

BOARD OF DIRECTORS MEETING
VIA ZOOM
NOVEMBER 18, 2021
6PM

Call to Order-6:00 PM

Minutes

Approval of October 2021 Meeting
Minutes

Open Forum for Homeowners

County Commissioner's Office and Bexar County Public Works

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:

- Resecured wind screen on tennis courts with ties
- Sprayed Tot Lot for Fire Ants
- Resecured electrical panel and installed new locks at SP pavilion
- Hung new updated sports park and pool rules signs

Community Center:

- Maintain the centers exterior grounds.
- Call and report dumping
- Reinstalled and glued total of 9 tile squares due to water leak
- Went up into attic and rebooted the screen to get it to come down correctly.
- Purchased new locks to resecure the maintenance shop after break ins.
- Change A/C filters within the community center

Common Areas:

- Monument Beautification – In progress
- Checked pillars on Military Drive that were reported to be leaning (they are not) and all light bulbs to ensure they are functioning properly.
- Verify landscaper work has been completed
- Fixed broken and loose boards on HOA trailer for Fall Festival
- Replace solar lights with new ones at The Park at Westcreek
- Did a light audit at The Pointe (Found that all electrical wired lights are good and solar lights are going bad).
- Removed fence at Quailbrook and Military to allow the county to maintain the easement

Standards

Report Timeframe: October 22 ,2021 – November 15, 2021

- ☐ **Total Violations Sent: 407**
- ☐ **Open Enforceable Violations: 18**

Fence – 35

Open Recurring Violations: 124

Fence – 35

Trash Cans – 182

Clutter - 31

Vehicle – 18

Basketball Goals – 5

General Maintenance- 17 (ex: repair tree rings)

Landscaping- 22 (leaves, trim trees, shrubs, weeds, etc.)

House Repair – 73 (ex: paint, roof, fascia, garage)

Stain Removal – 15 (ex: mildew)

- **Unapproved Improvements: 9**

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

Community Activities

30 Days:

Santa In the Park Dec 18th

Flag Football



60 Days:

Flag football continues

Soccer Registration Opens

90 Days:

Flag football ends

SAWS Project will determine Soccer start date



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 to let us know that they are working on securing the number of bins we can have at bulk pick up since the budget was approved.
- Collaborating with the Board, Maintenance Supervisor and Landscaper on the new contract.
- 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

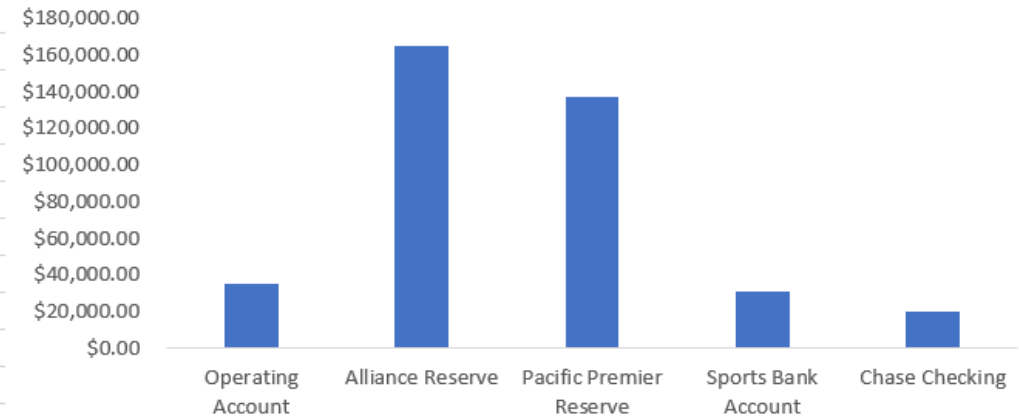
Financial Report

Bank Balances

Dollars

Operating Account	\$35,592.79
Alliance Reserve	\$164,537.27
Pacific Premier Reser	\$137,119.80
Sports Bank Account	\$31,130.73
Chase Checking	\$20,414.23
Total	\$388,794.82

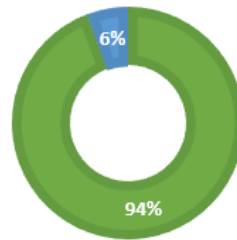
Bank Balances as of 11/16/2021



Assessment Receivable Report

	Dollars
Paid	\$1,271,611
Past Due	\$76,716

2021 ASSESSMENT RECEIVABLE REPORT



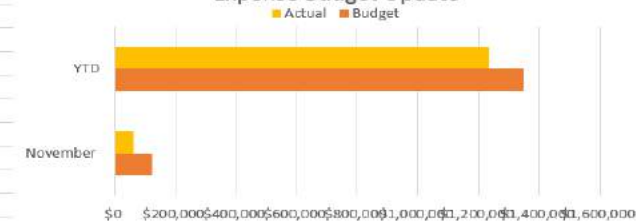
■ Paid ■ Past Due

Meeting- 5%	
2020- 4% unpaid	
Paid	\$1,298,342
Past Due	\$51,499

Expense Budget Update

	Budget	Actual		
November	\$122,422	\$62,274	51%	(\$60,148)
YTD	\$1,346,643	\$1,235,707	92%	(\$110,936)

Expense Budget Update



Committee Reports

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





Architectural Review Committee (ARC)

October PIAs

Address	Description	Received	Response	Status	Comments	Days to close
511 Point Meadow	Roof	10/4/2021	10/5/2021	Approved		1
815 Point Valley	Door	10/5/2021	10/5/2021	Approved		0
12615 Scarlet Sage	Solar Panels	10/6/2021	10/7/2021	Approved		1
12110 Sonni Field	Roof	10/6/2021	10/7/2021	Approved		1
531 Point Meadow	Door	10/11/2021	10/12/2021	Approved		1
12603 Skyline Mesa	Exterior Painting	10/11/2021	10/13/2021	Approved		2
814 Park Point	Roof	10/11/2021	10/13/2021	Approved		2
702 Point Creek	Pool	10/13/2021	10/26/2021	Approved	Stipulation: Must have utility companies clearance to dig	9
2115 Sage Run	Shed	10/15/2021	10/21/2021	Denied	ARC denied due to only one shed per lot and the size is over the max size of 10x12.	4
147 Birchwood Bay	Patio Cover	10/18/2021	10/20/2021	Approved		2
12118 Faithcrest	Patio Cover	10/18/2021	10/19/2021	Approved		1
1631 Kingsbridge	Sidewalk/Walkway	10/18/2021	10/20/2021	Approved	Stipulation: The walkway must be no wider than 4'	2
1822 Creek Knoll	Fence	10/20/2021	10/22/2021	Approved		2
250 Birchwood Bay	Outdoor furniture	10/20/2021	10/28/2021	Denied	Outdoor furniture in front yard, not on a patio, not aesthetically appealing.	6
12619 Point Canyon	Roof	10/21/2021	10/25/2021	Approved		2
1218 Farnsworth	Sidewalk/Walkway	10/22/2021	10/28/2021	Approved	Stipulation: Walkways cannot be greater than 4' in width and may not be parked on	4
11714 Jarvis Dr	Siding	10/25/2021	10/26/2021	Approved		1
1411 Creek Knoll	Exterior Painting	10/26/2021	10/26/2021	Approved		0
703 Point Breeze	Exterior Painting	10/26/2021	10/28/2021	Approved		2
228 Texas Mulberry	Railing with gate	10/26/2021	10/29/2021	Approved		3
1040 Creek Knoll	Roof	10/27/2021	10/28/2021	Approved		1
303 Bright Chase	Solar Panels	10/27/2021	10/29/2021	Approved		2

Avg Days to Close	2.2
Total PIAs	22
Approved	20
Denied	2
OPEN	0

91%
9%

Unfinished Business

- a. Splash Pad- TABLED until scope of work is determined. Maria has requested additional information from the vendor on a cost-effective way to install the potential splash pads. Once she hears back, she will update the board.
- 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 to obtain permission to place a monument in the right of way and get clarification on the exact location of where the monument could potentially be installed.
- 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 board has been provided new proposals for pool furniture based on the changes requested.
- g. Community Clean Up-OPEN- Board has received a proposal from Summit Landscaping for the initial cleanup of easements within the community and have made the decision to complete this in January 2022.
- h. Landscaping at the Monuments-OPEN-The board has received the proposal to add landscaping to the newly renovated monuments and have approved a proposal from Summit to begin work.
- 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.

New Business

- a. In Person Meetings
 - b. Maintenance Shop Break Ins and Repairs
 - a. New Ranger Purchase
 - b. New Shop Purchase
 - c. Cacti Removal/Tree Trimming/ Rock Removal
-

Executive Session Results

Adjournment

Thank you for attending

Next meeting:

December 16, 2021 (If Necessary)

**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, November 18, 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, Secretary
Richard Riggie, Assistant Secretary

Board Members Absent:

None

Staff Present:

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

Members Present:

There were 12 homeowners present during the call.

II. APPROVAL OF PREVIOUS BOARD MINUTES: The Board reviewed the meeting minutes from the October 21, 2021 Board meeting. Heather Mallia made a motion to approve the October 21, 2021 minutes as written, Richard Riggie provided a second and all were in favor. The October 21, 2021, meeting minutes were approved as written.

III. OPEN FORUM FOR HOMEOWNERS:

President opened the Members' Forum. A homeowner had a question regarding trash on the sidewalk in front of a home in the community and what can be done to resolve the issue. Maria informed the homeowner that the HOA is aware and have reported it to Code Compliance as well to try and resolve the matter faster.

IV. GUEST SPEAKERS: Patty Hernandez from the County Commissioners office and Reggie Fountain from Bexar County Public Works were both present and, on the call, to provide updates on the projects impacting the community. Patty informed those in the office of the progress made at the easement behind Galm that impacted several homeowners. She also provided information on the Tax Assessors office as they are where homeowners would dispute increases in property taxes. Reggie Fountain informed those in attendance that the Talley Road project is on track and estimated to be completed in July 2022. He will be providing a map and information regarding any detours to Maria Robinson, Community Manager for distribution. The West Military Drive project has been delayed due to an issue with the location of AT&T lines and they are projected to start construction around March 2022. Reggie also informed those in attendance that there is a potential for Talley Road Project Phase 2 that will run from Wiseman

to Tamaron Pass.

V. DEPARTMENT REPORTS:

- a. Maintenance: The maintenance report was covered by Benny Martinez the Maintenance Supervisor. It was discussed that Benny had completed the removal of the fence at Quailbrook and the county has mowed that easement. Benny also discussed the continued efforts to combat the ants at the sports park.
- b. Standards: Eliel Perez went over the total violations and break down of the categories from the dates of October 22, 2021, to November 15, 2021.
- c. Community Activities: Maria Robinson presented the 30/60/90-day report included in the power point in the absence of Jason Dunbar. Fall Flag Football is beginning this weekend and runs through February 2022. Santa in the Park will be held on Saturday, December 18, 2021, and spring soccer will be dependent on the SAWS project that is going to run through the sports park.
- d. Community Manager: Maria informed the board and homeowners in attendance that she had 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 the new landscaping company and the board regarding the verbiage of the new contract and assisting in the movement of approved projects.
- e. Financial Report: The Community Manager presented a brief overview of the Associations year to date finances.

VI. COMMITTEE REPORTS

- a. ARC: Lynette Bradley reported the ARC had received and reviewed 22 PIA's in the month of October 2021. Of those submissions, 2 were denied and 20 were approved. The turnaround rate for decisions was on average 2.2 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.

VII. UNFINISHED BUSINESS:

- a) Splash Pad- TABLED until scope of work is determined. Maria has requested additional information from the vendor on the cost-effective way to install the potential splash pads and once she has more information will present it to the board.
- 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 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) 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.
- f) New Pool Furniture and Shade Options-OPENED- The board has voted and approved

the purchase of new pool furniture at the Community Center pool for the 2022 pool season. The board also approved the purchase of sunshades for the monitors that will be purchased from Lowe's or Home Depot.

- g) Community Clean Up-CLOSED-The board has approved a proposal from Summit Landscaping to clean out the easements at the cost of \$6,472.45 before tax. This will take place in January 2022.
- h) Landscaping at Monuments-CLOSED-The board has received a proposal to add landscaping at the newly renovated monuments and approved the proposal from Summit in the amount of \$5,645.42 with tax included. This is set to start immediately.
- i) RFID Cards at Dog Park-TABLED- This is tabled until after the clock tower landscaping has been completed in Spring 2022.
- j) Holiday Lighting/Decorations-IN PROGRESS-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.
- k) Amending of 2022 Budget-CLOSED-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. This was completed at the October 2020 Board Meeting.
- l) Landscaping Contract-CLOSED- 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 once negotiations are completed.
- m) Pointe Monument-OPENED-The board reviewed the proposals for adding electric to the monument and replace The Pointe monuments at the cost of \$11,700.

VIII. NEW BUSINESS:

- a. In Person Meetings-CLOSED- The discussion of returning to in person meetings was held and a homeowner voiced that they prefer Zoom meetings as they are easier to attend. It was determined that meetings would continue via zoom until further notice.
- b. Maintenance Shop Break ins and Repairs- Maria informed those in attendance that the maintenance shop was broken into on Sunday, October 31, 2021, and Wednesday, November 3, 2021, at which time the ATV Ranger, a weed eater, hedge trimmer, and two gas cans were stolen. An insurance claim has been filed and the board has approved the purchase of a new ATV. They are reviewing options for new maintenance shops. This will remain open under unfinished business until it has been finalized.
- c. Standards Amendment-The board reviewed the request to change the standards to allow 45 days for Halloween decorating and a motion was made by Kevin Drummonds to approve this amendment, Heather Mallia seconded the motion, and all board members were in favor. 2022 will also contain a Halloween decorating contest.

IX. EXECUTIVE SESSIONS RESULTS:

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

In the Executive Session held on Wednesday November 17, 2021, the Board approved to send 6 accounts to the attorney for deed restriction violations. The Board also discussed the priority of approved projects, and the landscaping contract.

X. SCHEDULE THE NEXT MEETING: The next Board meeting will be held on Thursday, December 16, 2021 at 6:00PM via Zoom if the board deems it necessary.

XI. ADJOURNMENT: There being no further business before the Board, the meeting was adjourned at 7:37 pm.

Attested by:

Brandon Schuler

Brandon Schuler, Secretary

03 / 08 / 2022

Date: _____

Approved by:

Kevin Drummonds

Kevin Drummonds, President

01 / 20 / 2022

Date: _____

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

Maria Robinson

Maria Robinson, Community Manager

Date: 01 / 21 / 2022 _____