

**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, July 21, 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

Brandon Schuler, Secretary

Brian Bush, Assistant Secretary

**Board Members Absent:**

Elaine Maurer, 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

**Members Present:**

There were 3 homeowners present during the call.

**II. APPROVAL OF PREVIOUS BOARD MINUTES:** The Board reviewed the meeting minutes from the June 16,2022 Board meeting. Heather Mallia made a motion to approve the June 16,2022 minutes with no changes, the motion was seconded by Kevin Drummonds, 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 by Maria Robinson; the Community Manager informed the board that the Maintenance Supervisor had been working with the landscaping company, Summit, to familiarize the new maintenance lead Ethan with the community. Recognition was given by the board for Benny coming in after hours to work on the AC unit. Heather Mallia asked during this section if the vendor who will be repairing the retaining wall hit on Memorial Day weekend could backfill it once it was repaired. Maria Robinson said she would get with the vendor on this request.
- b. **Standards:** Eliel Perez went over the total violations from the dates of June 8, 2022, to July 15, 2022, and compared them to the numbers from the previous meeting. He informed the board that his main focus has been landscaping and he will begin taking a day a month to drive the major fence lines only.
- c. **Community Activities:** Jason Dunbar presented the 30/60/90-day report included in the

power point. Soccer camp will be taking place the first week of August and fall soccer registration is currently taking place. The fall soccer season is set to begin in the next 60 days and Casino Night is set for August 12<sup>th</sup>. Kevin Drummonds asked for an update on the Sports Park and Jason informed him that the sod would be installed by end of week or early next week. He also informed the board that a watering variance had been granted for that area.

- d. Community Manager: Maria informed the board and homeowners in attendance that the community center pool pump had been fixed and covered under warranty. She also informed the board that the pool tiles had been cleaned over the 4<sup>th</sup> of July weekend. Heather Mallia requested an update on the pool lights and when they would be fixed. Maria informed the board that the vendor had presented an \$800 potential fix, but he could not guarantee it. Maria and Jason informed the board that they had asked the vendor to present a more permanent and long-term solution.
- e. Financial Report: The Community Manager presented a brief overview of the Associations year to date finances.

## **V. COMMITTEE REPORTS**

- a. ARC: Bill Fenstermacher, reported the ARC numbers for June 2022 during the meeting and the turnaround times for requests. He also informed the board that the ARC Chair will be sending the revised standards in sections for the board to review.
- b. Communications: Francis Lomax then presented information on the newsletter and those who contributed to the newsletter. He did state that Clap Creative is generating the weekly reports again and backups are being completed. Procedures were established for staff requests to update the website and the committee identified some procedures that resulted in some notifications being inaccessible to quickly and are hoping to have it resolved soon.
- c. Finance: Heather Mallia informed those in attendance that the committee met last week and reviewed the preliminary 2023 budget line by line and due to increase in cost for utilities and other contracts, the committee is recommending a 10% increase in assessments. Heather also recommended that the Strategic Planning Committee be reestablished to better plan projects.

## **VI. UNFINISHED BUSINESS:**

- a. Splash Pad- TABLED until 2023 due to cost of the project.
- b. Monuments at Daisy Field and Potranco-OPEN- Maria spoke with a representative from TXDOT and they informed her that TXDOT does not typically allow any type of construction within their right of ways.
- c. Garden Lily and Tally Rd.-TABLED- The board has decided to table this project until the construction on Talley Road has been completed.
- d. Mountain Bike Trails-CLOSED—Jason Dunbar was informed the board that the initial trail is complete, and this will be an ongoing project. The board made the decision to close out this item.
- e. RFID Cards at Dog Park-TABLED- This is tabled at this time due to estimated cost that includes electrical work, fence work, and the installation of the RFID system.
- f. Pointe Monument-OPEN-The board has approved Lonestar Kustom Construction's proposal to do 4 monuments at the cost of \$4,300 per monument for trenching (The Pointe, The Hollows, Willowbrook and The Oaks at Westcreek Oaks). The board also approved the proposal provided by Urban Dirt in the amount of \$2,350 for landscaping to be completed in

September/October 2022.

- g. The Park Monument Electric-CLOSED- This has been completed and the new lighting has been installed and working.
- h. Maintenance Shop Replacement -OPEN- The contract for this has been signed and the deposit invoice paid, this project is currently scheduled to begin after completion of the concrete pad and electrical installation.
- i. Maintenance Shop Concrete Pad-OPEN- The vendor has provided the survey for the concrete pad installation and is working to file all paperwork with the county for permitting.

**VII. NEW BUSINESS:**

- a. AR-45 Review- A motion was made by Heather Mallia to rescind AR-45 as it is outdated and update it to reflect the correct information. This motion was seconded by Kevin Drummonds and all board members were in favor. Maria Robinson and Eliel Perez will work to update the information and have the updated AR ready for approval.

**VIII. EXECUTIVE SESSIONS RESULTS:**

- a. Maria Robinson summarized the Executive Session as follows:  
In the Executive Session held on Wednesday July 20, 2022, the Board approved to send 7 accounts to the attorney for deed restriction violations and 4 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 the site drive schedule and reviewed AR-45 prior to the board meeting.

**IX. SCHEDULE THE NEXT MEETING:** The next meeting will be held on Thursday, August 18, 2022 at 6:00PM via Zoom.

**X. ADJOURNMENT:** There being no further business before the Board, the meeting was adjourned at 6:42 pm.

Attested by:

Brandon Schuler  
Brandon Schuler, Secretary

Date: 08 / 22 / 2022

Approved by:

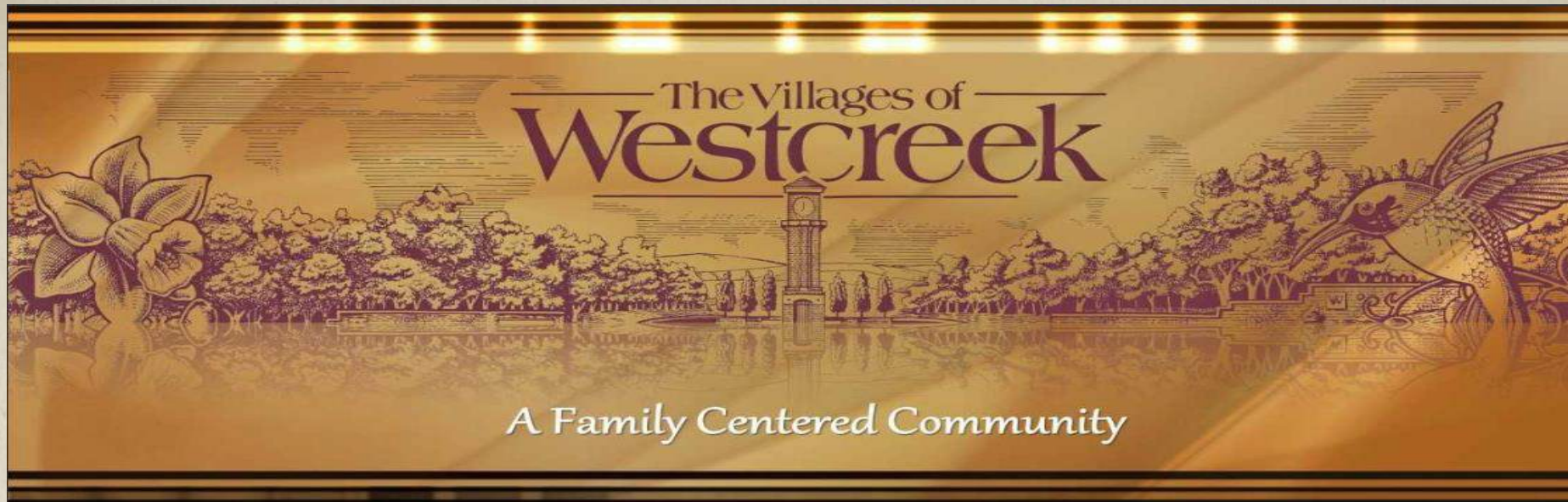
Elaine Maurer  
Elaine Maurer, President

Date: 08 / 23 / 2022

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

Maria Robinson  
Maria Robinson, Community Manager

Date: 08 / 22 / 2022



**BOARD OF DIRECTORS MEETING**  
**VIA ZOOM**  
**JULY 21, 2022**  
**6PM**

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



# Minutes

Approval of June 2022 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.
- Removed brush pile in easement behind The Forrest
- Dispose of items thrown on corner of Garden Lily and Birchwood Bay
- Did landscaping drive through with Ethan who is the new Maintenance Lead for Summit
- Removed two bushes at The Gardens that was hit

## **Park:**

- Remove large fallen branch
- Check on leaking water fountain
- Purchased new gate latch and install on dog gate at Dog Park
- Resecure wind screens with new zip ties
- Repair 2 base plates where mortar had broken loose at Sports Park Pool
- Repair mortar patch that had broken at the handrail in the CC pool
- Retighten loose bolt and nut on bottom of the tot lot gate
- Unclogged sports park men's bathroom toilet
- Replaced rubber tubing at the water fountain that was leaking due to a cracked piece of copper tubing
- Women's bathroom toilet not flushing completely due to someone messing with the water supply valve

## **Community Center:**

- Repaired several community center tables
- Removed old faded F.D.C sign and install a new one at the front of the building
- Repaired burned out light bulbs in men's restroom
- Came in for an after hours call to trouble shoot the A/C unit in office

## **Common Areas:**

- Assemble and put together a picnic table and clean up debris
- All new (stone) monuments wiped down plexi glass and replaced one due to weathering and faded
- Removed damaged area of retaining wall on Grosenbacher and Westcreek view
- Cut up crates that new water buffalo came in and disposed of it.
- Replaced stolen solar lights at Willowbrook monument
- Remove bush at The Park monument that was obscuring newly installed lighting
- Correct time on the clocktower with Jason
- Remove mattress from easement near Kings Lair onto sidewalk and reported to county
- Resecured fallen Westcreek entry sign on Grosenbacher due to storms and high winds

# Standards

**Report Timeframe: June 8, 2022-July 15, 2022**

- ☐ **Total Violations Sent: 650**
- ☐ **Open Enforceable Violations: 7**

*Fence – 35*

**Open Recurring Violations: 131**

*Fence – 35*

*Trash Cans – 246*

*Clutter - 38*

*Vehicle – 43*

*Basketball Goals – 6*

*General Maintenance- 36 (ex: repair tree rings)*

*Landscaping- 182 (leaves, trim trees, shrubs, weeds, etc.)*

*House Repair –49 (ex: paint, roof, fascia, garage)*

*Stain Removal – 11 (ex: mildew)*

- **Unapproved Improvements: 4**

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



# Community Activities

## **30 Days:**

Soccer Camp Aug 1-5

Fall Soccer Registration Continues

Casino Night August 12<sup>th</sup>

## **60 Days:**

Fall Soccer Starts Sep 5<sup>th</sup>

Movie In the Park Sep 16

## **90 Days:**

Fall Soccer Continues



# Community Manager

- 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.
- In conjunction with the board, the office staff assisted with placing and removing the flags for Memorial Day at the monuments.
- Working with the fence vendor to get the large portion of fencing on Westcreek Oaks fixed from the last storm. This has been completed except for the staining of the fence.
- Continuing to work with both insurance claims for the retaining wall that was damaged on Westcreek View and the damages at the clocktower from the overturned cement truck. Following up with the responsible insurance companies and asking for updates on where we are in the process.
- Worked with the vendor and a homeowner to have a column repaired that was damaged on Military Rd. The vendor installed the correct brick, and this project has been completed as of Thursday, July 7, 2022.
- Worked with the pool vendor to get the CC pool pump replaced and the pool clear. This was completed June 22, 2022.
- The pool company cleaned the pool tiles, and this was completed during the 4<sup>th</sup> of July weekend.
- Working with AT&T to lower the phone and internet bills for the front office.
- Obtaining electrical proposals for work needed at the clocktower to add additional outlets for holiday lighting and to get the top spotlights working properly.
- The Park monument now has power restored to the meter and the newly installed monument lights are installed and functioning.

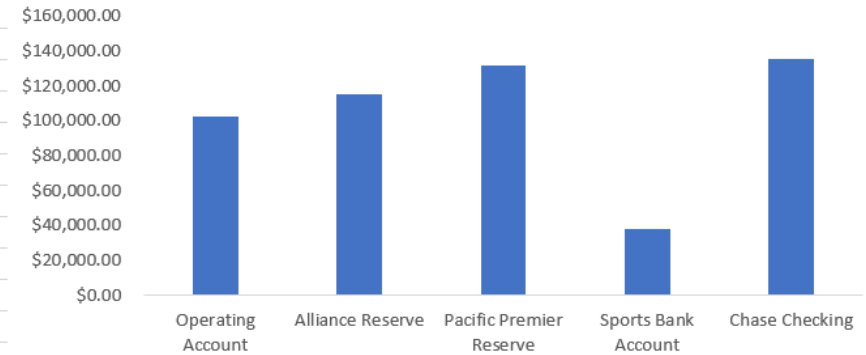


# Financial Report

## Bank Balances

	Dollars
Operating Account	\$102,127.47
Alliance Reserve	\$114,796.12
Pacific Premier Reser	\$131,290.36
Sports Bank Account	\$38,260.27
Chase Checking	\$135,449.75
Total	\$521,923.97

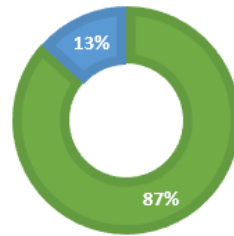
Bank Balances as of 7/21/2022



## Assessment Receivable Report

	Dollars
Paid	\$877,785
Past Due	\$135,626
Meeting- 5%	
2020- 4% unpaid	
Paid	\$1,298,342
Past Due	\$51,499

## 2022 ASSESSMENT RECEIVABLE

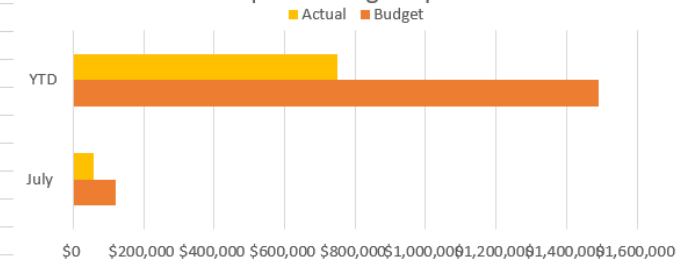


■ Paid ■ Past Due

## Expense Budget Update

	Budget	Actual		
July	\$122,422	\$57,212	47%	(\$65,210)
YTD	\$1,490,092	\$749,893	50%	(\$740,199)

Expense Budget Update



# Committee Reports

- a) ARC- Lynette Bradley
- b) Communications- Francis Lomax
- c) Finance Committee-Heather Mallia







# Architectural Review Committee (ARC)

## June 2022 PIAs

85% Approval

Avg Days to Close	2.9
Total PIAs	34
Approved	29
Denied	5
OPEN	0

### Denials

- Walkway size (over max)
- Non-neutral paint color
- Brick cannot be painted
- Shed size (over max)

### Trends

- Exterior Painting
- Fence
- Landscaping
- Driveway extension

Description	Received	Response	Status	Comments	Days to close
Patio	6/3/2022	6/6/2022	Approved		1
Wheelchair Ramp	6/6/2022	6/8/2022	Approved		2
Fence Replacement	6/6/2022	6/14/2022	Approved		6
Gazebo	6/7/2022	6/14/2022	Approved		5
Fence Relocation	6/7/2022	6/8/2022	Approved		1
Patio Cover	6/7/2022	6/8/2022	Approved		1
Landscaping	6/7/2022	6/8/2022	Approved		1
Sidewalk/Walkway	6/7/2022	6/8/2022	Approved		1
Deck	6/7/2022	6/16/2022	Approved		6
Landscaping	6/8/2022	6/16/2022	Denied	Walkway requested 7' wide; standards limited to 4' wide	5
Exterior Painting	6/8/2022	6/16/2022	Denied	Proposed color not in line with standards (neutral)	5
Shed	6/8/2022	6/21/2022	Approved		9
Exterior Painting	6/13/2022	6/16/2022	Denied	Brick cannot be painted	3
Landscaping	6/13/2022	6/21/2022	Approved		6
Fence Relocation	6/13/2022	6/14/2022	Approved		1
Driveway	6/13/2022	6/14/2022	Approved		1
Shed	6/15/2022	6/19/2022	Denied	Size proposed beyond limit of 10x12	4
Exterior Painting	6/17/2022	6/19/2022	Approved		2
Driveway	6/21/2022	6/22/2022	Approved		1
Sidewalk/Walkway	6/21/2022	6/22/2022	Approved		1
Patio	6/21/2022	6/27/2022	Approved		4
Fence Relocation	6/21/2022	6/22/2022	Approved		1
Exterior Painting	6/22/2022	6/22/2022	Approved		0
Sidewalk/Walkway	6/22/2022	6/27/2022	Approved		3
Shed	6/22/2022	6/24/2022	Denied	Size proposed beyond limit of 10x12	2
Gazebo	6/23/2022	6/29/2022	Approved		5
Outdoor Kitchen	6/23/2022	6/26/2022	Approved		3
Exterior Painting	6/23/2022	6/27/2022	Approved		3
Screen Room	6/27/2022	6/28/2022	Approved		1
Driveway	6/27/2022	6/28/2022	Approved		1
Driveway	6/27/2022	6/29/2022	Approved		2
Landscaping	6/28/2022	7/6/2022	Approved		5
Landscaping	6/28/2022	7/6/2022	Approved		5
Roof	6/30/2022	7/5/2022	Approved		3

# Communication Committee Report

## Update Since Last Board Meeting

### Webmaster Support

1. The weekly reports are being generated again. Backups are being done basically every day. We currently have a vulnerability identified in the report. It should be able to be eliminated by updating some software that we use to maintain the site.
2. Procedures were established to have the Staff request Website updates directly from ClapCreative Support.
3. The Communications Committee identified some procedures that were resulting in some announcements, such as Board Meeting Notifications, becoming inaccessible too quickly. We explained how the posting procedures worked. Hopefully, these issues will be minimized in the future.

### Monthly Newsletter

The July Newsletter went out on time. The Communications Committee thanks the following contributors for their articles and fliers:

- Heather Mallia
- Melissa Garcia
- Brian Bush
- VWOA Board of Directors
- Elaine Mauer
- Bill Fenstermacher
- Joseph Phillips
- Maria Robinson
- Lynette Bradley
- Jason Dunbar
- Michelle de Jongh

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

Date: 7/14/2022



# Unfinished Business

- a. Splash Pad- TABLED until 2023 due to cost of the project.
- b. Monuments at Daisy Field and Potranco-OPEN- Maria spoke with a representative from TXDOT and they informed her that TXDOT does not typically allow any type of construction within their right of ways.
- c. Garden Lily and Tally Rd.-TABLED- The board has decided to table this project until the construction on Talley Road has been completed.
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# New Business

## a. AR-45 Review



# Executive Session Results

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

**Next meeting:**  
***August 18, 2022***