



The Villages of Westcreek Owners Association, Inc.

BOARD MEETING AGENDA

August 26, 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- OPEN-This is still tabled at this time while the Community Manager does research on the cost of the installation. At this time the Community Manager has contracted 3 vendors for proposals.
 - b. Clock Tower Landscape Design-OPEN-Community Manager has contacted two different landscaping companies to provided proposals based on the plans provided.
 - c. Monuments at Daisy Field and WCV entrances from Potranco- OPEN- -The Community Manager has contacted the county and has a meeting set for the location off Garden Lily and Talley. The area located off Daisy Field and Potranco is a TXDot right of way and they have informed the Community Manager that permanent structures are not typically allowed.
 - d. Clock Tower Repairs-OPEN- -Four different vendors have been out to assess this project and compose a proposal to present to the Board of Directors.
 - 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. Jason Dunbar is currently working with homeowners who are working with a BCAD layout to design the trails.
7. New Business –
 - a. Sports Park Rules Update
 - b. Casino Night
 - c. New Pool Furniture and Shade Options
 - d. Pool Closure Protocol
 - e. 2022 Budget Approval
 - f. New Board Member
 - g. Appoint New ARC Member
8. Executive Session Results
9. Next Meeting- September 16, 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, August 26, 2021. The purpose of the meeting was to conduct regular business as identified in the pre-announced Agenda.

Board Members Present:

Kevin Drummonds, President
Heather Mallia, Treasurer
Elaine Maurer, Vice President

Board Members Absent:

Richard Riggie, Secretary

Staff Present:

Name	Position	Name	Position
Maria Robinson	Community Manager	Eliel Perez	Standards Manager
Jason Dunbar	Activities Manager		

Members Present:

There were 6 homeowners present during the call.

II. APPROVAL OF PREVIOUS BOARD MINUTES: The Board reviewed the meeting minutes from the July 15, 2021 Board meeting. Kevin Drummonds provided a motion to approve the July 5, 2021 minutes with the change of item "A" from open to close and including that the homeowners question was answered during open forum, Elaine Maurer provided a second and all were in favor. The July 15, 2021 meeting minutes were approved with changes.

III. OPEN FORUM FOR HOMEOWNERS:

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

-A homeowner asked if once the Talley Road construction was completed, the HOA would begin maintaining the landscaping in that area. The board and Community Manager informed the homeowner that it was county property and not currently included in the contract.

IV. DEPARTMENT REPORTS:

- a. Maintenance: The maintenance report was covered by the Maria Robinson. It was discussed that Benny had been able to save the community money by repairing the sports park pavilion toilets, and that in conjunction with the front desk team we were able to get the county to trim branches along the bridge and sidewalk. A report was made that Benny had been working hard to complete the clearing of the walking trails as well.
- b. Community Activities: Activities coordinator presented the 30/60/90-day report included in the power point. Fall Soccer begins this weekend with roughly 540 participants, Casino Night is scheduled for September 17, 2021 and football registration will be opening in the

next 60 days. Fall Festival and Santa in the Park was also discussed to be coming in the next 60-90 days.

- c. Community Manager: Maria informed the board and homeowners in attendance that she had been working with vendors to get proposals for the clock tower repairs, working with the county, SAWS and CPS for the easements not owned by the HOA, and the landscaper to ensure we are on schedule with mowing. She also spoke on the potential of placing monuments at Daisy Field and Potranco as well as Talley and Garden Lily.
- d. Financial Report: The Community Manager presented a brief overview of the Associations year to date finances.

V. COMMITTEE REPORTS

- a. ARC: Brandon Schuler reported the ARC had received and reviewed 35 PIA's since the last meeting and the turnaround time on average is 7-10 days. A nomination was made to add Barbara Lee and Brian Bush as ARC Primary and Alternate members and it was unanimously approved by the board.
- b. Communications: Bill Fenstermacher requested from the Board that Michell on the communications committee be provided access to Constant Contact and Francis be provided access to the website to assist. This request was approved and training will also be scheduled for the front desk as well.

VI. UNFINISHED BUSINESS:

- a. Splash Pad- TABLED until scope of work is determined. Maria has been working with vendors to secure pricing and what all will be needed. Three vendors have been contacted at this time and two are working to provide the information.
- b. Clock Tower Landscape Design- OPEN-Community Manager informed the board that two vendors have been contacted and provided the design layout. These vendors are working to provide a proposal.
- c. Monuments at Daisy Field and Potranco, as well as Garden Lily and Tally Rd.- OPEN- Maria and Jason met with TXDOT to discuss the monument at Talley Road and Garden Lily. They were told to get the design and permit request together to present to Bexar County Public Works. The Daisy Field and Potranco Area is a TXDOT right of way and they stated that it is rare they allow permanent structures in their right of ways.
- d. Clock Tower Repairs-OPEN- Update was provided in Community Manager report. One vendor has provided a proposal however Maria expressed she was trying to obtain at least one more prior to presenting it to the board.
- e. Mountain Bike Trails-OPEN—Jason Dunbar informed the board that the homeowners have almost marked out the whole trail and Maria has been working with the insurance to ensure the area is covered on the policy.

VII. NEW BUSINESS:

- a. Sports Park Rules- The Sports Park rules were presented to match the pool rules regarding smoking/vaping and attire. A motion was made by Heather to accept the rules with the addition of vaping to rule #6 and the completion of rule #14 to match the pool rules filed earlier this year. The motion was seconded by Elaine, and all were in favor.
- b. Casino Night- Maria Robinson mentioned that Casino Night was scheduled for September 17, 2021, and tickets are now on sale. Jason informed those in attendance

that the tickets were \$20 per person/\$40 per couple.

- c. New Pool Furniture and Shade Options-OPENED- Elaine Maurer suggested that the board investigate shade options, new tables, and chairs for the pools for the 2022 season. She mentioned that the Community Manager, Maria Robinson had provided some ideas and pricing to the board for review.
- d. Pool Closure Protocol- Maria Robinson reviewed the pool closure protocol that was approved in the Executive Session on August 18, 2021. This protocol pertains to weather and bodily fluids. The closure of the pools for the season were also discussed. The Sports Park pool will go to weekends only beginning after Labor Day and the Community Pool will remain open during the week.
- e. 2022 Budget Approval- Heather Maillia reviewed the 2022 budget that the finance committee met and reviewed. She informed those in attendance that the committee recommended no increase for the 2022 fiscal year. A motion was made by Elaine Maurer to accept the 2022 budget with no increase and the motion was seconded by Kevin Drummonds. The 2022 Budget was unanimously approved by the board.
- f. New Board Member- Kevin Drummonds informed those in attendance that the board had met and interviewed three candidates for the open board position. A motion was made to appoint Brandon Schuler to the board as of October 1, 2021, in order for him to train the new ARC Members prior to stepping down. This motion was unanimously approved by all board members in attendance.
- g. Towing Contract for The Gardens- The board reviewed the cost to have a vehicle released if towed and a motion was made by Kevin Drummonds to approve the towing contract with Bexar Towing. The motion was approved unanimously by those board members in attendance.

VIII. EXECUTIVE SESSIONS RESULTS:

- a. Maria Robinson summarized the Executive Session as follows:

In the Executive Session held on Wednesday August 18, 2021, the Board approved to send 7 accounts to the attorney for past due balances and 34 accounts to the attorney for deed restriction violations. The Board also discussed pool closure protocol, office holiday staffing hours, and the towing contract for The Gardens. 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, September 6, 2020 at 6:00PM via Zoom.

X. ADJOURNMENT: There being no further business before the Board, the meeting was adjourned at 7:23 pm.

Attested by:
Elaine Maurer

Elaine Maurer, Secretary

Date: 09 / 17 / 2021

Approved by:

Kevin Drummonds

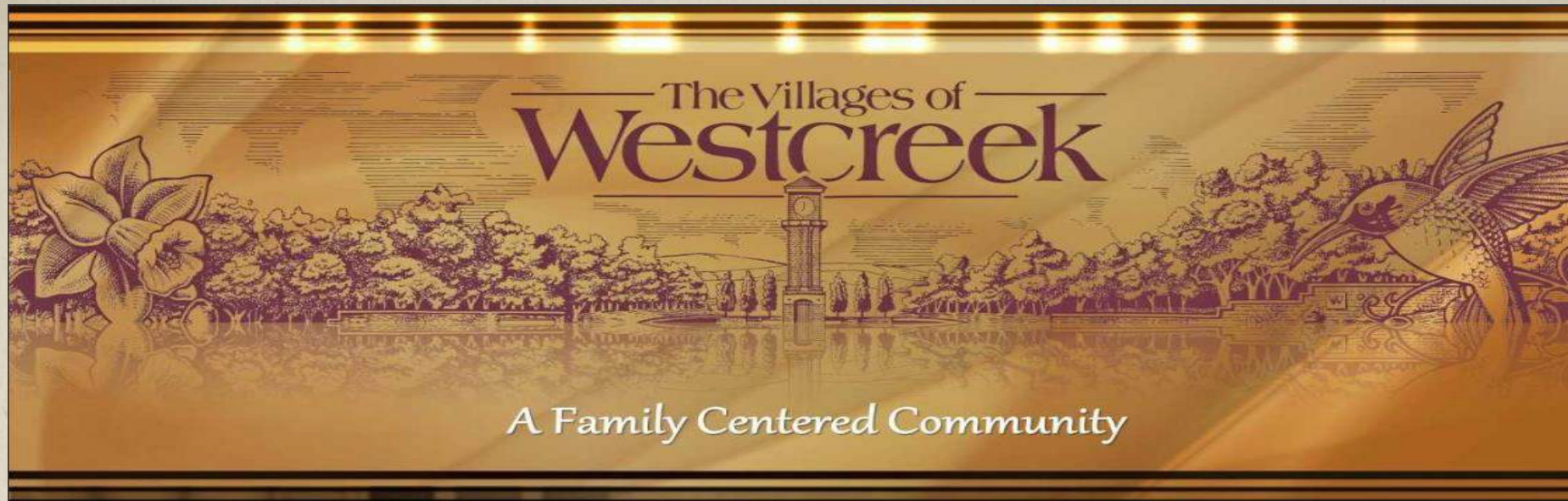
Kevin Drummonds, President

Date: 09 / 17 / 2021

Maria Robinson

Maria Robinson, Community Manager

Posted in the VWOA Book of Minutes and on VWOA website by:
Date: 09 / 17 / 2021



BOARD OF DIRECTORS MEETING
VIA ZOOM
AUGUST 26, 2021
6PM

Call to Order-6:00 PM

Minutes

Approval of July Meeting Minutes

Open Forum for Homeowners

Department Reports

MAINTENANCE DEPARTMENT

Daily Tasks:

- Pick up trash along main roadways.
- 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 along the walking trail and other areas as needed.
- The landscaper will be doing the common areas prior to the Labor Day flags going out early September so all easements will be completed the second half of September.

Park:

- Blowing rocks in tot lot and tennis, basketball courts daily
- check all trash cans also checking BBQ pits and empty in park.
- Fixed Tot lot entrance gate
- Spraying and weed eating the walking trail

Community Center:

- Maintain the centers exterior grounds.
- Call and report dumping
- Pool handrails and ladders are being replaced
- Corroded switches on pool pumps in CC pool have been replaced
- Ceiling will be installed in Benny's shop/Pool storage room starting Monday 8/30/21

Common Areas:

- Monument Beautification – In progress
- Repaired lights at Monuments and clock tower-Working with vendors to get additional proposals



Standards

Report Timeframe: July 15, 2021 – August 25, 2021

- ☐ **Total Violations Sent: 1,101**
- ☐ **Open Enforceable Violations: 20**

Fence – 11

Open Recurring Violations: 241

Fence – 76

Trash Cans - 459

Clutter - 52

Vehicle - 73

Basketball Goals – 14

General Maintenance- 11 (ex: repair tree rings)

Landscaping- 54 (leaves, trim trees, shrubs, weeds, etc.)

House Repair – 120 (ex: paint, roof, fascia, garage)

Stain Removal – 9 (ex: mildew)

- **Unapproved Improvements: 12**

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

Community Activities

30 Days:
Fall Soccer Starts
Casino Night- September 2021



60 Days:
Fall Soccer Continues
Fall Football Registration Begins
Fall Festival

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90 Days:
Fall Football Continues
Santa in the Park

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Community Manager

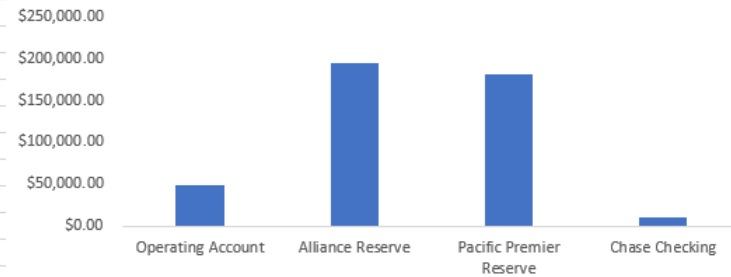
- Working with the county, CPS and SAWS regarding easements that are not HOA owned and maintained.
- Working to set a bulk pick up date with the county. They have tentatively told us November 2021.
- Obtaining proposals for the clock tower repairs.
- SAWS Project at the Park- The contractor has let us know that they will be placing the pipe in the ground in preparation however actual work will not begin until potentially beginning of 2022.
- Working to obtain proposals for the potential splash pad project. Two vendors have been working to compose the proposals.
- Discussing with the insurance company the cost to add the dirt bike area to the policy.
- Completed training with the pool monitor staff.

Financial Report

Bank Balances

	Dollars
Operating Account	\$49,179.40
Alliance Reserve	\$194,756.89
Pacific Premier Rese	\$180,676.58
Chase Checking	\$10,796.73
Total	\$435,409.60

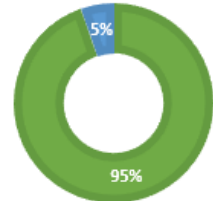
Bank Balances as of 8/26/2021



Assessment Receivable Report

	Dollars
Paid	\$995,085
Past Due	\$56,224
Meeting- 5%	
2020- 4% unpaid	
Paid	\$1,298,342
Past Due	\$51,499

2021 ASSESSMENT RECEIVABLE REPORT

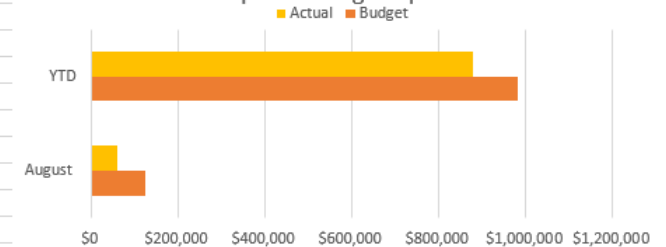


■ Paid ■ Past Due

Expense Budget Update

	Budget	Actual		
August	\$122,422	\$59,821	49%	(\$62,601)
YTD	\$979,377	\$877,156	90%	(\$102,221)

Expense Budget Update



Committee Reports

- a) ARC- Brandon Schuler
- b) Communications- Bill Fenstermacher



Unfinished Business

- a. Splash Pad- TABLED-This is still tabled at this time while the Community Manager does research on the cost of the installation. At this time the Community Manager has contracted 3 vendors for proposals.
- b. Clock Tower Landscape Design-OPEN--Community Manager has contacted two different landscaping companies to provided proposals based on the plans provided.
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- d. Clock Tower Repairs-OPEN- Four different vendors have been out to assess this project and one has provided a composed proposal. We are following up with two of the other vendors as one did remove themselves from the bidding process.
- 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. Jason Dunbar is currently working with homeowners who are working with a BCAD layout to design the trails.

New Business

- a. Sports Park Rules Update
 - b. Casino Night
 - c. Pool Closure Protocol
 - d. 2022 Budget Approval
 - e. New Board Member
 - f. Appoint New ACC Member
 - g. Towing Contract-The Gardens
-

Executive Session Results

Adjournment
Thank you for attending

Next meeting:
September 16, 2021