

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 Vice President at 6:00 pm, on Thursday, February 16, 2023. 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:

Name	Position	Name	Position
Maria Robinson	Community Manager	Eliel Perez	Standards Manager
Benny Martinez	Maintenance Director		
Terri Holmes	Recreational 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 January 19,2022 Board meeting. Heather Mallia made a motion to approve the January 19,2022 minutes with the punctuation changes recommend by Kevin Drummonds, 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 no questions asked at this time.

IV. DEPARTMENT REPORTS:

- a. Maintenance: The maintenance report was covered by Benny Martinez the Maintenance Supervisor. He informed the board that he has been assessing the toilets and sinks in the pavilion, both pool bathrooms and the community center bathrooms. He let them know that a toilet in the men's restroom at the Sports Park pool is cracked and recommended that it is replaced. He informed the board that the toilets in the sports park pool bathrooms are residential toilets and not commercial. The board has requested pricing on replacing them with new residential toilets, and a price to have commercial toilets installed. Benny also informed that board that he did an inspection of the lights at the top of the columns, and he could only do the inspection on one side due to construction. He did inform the board that there is one column that the back has blown out and it makes replacing the light difficult.

- b. Standards: Eliel Perez went over the total violations from the dates of January 13, 2023, to February 8, 2023, and compared them to the numbers from the previous meeting. He informed the board that he has been seeing great results with the e-courtesy notices and that he would be really focusing on the holiday lighting violations. Kevin Drummonds asked what the open recurring violations were in January 2023 compared to February 2023 and Maria let him know that the number last month was 85 compared to the 38 this month.
- c. Community Activities: Maria Robinson presented the 30/60/90-day report included in the power point and informed those in attendance that Casino Night went very well with roughly 75 participants in attendance. Kevin Drummonds asked if the fields would be ready for soccer season, and Maria informed him that she had brought his concerns from Executive Session to Jason earlier that day and would follow up with him.
- d. Community Manager: Maria informed the board and homeowners in attendance that the new tables for the sports park pool had been delivered and we are just waiting on the chairs to arrive. She also informed everyone that due to the size of the community, the price for the financial review and tax preparation was \$2,900. Maria also informed everyone that it was backflow testing season for SAWS and that the fire line at the office had been completed and she is working to get the proposal for the irrigation backflows to comply with SAWS. Lastly, Maria informed those in attendance that the sports park had multiple leaks, five of which were from the irrigation and one from the mainline. The board had recently approved a estimate for \$2,500 to repair the irrigation and a proposal to repair the mainline.
- e. Financial Report: The Community Manager presented a brief overview of the Associations year to date finances. Maria Robinson also informed those in attendance that the final payment on the Community Center Building loan had been paid and she would work to get the initial loan amount and any release paperwork.

V. COMMITTEE REPORTS

- a. ARC: Lynette Bradley reported the ARC numbers for January 2023 during the meeting and the turnaround times for requests. She did let everyone know that the enclosure request was not included in the turn around time as it was a one off situation that had some back and forth.
- b. Communications: Francis Lomax then presented information on the newsletter and those who contributed to the newsletter. He did state that all systems are updating and working properly.
- c. Nominations: Maria Robinson informed those in attendance that the nomination committee was made up of Brandon Schuler (Chair), Ann Lomax and Coral Fathy. The nomination committee was working to set a meeting for potentially early next week to set the date for Meet the Candidates and ensure all deadlines are met.

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 solar vendor has been provided the approval to begin the

install on the side of The Pointe that does not have electrical hook ups. The vendor informed Maria that they were awaiting the arrival of the last part that had an ETA of Friday, February 17, 2023.

- 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 vendor has submitted an updated drawing that the permitting departments required on February 3, 2023.
- f. **Standards Revision-OPEN-**The board is currently reviewing the proposed changes to discuss and present to the ARC during the February 2023 meeting.

VII. NEW BUSINESS:

- a. **2023 Pool Schedule-** Maria Robinson reviewed the proposed 2023 pool season schedule that mirrors the 2022 pool schedule for approval. Kevin Drummonds asked Maria to go over the specifics. Maria reviewed that the Community Center pool would open April 1st and then both pools would open for Memorial Day, with the Sports Park pool opening the first weekend of June for the season. Both pools would remain open through Labor Day and then the Community Center pool will close for the season except for pool parties that are booked. The final day of pool season is October 31st and both pools will close that day.
- b. **Alamo Firework Stand Contract Renewal-** Maria informed those in attendance and the board that the Alamo Firework Stand contract is up for renewal and if not renewed, the stand will not be onsite in December 2023. Maria did inform those in attendance that she did ask if there could be an incentive for homeowners within the community if they shop at that Alamo Stand. Heather Mallia opened the floor for homeowner input on the renewal of the contract. Daniel Schaffer stated that while he does not purchase fireworks, the Mr. W stand is already within the community and if the HOA can benefit from the competing stand, then the board should renew. No other homeowner spoke during this time and the item was put to a vote by the board. A motion was made by Brandon Schuler to renew the contract, Heather Mallia seconded the motion and Kevin Drummonds was voted to renew so the motion was passed. Brian Bush voiced that he is opposed to renewing the contract with Alamo Fireworks.
- c. **Tot Lot Resurfacing-** Maria presented an updated proposal to have the tot lot resurfaced and new mulch added to the swings at the tot lot. The amount of the proposal totaled \$37,696.26 and Heather Mallia requested that any maintenance information be provided to the board. Kevin Drummonds asked that Maria request any information regarding a warranty on the work proposed. Maria informed the board that she would get the maintenance and warranty information along with one more proposal.
- d. **Board Member Training-** Heather Mallia informed the board that a suggestion was made that all new board members participate in training either from Boardline Academy or through CAI. Heather did inform the board that the cost was not budgeted for in 2023 and Boardline Academy is a service offered by Spectrum AM as part of the contract. A motion was made by Brian Bush that training for board members be recommended not required and that a line item be added to the 2024 budget for 2-3 board members to attend CAI training depending on the number up for election that year. The motion was seconded by Heather Mallia and all board members present

were in favor.

VIII. EXECUTIVE SESSIONS RESULTS:

- a. Maria Robinson summarized the Executive Session as follows: In the Executive Session held on Wednesday February 15, 2023, the Board approved to send 3 accounts, 4 violations total to the attorney for deed restriction violations. The board reviewed 3 attorney requests. The board also reviewed the 2023 pool schedule, the 2023 Wahoo's Swim Team Agreement, and the renewal contract for Alamo Fireworks.

IX. SCHEDULE THE NEXT MEETING: The next meeting will be held on Thursday, March 16, 2023 at 6:00PM via Zoom.

X. ADJOURNMENT: There being no further business before the Board, the meeting was adjourned at 6:59 pm.

Attested by:

Brandon Schuler
Brandon Schuler, Secretary

Date: 03 / 17 / 2023

Approved by:

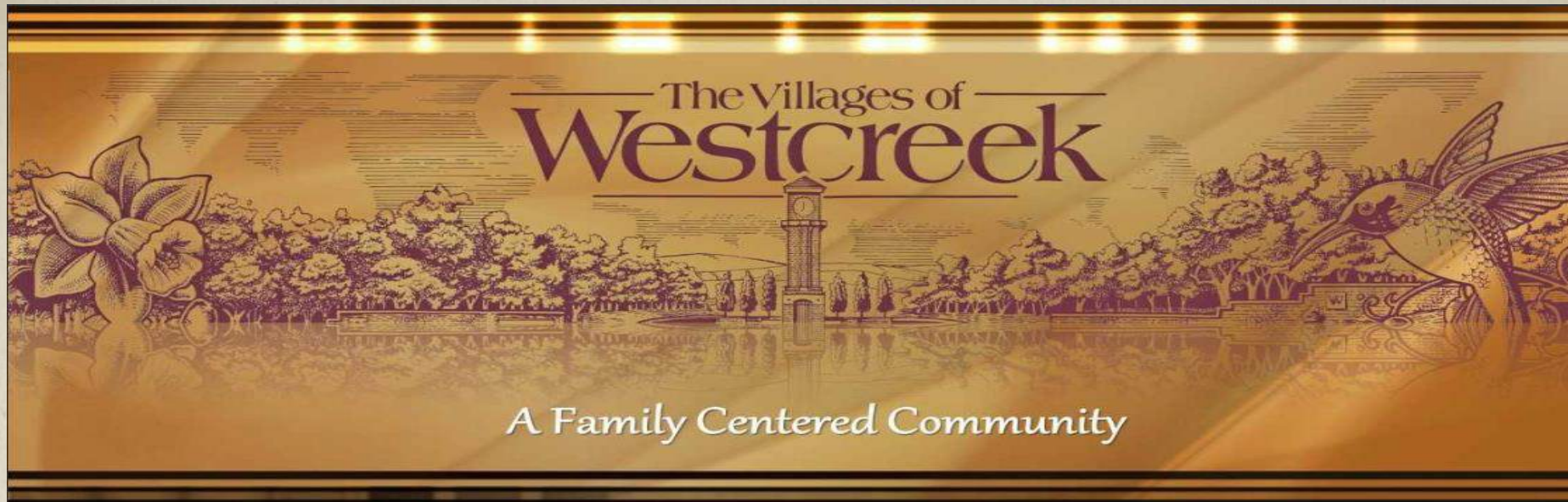
Elaine Maurer
Elaine Maurer, President

Date: 03 / 17 / 2023

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

Maria Robinson
Maria Robinson, Community Manager

Date: 03 / 17 / 2023



BOARD OF DIRECTORS MEETING
VIA ZOOM
FEBRUARY 16, 2023
6PM

Call to Order-6:00 PM

Minutes

Approval of January 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:

- Remove old hoses and reinstalled a new one
- Repaired one of the 2 hoses
- Remove inner door so the chemical company could install the new chlorine tank in pump room.
- Remove basketball rim and backboard at the tot lot due to damage and working on finding a replacement.
- Replace sink strainer with all new gaskets to stop water from leaking on the floor.
- Resecure wind screens on tennis court wall

Common Areas:

- *Remove Paint and vandalism on mailboxes at Lilac Dawn and Moonstream
- *Came in early on 2.14.23 to check all monument lighting.
- *Weed eat behind all maintenance shop area where the grass was tall and the dog park area.
- *Remove large brush pile left in easement.
- *Remove Christmas tree in The Vistas and disposed of the tree.

Community Center:

- *Total of 9 wall mounted sconce-replaced 12 florescent bulbs and repaired 5 with loose wiring.
- *Replaced burned out light bulbs in the employee bathroom.
- *Checked men's restroom for reported potential leak near the toilet and did not find any water or an active leak.
- *Repaired broken foot on couch.
- *Change out all A/C return filters (8 total)

Standards

Report Timeframe: January 13, 2023-February 8, 2023

- ☐ **Total Violations Sent: 238**
- ☐ **Open Enforceable Violations: 0**

Fence – 3

Open Recurring Violations: 38

Fence – 3

Trash Cans – 60

Clutter - 18

Vehicle – 14

Basketball Goals – 9

General Maintenance- 83 (ex: repair tree rings)

Landscaping- 27 (leaves, trim trees, shrubs, weeds, etc.)

House Repair –20 (ex: paint, roof, fascia, garage)

Stain Removal – 3 (ex: mildew)

- **Unapproved Improvements: 1**

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

Community Activities

30 Days:

Flag football Ends

60 Days:

Spring Soccer Starts March 25th over 800 players

90 Days:

Spring Soccer

Cookies with the Easter Bunny 4/1/23



Community Manager

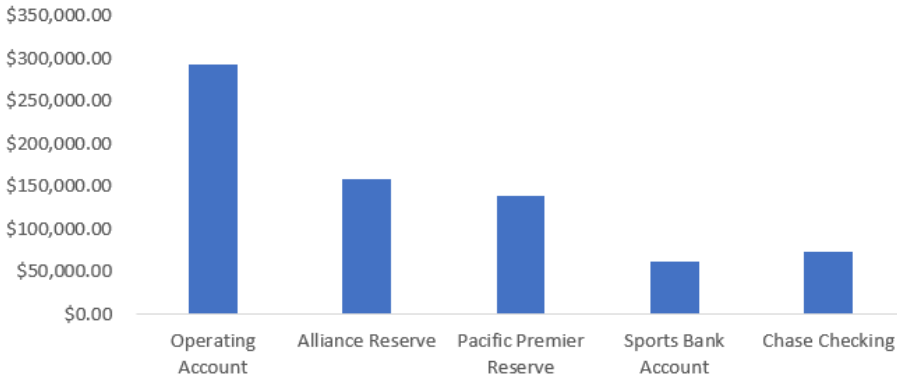
- I am working with vendors to find a long-term solution to the pool lights continuing to come out of the wall. We have had a pool vendor and an electrician come out to access the repairs needed. Temporarily we have removed any pool lights that were floating or sitting on the deck while we work with pool vendors to find a long-term solution for the lights.
- The new tables for the Sports Park pool furniture have been delivered and are being stored at the HOA office.
- Multiple leaks have been found on the sports park fields (ones not worked on by SAWS) and the board has approved at this time \$2,500 to repair 5 leaks in relation to the irrigation lines. We are currently obtaining bids for a leak that appears to be on the main water line.
- Due to the size of the Review and community, the total amount for the Tax Preparation and Review, the total amount due is \$2,900.
- The Reserve Study team has been notified of approval and provided the information they requested to begin the study. They will be doing an onsite visit either March or April timeframe.
- There was a major leak in the in the Sports Park pool pump room which caused water to get into one of the pool pump drives and the pump needs to be rebuilt. The board approved this at a cost of \$885.51 and this was completed on February 9, 2023.
- It is the time of year when backflow testing is required by SAWS. The 6" fire line backflow was tested on Monday, February 13, 2023, at a cost of \$350.00.

Financial Report

Bank Balances

	Dollars
Operating Account	\$292,977.47
Alliance Reserve	\$157,815.98
Pacific Premier Reser	\$138,512.24
Sports Bank Account	\$62,831.01
Chase Checking	\$72,715.48
Total	\$724,852.18

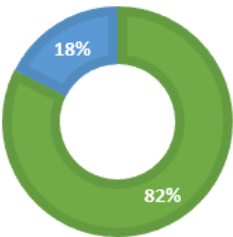
Bank Balances as of 2/14/2023



Assessment Receivable Report

	Dollars
Paid	\$303,527
Past Due	\$64,726

2023 ASSESSMENT RECEIVABLE REPORT



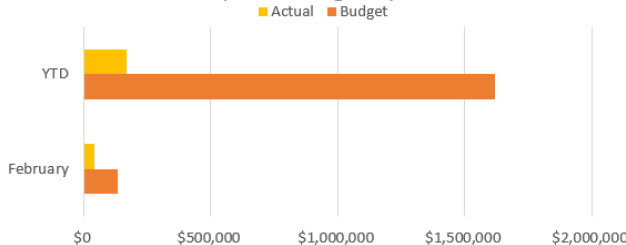
■ Paid ■ Past Due

2022- 3% unpaid	
Paid	\$1,304,899
Past Due	\$46,137

Expense Budget Update

	Budget	Actual		
February	\$134,983	\$42,075	31%	(\$92,909)
YTD	\$1,619,802	\$169,814	10%	(\$1,449,988)

Expense Budget Update



Committee Reports

- a) ARC- Lynette Bradley
- b) Communications- Francis Lomax
- c) Nominations Committee-Brandon Schuler





Architectural Review Committee (ARC)

January 2023 PIAs

91% Approval

Avg Days to Close	2.0
Total PIAs	11
Approved	10
Denied	1
OPEN	0

Description	Received	Response	Status	Comments	Days to close
Enclosure	1/6/2023	2/2/2023	Denied	Water heater enclosure not up to standards	27
Siding	1/10/2023	1/12/2023	Approved		2
Concrete Work	1/13/2023	1/17/2023	Approved		4
Concrete Work	1/12/2023	1/16/2023	Approved		4
Shed	1/16/2023	1/19/2023	Approved		3
Retaining wall	1/16/2023	1/18/2023	Approved		2
Exterior Painting	1/18/2023	1/19/2023	Approved		1
Accessability Ramp	1/23/2023	1/24/2023	Approved		1
Siding	1/24/2023	1/24/2023	Approved		0
Exterior Painting	1/25/2023	1/25/2023	Approved		0
Exterior Painting	1/30/2023	2/2/2023	Approved		3

Trends

- Exterior Painting
- Concrete Work

Denials

- Water Heater Enclosure

Communication Committee Report

VWOA Communications Committee Report for the February 16, 2023 Open Board Meeting

Updates Since Last Board Meeting

Webmaster Support

Summary of Weekly Website Reports Since Last Board Meeting					
Report End Date	Updates Preformed	Backups Available	Date Last Backup	Uptime	Security Status
1/31/2023	8	105	1/30/2023 7:51 AM	100.000%	Safe
1/24/2023	7	107	1/23/2023 7:51 AM	100.000%	Safe
1/17/2023	2	111	1/16/2023 7:51 AM	100.000%	Safe

Monthly Newsletter

The February 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
Brian Bush	1
Jason Dunbar	1
Melissa Garcia	11
Francis Lomax	2
Heather Mallia	2
Elaine Maurer	1
Maria Robinson	3

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: 2/9/2023

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 solar vendor has been provided the approval to begin the install on the side of The Pointe that does not have electrical hook ups. This is set to tentatively begin the week of February 13, 2023.
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- f. Standards Revision-OPEN-The board is currently reviewing the proposed changes to discuss and present to the ARC during the February 2023 meeting.

New Business

- a. 2023 Pool Schedule
- b. Alamo Firework Stand Contract Renewal
- c. Tot Lot Resurfacing
- d. Board Member Training

Executive Session Results

Adjournment
Thank you for attending

Next meeting:
March 16, 2023