approval of February 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.

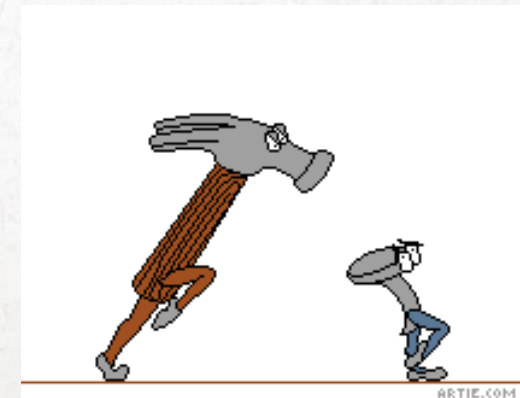
## Park:

- \* 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
- Bury exposed irrigation at the Park
- Bury exposed conduit by soccer fields
- Pressure wash landing in front of office



# Standards

**Report Timeframe: February 25, 2021 - March 18, 2021**

**Total Violations Sent: 1,007**

**Open Enforceable Violations: 20**

*Fence – 20*

**Open Recurring Violations: 812**

*Fence – 42*

*Trash Cans - 80*

*Clutter - 47*

*Vehicle - 27*

*Basketball Goals – 5*

*General Maintenance- 10 (ex: repair tree rings)*

*Landscaping- 28 (leaves, trim trees, shrubs, weeds, etc.)*

*House Repair – 91 (ex: paint, roof, fascia, garage)*

*Stain Removal – 19 (ex: mildew)*

*Nuisance- 5 (Pet Leash/Noise)*

- **Unapproved Improvements: 51**

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



# Community Activities

## 30 Days:

- Flag football Continues
- Soccer Registration Opens (220 So far)

## 60 Days:

- Flag Football Ends
- Soccer Starts

## 90 Days

- Soccer Continues



# Community Manager

- a) The Oaks Monument-Completed, moving to Royal Oaks
- b) Clock Tower Update



# Financial Report



# Committee Reports

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



# APPENDIX A- IMPROVEMENTS/CHANGES ALLOWED WITHOUT ARC APPROVAL

## **7. Decorations for special events**

Decorations/Signage for special events

Addition: School/Student Spirit Month 30 days each quarter in the months of January, April, July, October

### Guidelines

- 3 sign maximum to be displayed at one time. If more than 3 signs are needed, homeowner would need to submit a PIA.
- No more than 20 feet from the front of the home.
- Sign size should be no more than 5 square feet total, affixed to a stand and secured in the ground.
- No homemade signs or signs with vulgar or profane language

Addition: Girl Scout cookie program and Boy Scout Popcorn program, signage to be displayed 30 days from the beginning date of the selling season each year.

### Guidelines

- 1 sign maximum to be displayed
  - No more than 20 feet from the front of the home.
  - Sign size should be no more than 5 square feet total, affixed to a stand and secured in the ground.
  - No homemade signs
-



# 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.
- h. Towing Policy- OPEN- Board voted and approved a towing policy for the Gardens. Policy to be signed and filed with the County.

# New Business

- a. Pool Schedule and Hours
- b. Swim Team Contract
- c.



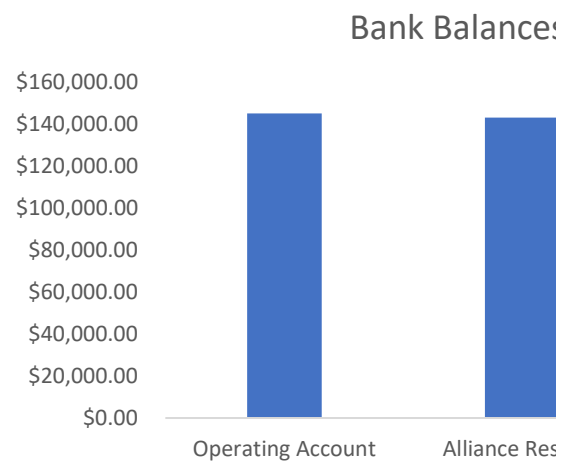
# Executive Session

**Adjournment**  
**Thank you for attending**

**Next meeting:**  
***May 20, 2021***

## Bank Balances

	Dollars
Operating Account	\$145,127.00
Alliance Reserve	\$143,079.00
Pacific Premier Reserv	\$126,379.00
Chase Checking	\$72,788.00
Total	\$487,373.00



## Assessment Receivable Report

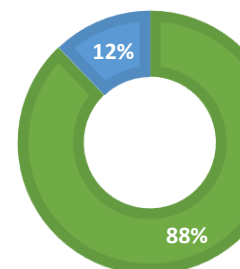
	Dollars
Paid	\$592,188
Past Due	\$82,039

March Meeting- 8%

2020- 4% unpaid

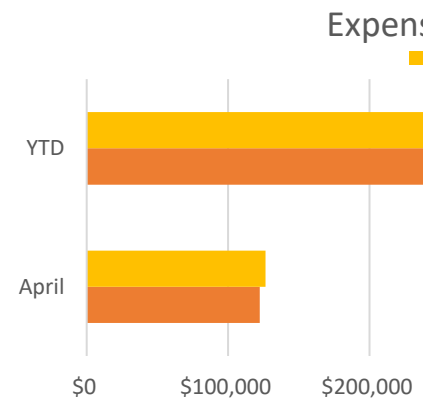
Paid	\$1,298,342
Past Due	\$51,499

## ASSESSMENT RECEIVABLE



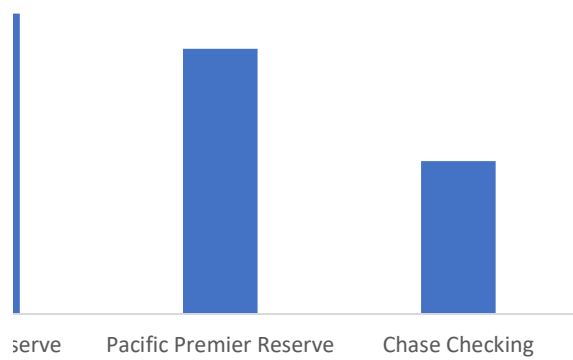
## Expense Budget Update

	Budget	Actual		
April	\$122,422	\$126,384	103%	\$3,962
YTD	\$489,689	\$440,271	90%	(\$49,418)





s as of 5/6/2021



## ABLE REPORT



■ Paid ■ Past Due

se Budget Update

