

Westfield Village Homeowners Assoc.(WVHOA)

3515-B Longmire, PMB 246 | College Station, Texas 77845 | www.westfieldvillage.org

Email: westfieldvillagehoa@gmail.com

2013 Annual Meeting for Westfield Village Homeowners Association

February 19, 2013 – 7:00 p.m.

City of College Station Fire Department – Barron Road

Meeting Minutes

February 19, 2013

Attendees:

Billy Hart, President WVHOA

Chad Altman, Vice President WVHOA

Heather Humphrey, Treasurer WVHOA

Chastity Lamb, Secretary WVHOA

Residents from Westfield Village were also present

Westfield Village HOA Website www.westfieldvillage.org is available and includes updated information. Additional questions, suggestions or inquiries may also be sent to westfieldvillagehoa@gmail.com

I. Roll Call and Notice of Meeting

- Meeting called to Order at 7:00 p.m.
- Homeowners present were introduced along with the Board Officers
- Meeting was noticed through mail-out and newsletters with 2013 HOA Invoices
- 2012 Annual Meeting meetings are posted on the HOA Website

II. Introduction of Visitors and Guest Speakers

- Lt. Chuck Fleeger and Officer Andrew Drake of the College Station Police Department were guest speakers discussing the new Community Enhancement Unit (CEU) division recently created within CSPD to better serve the citizens of College Station. The CEU is broken into three sectors A, B, and C. Each beat serves as boundaries to provide ease of recognition and travel of officers. Beats are established with similar geographic characteristics, allowing the officers and beat sergeants to be more efficient and effective at solving problems within the community. Westfield Village is in Beat 80 Sector C.
- The city has made efforts to improve the dispatch time for complaints regarding loud parties. Based on the number of complaints this continues to be an issue. CSPD has implemented stricter enforcement. Parties will no longer receive warnings instead the homeowner/resident will be issued citations. The homeowner/residents can be fined \$500/each resident and depending on the number of times CSPD has been dispatched to that address fines can increase and face possible jail time.
- Lt. Fleeger addressed recent solicitation issues, 13 calls received complaining about solicitation near our area, some instances were with valid permits. However, due to the number of complaints called in one company had their permit revoked. If solicitors do approach your home you have the option to ask them to leave, should you chose to

listen to their solicitation always ask to see a valid permit, if they don't provide you with one or they do not possess one this is a violation. If issues continue homeowners are encouraged to file a complaint using the non-emergency 979-764-3600

- For non-emergencies such as noise or animal control contact 764-3400 instead of code enforcement which handles property maintenance, parking, etc. Also email HOA to help keep track of complaints or ongoing issues

III. Business Report of Subdivision Issues

- a. Purpose of HOA
 - HOA President, Billy Hart discussed the purpose of the HOA, explaining why it currently exists, and the benefits for all homeowners within Westfield Village
 - Protects integrity of neighborhood
 - Encourage interaction in community
 - Respond to complaints respectfully and in a timely manner
- b. 2013 Annual HOA Dues and Explanation for Due Increase
 - The dues for 2013 were increased by the 10% allocation allowed in the HOA Bylaws to \$140.00. These dues pay for the landscaping, irrigation, utilities of the common areas in Westfield Village along with neighborhood repairs\improvements and administration fees.
 - The amount of the dues for Westfield Village still remain at a lower rate than surrounding HOA subdivisions.
 - The purpose for the increase was to cover the ongoing costs in maintaining the subdivision as well as the issue that Westfield Village is now 7 years old and is starting to show signs of aging. We are attempting to maintain issues as they arise and not let anything go for an extended period of time causing further damage.
 - The City of College Station has increased utility costs each year and we are continuously making efforts to conserve all areas that require utilities.
- c. Deed restrictions/violations/fines
 - 149 Tags were issued this past year. These violations included lawns, trash, parking, boats, trailers, disabled vehicles, etc. The enforcement committee is now working on a weekly walk/drive through of the neighborhood to remain on top of issues and to improve neighborhood aesthetics.
 - Fines include: \$50 for yards that appear to be overgrown, if the yard is not mowed within of 72 hours of receiving a warning the HOA mows and bills the homeowner for the service. If boats and/or trailers are at the home longer than 72hours they will be fined \$50 and \$10 for every day thereafter if not moved.
 - Majority of the issues are resolved once a warning has been issued, any ongoing issues will be addressed accordingly
 - Fines are not enforced unless home owner refuses to comply
- d. National Night Out was held in October and was very successful. Attendance continues to grow, working to encourage others to participate and meet their neighbors. Neighbors were able to get out on a beautiful evening and visit while the kids got to play on a Bounce-A-Lot and Slide. Members of City Council, Police Officers, Fire Department Officials and Animal Control Officers attended and answered questions
- e. Neighborhood Statistics.
 - A breakdown of homes for sale and/or rent is maintained by the HOA and was presented at the meeting. As of January 31, 2013 there were 16 houses for sale and 3 for rent.

- f. 2013 Neighborhood Events Planned. Westfield Village will be hosting its annual National Night Out on October 1, 2013 and will be having a Spring Picnic on April 20, 2013. More information will be provided as it gets closer.
- g. Architecture Committee Report. Reminder that Homeowners must submit notification to the HOA prior to making any architecture changes to their home. HOA will assist homeowners to ensure it falls within the deed restrictions. Example: painting, building sheds, etc
- h. Legal Issues. In 2011 the State Legislature passed new legislation on requirements for HOA's. The attorneys for Westfield Village HOA reviewed all of our corporate and real estate documents and found that we were already in compliance with the exception of some newly required documents. These new documents have been posted to website to include, feel free to review for additional information
- Management certificate
 - HOA Bylaws
 - 2012 Amendment to Bylaws
 - Document Retention Policy
 - Payment Plan Policy
 - Production/Copy Policy
- i. Landscape and Irrigation Report
- Our landscapers have been able to work within our budget and maintain the aesthetics of the neighborhood. The landscapers perform 28/32 cuttings per year, adjusted with weather and growth; each cutting includes cutting, weedeating, edging, blowing and picking up litter in subdivision. The HOA is making every effort to continue making the entry ways presentable while maintain a conservative budget
 - We added additional fertilization this past year to the entry ways and the common areas to help improve the appearances of the neighborhood. Additionally, new rose bushes were planted in the Barron Road entry way, all of the trees in the subdivision were trimmed and the flowerbeds were weeded and mulched. If you have or see any concerns with the landscaping, please let us know.
 - The landscaping covers all of the common areas which include:
 - Barron Road Entry
 - Windmeadows Arch Area
 - Walking Path – Greenbelt Through Springmist to Eagle
 - Walking Path – Greenbelt Around Detention Pond
 - Springmist Walk Area and Beds
 - Springmist Planters
 - Victoria Road Entry
 - Victoria Common Area
 - Detention Pond Area (2x a year)
 - Crown Ridge Islands
 - Bridgeberry Islands
 - Eagle Park Area
 - Night Rain Entry Area
 - Newport Sidewalk Common Area

IV. Open Discussion

- Creekview Park construction is projected to begin May 2013
 - Located on Night Rain and Eagle Avenue in Westfield Village
 - City Engineers are currently working on the plan and will determine how the pathways and the park will be lit and have a plan to maintain the park area
 - For further updates visit the City of College Station's website www.cstx.gov

- Neighborhood Challenges
 - Fences
 - Dog Crap Building Up
 - Trash in Neighborhood
 - Parking Issues
 - Mailbox Issues
 - Loud Parties

- Fences continue to fall and are becoming unsightly due to age and initial construction materials. The HOA currently working with homeowners to repair, but they are not able to endorse individual companies. The standard protocol is the fence posts are set on the owner's property, however, when fences are installed by builders this is not always the case. Buyers sometimes ask to have the front of the fence facing their backyard so they don't see the side with the posts. Since both property owners benefit from the privacy fence we recommend that neighbors work together and share in the expense of the repairs.

- Walking dogs and leaving their "business" on the walkway is an issue. If residents see this happen do not address the homeowner directly, notify HOA to address this issue. HOA is looking into options to help maintain this area making it more pleasant to walk your animals. Will create signage to make owners more aware this is an issue and to take responsibility to help keep the walk ways clean.

- Trash in the neighborhood coming from overflow of trash cans. If trash continues to flow over owners are encouraged to purchase a second can from the city. The recent heavy winds, has contributed to the trash being scattered throughout the subdivision. If you see your neighbor's trash can out longer than it is allowed, please check on your neighbor to ensure everything is okay.

- Two mailboxes have been damaged within the last 6 months and appear to be hit by vehicles. If residents see this happen, do not approach the scene but please make a note of the license plate and description of the vehicle to provide to the CSPD non-emergency dispatch.

V. Treasurers Report

- Westfield Village Treasurer reviewed the budget and went through the expenses for 2012 (see attached)
- HOA continues to make every effort to collect outstanding dues to help offset expenditures
- Explained the actions taken to take on outstanding bad debt to include
 - Past Due Letters have been mailed out to everyone who is past due more than 3 years.
 - Payment Plans have been discussed with individuals who have made contact.
 - In January 2013 certified letters with lien notifications were mailed out to those who owe 3 plus years.
 - Liens will be recorded on these homes after March 15th.

- Explained the collection of HOA Dues and Repercussion for Homeowners Who Don't Pay
- There are four options the HOA has to deal with people who do not pay:
 - 1. Assess Late Fees
 - 2. Impose Liens
 - 3. File Suit
 - 4. Wait till they try to sell their house.
- In some cases, all three or a combination of these measures may be taken. Late fees are charged if the dues do not get paid by a certain date. After the meeting in February, the Homeowners that have not paid will receive a certified letter with thirty (30) days to pay their HOA Dues. At that point, if they have not paid, the Board will determine the best way to proceed.
- Whenever a homeowner sells his/her house, the title company requires the HOA to sign a certificate of transfer acknowledging what fees are due and/or outstanding along with any fines/penalties against that house. At closing the HOA will collect any outstanding owed money.
- It is important to realize when filing suit over HOA dues that going after \$100.00 in court is not cost effective. While it remains an option, it was suggested that we wait until the amount gets to a level that makes it cost effective to be in the legal system.
- The HOA is accepting credit card/debit card payments through our website and PayPal.
- Payment plans can be made on your account by contacting the treasurer, Heather Humphrey at westfieldvillagehoa@gmail.com. If you are interested in receiving your invoices by email you may also provide your email address to Heather at the same email address. By emailing this information to you it will allow the HOA to save on administrative expenses.
- Westfield Village Treasurer presented the proposed 2013 budget (see attached)

VI. 2013 Board of Directors

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| a. President | Billy Hart |
| b. Vice President | Chad Altman |
| c. Secretary | Chastity Lamb |
| d. Treasurer | Heather Humphrey |

VII. Closing

Meeting adjourned at 9:00 pm. Next meeting date is to be determined.