

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, August 18, 2022. The purpose of the meeting was to conduct regular business as identified in the pre-announced Agenda.

Board Members Present

Elaine Maurer, President
Kevin Drummonds, Vice President
Heather Mallia, Treasurer
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 7 homeowners present during the call.

II. APPROVAL OF PREVIOUS BOARD MINUTES: The Board reviewed the meeting minutes from the July 21,2022 Board meeting. Heather Mallia made a motion to approve the July 21,2022 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 questions to Commissioner Rebecca Clay-Flores. The board was asked about restarting the Farmers Market and informed that a traffic study will be completed next week at Daisy Field and Potranco with results being available in October 2022. Another homeowner requested information on the bees living in a tree at the sports park. Jason informed them that they are not a threat to anyone and have been there in previous years. He stated that he would be placing a sign near that tree/table during soccer season.

Questions for the Commissioner included an update on Med Drop, if anything will be done to relieve Brennan since it will be over capacity this school year, and the Commissioner informed those in attendance how to ensure that they applied for the most recent updates to the Homestead Exemption.

IV. DEPARTMENT REPORTS:

- a. Maintenance: The maintenance report was covered by Benny Martinez, the Maintenance

Supervisor and he informed the board that other than the items reflects on the powerpoint, he had increased the watering of the plants at the monuments to ensure that they are protected. There were no questions from the board regarding maintenance.

- b. Standards: Eliel Perez went over the total violations from the dates of July 16, 2022, to August 15, 2022, and compared them to the numbers from the previous meeting. He informed the board that his main focus has been perimeter fences and low hanging trees/ overgrown bushes.
- c. Community Activities: Jason Dunbar presented the 30/60/90-day report included in the power point. Casino Night was held on Friday, August 12, 2022, and the turnout was great. Fall soccer starts September 10th and this year will be the largest year with 701 participants. September 16th will be a movie at the park/pool and November 5th will be fall festival.
- d. Community Manager: Maria informed the board and homeowners in attendance that the garlands and wreaths that were ordered on Monday, August 15, 2022, in the amount of \$2,226.92 were delivered on August 18,2022. The internet in the office was upgraded to fiber and by doing so, we were able to take it from two internet routers to one which allowed the cost to be reduced. The board approved electrical work at the clocktower the cost of \$5,225.00 to include adding additional outlets and updating the spotlights to LED to reduce the energy usage.
- e. Financial Report: The Community Manager presented a brief overview of the Associations year to date finances.

V. COMMITTEE REPORTS

- a. ARC: Maria Robinson the Community Manager, reported the ARC numbers for July 2022 during the meeting and the turnaround times for requests. She also informed the board that the ARC Committee 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. He did mention the process that is being utilized to request updates and that the report showed a potential item that needed to be updated.
- c. Finance: Heather Mallia informed those in attendance that the committee had provided the board the proposed budget with the recommendation of a 10% increase in July 2022 for review and discussion in Open Session.

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. 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.
- e. Pointe Monument-OPEN-The board reviewed a proposal from SAT Energy to install solar lighting at The Hollows, Willowbrook, and The Oaks at Westcreek Oaks. The total for the installation per the proposal is \$4,660.16. The board also requested that a

- proposal be obtained to add solar lighting at the other monuments that need lighting.
- f. 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.
 - g. Maintenance Shop Concrete Pad-OPEN- The vendor went to begin the permitting process for this project, and we discovered that the land at that location will need to be surveyed and a plat map supplied.

VII. NEW BUSINESS:

- a. Notification of New Covenant Violation AR- A motion was made by Heather Mallia to accept the Revision AR-45. This motion was seconded by Brandon Schuler and all board members were in favor.
- b. 2023 Budget Review- The board reviewed and discussed the proposed 2023 budget put forward by the Finance Committee in July 2023. After much discussion between the board and input from the homeowners in attendance, it was decided to go back and review the budget and revisit it in the September 2022 board meeting.

VIII. EXECUTIVE SESSIONS RESULTS:

- a. Maria Robinson summarized the Executive Session as follows:
In the Executive Session held on Wednesday August 17, 2022, the Board approved to send 8 accounts to the attorney for deed restriction violations and 4 to the attorney for collections. The board reviewed one homeowner account as requested by the homeowner. The board also reviewed the AR-45 and the 2023 Budget prior to the board meeting.

IX. SCHEDULE THE NEXT MEETING: The next meeting will be held on Thursday, September 15, 2022 at 6:00PM via Zoom.

X. ADJOURNMENT: There being no further business before the Board, the meeting was adjourned at 7:38 pm.

Attested by:

Brandon Schuler
Brandon Schuler, Secretary

Date: 09 / 16 / 2022

Approved by:

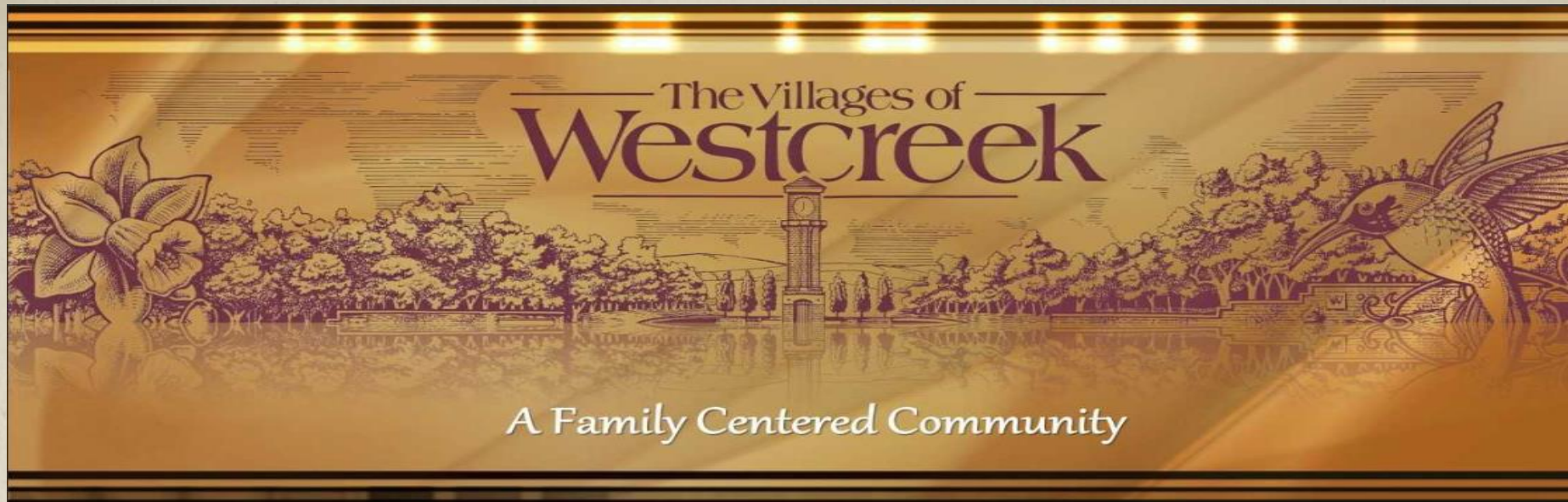
Elaine Maurer
Elaine Maurer, President

Date: 09 / 16 / 2022

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

Maria Robinson
Maria Robinson, Community Manager

Date: 09 / 16 / 2022



BOARD OF DIRECTORS MEETING
VIA ZOOM
AUGUST 18, 2022
6PM

Call to Order-6:00 PM

Minutes

Approval of July 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.

Park:

- Repair Sports Park Water Hose
- Install new shower head at Sports Park pool
- Get BBQ Pit ready for pavilion party
- Install new basketball nets in both the basketball courts and the tot lot
- Checked tot lot for ants

Community Center:

- Repaired Community Center Pool lounge chair
- Community Center women's bathroom door repair-Removed leaking auto door closure that went bad and installed a new one
- Realigned women's restroom door to close fully and properly
- Remove two top lowver's from the Community Center pool pump room and install simple A/C vents to allow air circulation.
- Installed and mounted a swivel fan in the Community Center pump room to allow ventilation.
- Install door stop on main office hall door

Common Areas:

- Came in early and did a light check on all monuments
- Remove brush is easement by Macey Trail
- Replace solar lights at Willowbrook monument after they were stolen
- Picked up trash in area next to dog park where the walking trail begins
- Rehung fallen Westcreek entry sign on Grosenbacher that fell due to high winds
- Remove mattress from easement onto sidewalk and reported to the county for pick up
- Assembled and put together a picnic table next to the dog park area

Standards

Report Timeframe: July 20, 2022-August 15, 2022

- ☐ **Total Violations Sent: 418**
- ☐ **Open Enforceable Violations: 0**

Fence – 25

Open Recurring Violations: 76

Fence – 25

Trash Cans – 84

Clutter - 30

Vehicle – 20

Basketball Goals – 7

General Maintenance- 29 (ex: repair tree rings)

Landscaping- 193 (leaves, trim trees, shrubs, weeds, etc.)

House Repair –16 (ex: paint, roof, fascia, garage)

Stain Removal – 9 (ex: mildew)

- **Unapproved Improvements: 5**

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

Community Activities

30 Days:

Fall Soccer Starts Sept 10

Sept 16 Movie at the Park/Pool

60 Days:

Fall Soccer Continues

90 Days:

Fall Soccer Continues

Fall Fest Nov 5th



Community Manager

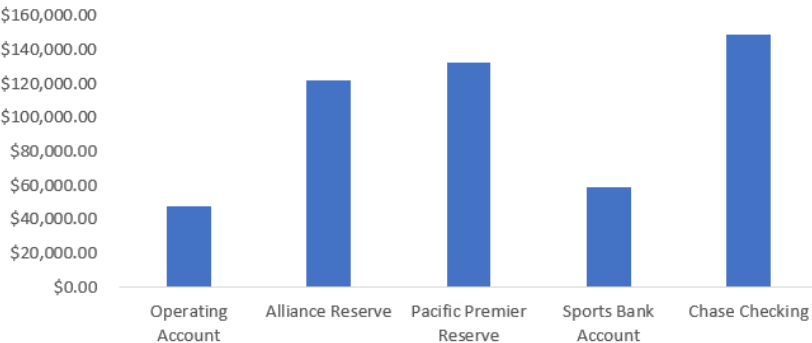
- Working to create Standard Operating Procedures (SOP) for the office staff and training.
- Continuing to work with both insurance claims for the retaining wall that was damaged on Westcreek View.
- Met with SAT Energy to discuss solar lighting for the monuments that do not currently have electrical ran to them.
- A monitor appreciation lunch was held for the pool and party monitors on staff.
- Summit has completed the repairs at the clock tower that were needed due to the cement truck accident.
- Worked with SAWS to obtain two different watering variances; 1 for the sports park where the new sod is being installed over the pipeline work, and the clocktower where the replacement sod was planted due to the cement truck.
- I am working with vendors to find a long-term solution to the pool lights continuing to come out of the wall. We have had a pool vendor and an electrician come out to access the repairs needed. Temporarily we have removed any pool lights that were floating or sitting on the deck while we work with pool vendors to find a long-term solution for the lights.
- Met electricians to discuss necessary work at the clock tower to have more outlets put in for holiday lighting and upgrading the lights at the clock tower to LED. Board approved to have Suberg do the electrical work in the amount of \$5,225.00.
- Collaborated with the Standards Manager to revise and update AR-45.
- Met with holiday decorating vendors to begin getting quotes for the 2022 holiday season.
- Continuing to work with AT&T to lower the HOA's phone and internet bills. They sent out a technician to check the fiber connections and install any necessary equipment to ensure we are set up for fiber internet.
- Continuing discussions with the county regarding the lot next to the Community Center and whether a plat map is required to obtain a permit to begin construction on the maintenance shop.
- Ordered the garland and wreath holiday decorations that the HOA will own per board approval in the amount of \$2,226.92.

Financial Report

Bank Balances

	Dollars
Operating Account	\$47,596.49
Alliance Reserve	\$122,041.50
Pacific Premier Reser	\$132,099.23
Sports Bank Account	\$58,878.14
Chase Checking	\$148,836.35
Total	\$509,451.71

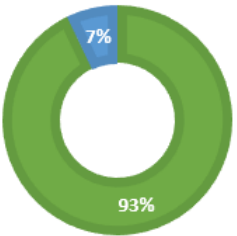
Bank Balances as of 8/16/2022



Assessment Receivable Report

	Dollars
Paid	\$941,193
Past Due	\$72,080

2022 ASSESSMENT RECEIVABLE REPORT



■ Paid ■ Past Due

Meeting- 5%

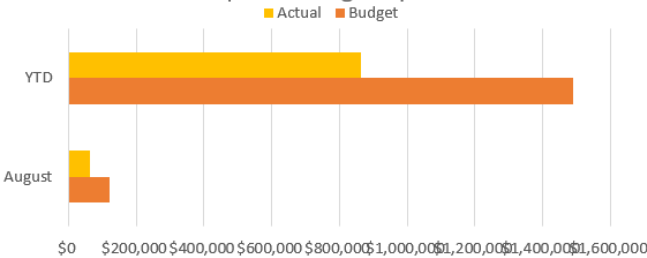
2021- 4% unpaid

Paid	\$1,298,342
Past Due	\$51,499

Expense Budget Update

	Budget	Actual		
August	\$122,422	\$63,754	52%	(\$58,668)
YTD	\$1,490,092	\$863,989	58%	(\$626,103)

Expense Budget Update



Committee Reports

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





Architectural Review Committee (ARC)

July 2022 PIAs

100% Approval

Avg Days to Close	2.4
Total PIAs	19
Approved	19
Denied	0
OPEN	0

Denials

- None 😊

Trends

- Exterior Painting
- Landscaping
- Concrete work

The ARC Committee is currently working on reviewing and updating the Standards to include new changes and clarify verbiage and intent.

Description	Received	Response	Status	Comments	Days to close
Landscaping	7/1/2022	7/7/2022	Approved		3
Deck	7/5/2022	7/7/2022	Approved		2
Concrete Work	7/8/2022	7/11/2022	Approved		1
Concrete Work	7/8/2022	7/11/2022	Approved		1
Concrete Work	7/8/2022	7/11/2022	Approved		1
Gazebo	7/8/2022	7/20/2022	Approved		8
Lighting	7/8/2022	7/12/2022	Approved		2
Exterior Painting	7/12/2022	7/13/2022	Approved		1
Patio	7/14/2022	7/18/2022	Approved		2
Exterior Painting	7/18/2022	7/19/2022	Approved		1
Shed	7/18/2022	7/21/2022	Approved		3
Landscaping	7/22/2022	7/25/2022	Approved		1
Exterior Painting	7/22/2022	7/25/2022	Approved		1
Lighting	7/25/2022	7/28/2022	Approved		3
Windows	7/26/2022	7/28/2022	Approved		2
Fence Stain	7/26/2022	7/28/2022	Approved		2
Landscaping	7/28/2022	8/3/2022	Approved		4
Sidewalk/Walkway	7/28/2022	8/3/2022	Approved		4
Exterior Painting	7/29/2022	8/3/2022	Approved		3

Communication Committee Report

VWOA Communications Committee Report for the August 2022 Open Board Meeting

Update Since Last Board Meeting

Webmaster Support

1. **Weekly Reports:** I am now receiving the Weekly ClapCreative Reports. Please see the latest report, **'Weekly Website Report By Clap Creative-villagesofwestcreek.com-2022-08-09.pdf'**, sent with this report. We now have several backups and updates accomplished. There is one item that needs attention. **The report has identified a security vulnerability.** One of our important plug-ins requires an update to eliminate the issue. However, we need the license key to perform the update. We have been unable to locate it. However, it is possible to purchase a new key. I think the price is around \$50. I am unsure if it is a one-time or annual subscription. **I recommend you ask Jason to work with DK on the details.** Once that is resolved, our website will be in good shape.
2. **ClapCreative Requests:** We have been providing some requests to ClapCreative to update items on our website. We provided our staff with guidance on file naming restrictions for document and image files that they want to be uploaded to the website or Constant Contact. We also provide suggestions for the requests. They are currently running the requests through the Communications Committee for review before forwarding them to ClapCreative.

Monthly Newsletter

The August Newsletter went out on time. This time, we tried organizing the flyers chronologically and emphasizing the dates in their header. The Communications Committee thanks the following contributors for their input.

Contributors Who Submitted Articles or Flyers	
Contributor	Number
Michelle de Jongh	2
Brian Bush	1
Jason Dunbar	2
Victor Estello	1
Bill Fenstermacher	3
Melissa Garcia	13
Heather Mallia	1
Elaine Maurer	1
Maria Robinson	4

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: 8/11/2022

Financial Committee Report



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. 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.
- e. Pointe Monument-OPEN-Lonestar Kustom Construction went to pull permitting for the trenching that was approved by the board and was informed that the county does not approve anyone to trench on their roads due to prior issues with it not being fixed correctly. The vendor mentioned boring however that expense is higher than the trenching price. The Community Manager met with a solar company to discuss that option.
- f. 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.
- g. Maintenance Shop Concrete Pad-OPEN- The vendor went to begin the permitting process for this project, and we discovered that the land at that location will need to be surveyed and a plat map supplied.

New Business

- a. Notification of New Covenant Violation AR
- b. 2023 Budget

Executive Session Results

Adjournment
Thank you for attending

Next meeting:
September 15, 2022