



## The Villages of Westcreek Owners Association, Inc.

### BOARD MEETING AGENDA

June 17, 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. 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.
  - d. 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.
  - e. 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. ID card policy
  - b. Pool rules
  - c. Pool furniture
  - d. Pool hours
8. Executive Session Results
9. Next Meeting- July15, 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 6:01 pm, on Thursday, June 17, 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
Maria Robinson	Community Manager		
Jason Dunbar	Activities Manager		

Members Present:

There were 64 homeowners present during the call.

**II. APPROVAL OF PREVIOUS BOARD MINUTES:** The Board reviewed the meeting minutes from the May 6, 2021 Board meeting. Heather Mallia provided a motion to approve the May 6, 2021 minutes as written, Elaine Maurer provided a second and all were in favor. The May 6, 2021 meeting minutes were approved as written.

**III. OPEN FORUM FOR HOMEOWNERS:**

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

-Bathing suits and what is pool appropriate, garage sales, pool furniture, and changes to Bylaws and CC&R's.

**IV. DEPARTMENT REPORTS:**

- a. Maintenance: The maintenance report was covered by the Activities Director. Richard Gentry asked about the status of the easements and when the dog park will be mowed/weed-eated. It was discussed that fire ants at the pool need to be addressed as well.
- b. 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.

- c. Community Manager: Maria was introduced as the new community manager and she informed the board that she was working to get up to speed on all projects.
- d. 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 had received and reviewed 77 PIA's since the last meeting and the turn around time on average is 7-15 days.
- b. Communications: Bill Fenstermacher informed the Board of issues that occurred with the website that were experienced and asked that the new pool rules be received to include in the next newsletter.

## **VI. UNFINISHED BUSINESS:**

- a. Splash Pad- TABLED until scope of work is determined.
- b. Clock Tower Landscape Design- TABLED-until updated proposals are recieved.
- c. 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.
- d. Clock Tower Repairs-OPEN- Update was provided in Community Manager report. Jason Dunbar and Maria Robinson are working to obtain bids for crack repair and clean up.
- e. Mountain Bike Trails-OPEN-- Heather Mallia and Jason Dunbar will be meeting to discuss the trails and we are currently waiting on SAWS for the fill dirt that will be used as well.

## **VII. NEW BUSINESS:**

- a. Pool ID Card Policy-TABLED until staff can be worked with to assess specification and access to the system.
- b. Pool Rule Change and Update- The board reviewed the proposed updated rules for the pool to included changes to the pool cleanings, clarification on pool appropriate attire, and the allowance of coolers within the pool. A motion was made by Kevin Drummonds to approve the rules with the addition of "but not limited to" under the clarification of appropriate pool attire. A second motion was made by Heather Malia to approve them with the change and the new rules were approved with all board members in attendance in favor of approving them with the change.
- c. Pool Furniture-TABLED while Jason Dunbar and Maria Robinson assess the current pool furniture. Board would like a status update and the furniture that is able to be placed out within 2 weeks.
- d. Pool Hours- A motion was made by Richard Gentry to remove the pool closings for cleaning during the day and go back to the pre-COVID schedule. The motion was seconded by Elaine Maurer and all board members in attendance were in favor.
- e. Office Mask Policy-A motion was made by Richard Gentry to change the signs in the office from "Masks Mandatory" to "Masks Recommended". The motion was seconded and all board members in attendance approved the motion.

## **VIII. EXECUTIVE SESSIONS RESULTS:**

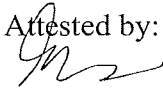
a. The Richard Gentry summarized the Executive Session as follows:

In the Executive Session held on Wednesday June 16, 2021, the Board approved to send 3 accounts to the attorney for past due balances. The Board also discussed a pool rules, office mask policy, upcoming monument projects and putting out pool furniture. 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, July 15 ,2020 at 6:00PM via Zoom.

**X. ADJOURNMENT:** There being no further business before the Board, the meeting was adjourned at 7:22 pm.

Attested by:



Elaine Maurer, Secretary

Date: 08 / 03 / 2021

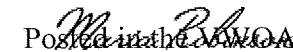
Approved by:



Kevin Drummonds, President

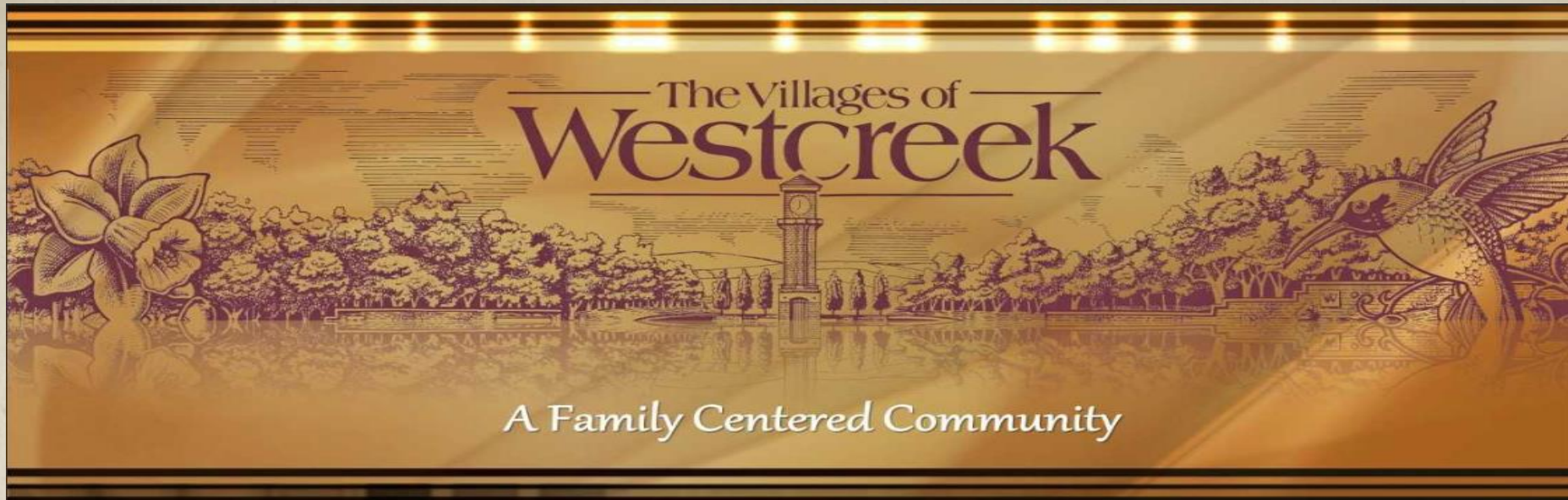
Date: 8 / 12 / 21

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



Maria Robinson, Community Manager

Date: 08 / 03 / 2021



**BOARD OF DIRECTORS MEETING**  
**VIA ZOOM**  
**JUNE 16, 2021**  
**6PM**

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



# Minutes

## Approval of May 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:

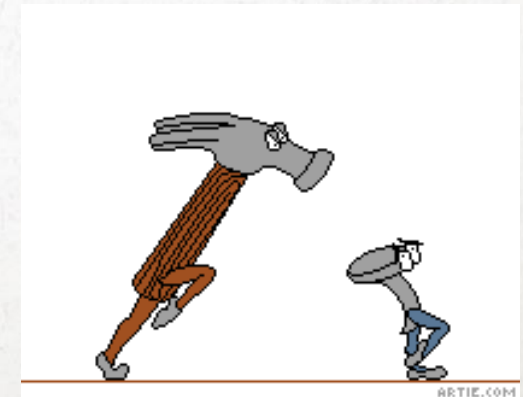
- \* Daily trash pick-up and inspection of property for hazards.
- \* We have been spraying weeds as needed.

## 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
- Painting SP Pool Pavillion
- Monument Beautification – In progrerss
- Repaired lights at Monuments and clock tower
- Removed fallen tree branches at park
- Trimmed landscaping in monuments on WCO and WCV
- Trimmed bushes at CC pool





# Standards

**Report Timeframe: May 7, 2021 - June 16, 2021**

- ☐ **Total Violations Sent: 1,341**
- ☐ **Open Enforceable Violations: 34**

*Fence – 20*

**Open Recurring Violations: 812**

*Fence – 59*

*Trash Cans - 127*

*Clutter - 47*

*Vehicle - 84*

*Basketball Goals – 6*

*General Maintenance- 18 (ex: repair tree rings)*

*Landscaping- 230 (leaves, trim trees, shrubs, weeds, etc.)*

*House Repair – 24 (ex: paint, roof, fascia, garage)*

*Stain Removal – 13 (ex: mildew)*

*Nuisance- 4 (Pet Leash/Noise)*

- **Unapproved Improvements: 28**

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

# Community Activities

30 Days:

Spring Soccer Tournament/Season end

Fall Soccer Registration opens

60 Days:

Fall soccer Starts

Movie In the Park July 24<sup>th</sup>

90 Days:

Fall Soccer Continues





# Community Manager

Welcome Maria Robinson!!





# Financial Report

# Committee Reports

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





# Unfinished Business

- a. Splash Pad- TABLED until scope of work is determined.
- b. Clock Tower Landscape Design-TABLED- COVID-19.
- c. 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.
- d. 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.
- e. 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.

# New Business

- a. ID card policy
- b. Pool rules
- c. Pool furniture
- d. Pool hours
- e. Office Mask Policy

# Executive Session



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

**Next meeting:**  
***July 15, 2021***