

VILLAGE OF WESTLAKES  
BOARD MEETING  
Final Minutes  
March 13, 2018

**1.Call to Order:** Meeting was called to order at 7:00pm

**2.Roll Call:** members present included Chuck Hvass, Gregg Groepper and Rene Saucedo

**2a approve final agenda:** Final agenda was amended to include approval of prorated insurance coverage increase for the Clubhouse and adding Gregg Groepper to Architectural Control Committee,

**3.Pledge of Allegiance**

A moment of silence was held in remembrance of Alicia Torres

**4.Approval of Minutes:** February minutes were approved unanimously

**5.Treasurer's report:** President Hvass gave an abbreviated report in Treasurer Hall's absence. Expenditures are ahead of budget due to emergency repairs on the clubhouse failed duct work.

**6.Summary of Corporate Governance and Meetings:** President Hvass gave a summary of our current governance structure. He noted Texas law has changed for Homeowner associations and as a consequence we will have to rework our bylaws and covenants to bring them into compliance with Texas law. He also indicated we are current in our required filings with the County and Secretary of State.

**6b.Report on Action without a meeting:** The audience was brought up to date with the action without a meeting. The board voted 5 to 0 to award Juan Bañuelos of A/C Refrigeration Services as low bidder to replace the failed duct work in the Clubhouse and change out the discolored ceiling registers. Bid amount was \$4,210.50. Mr. Bañuelos is a licensed AC technician with over 12 years experience and completed the required work in one and one half days

## **7.Old Business**

- Allocate certain 2018 expenditures to reserves: \$2,355 for replacement of failed A/C duct work. Motion passed unanimously
- President Hvass indicated that much past practice has not been committed to motions and minutes. He will be convening a work group to discuss various issues like private use of Clubhouse furniture, barbecue and dishes along with allowed activities such as fishing and frisbee on the golf course. Members are encouraged to attend the meeting once it is scheduled in early April.
- A motion to approve spending an additional \$840 to cover prorated insurance increase for the clubhouse was approved unanimously
- A motion to add Gregg Groepper to the Architectural Control Committee was approved unanimously.

## **8.New Business**

- President Hvass gave a Compliance Committee Report on Non-Owner Occupied Units. The committee recommendations are included as an attachment to these minutes.
- It was moved and seconded that unless otherwise set by the rules, covenants or bylaws, the fine for a first violation of a rule be \$50.00 and the fine be \$100 for every subsequent violation. Further, unless otherwise prohibited by the rules, covenants or bylaws, interest on the outstanding fine balance shall accrue at 1% per month. Motion passed unanimously.
- The Board unanimously approved moving the September Board meeting to September 25.

## **9.Standing Committee Reports**

Architecture Nothing to report

Grounds reported on numerous projects including ongoing changes to herbicide schedule and tree trimming and removal. The pump house was resided. Additionally Wilma Langhamer, Norma Rodriguez, Margie Duck and Judy Bausum were thanked for all the volunteer work they have been doing on the flower beds at the clubhouse, entries and pool.

Clubhouse Maintenance. Joe Salas discussed all the air conditioning repairs including replacing two failed attic exhaust fans along with the addition of new thermostats and power washing the clubhouse soffits to improve attic air flow. Projects in the works include replacing the garbage can screening, fixing a leaking outside faucet and plumbing to allow the installation of an irrigation timer for the flower bed in front of the clubhouse. The brush pit is closed until the City gets it emptied which should happen the week of March 19. The entry code has been changed and the new code will be sent out once the brush pit is reopened.

Pool: no report

Compliance report was covered earlier in the meeting.

Clubhouse Activities: Members were advised to sign up for the Spring Fling no later than Thursday evening, March 22.

Golf: Club Championship will be held March 16 and March 17. Awards ceremony will be at the Spring Fling.

Library: still looking for a volunteer.

#### **10.Other Committee Reports**

Clubhouse Rentals: President Hvass is redoing the rental contract for future rentals. Rental fee is presently \$150 per day with no advance set up earlier than the day of the rental.

Communications: Communicating

Energy Efficiency: Done for this budget cycle. Will have input for next budget cycle

Ladies Lunch: Had a nice lunch in March. Next lunch will be at Costa Mesa by the Mall.

#### **11. Announcements** none

#### **12. Adjournment:** Meeting adjourned at 7:57

## **Compliance Committee Recommendations.**

It is recommended:

- The membership of the Compliance Committee be broadened. Three owners volunteered to enforce compliance in their local areas. Toward that end, and following historical precedent, form notices need to be prepared.
- A short list summarizing the VWL covenants, rules, etc needs to be prepared. This should include reference to the appropriate sections of the covenants, etc. This list should be on the website, and distributed to all residents, owners, and rental agencies doing business in VWL.
- Non-owner occupied units need to be identified. It should be required via bylaw or other amendment that tenants be identified by name, and email addresses and telephone numbers be supplied to VWL.
- When any new owner or tenant moves in, they should be provided a copy of the summarized rules, and made aware of all of the VWL governing documents.
- The sign by the pool with the rules needs to be repainted.
- In dealing with lawn and vegetation issues, VWL must first bring its own common areas up to snuff. Several mentions were made of traffic “islands” having poor to non-existent grass, etc. Non-compliant residents have, in the past, pointed to poor maintenance of common areas as an excuse for non-compliance.
- Individual units will have to be dealt with on issues such as garbage cans, parking, dogs, etc.
- General education needs to take place on all the rules. This will include emails from the Compliance Committee.
- All residents need to be informed that fines, etc, are taken first from payments, and units will go into default if fines are not paid.
- It is important that notices and other communications be given in a way to minimize the angry reactions that accompany notices of violations. The Board must set a tone that will back up committee efforts—Compliance, Pool, Landscape, etc—to obtain compliance.
- In order to assure uniform compliance, photographs and other information need to be assembled illustrating compliant and non-compliant conduct. This has been done in the past, showing proper tree-trimming, for example.

- Examples of historical documentation need to be located, such as information distributed by the VWL welcoming committee, and the checklist for property inspection.
- Finally, the website needs to be updated, to include the summary of rules, and assure that current information is posted. Information on how to notify the committees and boards of complaints needs to be posted on the home page of the website.