



The Villages of Westcreek Owners Association, Inc.

BOARD MEETING AGENDA

May 6, 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
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-CLOSED- Annual meeting complete, Kevin Drummonds and Elaine Maurer re-elected to the Board.
 - 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-CLOSED- Towing policy signed and filed with the County. All residents and tenants in the Gardens were made aware of policy via a letter that was mailed out and posted on doors.
 - i. Swim Team Contract-CLOSED- Contract signed by both parties.
 - j. Pool Hours-CLOSED- Pool hours approved to be same as last year while pools were open. Board approved to open one pool April 1 as well.
7. New Business –
 - a. Re-opening Amenities for Reservations

b. Pool Capacity and Guests

c.

8. Executive Session Results

9. Next Meeting- June 17, 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, May 6, 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, Secretary

Board Members Absent/Vacant:

Richard Riggie, Asst. Secretary

Staff Present:

Name	Position	Name	Position
Jacob Fey	Community Manager		
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 March 18, 2021 Board meeting. Heather Mallia provided a motion to approve the March 18, 2021 minutes as written, Elaine Maurer provided a second and all were in favor. The March 18, 2021 meeting minutes were approved as written.

III. OPEN FORUM FOR HOMEOWNERS:

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

-Homeowner asked about the maintenance schedule for the area between the drainage easement and the Reserves homeowner fences and stated it has not been maintained for a while. The Board informed the homeowner it is done as needed and it will be addressed with the Maintenance Manager and the landscaping vendor. The community manager let him know it will get on the schedule and addressed soon. Homeowner also asked about maintenance on the trail leading to the park from the Reserves. That area is maintained by the Association and will be addressed with regular checks and additional crushed granite added.

IV. DEPARTMENT REPORTS:

- a. Maintenance: The maintenance report was covered by the Community Manager. Richard Gentry asked that the SAWS drainage ditch at the Sports Park gets addressed before Saturday's soccer games. The Community Manager will pass the work order to the Maintenance Manager to have done asap by the landscapers.

- 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. Soccer registration is closed and soccer is set to start May 5th with over 500 kids registered.
- d. Community Manager: The Community Manager discussed the repairs done to the Royal Oaks monument and the vendor is addressing the Boards concern. The next monument to be completed is The Pointe and once the vendor sends the proposed design it will be sent to the Board for approval. The Community Manager also let the Board know the lights at both pools have been replaced and are working properly. The Board requested to have the Community Center pool open for residents on Friday at 3PM and will remain open Tuesdays through Sunday. The Sports Park pool will only be open Saturday through Monday for the remainder of the month of May.
- e. Financial Report: The Community Manager presented a brief overview of the Associations year to date finances. Heather Mallia asked if now that the 2020 review has been completed if we can transfer the funds that were reported over by the CPA to the reserve accounts. The community manager estimated it to be \$42,000 but will verify the final amount before the transfer. Kevin Drummonds made a motion to transfer the final amount to the reserves as \$20,000 to capital improvements and \$22,000 to repair/replace. Heather Mallia provided a second and all were in favor. After the final amount is verified the community manager will submit the transfer request.

V. COMMITTEE REPORTS

- a. ARC: Elaine Maurer made a motion to appoint Mathews Ninan to the ARC after having interviewed him prior to the meeting. A second was provided by Heather Mallia and all were in favor. With the appointment approved the community manager will request his permissions for the CINC system and Elaine Maurer will reach out to him with the ARC contact information.
- b. Communications: Bill Fenstermacher informed the Board that he will need articles for the newsletter by the 20th of each month. He also let the Board know the committee has yet to schedule a meeting but should be meeting soon.

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- CLOSED-Finalized Reserve Study received.
- 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- CLOSED- Annual Meeting completed, Kevin Drummonds and Elaine Maurer re-elected.
- 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- CLOSED- Policy approved, signed and filed with the County.

i. Swim Team Contract-CLOSED- Contract signed by both parties.

j. Pool Hours-CLOSED- Pool hours approved to be same as last year while pools were open. Board approved to open one pool April 1 as well.

VII. NEW BUSINESS:

- a. Re-opening Amenities for Reservations- The Board discussed reopening for reservations at the Community Center, Sports Park Pavilion and the Pool. A motion was provided by Heather Mallia to begin reservations on May 15, 2021 at the Community Center and the Pavilion, with the Pool reservations set to begin June 1, 2021 when the Sports Park Pool re-opens full time. Elaine Maurer provided a second and all were in favor. Jacob Fey will communicate with the entire staff to be sure everyone is on the same page. The Board also requested to add an additional \$30 to each parties cleaning fee to cover additional cost of product and time which will be used towards COVID-19 procedures after each reservation
- b. Pool Capacity and Guest- The Board discussed increasing the pool capacity as well as allowing resident to bring guests to the pool again. Heather Mallia provided a motion to increase the pool capacity to 100% effective immediately and to allow residents guests beginning June 1, 2021 once both pools are e-opened full time. Elaine Maurer provided a second and all were in favor. Jacob Fey will communicate this with the office and pool staff. The cleaning schedule at both pools will remain the same and the Board will revisit in the June Board meeting.

VIII. EXECUTIVE SESSIONS RESULTS:

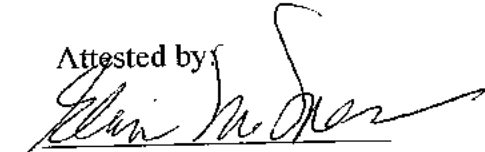
- a. The Community Manager summarized the Executive Session as follows:

In the Executive Session held on Wednesday May 5, 2021, the Board approved to send 29 accounts with 36 violations to the Attorney for Deed Restriction violations and 13 accounts to the Attorney for collections. The Board also discussed an issue with illegal dumping, re-opening for reservations, allowing guests in fenced amenity areas, pool capacity and the monuments to be replaced after Royal Oaks. 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, June 17, 2020 at 6:00PM via Zoom.

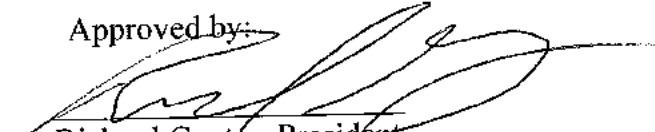
X. ADJOURNMENT: There being no further business before the Board, the meeting was adjourned at 6:50 pm.

Attested by:


Elaine Maurer, Secretary

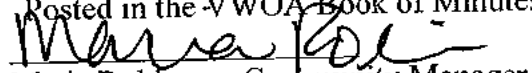
Date: 6/25/2021

Approved by:

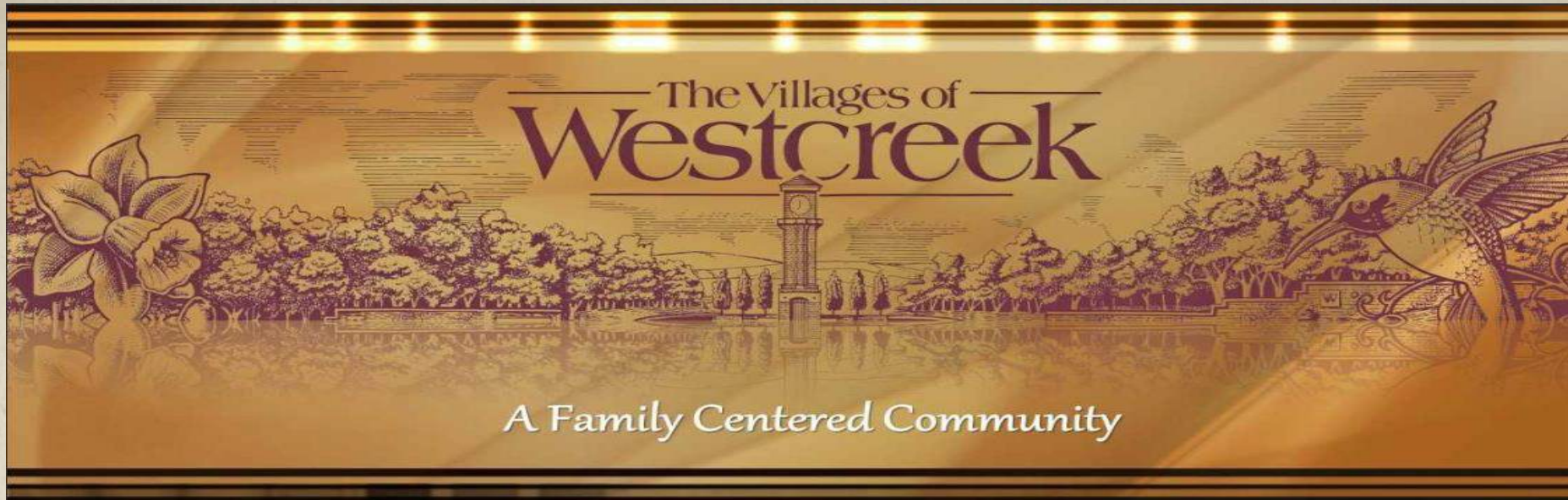

Richard Gentry, President

Date: 6-25-21

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


Maria Robinson, Community Manager

Date: 6/28/21



BOARD OF DIRECTORS MEETING
VIA ZOOM
MAY 6, 2021
6PM

Call to Order-6:00 PM

Minutes

Approval of March 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:

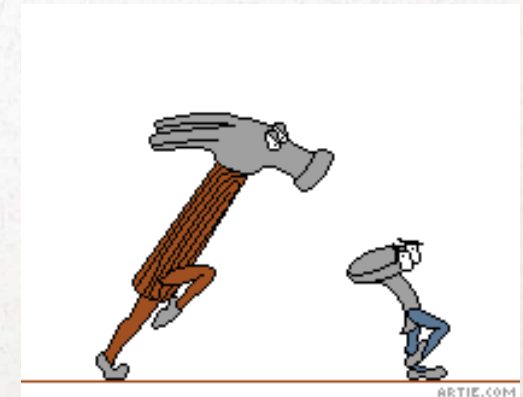
- * Daily trash pick-up and inspection of property for hazards.
- * We have been spraying weeds as needed.

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.
- Call and report dumping in CPS easement Kingsbridge and Chippington weekly
- Spray monument beds and walking trail
- Weld broken leg of SP pool pavilion- will repaint this month
- Repair tennis court wind shields after storm
- Remove fallen tree at park
- Trim landscaping in monuments on WCO and WCV
- Trim bushes at CC pool



Standards

Report Timeframe: March 19, 2021 – May 6, 2021

Total Violations Sent: 1,257

Open Recurring Violations: 1,027

Fence – 97

Trash Cans - 150

Clutter - 54

Vehicle - 53

Basketball Goals – 7

General Maintenance- 17 (ex: repair tree rings)

Landscaping- 92 (leaves, trim trees, shrubs, weeds, etc.)

House Repair – 144 (ex: paint, roof, fascia, garage)

Stain Removal – 24 (ex: mildew)

Nuisance- 3 (Pet Leash/Noise)

- **Unapproved Improvements: 49**

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

Community Activities



Community Manager

- a) Royal Oaks Monument completed- Pointe monument next
- b) Pool Lights

Financial Report

Committee Reports

- a) ARC- Elaine Maurer
- b) Communications- Bill Fenstermacher



Unfinished Business

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New Business

- a. Re-opening Amenities for Reservations
- b. Pool Capacity and Guests
- c.

Executive Session

Adjournment
Thank you for attending

Next meeting:
June 17, 2021