

*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 6:03 pm, on Thursday, June 16, 2022. The purpose of the meeting was to conduct regular business as identified in the pre-announced Agenda.

**Board Members Present**

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

**Board Members Absent:**

Kevin Drummonds, Vice President

**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
Benny Martinez	Maintenance Supervisor		

**Members Present:**

There were 5 homeowners present during the call.

**II. APPROVAL OF PREVIOUS BOARD MINUTES:** The Board reviewed the meeting minutes from the May 19,2022 Board meeting. Heather Mallia made a motion to approve the April 14,2022 minutes with no changes, the motion was seconded by Brandon Schuler, and all board members were in favor.

**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 was able to go to the area of Tulip Breeze and Bright Chase to remove containers that were dumped containing oil and concrete. There were no further questions for Benny.
- b. Standards: Eliel Perez went over the total violations from the dates of May 16, 2022, to June 8, 2022, and compared them to the numbers from the previous meeting. Heather Mallia asked if the number next to unapproved improvements was from this timeframe only and Eliel clarified that was the case.
- c. Community Activities: Jason Dunbar presented the 30/60/90-day report included in the power point. Spring/Summer soccer is coming to a close next weekend and soccer camp will be taking place in August 2022. Jason did inform those in attendance that Fall soccer registration would open the Monday after the soccer tournament. It was asked if we will

be doing a back to school event and Jason let the board know that summer events are typically poorly attended due to the heat however the team is looking into a possible back to school event in August which would potentially include a blood drive.

- d. Community Manager: Maria informed the board and homeowners in attendance that the clock tower project was completed, the monument plants that had died were replaced, and the Sports Park pool opened for the season on June 3rd. She informed those in attendance that the Community Center pool pump parts had been ordered and were scheduled for delivery on Friday with a tentative install date of Tuesday, June 21, 2022. Maria gave an update to the board that the water buffalo that was stolen from the small motor shop was ordered at a cost of \$4,113.49 and the small motor repair shop sent a check for \$3,294.88 to cover the one stolen. Maria also informed those in attendance that the board is aware of the mailboxes that continue to get broken into and asked that all homeowners contact the Postmaster General.
- 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 May 2022 during the meeting and the turnaround times for requests.
- b. Communications: Francis Lomax then presented information on the newsletter and those who contributed to the newsletter. He did state that Clap Creative is still working to get the Monday morning reports regarding the website running and any issues.

## **VI. UNFINISHED BUSINESS:**

- a. Splash Pad- TABLED until 2023 due to cost of the project.
- b. Clock Tower Landscape Design- CLOSED-The project was started on May 2, 2022 and was completed as of the end of May 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. RFID Cards at Dog Park-TABLED- This is tabled until after the clock tower landscaping has been completed in Spring 2022.
- g. Pointe Monument-OPEN-Currently this project needs trenching under the street to provide electric at both monuments. Proposals have been provided to the board for review.
- h. The Park Monument Electric-OPEN- I am working with CPS to get this meter in the HOA's name and the electrician is scheduled to go out to the monument and provide the next steps once the meter is on.
- i. Maintenance Shop Replacement -OPEN- The contract for this has been signed and the deposit invoice received, this project is currently scheduled to begin around July 20<sup>th</sup> as of June 7, 2022.
- j. Maintenance Shop Concrete Pad-OPEN- The vendor has informed us as of last week (May 30<sup>th</sup>-June 3<sup>rd</sup>) that we are roughly 3 weeks out from the beginning of this project.

## **VII. NEW BUSINESS:**

- a. Standards Review- It was discussed that the board would be reviewing the standards for

changes and updates needed. It was suggested that the ARC be the one to review the standards and then present the changes to the board for approval. The board agreed with this process and requested that the revised Standards Guidelines be ready by November 2022 for approval. It was requested that AR-45 be added to the July Executive Session for review.

- b. Security- A motion was made by Heather Mallia to add patrols by Choice Security as the budget allows during the summer, holiday season and other holidays. The motion was seconded by Brandon Schuler, and all board members present were in favor. These would be rotating patrols in addition to the off-duty patrols. The board also requested that Maria reach out to the off-duty patrol about magnets on their vehicles either saying “police” or “Villages of Westcreek”.

#### **VIII. EXECUTIVE SESSIONS RESULTS:**

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

In the Executive Session held on Wednesday June 15, 2022, the Board approved to send 7 accounts to the attorney for deed restriction violations and 5 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, and pool. The board also discussed the request to have a pet clinic come to the community and discussed the website calendars.

**IX. SCHEDULE THE NEXT MEETING:** The next meeting will be held on Thursday, July 21 ,2022 at 6:00PM via Zoom.

**X. ADJOURNMENT:** There being no further business before the Board, the meeting was adjourned at 6:48 pm.

Attested by:

Brandon Schuler  
Brandon Schuler, Secretary

Date: 07 / 22 / 2022

Approved by:

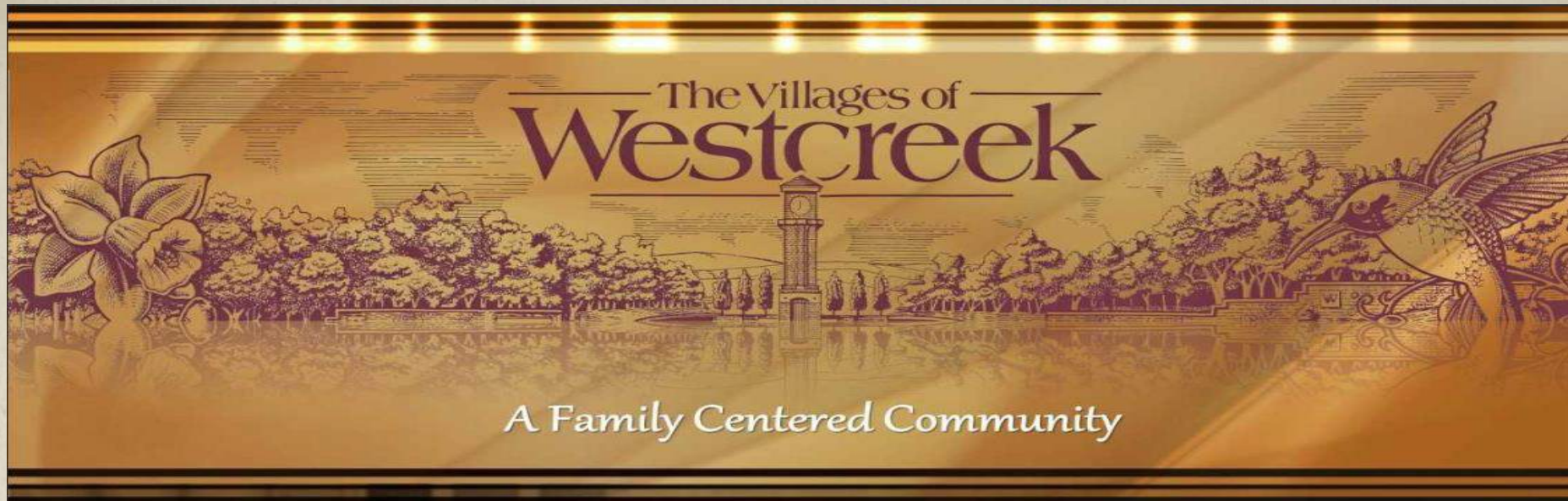
Elaine Maurer  
Elaine Maurer, President

Date: 07 / 22 / 2022

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

Maria Robinson  
Maria Robinson, Community Manager

Date: 07 / 22 / 2022



**BOARD OF DIRECTORS MEETING**  
**VIA ZOOM**  
**JUNE 16, 2022**  
**6PM**

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



# Minutes

Approval of May 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:**

- Remove broken toilet fluid master and water supply line. Installed a new one at the SP pool women's bathroom.
- Rehang "No Lifeguard on Duty" sign at the SP pool.
- Remove the broken rim and backboard at the tot lot and fabricate a new plate and welded it back on.
- Replaced bad outlet plug and installed new one at the tot lot.

## **Community Center:**

- Patched leaking sprinkler pipe and cleaned up water in the breakroom of the CC.

## **Common Areas:**

- Cut up and remove small fallen tree on Military Rd.
- Reinstalled sign that came out of the holder on Grosenbacher.
- Cut up fallen tree branch arm and hauled it off at The Pointe Monument.
- Remove fallen tree limbs at Military and Grosenbacher.
- Cut/Trim all low hanging tree limbs to include clean up and weed eat around and in the dog park prior to boy scout's project.

# Standards

**Report Timeframe: May 16, 2022-June 8, 2022**

- ☐ **Total Violations Sent: 417**
- ☐ **Open Enforceable Violations: 96**

*Fence – 9*

**Open Recurring Violations: 147**

*Fence – 9*

*Trash Cans – 161*

*Clutter - 25*

*Vehicle – 25*

*Basketball Goals – 1*

*General Maintenance- 20 (ex: repair tree rings)*

*Landscaping- 145 (leaves, trim trees, shrubs, weeds, etc.)*

*House Repair –21 (ex: paint, roof, fascia, garage)*

*Stain Removal – 7 (ex: mildew)*

- **Unapproved Improvements: 1**

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



# Community Activities

## **30 Days:**

Soccer season ends  
Fall Soccer Registration Opens

## **60 Days:**

Summer Soccer Camp  
Casino night Aug 12th

## **90 Days:**

Fall Soccer Starts



# Community Manager

- Working with the Board of Directors and Summit landscaping to complete the clock tower refresh. The final walk thru took place on 6.1.2022 and the project is now complete.
- The SP pool fully opened for the summer June 3, 2022.
- Water Buffalo replacement for the one stolen from the small motor repair shop in April 2022. The HOA received a check from the small motor repair shop in the amount of \$3,294.88 which was the cost of the original one and the replacement cost was \$4,113.49.
- Working to create Standard Operating Procedures (SOP) for the office staff and training.
- Met with a landscaping vendor to get a proposal for the revamping of the landscaping at The Pointe Monument.
- Working with CPS to turn the meter at The Park monument turned into the HOA's name and get the electrical wiring fixed at that monument so that it is operational.
- Coordinated with the board and Summit to get the replacement plants at the 4 monuments off W. Military Drive and a watering schedule.
- In conjunction with the board, the office staff assisted with placing and removing the flags for Memorial Day at the monuments.
- Vendors meetings were set up for power washing/painting of the monuments throughout the community and provide them to the board.
- Working with the fence vendor to get the large portion of fencing on Westcreek Oaks fixed from the last storm.
- Communicating with a county contact regarding the work being completed along Military causing various road closures. We have been informed that a company has been chosen to do the Military Drive project and they will begin after AT&T has completed the work they are currently doing.
- Filed insurance claims for the retaining wall that was damaged on Westcreek View and the damages at the clocktower from the overturned cement truck.
- Worked with the vendor and a homeowner to have a column repaired that was damaged on Military Rd.
- Working closely with the board and the pool vendor to get the pumped that is down at the CC pool replaced and improve the cloudiness of the pool.

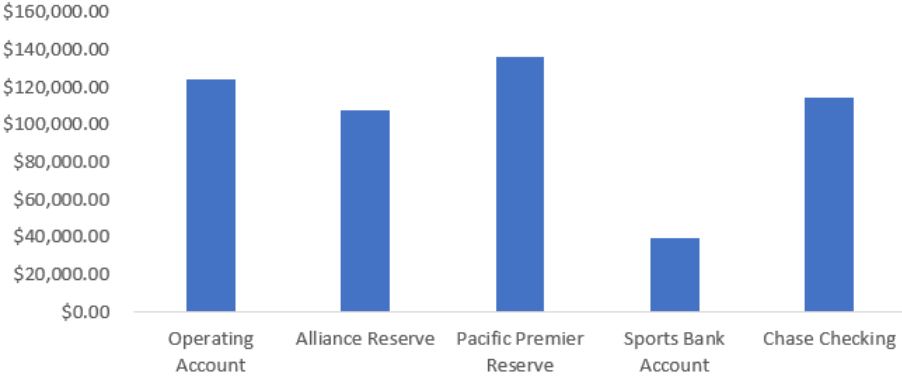


# Financial Report

## Bank Balances

	Dollars
Operating Account	\$123,967.69
Alliance Reserve	\$107,555.34
Pacific Premier Reser	\$136,095.89
Sports Bank Account	\$39,798.42
Chase Checking	\$114,668.35
Total	\$522,085.69

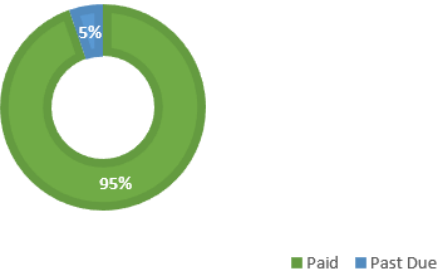
Bank Balances as of 6/15/2022



## Assessment Receivable Report

	Dollars
Paid	\$639,725
Past Due	\$35,922
Meeting- 5%	
2020- 4% unpaid	
Paid	\$1,298,342
Past Due	\$51,499

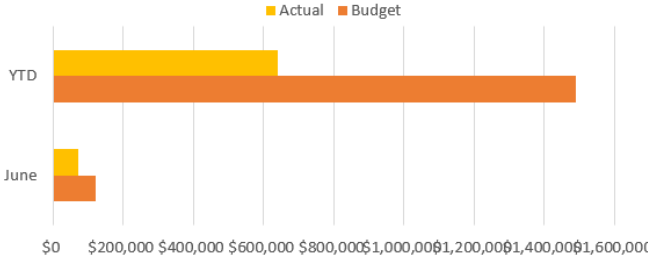
## 2022 ASSESSMENT RECEIVABLE REPORT



## Expense Budget Update

	Budget	Actual		
June	\$122,422	\$72,466	59%	(\$49,956)
YTD	\$1,490,092	\$641,088	43%	(\$849,004)

Expense Budget Update



# Committee Reports

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







# Architectural Review Committee (ARC)

## May 2022 PIAs

90% Approval

Avg Days to Close	2.5
Total PIAs	31
Approved	28
Denied	3
OPEN	0

### Denials

- Pergola size
- Metal shed
- Railroad tie driveway extension

### Trends

- Sheds
- Walkways
- Landscaping

Description	Received	Response	Status	Comments	Days to close
Shed	5/3/2022	5/5/2022	Approved		2
Sidewalk/Walkway	5/3/2022	5/4/2022	Approved		1
Shed	5/3/2022	5/5/2022	Denied	Shed must be made of wood, wood composite or resin. Not metal	2
Sidewalk/Walkway	5/3/2022	5/4/2022	Approved		1
Garage door	5/3/2022	5/4/2022	Approved		1
Shed	5/3/2022	5/13/2022	Approved		8
Exterior painting	5/5/2022	5/6/2022	Approved		1
Solar Panels	5/5/2022	5/5/2022	Approved	No PIA needed	0
Gazebo	5/5/2022	5/13/2022	Approved		6
Roof	5/6/2022	5/10/2022	Approved		2
Landscaping	5/10/2022	5/13/2022	Approved		3
Sidewalk/Walkway	5/10/2022	5/13/2022	Approved		3
Exterior painting	5/18/2022	5/18/2022	Approved		0
Workshop	5/10/2022	5/27/2022	Approved		13
Exterior painting	5/12/2022	5/17/2022	Approved		3
Pool	5/13/2022	5/18/2022	Approved		3
Deck	5/13/2022	5/18/2022	Approved		3
Shed	5/17/2022	5/20/2022	Approved		3
Pergola	5/17/2022	5/17/2022	Denied	Pergola size exceeds limit of 144'	0
Trash enclosure	5/17/2022	5/26/2022	Approved		7
Patio Cover	5/17/2022	5/26/2022	Approved		7
Landscaping	5/18/2022	5/25/2022	Denied	Railroad tie cannot be used as driveway extension	5
Landscaping	5/20/2022	5/20/2022	Approved		0
Sidewalk/Walkway	5/20/2022	5/20/2022	Approved		0
Solar Panels	5/20/2022	5/20/2022	Approved	No PIA needed	0
Patio Grill Cover	5/20/2022	5/20/2022	Approved		0
Solar Panels	5/20/2022	5/20/2022	Approved	No PIA needed	0
Windows	5/20/2022	5/24/2022	Approved		2
Solar Panels	5/23/2022	5/23/2022	Approved	No PIA needed	0
Patio Cover	5/23/2022	5/24/2022	Approved		1
Roof	5/25/2022	5/26/2022	Approved		1

# Communication Committee Report

## Update Since Last Board Meeting

### Webmaster Support

The Weekly Monday Reports have stopped, so I asked DK to check into that. The website appears to be working as expected now. We will work with the Community Manager and the staff to develop procedures to allow them to request the Website changes directly from Clap Creative.

### Monthly Newsletter

The June Newsletter went out on time. The Communications Committee thanks the following contributors for their input.

Contributors Who Submitted Articles or Flyers	
Contributor	Number
Michelle de Jongh	2
Jason Dunbar	1
Victor Estello	1
Bill Fenstermacher	2
Melissa Garcia	10
Heather Mallia	1
Elaine Maurer	4
Joseph Phillips	1
Maria Robinson	5

We also thank the reviewers for their support and suggestions to make it a more professional-looking product.

**By:** Francis Lomax

VWOA Communications Committee, Chairperson



# Unfinished Business

- a. Splash Pad- TABLED until 2023 due to cost of the project.
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# New Business

- a. Standards Review
- b. The Park Monument Electrical



# Executive Session Results

**Adjournment**  
**Thank you for attending**

**Next meeting:**  
***July 21, 2022***