

The Village of Westlakes
Board Meeting Minutes
January 23, 2012

The January meeting of the Village of Westlakes, Board of Directors was called to order at 7:00 pm on January 23, President Karen Kinerk presiding. Board members in attendance were Ken Boyle, Vice President and Gregg Groepper, Treasurer.

Treasurer Groepper reported that as of 6 January we have \$88,374.89 in the bank with \$41,132.00 of that money being in the reserve account (this includes the new \$5,000 transfer for this year's contribution to reserves). We finished 2011 with a net income of \$216 after a \$5,000 contribution to reserves.

The minutes of the previous meeting were approved unanimously, as amended.

President Kinerk then announced the appointments of chairs and members of the various committees for calendar year 2012.

President Kinerk then read committee reports. Significant items in the reports were: Ladies' lunch Monday February 13 at Roosevelt's at 7; the deadline for articles for the February newsletter is January 29; and some people walking dogs are picking up after them then throwing the bags into the refuse area. Please don't do that as the city can take no plastic in the refuse, and it may cause the city to discontinue service. Same goes for leaves in plastic bags; empty the bag and dispose of the bag properly. If you see bags or floating debris in the ponds, please help out by fishing them out and placing them downwind beside the pond. Staff pick stuff out of the ponds weekly, but will generally pick up retrieved debris almost daily.

Under old business, it was moved by member Groepper and seconded by member Boyle that any action on future changes to the covenants be tabled to allow the President to explore options for a possible mail in ballot at a time different from the annual meeting. Motion passed unanimously.

Grounds chair Groepper reported that the Village is the recipient of 54 trees from the City of McAllen. The trees will be received around February 18 and will be planted shortly after that in sites marked by flags. If potential planting sites cause specific problems, members are urged to bring that to the attention of the Grounds Chair at 956-972-0066.

Under new business, President Kinerk announced that the can recycling program will be discontinued unless a volunteer can be located who is willing to regularly remove the cans for recycling.

Concerning non-payment of homeowner dues, Treasure Groepper outlined the problem of the legislature not providing guidance, in the short run, on how we can proceed with foreclosures for non-payment. He then moved and VP Boyle seconded that the Village begin filing liens on delinquent homeowners, including the cost of the filing, on all homeowners whose outstanding bill including legal fees, exceeds \$1,000. Motion passed unanimously.

The Board further authorized Treasurer Groepper to explore, with our insurance company, notification signs concerning activities in the lake, including boating, being the responsibility of the homeowner.

President Kinerk reported on Executive Committee action. The house, which we have a foreclosure deed on, 4128 Carnation Court, failed to sell in January and is up for resale on February 7 at 10:00 am on the courthouse steps. The Board also decided to take further action on a previous covenant violation and have the lawyer review the response before it is sent.

Announcements:

1. Lydia Mora indicated US flags are available from Representative Cuellar's office.
2. Nedra Kinerk announced
 - a. She has about 100 data forms returned for the directory. Members are urged to turn those in ASAP.
 - b. The city is looking at requiring all recycling materials to be in paper bags instead of plastic bags.
 - c. Daffodil Park planning is done but no funds are in the budget this year
 - d. The city plans to begin right of way acquisition for Daffodil from Ware to Taylor Road this year
 - e. Bentsen Road irrigation boxes and drainage ditch are complete or will be soon. Roadway will be completed this year
3. There will be no line dancing in February
4. The Village of Westlakes has received Backyard Habitat Steward Certification from Quinta Mazatlan and the City of McAllen
5. The City is holding a pancake breakfast fundraiser for Parks and Recreation. See Karen Kinerk for tickets of \$4.00
6. The next pancake breakfast is February 11.
7. The February Board meeting will be February 20.
8. The March Board meeting will be March 12.

There being no further business, the meeting was adjourned at 7:53 pm.

Gregg Groepper

Substituting Secretary

Minutes of: The Village of Westlakes – HOA Meeting

Date: Tuesday, March 13, 2012

Time: 7:00 PM

Site: Village of Westlakes Clubhouse, 4101 Carnation Avenue, McAllen, TX 78501

Board Members in Attendance: Karen Kinerk, Ken Boyle, Gregg Groepper, Hilda G. DeShazo

Absent: Dotti Egger

- **Call to Order** – Karen Kinerk @ 7:00 PM
- **Pledge of Allegiance** – Karen Kinerk
- **Treasurer’s Report** – Gregg Groepper – As of 2/29/12 total balance is \$87,403.71. There are \$46,271 available & \$41,000 in reserve.
- **Approval of January Minutes** – Ken Boyle moved to approve minutes. Gregg Groepper seconded the motion. Board voted. Motion passed 4-0.
- **Committee Reports:**
 - Architectural – Karen Kinerk reported about a matter concerning an owner who added a structure w/o board approval. Matter was resolved.
 - Clubhouse Activities – Judy Boyle
 - Clubhouse Maintenance – No Report
 - Clubhouse Rentals – Judy Boyle
 - Communications – Nedra Kinerk
 - Compliance - No Report
 - Golf – No Report
 - Grounds – Gregg Groepper
 - Ladies’ Lunch - Carol Lund
 - Neighborhood Watch – No Report
 - Pool – Mike Alebis
- **Unfinished Business** – None
- **New Business**
 - Grass Requirement Reminder – Karen Kinerk stated that while residents are not being asked to replace grass, if they choose to do so, they must sod with TIF Gren 419 as required in the rules and regulations.
 - Actions W/O Meeting – Karen Kinerk discussed the following actions taken since the last meeting.
 - Resignation – The resignation of Mark Roberts was accepted.
 - Appointment – Hilda G. DeShazo was appointed as secretary. She will serve until next annual meeting.
 - ACC Guidelines – The revised ACC guidelines were approved in order to include them into the 2012 Directory.
 - Community Manual – Karen Kinerk explained that the State is requiring we develop a Community Manual. This manual has to be filed at the County Courthouse. Items to be included in this manual are: Certification of Formation / Covenants / Bylaws / Rules / Architectural Control Guidelines (Construction / Remodeling / Additions – Solar Devices, Rainwater Harvesting, Flags & Flagpoles, Religious Displays) / Fine &

Enforcement Policy / Assessment Collection Policy / Payment Plan Policy / Records Inspection, Copying & Retention Policy / Annual Meeting – Notice, Elections, Voting / Board Meetings / Executive Sessions / Posting & Recordation of Governing Documents. A copy of this manual was given to each board member to review prior to next meeting. Copy will also be available to residents on VWL website.

- Removal of Mounds on Common Land – Gregg Groepper reported that the mounds on 43rd street will be removed to flatten the area. Cost is \$275 to take dirt out. Dirt will be reused on golf course. Planting of flowers or herb gardens will not be done because of the maintenance required for such plants.
- February 26, 2012 – Executive Session Report – Karen Kinerk reported that a closed Executive Session was held on 2/26/2012 because a resident asked to meet with the board due to a compliance issue. Both the resident & board came to a mutual agreement on the issue.
- **Announcements:**
 - Karen Kinerk – received flyer thru the City of McAllen Advisory Board about a “Murder Mystery Dinner” to be held on Saturday, March 24, 2012 at Roosevelt’s, 821 N. Main Street, McAllen @6:00 – 9:00 PM. Cost is \$25.00. Residents interested can sign –up at Lark Community Center.
 - Residents were reminded that Line Dancing is held every Tuesday at the Clubhouse at 1:30 PM.
- **Member Concerns**
 - Karen Kinerk stated that two member concerns were: Parking where residents should not and Lawn Care. Karen Kinerk said these items would be passed on to Dotti Egger who is in charge of the Compliance Committee.
- **Upcoming Meetings**
 - April Board on April 10th at 7PM and
 - May Board on May 8th at 7PM
- **Adjournment**
 - Gregg Groepper moved / Ken Boyle second. Meeting adjourned at 7:32 PM.

Respectfully submitted by

Hilda G. DeShazo, Secretary

VILLAGE OF WESTLAKES
MAY BOARD MEETING MINUTES

May 8, 2012 at 7:00 PM

Clubhouse, 4101 Carnation Avenue, McAllen, TX

- I. Call to Order and Roll Call – President Karen Kinerk called the meeting to order at 7:02 PM. The attendance was as follows:

President Karen Kinerk	PRESENT
Vice President Ken Boyle	PRESENT
Treasurer Gregg Groepper	PRESENT
Secretary Hilda De Shazo	PRESENT
Parliamentarian Dotti Egger	PRESENT
- II. Pledge of Allegiance – Kinerk led us in the pledge.
- III. Treasurer’s Report – Groepper reported that our checking account had \$80,730.06 as of April 30. Of that amount, \$41,132 is our reserve fund, leaving \$\$39,598.06 available.
- IV. Approval of March Minutes – Boyle moved to approve the minutes as presented; Groepper seconded; motion carried unanimously.
- V. Committee Reports
 - A. Architectural – Kinerk reported on the automatic approval given for roofs using the preapproved list and repairs returning all to before the storm. She reminded those who wish to change something about the outside need ACC approval first.
 - B. Clubhouse Activities – Judy Boyle reported that there will be no summer potlucks, and that the Clubhouse library has lots of books.
 - C. Clubhouse Maintenance - none
 - D. Clubhouse Rentals – J. Boyle reported no rentals for May.
 - E. Communications – Nedra Kinerk reported on the upcoming July/August newsletter (which will be done by Laura Coffman) and availability of the 2012 Village Directory. She requested any future phone number changes or new neighbors be reported to her.
 - F. Compliance – Egger reported that letters have been sent. Remember that recreational equipment, grills, and furniture should not be left outside.
 - G. Golf - none

- H. Grounds – Groepper reported on the ponds, the greens, the 2nd application of fertilizer/herbicide/pesticide, the flowerbeds, and mechanical work.
- I. Ladies' Lunch - none
- J. Neighborhood Watch - none
- K. Pool - none
- VI. Unfinished Business
 - A. Community Manual – President Kinerk presented the draft of the Community Manual, which is required by state law. Any later changes can be made on the web site. Groepper moved to accept the Manual and to file it with the county; K. Boyle seconded; motion passed unanimously.
 - B. Removal of Mounds on Common Land – Groepper reported that the removal of the mounds on 43rd Street will cost \$275, which is covered in the budget. The dirt will be used to fill in holes on the golf course. Egger moved to approve the action; Groepper seconded; the motion passed unanimously.
- VII. New Business
 - A. VWL Hail Damage
 - 1. Grounds – Groepper reported that valves were opened to avoid flooding. Damage was done to the greens and flowerbeds; we also lost seven small trees.
 - 2. Structural – K. Boyle reported that we have no leaks, but we will need new roofs and fascia on all of our structures. The pump house and Daffodil fence were not covered by insurance. The AC took little damage, but some other small items of damages were incurred. Groepper suggested that since the pool roof will need to be replaced, we should explore the idea of extending it so that solar panels could be installed if we ever decided to go that route.
 - 3. Thank you to Hedtkes – K. Kinerk thanked Millie and Les Hedtkes for all of their hard work in cleaning up the Village after the hailstorm. Their efforts were much appreciated.
 - B. VWL Insurance Report – K. Boyle reported that the insurance company has already paid us \$46,250. Boyle will begin the process of procuring bids.
- VIII. Announcements
 - A. It was announced that the paving of Bentson Road is scheduled to begin January 2013.
 - B. Egger announced a McAllen High School Band concert on May 17. Admission is free.
- IX. Member Concerns – K. Kinerk reported the following two concerns from owners.

- A. Damage to the Daffodil fence – checked, no insurance coverage, damage minor
- B. Low attendance at meetings since no Open Forum – Members can still express concerns by calls or emails. This way the concern can be addressed before the meeting. Also, a discussion can be held with the Member if needed, unlike during the Open Forum.
- X. Upcoming Meetings
 - A. June 12 at 7 PM
 - B. July 10 at 7 PM
- XI. Adjournment – Groepper moved; Egger seconded; Kinerk adjourned the meeting at 7:38 PM.

Submitted by

Hilda DeShazo

VWL Secretary

VILLAGE OF WESTLAKES

MAY BOARD MEETING MINUTES

July 10, 2012 at 7:00 PM

Clubhouse, 4101 Carnation Avenue, McAllen, TX

- I. Call to Order and Roll Call – President Karen Kinerk called the meeting to order at 7:00 PM. The attendance was as follows:

President Karen Kinerk PRESENT

Vice President Ken Boyle PRESENT

Treasurer Gregg Groepper PRESENT (electronically)

Secretary Hilda DeShazo PRESENT

Parliamentarian Dotti Egger PRESENT

and nine residents

- II. Pledge of Allegiance – Kinerk led us in the pledge.
- III. Treasurer's Report – Groepper reported that our checking account had \$119,404.40 as of July 1. Of that amount, \$41,132 is our reserve fund, leaving \$78,272.40 available. He also reminded us that the budget will need to be amended to include the insurance money deposited and the damage repairs. We also need to look at spending some reserve funds.
- IV. Approval of March Minutes – Egger moved to approve the minutes as presented; Boyle seconded; motion carried unanimously.
- V. Committee Reports
 - A. Architectural – Kinerk reported that two residents who have incorrect shingles will be replacing them but haven't done so yet.
 - B. Clubhouse Activities – none
 - C. Clubhouse Maintenance - none
 - D. Clubhouse Rentals – Judy Boyle reported no rentals for June and July. She included that there is a scheduled line dancing class every Tuesday.
 - E. Communications – Nedra Kinerk reported that any articles for the September newsletter should be given to her by August 24. She reminded all about the availability of the 2012 Village Directory and requested any future phone number changes or new neighbors be reported to her. Any who requested green copies can access all but the owner names on the Village website. If that is wanted, she has a pdf copy of those.
 - F. Compliance – Egger reported that letters have been sent. Most letters involved the lack of weeding. She requested that the Board adopt a policy to address the lack of repairs on homes due to the hailstorm. She moved that the Board assess a fine of \$100 a day for no repairs or a contract to do the repairs after a given deadline. Boyle seconded the motion. After a discussion, the motion was amended to give owners 60 days notice to repair or submit a contract showing intent. After the 60 days, the Board will assess a fine to be determined by the Board at that time. The motion passed unanimously.
 - G. Golf - none
 - H. Grounds – Groepper reported that the projects (installing an irrigation meter and installing the remaining sprinklers on common grounds) for this have been completed. We lost some trees and some trees are being hand watered in the effort to save them. Marcus has been taking soil samples and using chemicals as needed. We are actually over-budget in chemical purchases. Norma Rodriguez is checking out the golf course in his absence. Any problems seen while he is gone should be brought to her attention or Boyle's. The fertilizer contract has not been all that we had hoped.

He has tried to find an alternative to the present contractor but has not been successful as yet. The current contractor has been good about returning to get areas missed the first time, but the applicator must be watched. Overall, the control is better than we have had in the past, but any help in securing alternate provider bids would be appreciated.

- I. Ladies' Lunch – Carol Lund reported that six ladies met at Sweet Temptations in July and will meet at City Café on August 14. Call her (683-9522) if interested in joining them.

- J. Pool - none

VI. Unfinished Business

A. Hail Damage Repair

- 1. Structural – K. Boyle reported that he had received three bids all addressed the replacing of the Clubhouse roof and the pool roof as well as repairing the damage at the maintenance shed. None of them included the windows that need to be replaced at the Clubhouse because they were not part of the hail damage. The bids were from Alden Construction (match insurance coverage), Augusta (match insurance coverage), and Asher (below insurance coverage). Marcus submitted a bid to fix only the maintenance area (below insurance coverage). A discussion was held concerning knowledge of each company (work they have done in the Village and local status) and shingles desired (Certained – lifetime with 15 pound paper). An additional discussion was held on the pool roof being replaced as well as reshingled. K. Boyle moved to accept the bid from Alden for the Clubhouse and pool and table the maintenance shed repairs; Groepper seconded; motion passed unanimously.
- 2. Owners – K. Kinerk reminded us that the Compliance Committee would check on repairs needed by owners at the end of July. Letters will be sent out following the guidelines set forth during the Committee Reports.

- B. Community Manual – Kinerk announced that the Manual has been filed with the county and is on our website (www.villageofwestlakes.com). As allowed by law, any further additions will be posted electronically on the website copy.

VII. New Business

A. Expenditure of Reserves

- 1. Purpose – K. Kinerk informed us that the reserve fund money may be spent on replacement of common area buildings and repairs of unbudgeted items.

2. Notice of August Vote – Because we are looking at replacement and repairs of common buildings which are not all covered with insurance money (our deductible and pump house), Kinerk announced that the Board will be voting on spending some of the reserve fund. Because notice must be given at least 10 days in advance of the meeting, the August agenda will be sent out earlier this time. This meeting is also being used as notice of intent to vote.
- VIII. Member Concerns – K. Kinerk reported the following concerns from owners.
- A. Maintenance area – There was concern that the area was not used appropriately. It was investigated and found that there was no contract violation.
 - B. Village Repairs – This has been covered in today’s meeting.
 - C. Proactive Maintenance - This has been covered in today’s meeting.
 - D. Extra Yard Care - This has been covered in today’s meeting.
- IX. Announcements
- A. N. Kinerk announced that the Heritage Museum is looking for docent volunteers. She also reminded people that green directory information can be found on the Village website.
 - B. Kay Elliot announced that line dancing is offered on Tuesdays. She had seven dancers and two onlookers today.
 - C. DeShazo would like to remind owners that she is no longer in charge of Clubhouse rentals. People should contact Judy Boyle now.
 - D. K. Boyle informed us that Dr. Richard Chapa recently lost his 55-year-old son.
- X. Upcoming Meetings
- A. August 14 at 7 PM
 - B. September 11 at 7 PM
- XI. Adjournment – Boyle moved; DeShazo seconded; Kinerk adjourned the meeting at 8:10 PM.

Submitted by

Hilda DeShazo

VWL Secretary

VILLAGE OF WESTLAKES
BOARD MEETING MINUTES

August 14, 2012 at 7:00 PM

Clubhouse, 4101 Carnation Avenue, McAllen, TX

- I. Call to Order and Roll Call – President Karen Kinerk called the meeting to order at 7:00 PM. The attendance was as follows:

President Karen Kinerk	PRESENT
Vice President Ken Boyle	PRESENT
Treasurer Gregg Groepper	PRESENT (electronically)
Secretary Hilda DeShazo	PRESENT
Parliamentarian Dotti Egger	PRESENT

and 13 residents
- II. Pledge of Allegiance – Boyle led us in the pledge.
- III. Treasurer’s Report – Groepper reported that our checking account had \$124,524.83. Of that amount, \$41,132 is our reserve fund, leaving \$83,392.83 available.
- IV. Approval of July Minutes – Egger moved to approve the minutes as presented; Boyle seconded; motion carried unanimously.
- V. Committee Reports
 - A. Architectural – Kinerk reported that the committee is still in contact with the owners with incorrect shingles. One has a date to replace them. They also dealt with an owner requesting to use a different type of material on the house. The matter was veto and sent to the Board.
 - B. Clubhouse Activities – Judy Boyle reported that line dancing lessons with Kay Elliot are on Wednesdays now. Bookshelves were purchased for the library.
 - C. Clubhouse Maintenance – K. Boyle reported that problems with the air conditioning caused some leaking. The problem was fixed.
 - D. Clubhouse Rentals – J. Boyle reported one rental for August 18.
 - E. Communications – Nedra Kinerk reported that any articles for the September newsletter should be given to her by August 24. She reminded all about the availability of the 2012 Village Directory and

requested any future phone number changes or new neighbors be reported to her. The Rules and Regulations can be found online on our Village website (www.villageofwestlakes.com).

- F. Compliance – Egger reported that after the monthly rounds almost $\frac{1}{4}$ of the owners/residents required letters. Most involved weeding. Those needing structural repairs were asked to have the repairs done or a plan of action to Egger.
 - G. Golf - none
 - H. Grounds – Groepper reported that the next fertilizer/insecticide treatment is scheduled for August 18. Residents should turn off water until Monday. We have a fungus again, which is quite common for the weather. Marcus and the committee are dealing with the issue. Some of our problems are coming in with the irrigation water.
 - I. Ladies' Lunch – Carol Lund reported that six ladies met at City Café on August 13 and will meet at Peppo's Urban Café on September 10. Call her (683-9522) if interested in joining them.
 - J. Pool – Michael Alebis reported that he has had no complaints. He met with Marcus Monroe and an architect to measure the roof. The Board will be replacing the roof and will probably expand it for extra shade and/or solar possibilities later. Decking had some hail damage but is not covered by insurance. Further talks with the Board will be needed. No deck chairs were bought this year but will be bought next year. The bathroom sink needed repaired and probably replaced in the future.
- VI. Unfinished Business
- A. Hail Damage Repair – K. Boyle reported that the Clubhouse roof work would begin tomorrow. Boyle showed plans that had been drawn to replace the roof at the pool. One was open on the side and underneath for \$8500; the other was totally closed for \$11,300. This plan will allow for possible solar panels if wanted in the future. Groepper moved to accept the bid for the enclosed roof; Egger seconded; the motion passed unanimously. Boyle went on to discuss the bids to replace the pump house, which was not covered by insurance, and the maintenance shed. Egger moved to accept the lowest bid from Monroe for \$5697; Groepper seconded; the motion passed unanimously.
 - B. Expenditure of Reserves – Kinerk reviewed that reserves are meant for emergency expenditures or structural work that is not covered by the budget. This covers the use of the money for the insurance deductible and the pump house. Groepper moved to use up to \$5000 of reserve money to cover these items; K. Boyle seconded; the motion passed unanimously.
- VII. New Business

- A. Amend Budget – Kinerk stated that this was needed in order to include the amount of income added from the insurance payment and reserves. The expenditures need to reflect the amount required to do the work from the storm damage. To do so, the budget needs to be amended to show an increase in other income of \$5000 (from reserves) and \$27,895 (from insurance) and to increase Clubhouse building repairs by \$21,458 and grounds upkeep by \$5697. Groepper moved to amend the budget as specified; Egger seconded; the motion passed unanimously. Groepper stated that once we have bids for the pool roof, we would need to amend the budget again.
- B. Mailing of Invoices – Kinerk introduced a request from the bookkeeper to adopt a new policy concerning the sending of invoices. He is requesting that owners owing money be sent an invoice for three months. The third one would include notice that it would be the last one, as long as the amount owed remained the same. The amount owed would remain on the books. When selling the property, this amount would show as owed, in effect a lien. Egger moved to accept the new policy proposal; Groepper seconded; the motion passed unanimously.
- C. Daffodil Fence Repair – Kinerk announced that this item was actually brought to the Board by an owner. The fence needs to be re-stained to make it all one color. Groepper said we had enough money to cover the work. K. Boyle moved to have Monroe stain and seal the fence so that it is all the same color. Egger seconded; the motion passed unanimously.
- D. Nominating Committee – Kinerk addressed the audience and announced that a nominating committee would need to be named next month. She urged any interested or with suggestions of names to contact a Board member. She said that there would be two three-year terms open and one one-year term.
- E. Carpet Grass – This was another concern brought forth by an owner. Kinerk reported that this has been an on-going battle for years. Owners are still required to sod with Tif green, but the carpet grass has been encroaching on the golf course and owners lawns. Groepper volunteered to explore options that might help fight this problem and report back to the Board next month. Kinerk accepted his proposal.
- F. Summary of August 9 Executive Session – Kinerk reported on the executive session held last week at the request of an owner who wished to have a decision of the ACC reconsidered. The matter concerned the use of materials to use on the owner's home. There were two parts. The first part was sent back to the ACC. The Board

upheld the ACC decision on the second part. Later the Board overruled the ACC's decision on the part to be reconsidered.

- VIII. Member Concerns – K. Kinerk reported the following concerns from owners.
 - A. Rodent Watch – There has been an increased problem with rodents. Residents are urged to make sure trees and other plants to not give easy access to the roof. Garage doors that are left open allow access to the garage and possibly the attic. Take a good look at the soffit for holes.
 - B. Daffodil Fence – This was covered in today's meeting.
 - C. Carpet Grass - This was covered in today's meeting.
- IX. Announcements - None
- X. Upcoming Meeting – September 11 at 7 PM
- XI. Adjournment – Boyle moved; Groepper seconded; Kinerk adjourned the meeting at 7:45 PM.

Submitted by

Hilda DeShazo

VWL Secretary

VILLAGE OF WESTLAKES

BOARD MEETING MINUTES (DRAFT)

September 11, 2012 at 7:00 PM

Clubhouse, 4101 Carnation Avenue, McAllen, TX

- I. Call to Order and Roll Call – President Karen Kinerk called the meeting to order at 7:00 PM. The attendance was as follows:

President Karen Kinerk	PRESENT
Vice President Ken Boyle	PRESENT
Treasurer Gregg Groepper	PRESENT
Secretary Hilda DeShazo	ABSENT
Parliamentarian Dotti Egger	PRESENT

and 5 residents

- II. Pledge of Allegiance – Kinerk requested a moment of silence in memory of the tragic event 11 years ago on 9/11. She then led us in the pledge of allegiance.
- III. Treasurer’s Report – Groepper reported that our checking account had \$88,265.04. Of that amount, \$36,132 is our reserve fund. The reserve fund was reduced by the \$5,000 amount approved at the last meeting. The amount will be used for the insurance deductible.
- IV. Approval of August Minutes – Egger moved to approve the minutes as presented; Boyle seconded; motion carried unanimously.
- V. Committee Reports
 - A. Architectural – Kinerk reported that the committee is not functioning at this time due to an incomplete committee. The Board is taking responsibility, but after a new member is named later, the committee will be working again.
 - B. Clubhouse Activities – no report
 - C. Clubhouse Maintenance – no report
 - D. Clubhouse Rentals – no report
 - E. Communications – Nedra Kinerk reported that any articles for the October newsletter should be given to her by September 19. She reminded all about the availability of the 2012 Village Directory and requested any future phone number changes or new neighbors be reported to her. The Rules and Regulations can be found online on our Village website (www.villageofwestlakes.com).
 - F. Compliance – Egger reported that the committee made their September rounds and sent out letters. Some were about landscaping issues. Others concerned structural repairs still needed after the hailstorm.
 - G. Golf - none
 - H. Grounds – Groepper reported that the projects for this year are about finished. The sprinkler system extensions will hopefully be finished this month. We have replaced six trees that died in the storm but still watching some other trees and bushes. The

committee is exploring what might be done with the Clubhouse front area. It might be too expensive for now since only \$1000 was allotted, so another project is being considered. Curbing along the Clubhouse has been on the burner for many years. This could be done and fall within the allotted budget, so this project might be undertaken instead. As usual, the battle to maintain the greens is being waged. Chemicals and testing is ongoing. It seems that our canal water has brought in a lot of our problems. Groepper then showed an example of our biggest problem right now: spurge. We will hire extra crew to manually pull the weed since the chemicals are not killing it. Kinerk then asked Groepper to have his committee meet to review the current two-year maintenance contract to see if any amendments need to be negotiated with our contractor. She asked for a report for the next month.

- I. Ladies' Lunch – no report
 - J. Pool – Michael Alebis reported that work on the roof is continuing.
- VI. Unfinished Business
- A. Hail Damage Repair – Boyle reported that the repair work is continuing.
 - B. Carpet Grass Report – Groepper reported on the suggestions made by the Grounds Committee. Kinerk read them to the Board and ask that they consider the suggestions for the next month and elicit other owners' thoughts. A vote would be taken in October. The suggestions are as follows:
 - 1. Spray MSMA along course boundaries.
 - 2. Install a barrier in the smaller areas.
 - 3. Present a new bylaw for the annual meeting requiring owners to keep offending grass from the golf course or other owners' yards. A penalty would have to be established.
 - 4. Provide a financial incentive, through the budget, for property owners along the golf course to kill the St. Augustine grass.
 - 5. Some combination of the above options.
 - C. Daffodil Fence Update – Kinerk reported that Boyle would continue with this project once the pool roof is finished. It was suggested that the stain be rolled instead of sprayed. This suggestion will be utilized.
 - D. Nominating Committee – Kinerk appointed Dotti Egger, Hilda DeShazo, and Irmgard Wooten to the Nominating Committee. They will present their slate of nominees at the October 9 meeting. Nominations from the floor will be accepted at the November 13 meeting. Kinerk further reminded us that there are two three-year term directors open and one one-year position. Any nominations

should be directed to one of the members of the Nominating Committee.

- E. Amend the Budget – Groepper moved that the budget be amended in order to facilitate the use of owners’ equity for pool roof project. His motion was: decrease owners’ equity by \$11,300, increase other income by \$11,300, and increase pool repairs and maintenance by \$11,300. The motion was seconded by Egger and passed unanimously.

VII. New Business

- A. Unlocked Pool – Kinerk stated that we have been finding the pool gate unlocked at various times. She reminded us that it is important to keep it locked, so try to be more vigilant.
- B. Graffiti – Kinerk explained that after finding graffiti in the pool area, on the pump house, and on a bench at the Clubhouse, the police were called. After getting a case number, the City Graffiti Crew came to paint over the offending tagging. Kinerk stressed that all graffiti should be reported as soon as possible.
- C. Insurance Policy Renewal – Kinerk reported that the current policy would be renewed. Groepper added that our new repairs would be added to the policy as well as the current fences if they were not covered.
- D. Architectural Control Committee Members – Kinerk appointed Lydia Mora to the Architectural Control Committee. Mora will also assume the position of chair.
- E. Action-Without-a-Meeting – Kinerk reported that since the last meeting the Board conducted an email vote on the submitted bids for the pool roof. The low bid of \$11,300 from Vera Remodeling was approved unanimously.
- F. Summary of September 11 Executive Session – Kinerk reported on the executive session held at 6:30 prior to the general session. It met to vote on two owners’ architectural requests. This was necessary since the ACC was nonfunctioning at that time since it must have at least three members. The Board approved both requests.

VIII. Member Concerns – Kinerk reported the following concerns from owners from the last month.

- A. Daffodil Fence Work – It was requested that the sealant be applied by rolling instead of spray. This is the intended plan.
- B. Pump House Construction – A concern was expressed that having “Marcus’s crew” work on the maintenance shed and the pump house would take away from the work needed in the Village. There is no need to worry since this crew is not the same crew that works in the Village.

- C. Pool Furniture – A concern about the condition of the pool furniture was directed to the Pool Committee chair. He evidently used part of the pool budget because there are now some new chairs.
 - D. Pool Area Cleanliness – Concern was expressed about the cleanliness at the pool. Kinerk stated that since we do not hire people to clean the pool area, people should clean up after themselves. Sometimes you may need to clean up after somebody else.
 - E. Maintenance Area – Concern was expressed about the use of the maintenance area. The Board has not found a problem.
- IX. Announcements of Interest to Residents
- A. Nedra Kinerk invited all to the upcoming PalmFest on October 6-7. Admittance is free.
 - B. Kay Elliot reminded all that line dancing classes are offered at the Clubhouse on Wednesdays, but the classes will be discontinued from mid-October to mid-November while she is gone.
 - C. Groepper requested that those who have suggestions for the 2013 budget should email him with the suggestion. The cost of the suggestion should be included.
 - D. K. Kinerk informed us that she is expecting her grandson of 20 months on September 24. She will have care of him while both of his parents are deployed to the Middle East.
- X. Upcoming Meetings
- A. At the October 9 meeting the Nominating Committee will report. There will also be an executive session before the general.
 - B. At the November 13 meeting, nominations will be accepted from the floor. Groepper asked for clarification about any further nominations. Kinerk responded that no further nominations would be accepted after that since that would invalidate any absentee ballots.
- XI. Adjournment – Egger moved; Boyle seconded; Kinerk adjourned the meeting at 7:45 PM.

Submitted by

Gregg Groepper

VWL Substituting Secretary

VILLAGE OF WESTLAKES
BOARD MEETING MINUTES

October 9, 2012 at 7:00 PM

Clubhouse, 4101 Carnation Avenue, McAllen, TX

- I. Call to Order - President Karen Kinerk called the meeting to order at 7:02 PM.
- II. Roll Call –The attendance was as follows:

President Karen Kinerk	PRESENT
Vice President Ken Boyle	PRESENT
Treasurer Gregg Groepper	PRESENT
Secretary Hilda DeShazo	ABSENT
Parliamentarian Dotti Egger	ABSENT

and 7 residents
- III. Pledge of Allegiance – Boyle led us in the pledge of allegiance.
- IV. Treasurer’s Report – Groepper reported that our checking account had \$88,037.11. Of that amount, \$36,132 is our reserve fund, leaving us with \$51,905.11 available in liquid form. We have about \$7800 in delinquent accounts, of which about \$4500 is related to four accounts. We have requested a legal opinion of how to proceed in the collection of the delinquent money.
- V. Approval of September Minutes – Boyle moved to approve the minutes as presented; Groepper seconded; motion carried unanimously.
- VI. Committee Reports
 - A. Architectural – Lydia Mora reported that a prospective owner has inquired into making home improvements on the outside of the current residence. She told him what needed to be submitted. The committee will give an answer within 10 days.
 - B. Clubhouse Activities – no report
 - C. Clubhouse Maintenance – no report
 - D. Clubhouse Rentals – no report
 - E. Communications – no report
 - F. Compliance – no report
 - G. Golf - no report

H. Grounds – Groepper reported that spurge is still being fought on the golf course. Chemicals and hand pulling is being used. Aerating and seeding will be done once the spurge is gone. Our cypress trees are better than they look. Mark Kroeze did identify two that did die. Kroeze also suggested that we again apply for the city tree grant in February. The fertilizer contract was put out for bid again. We have not been satisfied with the work this year but still want to provide the service, only better. We received only one bid, from Total Lawn Care. They will only do the residential and common grounds, though. Marcus Monroe's contract will be adjusted for his 2nd year to reflect putting the golf course care back into his contract. The golf course had been removed by mutual agreement when we began the fertilizer contract.

I. Ladies' Lunch – Carol Lund reported that six ladies met on October 8 at Roosevelt's. They will meet next month at Red Lobster (south). Call her if you wish to attend.

J. Pool – no report

VII. Unfinished Business

A. Nominating Committee Report – Kinerk reported for the committee since none of the members were able to attend. The committee submitted the following names as a slate of candidates for directors.

1. The two 3-year terms: Kay Elliot, Mary Goss, and Lydia Mora.

2. The one 1-year term: Ken Boyle and Diego Torres

Kinerk went on to remind people that nominations from the floor may be done at the November meeting.

B. Daffodil Fence Update - Kinerk reported that Boyle would continue with this project once the pool roof is finished.

C. Pool Construction Update – The work is almost complete. Groepper and Boyle will meet with the contractor tomorrow.

D. Insurance Policy Renewal – Kinerk reported that the insurance policy renewal figures came, but did not include the fences and pump house. We have requested these items be added so the figures will change from the current. The policy cost did not increase much, but the deductibles rose. All losses except wind and hail went from \$1000 to \$2500. The wind and hail deductible went from \$2500 to \$5000.

E. Carpet Grass Report –

1. Groepper reviewed the suggestions from the Grounds Committee. The suggestions were as follows:

a. Spray MSMA along course boundaries.

b. Install a barrier in the smaller areas.

- c. Present a new bylaw for the annual meeting requiring owners to keep offending grass from the golf course or other owners' yards. A penalty would have to be established.
 - d. Provide a financial incentive, through the budget, for property owners along the golf course to kill the St. Augustine grass.
 - e. Some combination of the above options.
2. Groepper went on to give the committee's recommendation, which is to install a small trial barrier. They also would like to see a new by-law to govern the owner's responsibility.
3. Kinerk then requested audience opinions concerning this item. The audience asked some questions and made comments. The general consensus was that a by-law should be considered.
4. The Board then took up the discussion. Kinerk voiced a concern of where the new by-law would fit into our current By-laws. Because of this concern, Groepper moved to proceed with the trial barrier along the boundary of fairway 1, starting at the southeast bulkhead and proceeding to the sidewalk access to fairway 1 and to table the by-law question. Boyle seconded the motion; the motion passed unanimously.

F. 2013 Budget -

1. Groepper reviewed the budget process. He indicated that more owners had made suggestions than in previous years. Right now we have about 13 suggested projects (which Groepper named) for a total of \$35,000. The Board will need to decide the priority of the projects to be completed once we determine how much money we have from this year. The only other way to complete the projects would probably involve an increase in fees.
2. Kinerk announced that a Public Hearing will be held on October 16 at 6:30 PM. Owners will be given the opportunity to voice their opinions in favor or in opposition. They will also be able to give some new suggestions.
3. The Board will conduct a Work Session on October 18 at 2:00 PM. Owners are invited to attend in order to listen, but it will not be the time to participate.
4. The Board will formally adopt the 2013 budget at the November meeting. It will then be sent out with the Annual Meeting notice.

VIII. New Business

- A. November Meeting Date – Kinerk explained that the November meeting must be moved up in order to allow the Board time to put together the Annual Meeting notice since two of the Board members are leaving town right after the normal meeting date. Since the Tuesday before is Election Day, the November Board meeting will be on Monday, November 5 at 7:00 PM.
 - B. December Meeting Date and Time – Kinerk reported that since the annual meeting is usually held the second Sunday, this year we will meet on Sunday, December 9 at 2:00 PM
 - C. Covenants and By-Laws Amendments –
 - 1. Kinerk reviewed the fact that last year a committee went through the Covenants and suggested revisions that would make ours in compliance with the state law and also delete things that were not followed for various reasons. The Covenant changes did not pass last year due to lack of participation. A suggestion was made last December to extend the voting period.
 - 2. Kinerk then requested audience opinion on whether it was worth making the effort to vote on these suggestions this year, and if so, by what method. The audience indicated that it would be good to put the changes up for a vote again and use an extended voting time.
 - 3. Groepper moved to place the Covenant amendment suggestions from last year up for a vote again this year with a voting window to close 30 days after the annual meeting. Boyle seconded the motion: the motion passed unanimously.
- IX. Executive Session Summary – Kinerk reported that the Board met in Executive Session at 6:30 concerning three items.
- A. The first concerned owners who have not repaired their homes since the hailstorm. The Board unanimously passed a motion that requires the Compliance Committee to identify owners needing the repair work. Letters will be sent reminding owners that the Covenants require all owners to have insurance and to keep up their homes to the expected standards. The owners will be given 30 days to come into compliance, submit a signed contract indicating the work to be done, or to submit a letter from their insurance company indicating the company had determined there was no damage. If none of these are done, a fine of \$50 a day will be assessed. A hearing with the Board may be requested.
 - B. The second concern involved the fertilizer contract. The Board has not been happy with the service this year but still feel it is a good thing to do. They unanimously voted to accept the only bid they received, which was from Total Lawn Care. This bid was for

residences and common areas only.

- C. The third item concerned was amending the second year of the maintenance contract in order to facilitate the fertilizing and other chemical care of the golf course. This service had been removed by mutual consent last year when we signed the other fertilizing contract. Some wording in the contract was also changed in order to facilitate management of the maintenance contract. This motion passed unanimously.
- X. Member Concerns – Kinerk reported that a question had been asked concerning one of the By-Laws.
- XI. Announcements of Interest to Residents
 - Kay Elliot reminded all that line-dancing classes are offered at the Clubhouse on Wednesdays. Classes will begin again on November 7.
- XII. Upcoming Meetings
 - A. Monday, November 5, 2012, at 7:00 – Nominations for Directors will be accepted from the floor.
 - B. Sunday, December 9, 2012, at 2:00 PM – Annual Meeting
- XIII. Adjournment – Boyle moved; Groepper seconded; Kinerk adjourned the meeting at 8:07 PM.

Submitted by

Gregg Groepper

VWL Substituting Secretary

VILLAGE OF WESTLAKES

BOARD MEETING MINUTES

November 5, 2012 at 7:00 PM

Clubhouse, 4101 Carnation Avenue, McAllen, TX

- I. Call to Order - President Karen Kinerk called the meeting to order at 7:00 PM.
- II. Roll Call –The attendance was as follows:

President Karen Kinerk	PRESENT
Vice President Ken Boyle	PRESENT
Treasurer Gregg Groepper	PRESENT
Secretary Hilda DeShazo	ABSENT
Parliamentarian Dotti Egger	PRESENT

and 34 residents
- III. Pledge of Allegiance – Boyle led us in the pledge of allegiance.
- IV. Treasurer’s Report – Groepper reported that our checking account had \$77,979.07. Of that amount, \$36,132 is our reserve fund, leaving us with \$41,847.07 available in liquid form. One of the delinquent accounts settled.
- V. Approval of October Minutes – Egger moved to approve the minutes as presented; Groepper seconded; motion carried unanimously.
- VI. Committee Reports
 - A. Architectural – Lydia Mora reported that the prospective buyer for Lot 44L withdrew his bid. There are no other issues.
 - B. Clubhouse Activities – no report
 - C. Clubhouse Maintenance – no report
 - D. Clubhouse Rentals – It is suggested that since several days have been taken for December, if you are thinking about renting the Clubhouse in December, you should make arrangements now.
 - E. Communications – Nedra Kinerk asked that any articles for the December newsletter be submitted by November 27. She reminded us that Directories are still available for those who have not collected theirs. Notify her of any changes in phone numbers, email addresses, or new neighbors.
 - F. Compliance – no report
 - G. Golf - no report
 - H. Grounds – Groepper reported that the final fertilizer, herbicide, and insecticide application for this year will be completed this week, weather permitting. Pick things up and have no watering on the 10th. We begin with a new company, Total Lawn Care, next year. Lawns

will begin to be mowed every other week. Irrigation of common areas is complete. There is an owner request to assist with watering a small common area. That issue will be directed to the Board for a hearing. Sodding on 43rd is complete and will need to be watered. Ducks have been hampering the golf course seeding. Organic waste will be hauled away by the city this week since our assigned week is the 2nd one of each month. Please dump brush waste as far back as possible.

- I. Ladies' Lunch – Carol Lund reported that the ladies would meet on November 12 at Red Lobster (south). Call her if you wish to attend. They will decide December meeting place on November 12.
- J. Pool – no report

VII. Unfinished Business

- A. Nominations from the Floor– Kinerk reminded us that there are two 3-year terms for Director and one 1-year term this year. Currently, the candidates are Kay Elliot, Mary Goss, and Lydia Mora for the 3-year terms and Ken Boyle and Diego Torres for the 1-year term. The floor was then open for nominations from the audience. Being none, Groepper moved that nominations be closed. Boyle seconded the motion, which passed unanimously.
- B. Carpet Grass By-Law/Rule - Kinerk reported that after discussing the issue last meeting, several owners took the opportunity to express their opinions via email, phone, and in person. Groepper went on to explain, with more detail, the concern. He further added some research work that he had done which determined that St. Augustine grass spreads by runners and aggressively spreads during warm to hot weather. It is not carried from lawn to lawn via lawn mowers. Because this does not seem to affect a large number of homeowners, Groepper moved to proceed no further as a Board. Egger seconded; the motion passed unanimously.
- C. Pool Roof Update – Kinerk reported that after problems with the contractor of the pool roof, Groepper had been asked to take over the project monitoring. Groepper went more into detail. The project is on hold as we wait for a building permit from the city, which the original contractor was supposed to get and did not before he disappeared. The permit will cost \$100. An engineer had to be hired to get the building permit. Ortega Engineering was selected. His review was completed and filed with the city on October 26. That review, study, and documentation cost \$1200. The work will have to follow code requiring structures be built to withstand 105 mile an hour winds. While waiting for the study, HVAC was hired to vent the heaters. That work was part of the original contract but not completed. Labor for that was \$270. Groepper secured the parts for

\$694 and is attempting to get the insurance company to relook at the problem for an addition to the original claim. An electrical engineer has been contacted about installing lights and motion sensors, which requires a \$500 permit. This was not part of the original contract and must wait until a building permit is granted. A plumbing contractor and permit will be needed to vent the bathroom. This work will be under \$500 and was part of the original contract. Bids are being secured for the completion of the work once the permit is obtained. The engineer will come twice to make sure the work is going as planned, once shortly after starting and again at the completion. His review will cost an additional \$400. The original contractor had not been paid the balance of approximately \$1800 of the \$11,300 bid. That amount was used to purchase the supplies to finish the siding and trim. Without the bids, a final completion price is unknown at this time, but Groepper recommends an amendment to the budget to shift \$10,000 from other areas to proceed with the roof project. Groepper spoke about the so far futile attempt to serve the contractor with a small claims suit. He invited anyone with questions about the project to speak with him after the meeting or call him later.

- D. 2013 Proposed Projects – Kinerk reviewed the process that had been used to procure a wish list of projects. She reported that the Board used the public input session to prioritize the projects. These projects will not be able to be completed until and unless it is determined that there is enough carry-over from this year. With the extra cost of the pool roof project, there is a likelihood that there will not be. Kinerk reported that the prioritized list (see below) would be passed on to the next Board.

WISH LIST PROJECTS TO DATE (Each \$1 generates \$1812 annually)

HIGH INTEREST

Fence all or part of Bell property boundary (\$7478 - \$9500)

Obscuring plants for fence (\$6000)

Water for plants (\$500)

New fence for maintenance area (\$1050)

Off year trimming of palms (\$1725)

Entrance sign on 43rd Street (\$1000)

Hardscape front of Clubhouse (\$1000)

Total (\$20,775)

SOME INTEREST AS MODIFIED

Repair pool fence (under \$1000)

Repair pool bottom (?)

Repair pool deck (?)

Repair and paint Clubhouse bridge (\$500)

LOW OR NO INTEREST

Pond aerator for Clubhouse pond (\$850 or \$1250/freight and tax)

Solar heating for pool (\$9000)

New plastic fence around pool building tank (\$2500)

Rubber mulch for Clubhouse entrance

Seal ponds

Cost sharing for re-sodding (\$5000)

Street curbing in front of Clubhouse (\$1000)

Patio furniture for pool (\$1500)

Redo pool bottom (\$7000)

Redo pool deck (\$8000)

- E. 2013 Budget – Groepper moved that the proposed budget that had been presented last meeting and distributed by email be adopted for 2013. Boyle seconded; the motion passed unanimously. Kinerk reminded us that this budget included NO increase in monthly fees.

VIII. New Business

- A. Actions-Without-a-Meeting – Kinerk reported that two business actions had been done during the month.

1. The first was to amend the current budget. The action decreased AC repairs by \$3000, decreased part-time help by \$6000, and decreased irrigation repairs by \$1000. This \$10,000 was then applied to pool repairs and maintenance.
2. The second action was to authorize Groepper to file in small claims court against Vera Remodeling.

- B. Candidates' Statements – Kinerk invited the candidates for Director to speak to the audience, which each one did.

- C. Executive Session Summary – Kinerk reported that the Board held and Executive Session right before the general session. They met to review a claim filed by an owner. The Board will make the owner an offer and see if it is accepted.

- IX. Member Concerns – Kinerk reported that some concerns had been expressed about the fence that had been discussed on the wish list. Some were for it and others were against.

X. Announcements of Interest to Residents

- A. Egger told us about Tuba Christmas that will be on December 9th at 2:00 PM. She will have to get back to us about the location.
- B. Egger also reminded us that voting on Tuesday must be done at

- your precinct. She gave the location of precinct 97, which is ours.
- C. Maureen Kicza gave a reminder of the Saturday Pancake Breakfast. She also said there are plans for a Thanksgiving dinner.
 - D. Kay Elliot informed us that line dancing would begin again on Wednesdays at 1:00 – 2:30.
 - E. Richard Chapa informed us about the ceremony at the Veterans' Memorial on Monday, November 12th and that Veterans' Day is November 11.
- XI. Upcoming Meeting – Sunday, December 9, 2012, at 3:30 PM – Annual Meeting
 - XII. Adjournment – Boyle moved; Egger seconded; Kinerk adjourned the meeting at 8:02 PM.

Submitted by

Gregg Groepper

VWL Substituting Secretary