

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 6:02 pm, on Thursday, October 20, 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	Recreational Director	Terri Holmes	Recreation Assistant

Members Present:

There were 5 homeowners present during the call.

II. APPROVAL OF PREVIOUS BOARD MINUTES: The Board reviewed the meeting minutes from the September 15 ,2022 Board meeting. Heather Mallia made a motion to approve the September 15,2022 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 no hands raised during that time. The floor was opened again when discussing HOA's Voting Platform and questions were asked regarding how it complies with the voting process. These questions were answered by Maria Robinson Community Manager.

IV. DEPARTMENT REPORTS:

- a. Maintenance: The maintenance report was covered by Maria Robinson the Community Manager. She informed those in attendance that Benny had completed the repairs and refinishing of the Sports Park Pool sign at no cost to the HOA, was continuing to stay on top of watering the new plants, routine picking up trash, and trimmed back tree limbs up against The Forrest monument to allow a vendor to power wash and paint the monument.
- b. Standards: Eliel Perez went over the total violations from the dates of September 13, 2022, to October 13, 2022, and compared them to the numbers from the previous meeting. He informed the board that his focus on the main roads has proven results and a question was

asked by Kevin Drummonds regarding the Talley Road fences. Eliel stated that he would begin walking that fence line now that it is accessible. Elaine Maurer did request that Eliel and Maria work together to compile a list for Environmental Services/Code Compliance.

- c. Community Activities: Jason Dunbar presented the 30/60/90-day report included in the power point. Fall Festival will be November 5th and Jason did inform those in attendance that no one has signed up for the Chili cook off at this time. Fall soccer will continue through the first weekend in December and then Fall Flag Football will begin. Photos with Santa and the Christmas Baazar will take place on December 17, 2022.
- d. Community Manager: Maria informed the board and homeowners in attendance that she has been working to obtain landscaping proposals for the 2023 calendar year. She also informed the board and homeowners that she was continuing to work with the HOA attorney to get a response from Fred Loya regarding the retaining wall and that the retaining wall had been repaired. She also informed them that the Sports Park irrigation bill was higher than usual so she submitted all repair invoices and request a credit on the bill.
- 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 September 2022 during the meeting and the turnaround times for requests. She also informed the board that the ARC Committee is close to completing the standards edit and will be getting that to the board for final review soon.
- 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 to upload items to the website is processing as it should and Clap Creative is giving timely responses.

VI. UNFINISHED BUSINESS:

- a) 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.
- b) Garden Lily and Tally Rd.-TABLED- The board has decided to table this project until the construction on Talley Road has been completed.
- c) Pointe Monument-OPEN-The board approved the installation of Solar Lighting for this monument as the county does not allow trenching.
- d) 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.
- e) Maintenance Shop Concrete Pad-OPEN- The board has made the decision to rebid out the project due to increased cost with moving the location. After receiving updated proposals, the board made the decision to continue with Lonestar Kustom Construction at a cost of \$36,435.

VII. NEW BUSINESS:

- a. Additional Maintenance Shop Concrete Cost - Elaine Maurer informed those in attendance that when the board began the process of bidding out the concrete foundation for the maintenance shop, it was in the overflow parking lot next to the

office. During the process it was determined that the lot was not platted and the process to do this would be an estimated cost of \$20,000. Due to this, the board made the decision to move the shop location to behind the Community Center which is a platted area. The change of location came with additional costs due to permitting, grade of the area which increased the concrete base, and needing a rock saw to cut into the ground. The board requested updated proposals from all original vendors who provided proposals and made the decision to stay with the original vendor at an additional cost of \$8,435 from the original approval of \$30,000. A motion was made by Heather Mallia, the motion was seconded by Brian Bush and all board members were in favor.

- b. Major Road Fence Staining Proposal- Maria Robinson informed the board and homeowners in attendance that at the last meeting it was requested that the board investigate the cost of staining all common area fences a new color. Maria received a proposal in the cost of \$139,995 and a motion was made by Brian Bush to close this proposal but add it to CINC for the board to track and discuss further due to cost and funds available. A second was made by Kevin Drummonds, and all board members were in favor.
- c. HOA St Voting Application- Maria Robinson presented a new online voting platform that allows not only annual meeting voting but also surveys. She informed those in attendance that the cost for the current online voting vendor was \$1,700 for the 2022 Annual Meeting and this platform will cost the HOA \$99/month or \$1,200/year. A motion was made by Heather Mallia to begin using the platform, a second was made by Elaine Maurer and all board members were in favor.
- d. Spectrum Association Management Renewal Contract- The board reviewed and discussed a 5-year contract renewal with Spectrum Association Management in Executive Session and had requested a clause be added requiring the company to remind the board of the renewal date 90-days prior to the contract being up. Elaine Maurer made a motion to accept the 5-year contract renewal beginning in July 2023 with the added clause, Brian Bush seconded the 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 October 19, 2022, the Board approved to send 7 accounts (8 violations total) to the attorney for deed restriction violations and 4 to the attorney for collections. The board reviewed 2023 monitor pay and reviewed a 5-year contract renewal with Spectrum Association Management. The board reviewed pool contract proposals and made the decision to terminate the current pool vendor (Seven Wells) at the end of their contract and enter into a new contract with Aquatica pool management starting January 1, 2023. The board also discussed and decided to start sending out the meeting recordings each month as well.

IX. SCHEDULE THE NEXT MEETING: The next meeting will be held on Thursday, November 17, 2022 at 6:00PM via Zoom.

X. ADJOURNMENT: There being no further business before the Board, the meeting was adjourned at 7:33 pm.

Attested by:

Brandon Schuler
Brandon Schuler, Secretary

Date: 12 / 02 / 2022

Approved by:

Elaine Maurer
Elaine Maurer, President

Date: 12 / 02 / 2022

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

Maria Robinson
Maria Robinson, Community Manager

Date: 12 / 02 / 2022

Signature Certificate

Reference number: ESM99-BQOWK-Q5FKP-RDXCT

Signer	Timestamp	Signature
Maria Robinson Email: mrobinson@spectrumam.com Sent: 02 Dec 2022 14:34:15 UTC Viewed: 02 Dec 2022 14:34:18 UTC Signed: 02 Dec 2022 14:34:37 UTC		 IP address: 172.56.89.24 Location: San Antonio, United States
Elaine Maurer Email: elaine.maurer0630@gmail.com Sent: 02 Dec 2022 14:34:15 UTC Viewed: 02 Dec 2022 14:50:00 UTC Signed: 02 Dec 2022 14:50:15 UTC		 IP address: 99.190.20.239 Location: San Antonio, United States
Recipient Verification: ✓ Email verified 02 Dec 2022 14:50:00 UTC		
Brandon Schuler Email: brandonschuler1@gmail.com Sent: 02 Dec 2022 14:34:15 UTC Viewed: 02 Dec 2022 19:28:05 UTC Signed: 02 Dec 2022 19:28:33 UTC		 IP address: 172.56.89.26 Location: San Antonio, United States
Recipient Verification: ✓ Email verified 02 Dec 2022 19:28:05 UTC		

Document completed by all parties on:

02 Dec 2022 19:28:33 UTC

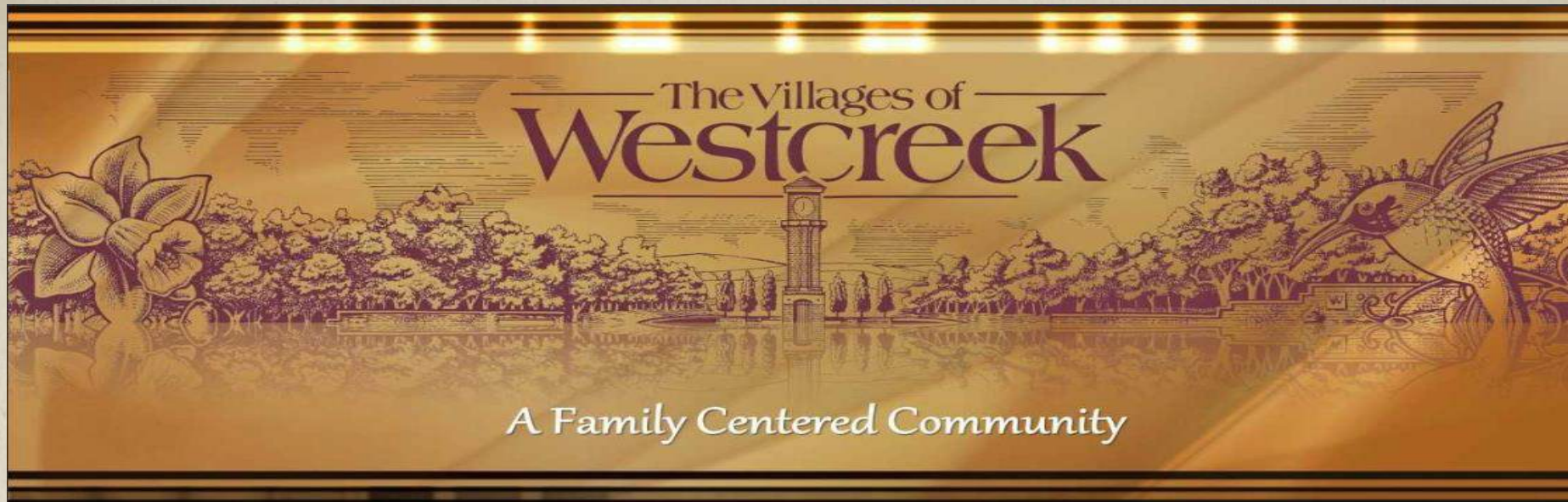
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BOARD OF DIRECTORS MEETING
VIA ZOOM
OCTOBER 20, 2022
6PM

Call to Order-6:00 PM

Minutes

Approval of September 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.
- Water new plants at the monuments per watering schedule.

Park:

- Reweld broken metal frame sign.
- Sports Park practice soccer field-back filled 5 large holes and added additional dirt on top.
- Raised all trees around the soccer fields that were hanging low.
- Checked tot lot for ants.
- Removed and disposed of a broken-up cement car stop.
- Replace broken shower handle.
- Cut off lock on Sports Park gate that was not working.
- Filled in additional holes on the soccer fields.
- Clean BBQ Pit
- Reset breaker at Sports Park pavilion.
- Remove broken shower head and install a new one at SP Pool.
- Dug a deeper hole for the speed limit signpost and reset the speed limit sign at the overflow parking lot.
- Clean up broken tile area and reset tile at SP pool.
- Resecured fallen wind screen at tennis courts.

Common Areas:

- Placed out all “Assessment Due” signs
- Cut back limbs that were leaning against The Forest monument so the vendor can power wash and paint the monument.

Community Center:

- Install Community Center A/C lock boxes on thermostats to prevent the changing of the temperature by vendors/homeowners.
- Scheduled electrician to come out and fix ballast in the conference room that was out.

Standards

Report Timeframe: September 12, 2022-October 13, 2022

- ☐ **Total Violations Sent: 405**
- ☐ **Open Enforceable Violations: 0**

Fence – 27

Open Recurring Violations: 138

Fence – 27

Trash Cans – 127

Clutter - 23

Vehicle – 19

Basketball Goals – 2

General Maintenance- 21 (ex: repair tree rings)

Landscaping- 141 (leaves, trim trees, shrubs, weeds, etc.)

House Repair –38 (ex: paint, roof, fascia, garage)

Stain Removal – 3 (ex: mildew)

- **Unapproved Improvements: 4**

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

Community Activities

30 Days:

Fall Fest on the 5th

Fall Soccer Continues

Winter Flag Football Closes

60 Days:

Fall Soccer Tournament

Photos with Santa

Winter Flag Football Starts

90 Days:

Winter Flag Football Continues



Community Manager

- 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.
- AR-53 was filed with the county and uploaded to the Community Website.
- Worked with the landscape company and the board to get the community extra attention to combat the spear grass that had shot up from the rains received last month.
- Met with two other landscaping companies to discuss the options for maintenance during 2023.
- The Pointe landscaping was installed, and the board is currently working with a solar company to complete the lighting at that monument.
- Met with the vendor that will be completing the power washing and painting of monuments within the community to ensure that everyone is on the same page and knows what to expect.
- Working with the HOA attorney and the board to get a response from Fred Loya regarding the retaining wall claim for damages that occurred in May 2022.
- Secured a vendor to complete the repairs to the retaining wall located on WCV and Grosenbacher.
- Filed complaints on behalf of the HOA with the BBB, Texas Department of Insurance, and the Attorney General regarding the issues with getting Fred Loya to cover the cost of damages to the retaining wall.
- Submitted all irrigation repair bills to SAWS to inquire on a bill credit for repairs completed at the Sports Park.
- Getting new updated proposals for the new location of the maintenance shop due to platting concerns in the empty lot next to the HOA Community Center.
- Working with the electrician to move a photocell and update a breaker from one location to another for easier access.
- Obtaining new pool maintenance proposals for 2023 so the board can review and decide.

Financial Report

Bank Balances

Dollars

Operating Account	\$66,584.95
Alliance Reserve	\$136,535.30
Pacific Premier Reser	\$126,617.21
Sports Bank Account	\$61,244.79
Chase Checking	\$52,244.63
Total	\$443,226.88

\$160,000.00

\$140,000.00

\$120,000.00

\$100,000.00

\$80,000.00

\$60,000.00

\$40,000.00

\$20,000.00

\$0.00

Bank Balances as of 10/18/2022

Operating
Account

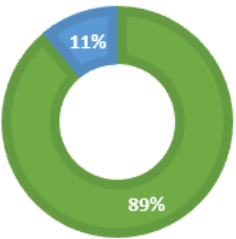
Alliance Reserve

Pacific Premier
Reserve

Sports Bank
Account

Chase Checking

2022 ASSESSMENT RECEIVABLE REPORT



■ Paid ■ Past Due

Expense Budget Update

	Budget	Actual		
October	\$122,422	\$68,964	56%	(\$53,458)
YTD	\$1,490,092	\$1,132,981	76%	(\$357,110)

Expense Budget Update

■ Actual ■ Budget

YTD

October

\$0 \$200,000 \$400,000 \$600,000 \$800,000 \$1,000,000 \$1,200,000 \$1,400,000 \$1,600,000

Committee Reports

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





Architectural Review Committee (ARC)

September 2022 PIAs

100% Approval

Avg Days to Close	3.9
Total PIAs	12
Approved	12
Denied	0
OPEN	0

Trends

- Landscaping
- Patio
- Driveway/Walkway

Description	Received	Response	Status	Comments	Days to close
Driveway	9/7/2022	9/9/2022	Approved		2
Landscaping	9/7/2022	9/9/2022	Approved		2
Playscape	9/7/2022	9/9/2022	Approved		2
Shutters	9/9/2022	9/15/2022	Approved		4
Patio	9/9/2022	9/15/2022	Approved		4
Home Addition	9/13/2022	9/28/2022	Approved		11
Pool	9/13/2022	9/16/2022	Approved		3
Door	9/14/2022	9/20/2022	Approved		4
Patio Cover	9/26/2022	10/4/2022	Approved		6
Landscaping	9/27/2022	9/30/2022	Approved		3
Walkway	9/27/2022	10/3/2022	Approved		4
Roof	9/28/2022	9/30/2022	Approved		2

Communication Committee Report

VWOA Communications Committee Report for the October 2022 Open Board Meeting

Update Since Last Board Meeting

Webmaster Support

1. **Weekly Reports:** The weekly reports indicate that plug-ins are being updated and backups are being made. VWOA Activities Director worked with Clap Creative Support to resolve the previously identified security vulnerability issue. **Everything seems to be running smoothly now.**
2. **Clap Creative Requests:** We have forwarded more website update requests to Clap Creative Support. **The procedures seem to be working well. They are providing timely responses to our requests.** It does show that we must give meaningful names to the files that we attach to be uploaded to our website.

Monthly Newsletter

The October 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
Lynette Bradley	2
Jason Dunbar	1
Bill Fenstermacher	4
Melissa Garcia	15
Heather Mallia	2
Elaine Maurer	2
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

Date: 10/11/2022

Unfinished Business

- a. 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.
- b. 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

1. Additional Maintenance Shop Concrete Costs
2. Major Roads Fence Staining Proposal
3. HOAst Voting Application for Annual Meeting

Executive Session Results

Adjournment
Thank you for attending

Next meeting:
November 17, 2022