

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, May 19, 2022. The purpose of the meeting was to conduct regular business as identified in the pre-announced Agenda.

Board Members Present:

Kevin Drummonds, Vice President
Heather Mallia, Treasurer
Elaine Maurer, President
Brandon Schuler, Secretary
Brian Bush, Assistant Secretary

Board Members Absent:

None

Staff Present:

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

Members Present:

There were 4 homeowners present during the call.

II. APPROVAL OF PREVIOUS BOARD MINUTES: The Board reviewed the meeting minutes from the April 14, 2022 Board meeting. Kevin Drummonds made a motion to approve the April 14, 2022 minutes with the correction of “meeting agenda” to “meeting minutes” suggested by Heather Mallia, Heather Mallia provided a second and all were in favor. The April 14, 2022, meeting minutes were approved with one change.

III. OPEN FORUM FOR HOMEOWNERS:

The floor was open for homeowner questions and there were none, so the floor was closed.

IV. DEPARTMENT REPORTS:

- a. Maintenance: The maintenance report was covered Benny Martinez, the Maintenance Supervisor informed the board that he has spent the past couple months getting the pools ready for opening, tree trimming in the dog park for the upcoming boy scouts project, and that there has been an increase in illegal dumping throughout the community. Kevin Drummonds did inquire if Benny could pinpoint where the dumping was coming from and Benny said not at this time. The “L” location in Highpoint has also become an issue with construction debris.
- b. Standards: Eliel Perez went over the total violations from the dates of March 15, 2022, to May 16, 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. Spring/Summer soccer is in full swing and soccer camp will be taking place in August 2022. Jason did inform those in attendance that he was able to secure Brennan for the older teams to play on the turf field and that has been going well.
- d. Community Manager: Maria informed the board and homeowners in attendance that she has been working with the board to get the clock tower project completed, the monument plants that had died replaced, and the pools ready for the season. She informed those in attendance that the umbrellas had been delivered for the CC pool and installed. Maria gave huge kudos to the board for volunteering above and beyond by watering the new monument plants on the weekends and placing the Memorial Day flags. Heather Mallia made a motion to approve replacing the water buffalo that was stolen from the small motor shop with a budget up to \$4,500 to cover taxes. 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 numbers for March and April 2022 during the meeting and the turnaround times for requests. 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 Michael Ricco to the ARC, the nomination was accepted by Elaine Maurer, seconded by Heather Mallia 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 informed the board and those in attendance that the new webmaster support was going well, and they have not experienced any issues. He informed everyone that the website went through several updates to support the annual meeting in April and there were no issues.

VI. UNFINISHED BUSINESS:

- a. Splash Pad- TABLED until 2023 due to cost of the project.
- b. Clock Tower Landscape Design- OPEN-The project was started on May 2, 2022, and they are currently in the middle of the project. Additional electrical work was needed once the area was cleared, and that work is currently underway.
- 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-CLOSED- 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 board is currently reviewing proposals for trenching to allow electric to be available on both sides of the monument and landscaping proposals for these new monuments.
- i. 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 a new maintenance shop from the Infinity vendor in the amount of \$18,325.11.

- j. Maintenance Shop Concrete Pad-OPENED- The board has reviewed three proposals and approved Lonestar Kustom Construction to proceed with the concrete pad and electrical work in the amount of \$28,085.00.
- k. Approval of Wahoo's Contract –CLOSED- The board has been provided the Wahoo's schedule and final contract for review and approval.

VII. NEW BUSINESS:

- a. Food Trucks- Maria informed those in attendance that the front office had done a promotion for the month of May to allow food trucks to come out without paying the \$25 permit fee. In the month of May 2022, the association had seen more food trucks than they had in months and several returned that have not been back due to the permit. A motion was made by Elaine Maurer to remove the permit fee and lower the special events fee to \$25. The motion was seconded by Brian Bush and all board members were in favor.
- b. Nominations Committee: Elaine Maurer made a motion to nominate Brandon Schuler to Chair the Nominations Committee for the 2023 Annual Meeting. Brandon accepted the nomination and Heather Mallia seconded the motion and all board members were in favor. Those in attendance were addressed asking if anyone volunteered to serve on the committee with Brandon, and Lynette Bradley volunteered to serve.
- c. Pool ID Policy Review- Jason Dunbar informed those in attendance that the board reviewed the process for entrance into the pool after receiving multiple concerns and if homeowners have their cards and they allow access to the gates, the monitor will not be asking to also view the card. In the event the monitor feels it is necessary to request proof of ID card, the monitor will ask, and the homeowner needs to have it on them.
- d. Boy Scouts Dog Park Project- Brandon Schuler informed those in attendance that the Eagle Scouts will be completing updates to the dog park and horseshoe area next to the community center pool May 21st-May 22nd. The dog park will be closed during this time and communication has been sent out for adult volunteers to assist with certain power tools. A motion was made by Heather Mallia to approve up to \$600 to cover the cost of paint needed for the picnic tables and benches. Elaine Maurer seconded this motion, and all board members were in favor.

VIII. EXECUTIVE SESSIONS RESULTS:

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

In the Executive Session held on Wednesday May 18, 2022, the Board approved to send 5 accounts to the attorney for deed restriction violations and 6 to the attorney for collections. The board reviewed two attorney request and made the decision to move forward with two abstracts of judgment. The board also reviewed rental contracts for the community center, pool, and pavilion, and discussed watering of the new monument plants, and placement of Memorial Day flags.

IX. SCHEDULE THE NEXT MEETING: The next meeting will be held on Thursday, June 16 ,2022 at 6:00PM via Zoom.

X. ADJOURNMENT: There being no further business before the Board, the meeting was

adjourned at 6:44 pm.

Attested by:

Brandon Schuler
Brandon Schuler, Secretary

Date: 06 / 17 / 2022

Approved by:

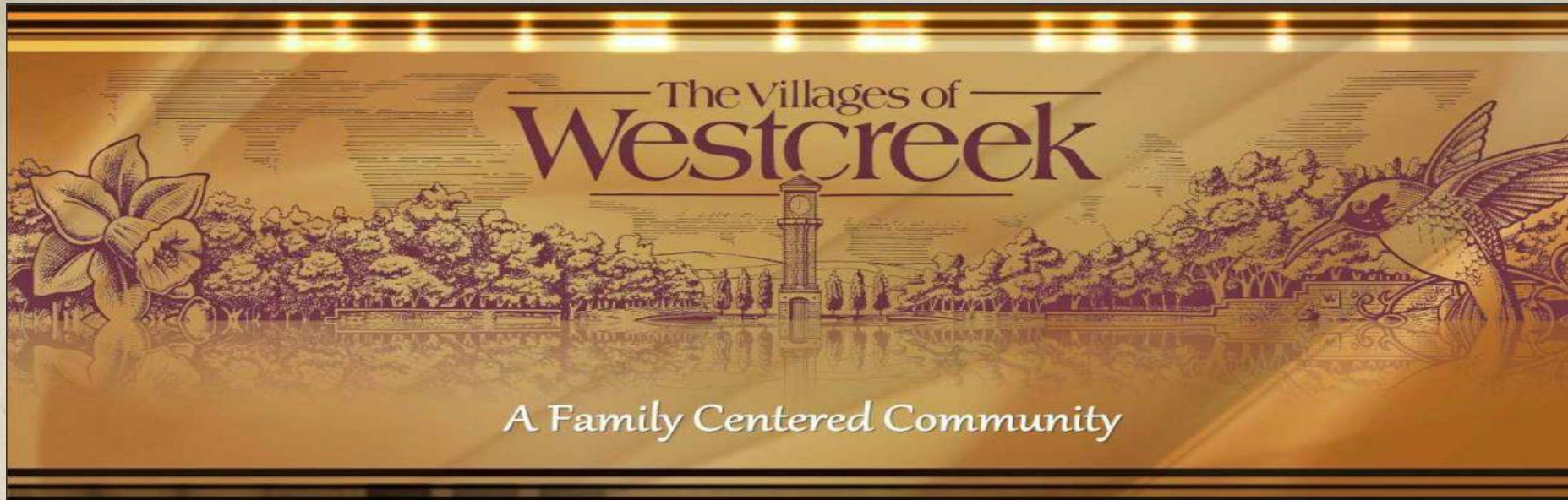
Elaine Maurer
Elaine Maurer, President

Date: 06 / 17 / 2022

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

Maria Robinson
Maria Robinson, Community Manager

Date: 06 / 17 / 2022



BOARD OF DIRECTORS MEETING
VIA ZOOM
MAY 19, 2022
6PM

Call to Order-6:00 PM

Minutes

Approval of April 2022 Special Board
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:

- Resecured fallen wind screens at tennis courts
- Removed chain link fence and concrete poles along back of baseball field
- Removed faded camera signs along the pool area
- Replaced missing bolts on the workout bench
- Replaced burnt out and rusted ceiling fans in sports park pool area
- Installed sunshade at the sports park pool.
- Power wash pavilion at sports park to remove cobwebs and bee nests.
- Clean BBQ pits at the pavilion.
- Resecure large park sign at entrance
- Fabricate pieces needed to fix gate latch and weld pieces together.
- Install new emergency sign at the sports park pool.
- Install a large heavy duty grab bar to access climbing ladder for storage.
- Assessed bushes at the entrance of the sports park pool and decide plan of action on trimming.
- Install new basketball net.
- Cleaned sign covered in pollen at the front of the sports park pool.
- Disassemble and clean out the 3 drinking fountains at the sports park, then reassemble them and add a new piece to try and prevent clogging.

Community Center:

- Replaced 2 recessed lights that were out
- Documented all Summit conversations/correspondence
- Replaced burned out light bulbs and dusted ceiling fans at the main entrance

Common Areas:

- Replaced broken lock at pool pump room
- Put out all signs for assessments due and the annual meeting
- Removed brush pile near Skyline Mesa that was in easement
- Installed new “Welcome to Westcreek” signs except on Talley. They will be installed once construction is completed
- Watered new plants at the monuments on Military Dr.
- Removed brush pile on Macey Trail Easement
- Replaced burned out light at Westcreek Gardens located in the tree.
- Removed large oak branch at Westcreek Oaks and 1604
- Resecure hand dryer in women’s bathroom at CC pool.
- Women’s bathroom door would not open, and Benny came up on Good Friday to get it open.
- Installed 3 new umbrellas at the Community Center pool
- Adjusted both the Sports Park and Community Center pool gates

Standards

Report Timeframe: March 15, 2022-May 16, 2022

- ☐ **Total Violations Sent: 542**
- ☐ **Open Enforceable Violations: 2**

Fence – 17

Open Recurring Violations: 147

Fence – 17

Trash Cans – 294

Clutter - 25

Vehicle – 16

Basketball Goals – 8

General Maintenance- 25 (ex: repair tree rings)

Landscaping- 101 (leaves, trim trees, shrubs, weeds, etc.)

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

Stain Removal – 12 (ex: mildew)

- **Unapproved Improvements: 5**

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

Community Activities

30 Days:

- Spring Soccer Continues

60 Days:

- Spring/Summer Soccer Continues

90 Days:

- Fall Soccer Registration



Community Manager

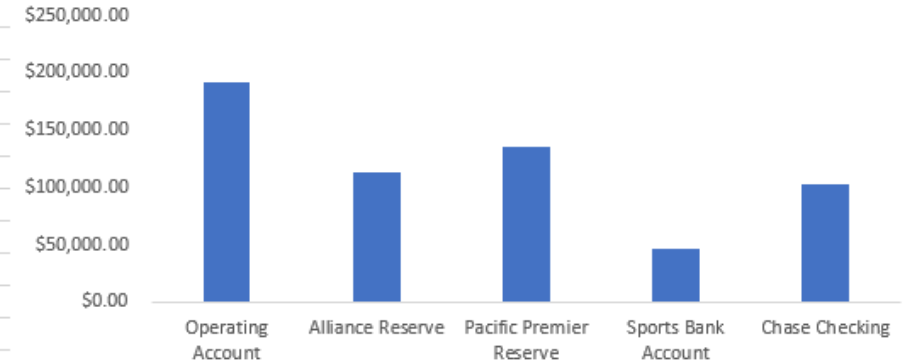
- Clap Creative was decided on to maintain the community website and this is at a cost of \$149/monthly and is on a month-to-month contract
- The Gardens street sweeping contract was renewed at the same rate as 2021.
- Security Measure guidelines were approved at the board meeting held on April 14, 2022.
- The tennis court wind screens were approved to be replaced due to wear and tear at a cost of \$1,700 to include the cost and supplies for installation.
- Early Swim has been changed from Monday, Wednesday, Friday to Monday-Friday from 5-7 A.M.
- Annual Meeting was held on Thursday, April 21, 2022
- Main road fences have been stained by the vendor
- Working with the Board of Directors and Summit landscaping regarding the clock tower project and replacement of plants at the monuments planted back in January 2022.
- Working with the board to review and discuss the 2021 Audit report.
- Assisting with the repair of a column that was hit and damaged during an accident.
- Worked with Bexar County Public Works to obtain more information on the current projects and who can be contacted for the fences along Talley that were damaged.
- Irrigation Audit and Backflow testing has been completed so the community is in compliance with the SAWS requirements.
- Market Days was held in April 2022, and we had a great turnout.
- The CC pool opened April 1, 2022, and we have had a great start to the season. The SP pool will open Memorial Day weekend and close Tuesday, May 31, 2022, it will fully open for the summer June 3, 2022.
- Water Buffalo replacement for the one stolen from the small motor repair shop in April 2022. Working with the shop to be reimbursed for a replacement and they range between \$3,300-\$4,000.

Financial Report

Bank Balances

	Dollars
Operating Account	\$191,776.25
Alliance Reserve	\$113,007.95
Pacific Premier Rese	\$135,286.87
Sports Bank Account	\$46,077.64
Chase Checking	\$102,520.36
Total	\$588,669.07

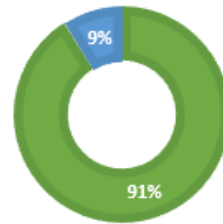
Bank Balances as of 5/17/2022



Assessment Receivable Report

	Dollars
Paid	\$614,802
Past Due	\$60,746
Meeting- 5%	
2020- 4% unpaid	
Paid	\$1,298,342
Past Due	\$51,499

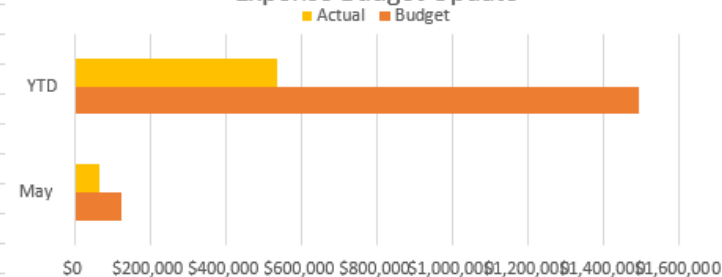
2022 ASSESSMENT RECEIVABLE REPORT



Expense Budget Update

	Budget	Actual		
May	\$122,422	\$65,427	53%	(\$56,995)
YTD	\$1,490,092	\$534,376	36%	(\$955,715)

Expense Budget Update



Committee Reports

- a) ARC- Lynette Bradley
- b) Communications- Francis Lomax



Communication Committee Report

- Webmaster Support
- Monthly Newsletter
- Website Support





Architectural Review Committee (ARC)

95% Approval

Avg Days to Close	1.8
Total PIAs	21
Approved	20
Denied	1
OPEN	0

Denials

- Front yard signage

Trends

Solar Panels

8.11.1 Solar Panels Solar Photovoltaic (PV) systems, commonly known as Solar Panels, mounted on the roof **do not require ARC approval**. Installation must be done according to Federal, State, and local laws and installation must comply with local energy company's requirements.

March 2022 PIAs

Description	Received	Response	Status	Comments	Days to close
Fence Relocation	3/3/2022	3/4/2022	Approved		1
Front Yard Signage	3/4/2022	3/4/2022	Denied	Sign does not promote the scenic beauty and friendly ambiance of the community	0
Door	3/7/2022	3/8/2022	Approved		1
Solar Panels	3/7/2022	3/8/2022	Approved		1
Exterior Painting	3/8/2022	3/11/2022	Approved		3
Solar Panels	3/8/2022	3/9/2022	Approved		1
Exterior Painting	3/11/2022	3/15/2022	Approved		2
Solar Panels	3/11/2022	3/17/2022	Approved		5
Solar Panels	3/18/2022	3/18/2022	Approved		0
Landscaping	3/18/2022	3/24/2022	Approved		5
Patio	3/21/2022	3/23/2022	Approved		2
Solar Panels	3/22/2022	3/23/2022	Approved		1
Sidewalk/walkway	3/22/2022	3/23/2022	Approved		1
Concrete Work	3/22/2022	3/23/2022	Approved		1
Pool	3/22/2022	3/23/2022	Approved		1
Fence replacement	3/22/2022	3/24/2022	Approved		2
Patio	3/28/2022	3/30/2022	Approved		2
Roof	3/29/2022	3/31/2022	Approved		2
Roof	3/29/2022	3/31/2022	Approved		2
Roof	3/30/2022	3/31/2022	Approved		1
Landscaping	3/30/2022	4/4/2022	Approved		3



Architectural Review Committee (ARC)

96% Approval

Avg Days to Close	2.2
Total PIAs	23
Approved	22
Denied	1
OPEN	0

Denials

- Pergola size and cover material not aligned with Standards

Trends

Patios 6.8.6.2

Require, for the ARC's review, a PIA describing the materials, size and proposed color sample along with a Plat/Lot Survey showing the proposed location.

Patio surface materials are usually of concrete flat work, but brick, pavers, stone, granite, gravel, flagstone or tile is approvable.

April 2022 PIAs

Description	Received	Response	Status	Comments	Days to close
Landscaping	4/1/2022	4/5/2022	Approved		3
Patio	4/4/2022	4/5/2022	Approved		1
Exterior painting	4/4/2022	4/5/2022	Approved		1
Construction	4/6/2022	4/8/2022	Approved		2
Concrete Work	4/6/2022	4/7/2022	Approved		1
Shed	4/7/2022	4/12/2022	Approved		4
Shed	4/7/2022	4/13/2022	Approved		5
Landscaping	4/11/2022	4/12/2022	Approved		1
Windows	4/11/2022	4/12/2022	Approved		1
Patio	4/11/2022	4/21/2022	Denied	Exceeded Pergola size limit and roofing material not in scope.	9
Roof	4/12/2022	4/13/2022	Approved		1
Sidewalk/Walkway	4/12/2022	4/13/2022	Approved		1
Solar Panels	4/14/2022	4/14/2022	Approved		0
Patio	4/14/2022	4/14/2022	Approved		0
Solar Panels	4/18/2022	4/18/2022	Approved		0
Solar Panels	4/19/2022	4/19/2022	Approved		0
Patio	4/19/2022	4/21/2022	Approved		2
Sun Shade	4/20/2022	5/5/2022	Approved	Submitted by Tenant, waited for Homeowner approval	10
Exterior painting	4/20/2022	4/22/2022	Approved		2
Exterior painting	4/21/2022	4/22/2022	Approved		1
Patio	4/22/2022	4/26/2022	Approved		3
Garden Bench	4/26/2022	4/26/2022	Approved		0
Patio Cover	4/28/2022	5/2/2022	Approved		3

Unfinished Business

- a. Splash Pad- TABLED until 2023 due to cost of the project.
- b. Clock Tower Landscape Design- OPEN-The project was started on May 2, 2022, and they are currently in the middle of the project. Additional electrical work was needed once the area was cleared, and that work is currently underway.
- 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.
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- h. Pointe Monument-OPENED-The old monuments have been removed and the electric has been installed. CPS now needs to come out and activate the meter so the base can be poured for the monument.
- i. 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 a new maintenance shop from the Infinity vendor in the amount of \$18,325.11.
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Clock Tower Refresh Update



New Business

- a. Food Trucks
- b. 2023 Nomination Committee
- c. Pool ID Policy Review
- d. Boy Scouts Volunteer Project Approval

Executive Session Results

Adjournment
Thank you for attending

Next meeting:
June 16, 2022