

**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, January 20, 2022. 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, Secretary

Board Members Absent:

Richard Riggie, Assistant
Secretary

Staff Present:

Name	Position	Name	Position
Maria Robinson	Community Manager	Eliel Perez	Standards Manager
Jason Dunbar	Recreation Director	Terri Holmes	Recreation Assistant

Members Present:

There were 6 homeowners present during the call.

II. APPROVAL OF PREVIOUS BOARD MINUTES: The Board reviewed the meeting minutes from the November 18, 2021 Board meeting. Heather Mallia made a motion to approve the November 18, 2021 minutes as written, Elaine Maurer provided a second and all were in favor. The November 18, 2021, meeting minutes were approved as written.

III. OPEN FORUM FOR HOMEOWNERS:

President opened the Members' Forum. There were no homeowner questions at that time.

IV. DEPARTMENT REPORTS:

- a. **Maintenance:** The maintenance report was covered by Maria Robinson the Community Manager. It was discussed that Benny had completed the repairs of the tot lot entrance gate, maintained monument lighting throughout the community and removed tree limbs from the sports park. The board requested that the task of painting main street fence boards be discussed with Benny the Maintenance Supervisor.
- b. **Standards:** Eliel Perez went over the total violations and break down of the categories from the dates of December 1, 2021, to January 18, 2022.
- c. **Community Activities:** Jason Dunbar presented the 30/60/90-day report included in the power point. Fall Flag Football will be finishing with the tournament on February 5, 2022, and soccer registration is currently up to roughly 550. Soccer season will be dependent on the SAWS project. Casino Night is scheduled for February 18, 2022 and bingo begins February 8, 2022.
- d. **Community Manager:** Maria informed the board and homeowners in attendance that the

front office staff has been working with the county to set a date for the bulk pick up since the county has approved the budget. She has also been working with TXDOT regarding the ROW at Potranco and Daisy Field to potentially put a monument in that location.

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

V. COMMITTEE REPORTS

- a. ARC: Brandon Schuler on behalf of Lynette Bradley, reported the ARC had received and reviewed 12 PIA's in the month of December 2021. Of those submissions, 1 was denied and 11 were approved. The turnaround rate for decisions was on average 1.7 days.
- b. Communications: Bill Fenstermacher requested that the board appoint and approve the nomination of Francis Lomax to Communication Committee Chair and Bill moving to Vice Chair. Francis was nominated by Kevin Drummonds, and all board members approved the nomination. Francis Lomax then presented information on the newsletter and website updates that are taking place.

VI. UNFINISHED BUSINESS:

- a) Splash Pad- TABLED until scope of work is determined. Maria has provided the board with the proposals for labor and parts to review.
- b) Clock Tower Landscape Design- OPEN-The board has reviewed the two proposals and have made the decision to move forward with the Summit proposal in Spring 2022. A refreshed proposal will be needed at that time as they are only valid for 30 days.
- c) Monuments at Daisy Field and Potranco-OPEN- Maria is still working with TXDOT to obtain a more current map of the Right of Way at this location.
- 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) Mountain Bike Trails-OPEN—Jason Dunbar informed the board that he will be meeting with the homeowners on Tuesday, January 25, 2022, to discuss the trail and mark trees that need to be trimmed.
- f) New Pool Furniture and Shade Options-OPENED- The furniture has been ordered and the side tables have been received. The delivery time from ordering was estimated at 16 weeks.
- g) RFID Cards at Dog Park-TABLED- This is tabled until after the clock tower landscaping has been completed in Spring 2022.
- h) Holiday Lighting/Decorations-CLOSED-Maria Robinson informed the board that the holiday lighting had been installed and removed except for the wreaths that are scheduled to be taken down Friday, January 21, 2022, weather permitting.
- i) Pointe Monument-OPENED-The old monuments have been removed and the electric is being installed. The inspection was approved by CPS, and they are working to install the remaining electric.

VII. NEW BUSINESS:

- a. Nomination Committee-Elaine Maurer informed those on the call that there is still one position that needs to be filled on the Nomination Committee for the Annual Meeting on April 22, 2022.
- b. 2022 Pool Season- A proposed 2022 pool season schedule was presented, and discussion followed. It was decided that this would be reviewed again in the

February 2022 meeting once swim lessons and swim team schedules have been determined.

- c. Request for Website Support- A request was made by the Communication Committee Chair, Francis Lomax to hire a webmaster to maintain the VWOA website. The board, Jason Dunbar and Francis Lomax discussed this request and Jason will be investigating firms to manage the website and meet with Francis to get specific needs.

VIII. EXECUTIVE SESSIONS RESULTS:

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

In the Executive Session held on Wednesday January 19, 2022, the Board approved to send 10 accounts to the attorney for deed restriction violations and 3 to the attorney for collections. The Board also discussed homeowner and attorney requests as well as employee/ handbook policies.

IX. SCHEDULE THE NEXT MEETING: The next Board meeting will be held on Thursday, February 17, 2022 at 6:00PM via Zoom if the board deems it necessary.

X. ADJOURNMENT: There being no further business before the Board, the meeting was adjourned at 7:39 pm.

Attested by:

Brandon Schuler
Brandon Schuler, Secretary

Date: 02 / 18 / 2022

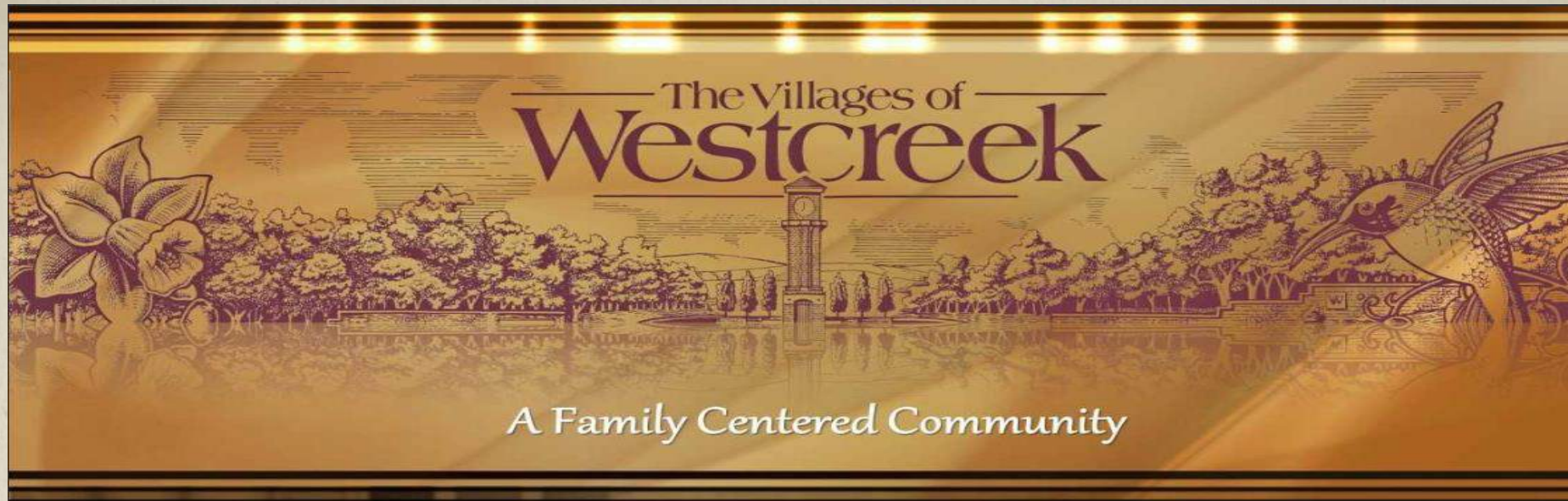
Approved by:

Kevin Drummonds
Kevin Drummonds, President

Date: 02 / 18 / 2022

Posted in the VWOA Book of Minutes and on VWOA website by:
Maria Robinson
Maria Robinson, Community Manager

Date: 02 / 18 / 2022



BOARD OF DIRECTORS MEETING
VIA ZOOM
JANUARY 20, 2022
6PM

Call to Order-6:00 PM

Minutes

Approval of November 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:

- Replaced broken hose reel with a new one.
- Sprayed Tot Lot for Fire Ants
- Cut and removed the dragging overflow arm and replaced it with a chain on both sides.
- Re-adjust motion lights and run through test mode to ensure they were functioning.
- Cut up and removed fallen tree limbs at the Sports Park.

Community Center:

- Maintain the centers exterior grounds.
- Call and report dumping
- Cut large tree limbs to allow the Santa house to be moved.
- Cut and trimmed all the palm trees along the pool fence line.
- Patch up the CC baby pool.
- Trim tree and raise it outside the Community Center.

Common Areas:

- Monument Beautification – In progress
- Weed eat and trim around the dog park to include spraying grass killer and weeds.
- Sprayed the walking trail with weed and grass killer.
- Change out LED lights at the Westcreek Oaks monuments (left side).
- Replaced burned out lightbulb under the tree to the right at The Gardens.
- Shoveled rocks off the sidewalk, trimmed bushes and resecured HOA fence line on Westcreek View.
- Cleaned up the easement on Westcreek Oaks by weed eating and cutting large bushes.
- Replaced stolen solar lights at The Hills monument.
- Replaced non-working GFCI at the clock tower with new cover box.
- Installed new fence slat (picket) and new footer between The Hills and Willowbrook.

Standards

Report Timeframe: December 01 ,2021 – January 18, 2022

- ☐ **Total Violations Sent: 547**
- ☐ **Open Enforceable Violations: 5**

Fence – 27

Open Recurring Violations: 172

Fence – 27

Trash Cans – 256

Clutter - 29

Vehicle – 27

Basketball Goals – 12

General Maintenance- 73 (ex: repair tree rings)

Landscaping- 19 (leaves, trim trees, shrubs, weeds, etc.)

House Repair – 85 (ex: paint, roof, fascia, garage)

Stain Removal – 32 (ex: mildew)

- **Unapproved Improvements: 7**

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

Community Activities

30 Days:

Flag Football Tournament
Soccer Registration Ends
Casino Night-February 18th



60 Days:

Flag football ends
Soccer Begins
Movie Night-March 11th



90 Days:

Easter Egg Hunt-April 11th
Soccer Continues



Community Manager

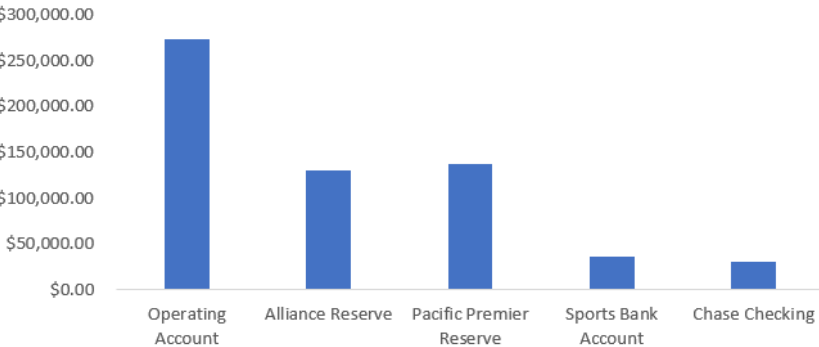
- Working with the county, CPS and SAWS regarding easements that are not HOA owned and maintained.
- Working to set a bulk pick up date with the county. They have updated us on 1/14/2022 that they are waiting for the purchase order to through and they will let us know when it has been approved.
- New ATV was purchased and the insurance money from the shop break in was utilized to offset the cost.
- Holiday decorations were installed and taken down by the contractors. The clock tower wreath is scheduled to be removed tomorrow 1.21.2022.
- Pool furniture has been ordered and the side tables have been received. The shipping timeframe was 16 weeks from ordering.
- Working with TXDOT to determine the Right of Way and if a monument can be placed at Daisy Field and Potranco.
- Working to fully staff the front office.
- Routine fire inspection was completed on the Community Center and working with the company to complete repairs needed.

Financial Report

Bank Balances

	Dollars
Operating Account	\$273,030.63
Alliance Reserve	\$129,851.05
Pacific Premier Reser	\$137,132.80
Sports Bank Account	\$36,114.87
Chase Checking	\$30,302.34
Total	\$606,431.69

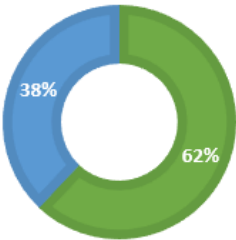
Bank Balances as of 1/19/2021



Assessment Receivable Report

	Dollars
Paid	\$209,477
Past Due	\$128,089
Meeting- 38%	
2021- 3% unpaid	
Paid	\$1,308,601
Past Due	\$40,532

2022 ASSESSMENT RECEIVABLE REPORT

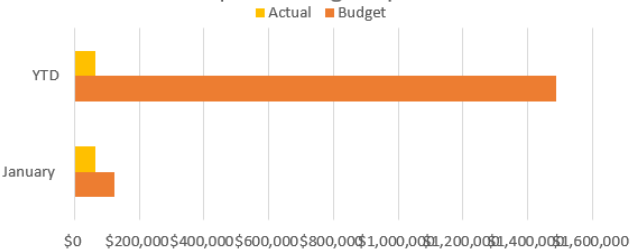


■ Paid ■ Past Due

Expense Budget Update

	Budget	Actual		
January	\$122,422	\$65,210	53%	(\$57,212)
YTD	\$1,490,092	\$65,210	4%	(\$1,424,881)

Expense Budget Update



Committee Reports

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





Architectural Review Committee (ARC)

December PIAs

92% Approval

Avg Days to Close	1.7
Total PIAs	12
Approved	11
Denied	1
OPEN	0

Denials

- To maintain the aesthetics of the neighborhood, brick should not be painted.

Stipulations

- Patio covers – no shiny/reflective roofing materials

Description	Received	Response	Status	Comments	Days to close
Fence replacement	12/1/2021	12/2/2021	Approved		1
Shed	12/3/2021	12/7/2021	Approved		2
Solar Panels	12/6/2021	12/7/2021	Approved		1
Fence replacement	12/7/2021	12/8/2021	Approved		1
Deck	12/9/2021	12/10/2021	Approved		1
Deck	12/14/2021	12/14/2021	Approved		0
Playscape	12/14/2021	12/16/2021	Approved		2
Solar Panels	12/14/2021	12/15/2021	Approved		1
Exterior Painting	12/14/2021	12/16/2021	Denied	Requesting to paint brick	2
Roof	12/20/2021	12/22/2021	Approved		2
Patio Cover	12/27/2021	1/3/2022	Approved	Stipulation: Patio cover cannot be shiny/reflective	5
Shed	12/29/2021	1/3/2022	Approved		2

Unfinished Business

- a. Splash Pad- TABLED until scope of work is determined. The board has been provided with the proposal to complete the install and have the equipment delivered on 1.18.2022 for their review.
- b. Clock Tower Landscape Design- OPEN-The board has reviewed two proposals and chosen to move forward with Summit Landscaping in Spring of 2022.
- c. Monuments at Daisy Field and Potranco-OPEN- Maria followed up with TXDOT and they provided an old Right of Way map while they are looking for an updated one. They will need to see a rough proposal of the monument and then can determine the type of application needed. They would not allow a monument type installation within the state ROW portion of the entrance
- 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. 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.
- f. New Pool Furniture and Shade Options-OPEN- The furniture has been ordered and the side tables have been received. From time of ordering, the furniture will take roughly 16 weeks to be fully delivered.
- g. Community Clean Up-OPEN- Summit began this project on Friday, January 14, 2022, and are scheduled to complete it on Friday, January 21, 2022.
- h. Landscaping at the Monuments-OPEN-The landscaping of the 4 approved monuments began this week with the placing of mulch.
- i. RFID Cards at Dog Park-OPEN- This is a project that the board would like to discuss having done while electrical work for the monuments is being completed.
- j. The Pointe Monuments-OPEN- The old monuments have been removed and the electric is being installed. The last update received; they were waiting for an inspection on the electric prior to moving forward.

New Business

- a. Nomination Committee Formation
- b. 2022 Pool Season
- c. Request for Website Support

Executive Session Results

Adjournment
Thank you for attending

Next meeting:
February 17, 2022