

**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 6:03 pm, on Thursday, October 21, 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
Brandon Schuler, Assistant
Secretary

Board Members Absent:

Richard Riggie, Secretary

Staff Present:

Name	Position	Name	Position
Maria Robinson	Community Manager	Eliel Perez	Standards Manager
Jason Dunbar	Activities Manager	Benny Martinez	Maintenance Supervisor

Members Present:

There were 8 homeowners present during the call.

II. APPROVAL OF PREVIOUS BOARD MINUTES: The Board reviewed the meeting minutes from the September 16 ,2021 Board meeting. Heather Mallia made a motion to approve the September 16,2021 minutes as written, Elaine Maurer provided a second and all were in favor. The September 16,2021, meeting minutes were approved as written.

III. OPEN FORUM FOR HOMEOWNERS:

President opened the Members' Forum. No homeowners requested to speak during homeowner forum.

IV. DEPARTMENT REPORTS:

- a. Maintenance: The maintenance report was covered by Benny Martinez the Maintenance Supervisor. It was discussed that Benny had completed the approval of the easement mowing, vandalism had been removed on Potranco and Daisy Field, and the board extended a thank you to Benny for removing the graffiti and working with the landscaper.
- b. Community Activities: Activities coordinator presented the 30/60/90-day report included in the power point. Fall Soccer is coming to an end this weekend and went smoothly, and Casino night was a success and there was a great turnout. Flag football sign ups end on Friday, October 22, 2021, and the fall festival along with Santa in the park are being planned.
- c. Community Manager: Maria informed the board and homeowners in attendance that she had been working with vendors to get the proposals for the clock tower landscaping revised per the board's direction, holiday lighting proposals had been secured, 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 Owl Creek traffic control that will be put into place for the remaining weekends in October. Maria Robinson also presented the board with a proposal to replace the pool pump at station #1 in the Sports Park and it was approved at a cost of \$2,160 to be paid out of repair and replace.

- d. Financial Report: The Community Manager presented a brief overview of the Associations year to date finances.

V. COMMITTEE REPORTS

- a. ARC: Lynette Bradley reported the ARC had received and reviewed 28 PIA's in the month of September 2021. Of those submissions, 5 were denied and 23 were approved. The turnaround rate for decisions was on average 5 days.
- b. Communications: Bill Fenstermacher requested that the office staff help in the auditing of the community website and thanked everyone for the prompt submissions of the articles for the newsletter.

VI. UNFINISHED BUSINESS:

- a. Splash Pad- TABLED until scope of work is determined. Maria, Elaine, and Jason met with a vendor to discuss the options for the installation of the splash pad. A proposal is expected within the next two weeks.
- b. Clock Tower Landscape Design- OPEN-Community Manager has presented both proposals to the board for review and have asked the vendors to make revisions per the board's direction.
- c. Monuments at Daisy Field and Potranco-OPEN- Maria is still working with TXDOT to obtain permission to place a monument in the right of way.
- d. Garden Lily and Tally Rd.-TABLED- The board has decided to table this project until 2022 due to the construction on Talley Road now being completed.
- e. Clock Tower Repairs-CLOSED- The board has approved a proposal for \$4,650 to have the clock tower faces repaired and the clock tower power washed.
- f. Mountain Bike Trails-OPEN—Jason Dunbar informed the board that the homeowners working on marking the trail have been informed that the overflow parking lot is approved to be utilized for parking. He did let everyone know that soccer season has slowed down the progress however it will pick up again once soccer season is over.
- g. New Pool Furniture and Shade Options-OPENED- The board and Community Manager are working to obtain quotes for these items for the 2022 pool season and the board requested that the quote be included in the weekly update.

VII. NEW BUSINESS:

- a. Holiday Lighting/Decorations-Maria Robinson presented the board with two proposals for holiday lighting. They approved Gleam Team if they retain possession of any lights used at \$3,913.24. This will include the office, clock tower, and both entrances at Westcreek Oaks and 1604.
- b. Amending of 2022 Budget: Heather Mallia presented the need to amend the 2022 budget to include the community center building loan for transparency and bookkeeping records. Motion was made by Elaine to approve the amended 2020 budget; Brandon seconded that motion, and all were in favor of approving the

amended 2022 budget.

- c. Landscaping Contract: The board informed those in attendance that they made the decision to terminate the current landscaping contract and are working to onboard and enter a contract with Summit Landscaping beginning November 16, 2021.
- d. Next Monument for Replacement: The board reviewed the proposals for adding electric to the monument and replace The Pointe monuments at the cost of \$11,700.

VIII. EXECUTIVE SESSIONS RESULTS:

a. Maria Robinson summarized the Executive Session as follows:

In the Executive Session held on Wednesday October 20, 2021, the Board approved to send 6 accounts to the attorney for past due balances and 16 accounts to the attorney for deed restriction violations. The Board also discussed the job titles/descriptions of office staff and raises for 2022. Staff bonuses for 2021 were discussed and approved as well as appreciation gift cards for Thanksgiving and Christmas.

IX. SCHEDULE THE NEXT MEETING: The next Board meeting will be held on Thursday, November 18, 2021 at 6:00PM via Zoom.

X. ADJOURNMENT: There being no further business before the Board, the meeting was adjourned at 7:49 pm.

**Organizational meeting
October 21, 2021
VWOA Community Center**

Meeting was called to order at 7:50 pm

Motion was made to elect Brandon Schuler to the position of Secretary and Richard Riggie to the position of Assistant Secretary, a second was provided and all were in favor. Brandon Schuler will serve as Secretary for the remainder of the year and Richard Riggie will serve as Assistant Secretary for the remainder of the year which ends at the annual meeting 2022.

Meeting was adjourned at 7:55 pm.

Attested by:
Brandon Schuler

Brandon Schuler, Secretary

Date: 11 / 23 / 2021

Approved by:
Kevin Drummonds

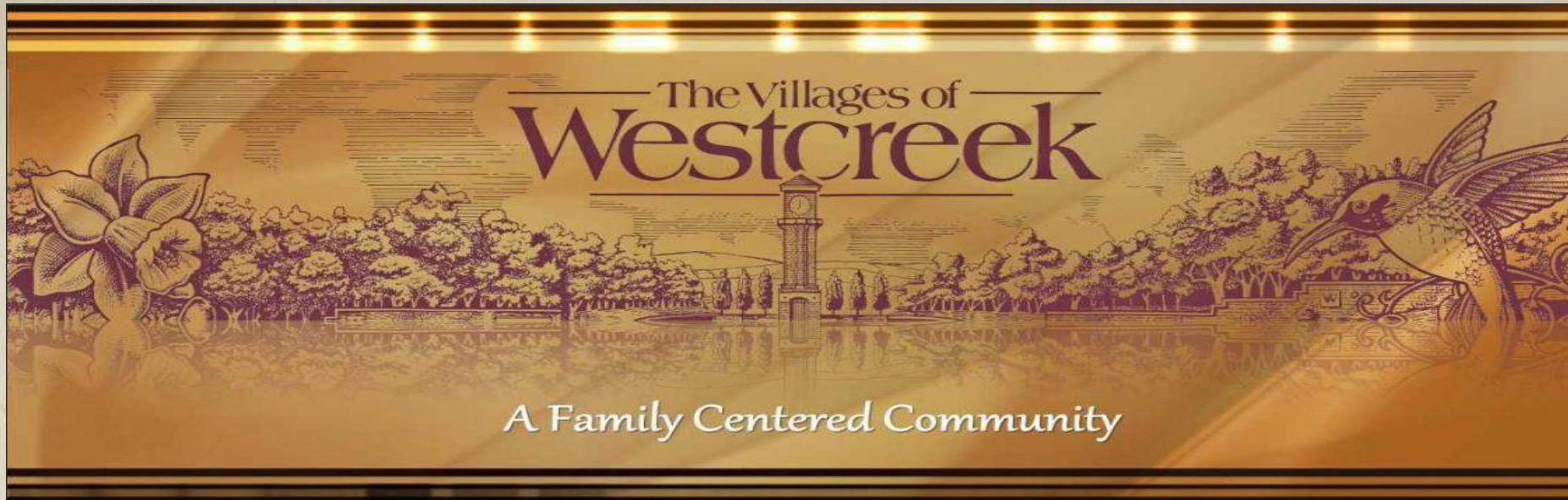
Kevin Drummonds, President

Date: 11 / 23 / 2021

Maria Robinson

Maria Robinson, Community Manager

Posted in the VWOA Book of Minutes and on VWOA website by:
Date: 11 / 23 / 2021



BOARD OF DIRECTORS MEETING
VIA ZOOM
OCTOBER 21, 2021
6PM

Call to Order-6:00 PM

Minutes

Approval of September 2021 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.
- Weed eat around the back of the dog park (5' wide) along fence

Park:

- Sports Park Restroom Electrical Panel Lock Repaired-broken due to vandals
- Secured Junction Box on Camera Pole at Sports Park-broken off
- Sprayed the Sports Park Walking Trail for Weeds
- Trimmed Bushes at Sports Park Pool Gate
- Reattached Screen on Sports Park Tennis Court
- Removed Wasp Nest on Tennis Courts
- Realigned Sports Park Rear Gate and Re-welded broken hinge

Community Center:

- Maintain the centers exterior grounds.
- Call and report dumping
- Weed-eated a 5' radius behind the dog park fence and in the dog park.
- Ice Maker pump re-Installed to prevent it from leaking

Common Areas:

- Monument Beautification – In progress
- Raised tree at Military Drive and Creek Knoll to clear line of sight/sidewalk
- Raised tree at Military Drive and Garston to clear line of sight/sidewalk
- Removed dead large bush and dead shrub at The Pointe Monument
- Cleaned up The Hollows Monument Landscaping
- Removed red-tip photina
- Verify landscaper work has been completed

Standards

Report Timeframe: September 20, 2021 – October 21, 2021

- ☐ **Total Violations Sent: 484**
- ☐ **Open Enforceable Violations: 23**

Fence – 49

Open Recurring Violations: 176

Fence – 49

Trash Cans - 184

Clutter - 24

Vehicle – 22

Basketball Goals – 6

General Maintenance- 25 (ex: repair tree rings)

Landscaping- 20 (leaves, trim trees, shrubs, weeds, etc.)

House Repair – 115 (ex: paint, roof, fascia, garage)

Stain Removal – 9 (ex: mildew)

- **Unapproved Improvements: 21**

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

Community Activities

30 Days:

Flag Football Registration Continues (179 so far)

Flag Football Starts

Fall Fest



60 Days:

Flag Football Continues

Santa In the Park

90 Days:

Fall Flag Football Continues



[This Photo](#) by Unknown
Author is licensed under [CC](#)
[BY-ND](#)

Community Manager

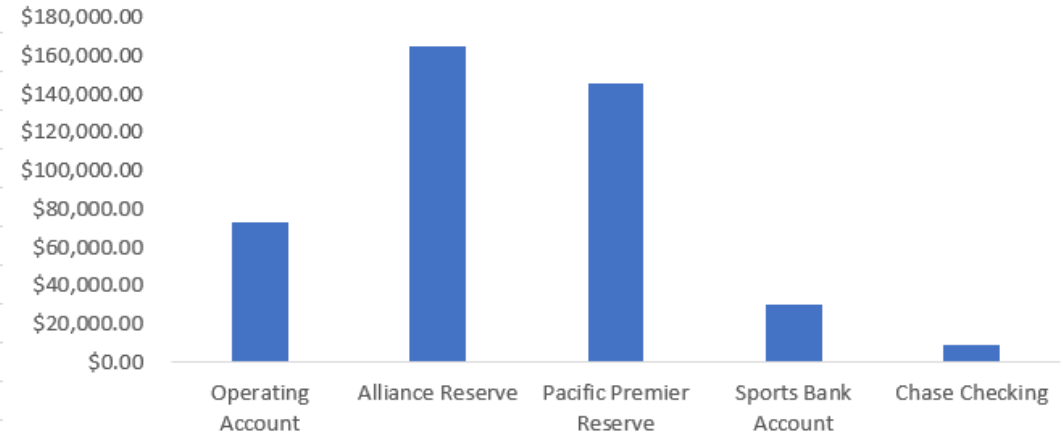
- Working with the county, CPS and SAWS regarding easements that are not HOA owned and maintained.
- Working to set a bulk pick up date with the county. They have tentatively told us November 2021.
- Collaborating with the Board, Maintenance Supervisor and Landscaper on the contract.
- New pool and park rules signs ordered and ready to be installed.
- Working with the board to stay within budget for the 4th quarter of the year.
- Collaborating with the board to determine upcoming projects such as:
 - Lighting repairs in the park
 - Community Center Pool Wrought Iron Fence
 - Community Clean Up
 - RFID at the Dog Park
 - Landscaping at the monuments

Financial Report

Bank Balances

	Dollars
Operating Account	\$72,995.94
Alliance Reserve	\$164,537.27
Pacific Premier Reser	\$145,892.55
Sports Bank Account	\$30,633.52
Chase Checking	\$8,828.24
Total	\$422,887.52

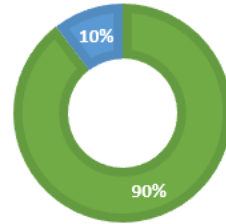
Bank Balances as of 10/20/2021



Assessment Receivable Report

	Dollars
Paid	\$1,207,391
Past Due	\$141,101
Meeting- 5%	
2020- 4% unpaid	
Paid	\$1,298,342
Past Due	\$51,499

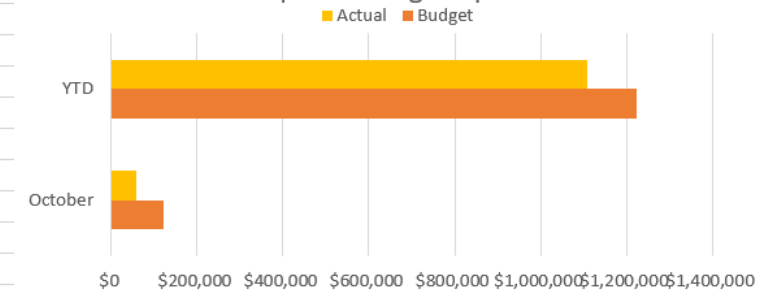
2021 ASSESSMENT RECEIVABLE REPORT



Expense Budget Update

	Budget	Actual		
October	\$122,422	\$57,244	47%	(\$65,178)
YTD	\$1,224,221	\$1,107,778	90%	(\$116,443)

Expense Budget Update



Committee Reports

- a) ARC- Lynette Bradley
- b) Communications- Bill Fenstermacher





Architectural Review Committee (ARC)

82% Approval

Avg Days to Close	1.9
Total PIAs	28
Approved	23
Denied	5
OPEN	0

Denials

- (2) New home design not aligned to neighborhood.
- Cannot add additional driveway
- Cannot extend driveway beyond garage
- No jurisdiction on public roads

September PIAs

Description	Received	Response	Status	Comments	Days to close
Solar Panels	9/2/2021	9/2/2021	Approved		0
Fence Stain	9/2/2021	9/3/2021	Approved		1
New Home Plan	9/3/2021	9/14/2021	Denied	Design was not aligned to neighborhood.	7
Roof	9/7/2021	9/8/2021	Approved		1
New Home Plan	9/8/2021	9/14/2021	Denied	Design was not aligned to neighborhood. Resubmission approved on 9/20/21	4
Roof	9/8/2021	9/10/2021	Approved		2
New Home Plan	9/10/2021	9/14/2021	Approved		3
Roof	9/14/2021	9/16/2021	Approved		2
Driveway	9/14/2021	9/20/2021	Denied	Cannot add an additional driveway	4
Landscaping	9/14/2021	9/17/2021	Denied	Cannot extend drive way beyond garage; resubmit as walkway	3
Pool	9/14/2021	9/28/2021	Approved	With Modification waiver for not completely behind the home due to land structure	7
Landscaping	9/16/2021	9/17/2021	Approved		1
New Home Plan	9/17/2021	9/20/2021	Approved	With Stipulations: Driveways be of concrete and broom finish, pebble wash not allowed	1
Solar Panels	9/17/2021	9/20/2021	Approved		1
Sidewalk/Walkway	9/17/2021	9/21/2021	Approved	With Stipulations: Grass remains around the front yard tree to stay within 50% xeroscape	2
Exterior Painting	9/20/2021	9/21/2021	Approved		1
Driveway	9/20/2021	9/21/2021	Denied	The ARC does not have jurisdiction on public roads. HO wants to add ramps to end of drive	1
Garage	9/20/2021	9/21/2021	Approved		1
Fence Replacement	9/21/2021	9/23/2021	Approved		2
Solar Panels	9/23/2021	9/24/2021	Approved		1
Patio	9/24/2021	9/27/2021	Approved		1
Exterior Painting	9/24/2021	9/27/2021	Approved		1
Siding	9/24/2021	9/27/2021	Approved		1
Exterior Painting	9/27/2021	9/28/2021	Approved		1
Patio	9/27/2021	9/29/2021	Approved		2
Playscape	9/30/2021	9/30/2021	Approved		0
Exterior Painting	9/30/2021	9/30/2021	Approved		0
Garage	9/30/2021	10/4/2021	Approved		2

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-OPEN- Maria is still working with TXDOT to obtain permission to place a monument in the right of way.
- d. Garden Lily and Tally Rd.-TABLED- The board has decided to table this project until 2022 due to the construction on Talley Road now being completed.
- e. Clock Tower Repairs-CLOSED- The board has approved a proposal for \$4,650 to have the clock tower faces repaired and the clock tower power washed.
- f. Mountain Bike Trails-OPEN—Jason Dunbar informed the board that the homeowners working on marking the trail have requested the overflow parking lot be utilized for parking and access to the bike/walking trails. The board approved this request.
- g. New Pool Furniture and Shade Options-OPENED- The board and Community Manager are working to obtain quotes for these items for the 2022 pool season.

New Business

- a. Amending of 2022 Budget
- b. Landscaping Contract
- c. Holiday Lighting Bids
- d. Next Monument for Replacement-The Pointe

Executive Session Results

Adjournment
Thank you for attending

Next meeting:
November 18, 2021