

**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 6:04 pm, on Thursday, March 17, 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  
Richard Riggie, Assistant  
Secretary

**Board Members Absent:**

None

**Staff Present:**

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

**Members Present:**

There were 9 homeowners present during the call.

**II. APPROVAL OF PREVIOUS BOARD MINUTES:** The Board reviewed the meeting minutes from the February 17, 2022 Board meeting. Heather Mallia made a motion to approve the February 17, 2022 minutes as written, Elaine Maurer provided a second and all were in favor. The February 17, 2022, meeting minutes were approved as written.

**III. OPEN FORUM FOR HOMEOWNERS:**

President opened the Members' Forum. There were questions regarding the Talley Road project, the Military Dr. project, and lighting within the community (streetlights). The Community Manager provided updates on the two projects in question and let those in attendance know that she would contact CPS for a streetlight map and to report the streetlights that are currently out.

**IV. DEPARTMENT REPORTS:**

- a. Maintenance: The maintenance report was covered by Maria Robinson, the Community Manager. She let those in attendance know that Benny had been working on ensuring the Community Center pool is ready for opening day on April 1, 2022. Bids were also received for the faded community signs as requested in the February 2022 meeting, and the board approved a proposal from Xpress Signs in the amount of \$1,613.04 plus tax.
- b. Standards: Eliel Perez went over the total violations from the dates of February 15, 2022,

to March 14, 2022, and compared them to the numbers from the previous meeting.

- c. Community Activities: Jason Dunbar presented the 30/60/90-day report included in the power point. Snacks with the Easter Bunny is scheduled for Saturday, April 9, 2022, from 1-3 PM. Soccer is set to begin at the end of April 2022 pending the completion of the SAWS project.
- d. Community Manager: Maria informed the board and homeowners in attendance that the bulk pick up was a success and the staff members that assisted did a great job. It was stated that the board reviewed the option of adding 24-hour security however due to the price of the contract, the board did not move forward. The board reviewed the renewal of the Park Guard Security and a motion was made at this time by Heather Mallia for Choice Security in the amount of \$68,796 with the flexibility to add more hours and stay within budget, Kevin Drummonds seconded the motion, and all board members were in favor.
- e. 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 23 PIA's in the month of February 2022. Of those submissions, 23 were approved. The turnaround rate for decisions was on average 1.4 days. Lynette let those in attendance know that an interview was conducted for a regular member of the ARC and she made a nomination to appoint Victor Estello to the ARC, the nomination was accepted by Heather Mallia, seconded by Kevin Drummonds and all board members were in favor.
- b. Communications: Francis Lomax then presented information on the newsletter and website updates that are taking place. He also went over the request for webmaster support that was mentioned at the last board meeting stating that he needs more information and recommends that this is moved to unfinished business until it has been closed.
- c. Nominations Committee: Elaine Maurer gave an updated on Meet the Candidates that took place via Zoom on March 12, 2022. An estimated 34 total individuals were on the call and she informed those in attendance that the Nomination Committee will be having another meeting in the next couple of weeks.

## **VI. UNFINISHED BUSINESS:**

- a. Splash Pad- TABLED until 2023 due to the cost of the project.
- b. Clock Tower Landscape Design- OPEN-The deposit has been paid to Summit to place this project on their schedule to begin within the next week. The board reviewed a change order due to a change in plants used and approved the change order in the amount of \$488.24.
- 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 was informed that the trail is ready to be cleared and this will entail trimming trees.
- f. New Pool Furniture and Shade Options-OPENED- Maria has followed up with the pool company to get the status on when the furniture will be delivered and at this time they are estimating a shipping date within the beginning of April 2022.
- g. RFID Cards at Dog Park-TABLED- This is tabled until after the clock tower landscaping has

been completed in Spring 2022.

- h. Pointe Monument-OPENED-The slabs have been completed and all sign pieces have been built and the last base is curing. They are anticipating a delivery date of Monday, March 21, 2022.
- i. Cacti Removal/Tree Trimming/Shredding- CLOSED-This project has been completed and signed off by Benny as of March 4, 2022.
- j. Maintenance Shop Replacement-OPENED- The board is reviewing options for the replacement of the maintenance shop and the location of the shop.
- k. Concrete Pad for Maintenance Shop-OPEN-The board is reviewing contracts provided by 3 vendors for this project.
- l. Fence for Maintenance Shop-OPEN-This will be reviewed further once the maintenance shop has been installed.
- m. Approval of Wahoo's Contract-CLOSED-While discussing the pool schedule, the Wahoo's pool contract was solidified and the contract has been provided to the Board President, Kevin Drummonds for signing.

**VII. NEW BUSINESS:**

- a. Maintenance Shop Proposal Approval-The board discussed the replacement of the maintenance shop and a motion was made by Kevin Drummonds to approve up to \$18,000 for the maintenance shop replacement building to be paid out of the Capital Improvement account, Heather Mallia seconded the motion and all board members in attendance were in favor. The board then discussed the concrete foundation that will need to be poured to place the building on, and a motion was made by Kevin Drummonds to approve up to \$30,000 for the concrete foundation to be paid out of the Capital Improvement Fund, Heather Mallia seconded the motion and all board members in attendance were in favor. These items will remain open under Unfinished Business until they are completed.

**VIII. EXECUTIVE SESSIONS RESULTS:**

- a. Maria Robinson summarized the Executive Session as follows:  
In the Executive Session held on Wednesday March 16, 2022, the Board approved to send 7 accounts to the attorney for deed restriction violations and 2 to the attorney for collections. The board reviewed one attorney request and made the decision to move forward with an abstract of judgment. The board also reviewed two homeowner accounts and the proposed Security Contract.

**IX. SCHEDULE THE NEXT MEETING:** The next meeting will be held on Thursday, April 21, 2022 at 6:00PM via Zoom and will be the Annual Meeting of the Members. An Organization Meeting will take place after the Annual Meeting.

**X. ADJOURNMENT:** There being no further business before the Board, the meeting was adjourned at 7:04 pm.

Attested by:

Brandon Schuler

Brandon Schuler, Secretary

Date: 04 / 18 / 2022

Approved by:

Kevin Drummonds

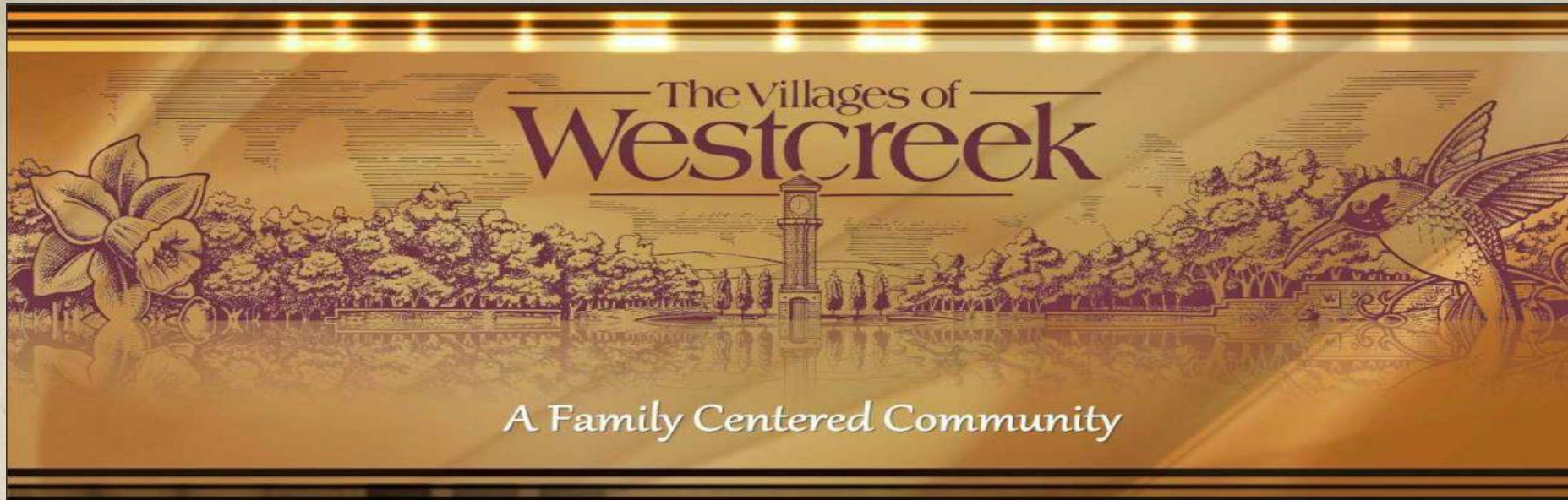
Kevin Drummonds, President

Date: 04 / 18 / 2022

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

Maria Robinson, Community Manager

Date: 04 / 18 / 2022



**BOARD OF DIRECTORS MEETING**  
**VIA ZOOM**  
**MARCH 17, 2022**  
**6PM**

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



# Minutes

Approval of February 2022 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.

## **Park:**

- Check Tot-Lot for Ants
- Replaced water spigot that would not completely shut off.
- Scheduled and confirmed that plumbing repairs were completed at the Sports Park pool where the shower head is located.
- Installed new chains on overflow parking area with reflectors
- Rehang partial fallen wind screen
- Installed a door kick plate at bottom of the pool pump room door in front of the baby pool area

## **Community Center:**

- Maintain the centers exterior grounds.
- Call and report dumping
- Paint all areas where holes were filled with mortar concrete including touch up paint where the shower handle was installed.
- Recover and staple screen that was torn over the kiddie pool
- Touch up paint both bathroom ceilings where needed
- Install a roller shade at the CC pool for Monitors to protect them from the sun
- Replaced broken paper towel dispenser in the men's bathroom at the CC Pool
- Touched up the paint in the men's and women's bathrooms at the CC Pool

## **Common Areas:**

- Trees in the gasline easement and Westcreek View easement were approved to be raised and this was started on 3.8.2022 to be completed on 3.9.2022.
- Confirmed that tree trimming, cacti removal and shredding project was completed to the details outlined in the proposal
- Replaced burned out light at the monument located at Quail Meadow
- Completed a monument lighting check
- Confirmed that all easements were cleaned out per proposal provided and approved
- Confirming that all areas are mowed per the contract
- Attempted to remove all graffiti however it would not be fully removed so the board is replacing the signs with an anti-vandalism protectant



# Standards

*Report Timeframe: February 15, 2022-March 14, 2022*

- ☐ **Total Violations Sent: 453**
- ☐ **Open Enforceable Violations: 0**

*Fence – 12*

**Open Recurring Violations: 160**

*Fence – 12*

*Trash Cans – 231*

*Clutter - 32*

*Vehicle – 24*

*Basketball Goals – 9*

*General Maintenance- 69 (ex: repair tree rings)*

*Landscaping- 18 (leaves, trim trees, shrubs, weeds, etc.)*

*House Repair –39 (ex: paint, roof, fascia, garage)*

*Stain Removal – 11 (ex: mildew)*

- **Unapproved Improvements: 8**

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

# Community Activities

## **30 Days:**

- Snacks with the Easter Bunny – April 9<sup>th</sup>

## **60 Days:**

- Spring Soccer Starts April 30<sup>th</sup>

## **90 Days:**

- Spring Soccer Continues





# Community Manager

- Military opens bids on Friday so we should see work beginning in May
- Talley has had days added to the contract due to utility delays and weather impacts, it will be later in the year before it is done. We are very close to finally switching traffic on that project which will help things tremendously.
- Contacted the County Commissioner's office and Public Works about the Daisy Field Road Concerns
- Bulk pick-up was held on March 5, 2022, and we had a great turnout.
- The board is currently working with the Security Company at the park and additional proposals to establish a new contract.
- Routine fire inspection was completed on the Community Center and majority of the repairs were completed. We are waiting on a proposal for the last 2 items to be completed.
- Working with the recreation department to get the pools ready for pool season. This includes repairs to the ADA chair at the Community Center Pool. We have received the repair kit at a cost of \$836.21 and that allowed the chair to move left to right again. We are ordering a cover (\$180) and a new actuator (\$738) so that the chair can be fully functional and then protected from the elements. Repairing versus replacing saved \$2,645.79.
- The CPA is currently working on the 2021 Audit to be reviewed and discussed at the Annual Meeting on 4.21.2022.
- Obtaining proposals for a new maintenance shop and concrete pad to place it on.
- Plumbing repairs were approved and completed at the Sports Park Pool for a leaking shower head (3.8.2022).
- Scheduled the annual required SAWS backflow testing and this was completed by Texas Roots.
- 6" Backflow Repairs were approved and completed for the fire system and the backflow report will be sent to SAWS as required (3.4.2022).
- New Welcome to Westcreek signs were ordered as discussed in the last board meeting and will be installed once received.
- Preparing for the Annual Meeting scheduled for Thursday, April 21, 2022. The board approved the use of the vendor VoteHOA Now to be utilized for electric voting and the emails began going out on 3.7.2022.
- The board reviewed the option of adding a 24-Hour and due to the cost has decided not to move forward with this discussion

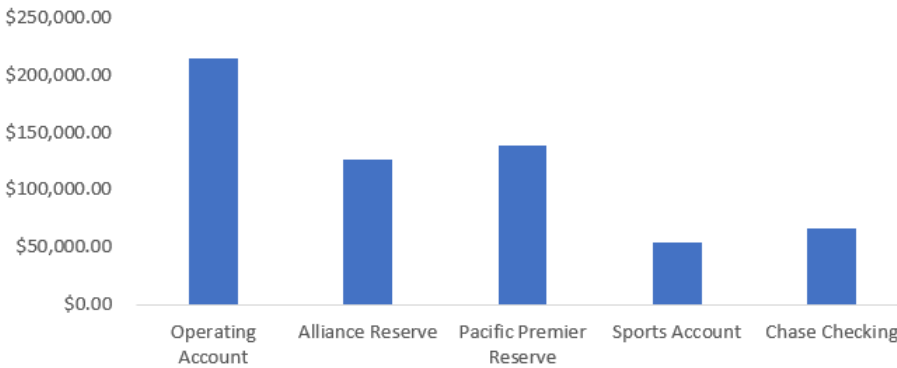


# Financial Report

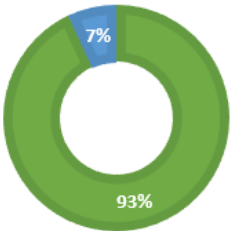
## Bank Balances

	Dollars
Operating Account	\$213,677.00
Alliance Reserve	\$126,151.06
Pacific Premier Reser	\$138,751.01
Sports Account	\$54,332.25
Chase Checking	\$66,841.57
Total	\$599,752.89

Bank Balances as of 3/17/2022



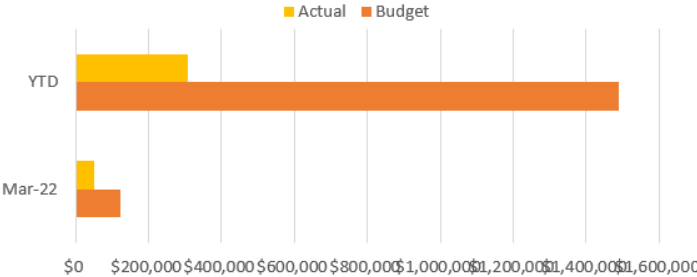
## ASSESSMENT RECEIVABLE REPORT



## Expense Budget Update

	Budget	Actual		
Mar-22	\$124,174	\$51,132	41%	(\$73,042)
YTD	\$1,490,092	\$307,318	21%	(\$1,182,774)

Expense Budget Update



# Committee Reports

- a) ARC- Lynette Bradley
- b) Communications- Francis Lomax
- c) Nominations Committee- Elaine Maurer





# Architectural Review Committee (ARC)

## 100% Approval

Avg Days to Close	1.4
Total PIAs	23
Approved	23
Denied	0
OPEN	0

## Denials

- N/A

## Stipulations

- Patio cover top should not have reflective material.
- Ensure rock beds are kept free of weeds in xeriscaping improvements.

## February 2022 PIAs

Description	Received	Response	Status	Comments	Days to close
Fence Replacement	2/1/2022	2/2/2022	Approved		1
Roof	2/1/2022	2/2/2022	Approved		1
Patio Cover	2/1/2022	2/2/2022	Approved		1
Driveway	2/2/2022	2/2/2022	Approved		0
Landscaping	2/7/2022	2/8/2022	Approved	w/Stipulations: Ensure rockbeds are kept free of weeds as they grow.	1
Siding	2/8/2022	2/8/2022	Approved		0
Roof	2/9/2022	2/10/2022	Approved		1
Roof	2/9/2022	2/10/2022	Approved		1
Patio Cover	2/9/2022	2/10/2022	Approved		1
Exterior Paint	2/10/2022	2/11/2022	Approved		1
Solar Panels	2/11/2022	2/11/2022	Approved		0
Patio Cover	2/14/2022	2/16/2022	Approved	w/Stipulations: Top should not have a reflective surface	2
Trash Can Encl	2/14/2022	2/18/2022	Approved		4
Exterior Paint	2/15/2022	2/16/2022	Approved		1
Solar Panels	2/16/2022	2/17/2022	Approved		1
Pool	2/16/2022	2/22/2022	Approved		6
Shed	2/17/2022	2/18/2022	Approved		1
Pool	2/22/2022	2/24/2022	Approved		2
Lighting	2/22/2022	2/24/2022	Approved		2
16" x 16" Umbrella	2/23/2022	2/24/2022	Approved		1
Shade Structure	2/23/2022	2/24/2022	Approved		1
Solar Panels	2/24/2022	2/25/2022	Approved		1
Fence Replacement	2/28/2022	3/2/2022	Approved		2



# Communication Committee Report

- **Recommendations for Webmaster Support**
- **Monthly Newsletter**
- **Support for VWOA Election Process**
- **Website Support**



# 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 deposit has been paid to Summit to place this project on their schedule and begin in March 2022.
- 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 was informed that the trail is ready to be cleared and this will entail trimming trees.
- f. New Pool Furniture and Shade Options-OPENED- Maria has followed up with the pool company to get the status on when the furniture will be delivered and is awaiting a response.
- g. RFID Cards at Dog Park-TABLED- This is tabled until after the clock tower landscaping has been completed in Spring 2022.
- h. Pointe Monument-OPENED-The slabs have been completed, all sign pieces have been built and the last base is curing. They are planning at this time to deliver the signs on Monday.
- i. Cacti Removal/Tree Trimming/Shredding- CLOSED-This has been completed by Summit and signed off on by Benny as of 3.4.2022. This is now closed.
- j. Maintenance Shop Replacement to Include New Concrete Pad-OPENED- The board has reviewed new proposals that include moving the shop to overflow parking by the office. They have approved the Eversafe in the amount of \$14,524.30 with 26-gauge steel. Jason and Maria are working to obtain updated concrete/electrical work proposals now that the shop proposal has been approved.
- k. Approval of Wahoo's Contract –OPEN- The board has been provided the Wahoo's schedule and final contract for review and approval.



# Clock Tower Refresh Plans

Dwarf Holly

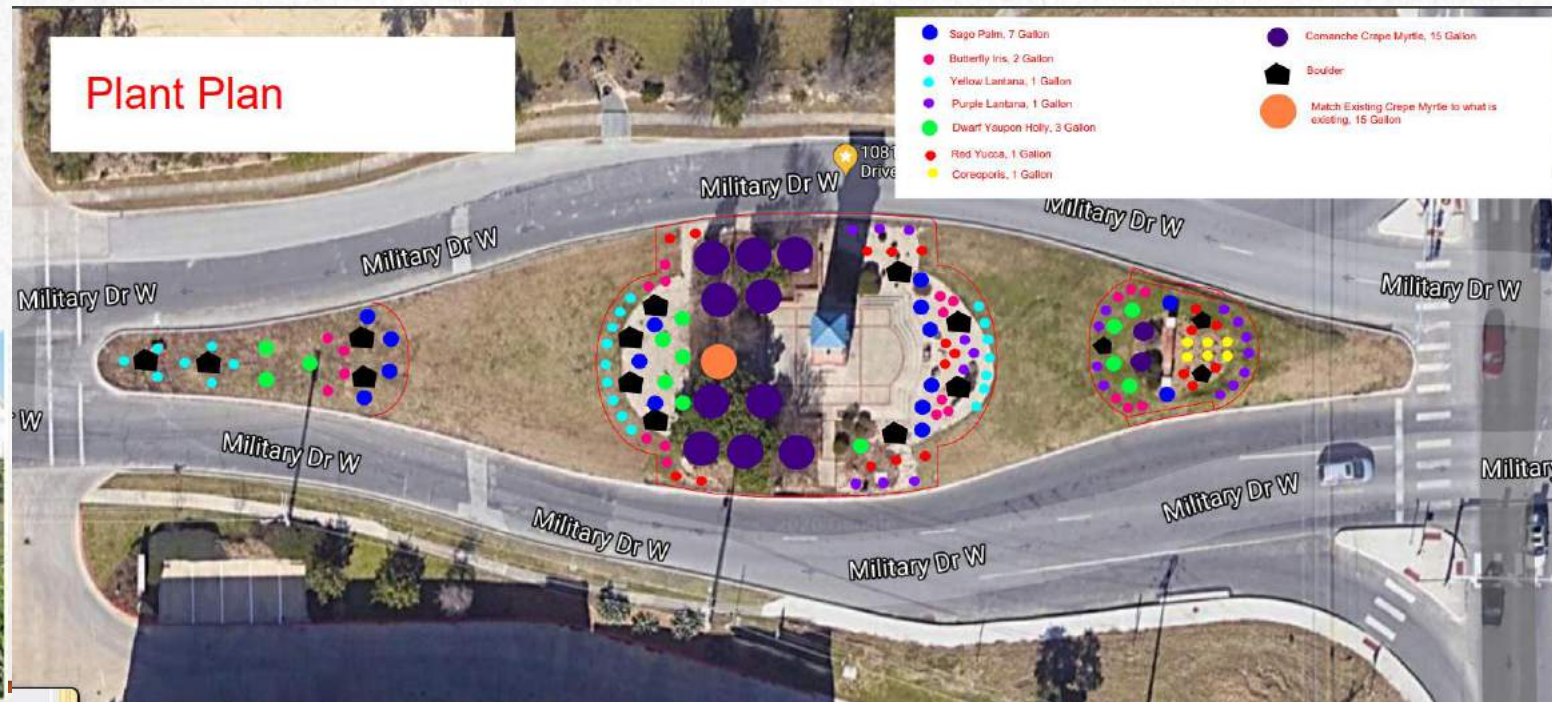


Red Yucca



Butterfly  
Iris

Plant Plan



Crepe Myrtle



Purple Lantana





# New Business

- a. Maintenance Shop Proposal Approval

# Executive Session Results

**Adjournment**

**Thank you for attending**

**Next meeting:**

***April 21, 2022 (Annual Meeting)***