

January Board Meeting Minutes

January 11, 2022 7PM

On-Line Only

2022 Board Members		Present	Absent
President	Matt Pfeil	P	
Vice President	Jessica Cejka	P	
Secretary	Deborah Howard	P	
Treasurer	Sherrel Romano	P	
Member at Large	Carlton Albright	P	
Member at Large	Stan Grisby		A

Establishment of Quorum – Yes

Call to Order – 7:03PM

Attendance

James Alderson, Sandra Bourgeois, Sylvia Buchta, June Cerrato, Russell Grabois, Mark Hocher, Tricia Buford Markuson, Dave Kral, Brad Mitchell, Jim Ruffing, Beverly Simms, Trent Thirsk

Orders of Business

President

The following are the Board Changes:

1. Brad Mitchell has resigned from the Board. He will continue to offer assistance to the Maintenance Committee.
2. Bob Mitchell resigned from the Board.
3. Carl Albright and Stan Grisby are new volunteer Board Members and will serve as Members At Large.
4. The new Board Member position assignments are included in the new chart above.

Action The Canyon Lake Village West POA Board assignments was approved by all previous and new Board Members in attendance.

Sandra Bourgeois and Gary Freeland have volunteered and will serve on the Architectural Committee commencing immediately. They will contact current Architectural Members to determine if they will continue to serve. It is requested that the Architectural Committee member's phone numbers be provided on the Village West POA website.

Action The 2022 Board Members present approved the appointment of the new Architectural Committee members.

The service and leadership of our 2021 Property Owners Association Board Members and all the volunteers who stepped up to assist over this past year are applauded and sincerely appreciated.

Secretary

A change was made to the Minutes in the Architectural section to include the address of the lot as opposed to an owner's name.

Action The December Minutes were then approved by previous and new Board Members in attendance.

Treasurers Report

Our Property Owners Association's financial position has improved greatly in the last three years. The income budget was \$44,000 in 2019, \$59,000 in 2020 and \$80,660 in 2021.

Income consists of the mandatory deed assessments, amenity fees and key sales, voluntary assessments, deed transfer and resale fees, web advertisement, club-house rental, and donations. There is a positive year-end balance of \$58,298.

The greatest increase in income is a result of the access key sales for the pool on Amanda and the recreational area off Irene. The Board was applauded and highly commended on the successful increase in income.

The Treasurer reviewed the detailed expense spreadsheet report and summary pie chart for the 2021 calendar year. The year has been completed and expenses paid successfully.

It was noted that a continual budget challenge is legal fees tied to a long-term legal suit between property owners where our Property Owners Association is included as a third party.

The proposed operating budget for 2022 has been projected to include expenses as incurred last year with some increases to cover rising costs. The 2022 Operating Budget was approved at the annual meeting in December 2021.

There was a lot of discussion on the budget to include ways to increase income, to decrease legal expenses, address potential safety and access concerns of our amenities, projects to consider, communications with property owners, and by-law and deed restriction review and revisions.

The draft of the invoice, amenity waiver and communication included for the mandatory deed fees, voluntary assessment fees, and key sales was provided. This will be reviewed by the new Board and needs to be sent out by the end of January 2022.

Maintenance

1. Flooring is still being investigated for the clubhouse.
2. The playground equipment has been repaired.
3. The large oak tree next to the courts off Irene has been trimmed. The branches need to be removed from site.
4. The fence has been removed on one section adjacent to the oak tree to allow easy access to basketball court.
5. The old net post needs to be removed from the basketball court.
6. Pickle ball courts were discussed.

7. The walkway to the Irene property continues to wash out after rain storms.
8. All miscellaneous debris need to be removed from amenity locations.

Architectural

Sandra Bourgeois and Gary Freeland will be the new Committee members.

As reported previously a new state law requires that members of the Architectural Committee cannot serve as POA Board Members.

There are no recent reviews to report.

Communications

It has not been verified who will chair this Committee or who will be responsible to keep our website up to date. This will be addressed by the new POA Board.

Social

It has not been verified who will chair this Committee. This will be addressed by the new POA Board.

Open Forum/General Discussion

1. The situation with Recreational Vehicle (RVs) on owner property was brought up to clarify if a property owner can place an RV to be used as a guest house. The legal description of an RV and/or house/office trailer is still being investigated. It is allowed to have RVs parked on property but not in use as a residence or office of any kind nor hooked up to any utilities on a continuing basis such as water, sewage, electricity or other utilities.
2. All pending complaints and potential violations of the above situation have been reviewed and property owners contacted. There is no evidence of any current violations.
3. General discussion continued on the budget, insurance, legal expenses, by-laws, deed restrictions, POA structure and meeting time, and other related subjects.

The meeting adjourned at 8:21 PM

February Board Meeting Minutes

February 8, 2022 7PM

On-Line Only

2022 Board Members		Present	Absent
President	Matt Pfeil	P	
Vice President	Jessica Cejka	P	
Secretary	Deborah Howard	P	
Treasurer	Sherrel Romano	P	
Member at Large	Carlton Albright	P	
Member at Large	Stan Grisby	P	

Establishment of Quorum – Yes

Call to Order – 7:05PM

Attendance: Sandra Bourgeois, Jacob Freeland, Mark and Betty Hoher, Joleen Killoran, Dave Kral, Kelly and Howie Minor, Kelli Rostvold, Beverly Simms, Wayne Snyder, Angela Wilke

President

Matt welcomed the opportunity to serve the Village West Community and New Board. It was noted that all members are volunteers and do their best to serve. We still need volunteers to assist with some committees.

Matt attempted contact with Trey Wilson regarding long standing lawsuit. Still awaiting return of information on status.

It was motioned for Matt to engage for a consultation with Sipra Boyd of Roberts Markel Weinberg Butler Haley Law (RMWBH) to review various legal and pending issues such as new by-laws, deed restrictions and liability waivers.

Action: The motion to support a legal review was approved by all Board Members.

Secretary

The January 2022 minutes were previously distributed to POA Board Members and are approved. A copy will be available on the website.

Action: January 2022 minutes were approved by all Board Members.

Treasurer

The monthly income was \$3,576.10 to include 5 resale, 6 transfer, and 17 assessment due fees. All annual assessments have been sent out to property owners. A total of \$60,867 is the balance.

Expenses are in line except for electric costs which have increased.

Sherrel will follow up with advertisers on the website for fee collection.

Architectural

The Committee reviews are as follows:

1. Lot 753, Unit 5 at 586 Irene approved for construction of SFR. No height restrictions, meets minimum 1,000SF requirement and does not encroach any setbacks per plan.
2. Lot 120, Unit 1 at 2585 Colleen conditionally approved for construction of SFR and garage pending a slab form elevation survey to confirm building heights are met and Army Corps of Engineers approval for any improvements below the 948 contour line. Does not encroach any setbacks per plan, except concerns noted above.
3. Lot 79, 79A, 80, 80A at 2030 Colleen approved for garage expansion. Does not encroach any setbacks per plan.

It was requested that a lockbox be placed outside the clubhouse for plan submission. A separate contact needs to be on the website for this Committee.

The great and efficient review by Sandra and Gary is appreciated.

Communications

Matt nominated Jacob Freeland to the Communications Committee to assist with the website. It is planned to update and enhance the website. Communication will include once a month emails with a link to the meeting minutes/agenda and other key items for the greater community.

Action: The appointment of Jacob Freeland was approved by all Board Members

Social Committee

This committee will need a chair and volunteers.

Maintenance

This committee needs additional volunteers. Currently Brad Mitchell as a volunteer and Carlton Albright are members.

There is a backload of maintenance needs that will need to be reviewed and prioritized. Some of the needs discussed include:

1. Lock box for Architectural Committee
2. Siphon water from pool cover.
3. Debris to haul away. Carlton to complete.
4. Club house flooring
5. Park walkway
6. Pickle ball courts
7. Need for pool committee

The club house roof is close to twenty years old. The POA insurance company, Philadelphia Insurance did inspect the roof last year and reported minor damage and expected wear.

A motion was made to engage an insurance adjuster as recommended by Carlton to further investigate the condition of the club house roof.

Action: This was approved with the understanding that this review will be at no cost.

Meeting Adjourned at 8:28PM

March Board Meeting Minutes
March 8, 2022 7PM
 On-Line Only

2022 Board Members		Present	Absent
President	Matt Pfeil	P	
Vice President	Jessica Cejka	P	
Secretary	Deborah Howard	P	
Treasurer	Sherrel Romano	P	
Member at Large	Carlton Albright	P	
Member at Large	Stan Grisby	P	

Establishment of Quorum – Yes

Call to Order – 7:05PM

Attendance: Sandra Bourgeois, Sylvia Buchta, Patricia Buford-Markuson, Mark and Betty Hoher, Jim Ruffing

As President, Matt Pfeil led the meeting:

President

The agenda is posted on the website prior to every meeting. It was noted again that the POA officers are volunteers and we depend on recruiting additional volunteers to help with the committees.

A thank you is extended to Carlton and his son for draining the water that had collected on the pool cover. In addition, Carlton and Paul Nelson removed debris left on site at the clubhouse on Amanda and Irene lake access location. This assistance to keep our amenity property nice and maintained is greatly appreciated.

Secretary

The February 2022 minutes were previously distributed to POA Board Members and are approved. A copy will be available on the website.

Action: February 2022 minutes were approved by all Board Members.

It was also reported that an updated POA certificate has been submitted to Comal County and uploaded to Texas Real Estate Commission (TREC) as required.

Treasurer

The monthly income was \$29,684 to include \$402 overdue mandatory assessments, \$5,496 in current assessments, \$8,440 in voluntary assessments, \$2,470 in donations, \$10,395 in amenity key fees, \$1,800 transfer fees, \$825 resale, and \$456 in community room rental, advertising and

PayPal. Expenses include legal fees, utilities and miscellaneous administrative and maintenance costs for a total of \$1,828. Cash on balance is \$76,270.

Expenses will increase once the pool reopens and needed maintenance and improvements are reviewed and approved to move forward.

There is a need to get documents notarized for resale documents. This should be able to be handled without a notary on the POA Board.

Architectural

The Committee reviews are as follows:

1. Lot 244, Unit 2, 1214 Amanda approved for shed. Does not encroach any setbacks per plan.
2. Lot 652, Unit 5, 2039 Connie approved for construction of SFR. No height restrictions, meets minimum SF requirements and does not encroach any setbacks per plan.
3. Lots 624 & 625, Unit 5, 270 Susie approved for boat/carport. Does not encroach any setbacks per plan.
4. Lot 181R, Unit 2, 2261 Colleen approved for construction of SFR. No height restrictions, meets minimum SF requirements and does not encroach any setbacks per plan.

No known requests pending at this time. Sandra noted that she and Gary go on site to review conditions and meet with property owners. The reviews and process seem to be going very well with timely response.

It was noted that the POA Board may want to investigate the charging of a reasonable fee for the architectural reviews. This will be further considered and investigated. Any new fees must be presented at an annual or special POA Board meeting with public notice as required by law.

Communications

Matt and Jacob have been working to update and enhance the website. The new website will be available for review soon.

Communication has begun to include once a month emails with a link to the meeting minutes/agenda and other key items for the greater community. This additional communication seems to be very helpful to keep POA members informed.

Social Committee

This committee is still in need of a chair and volunteers. Matt has received some names of volunteers which he will share with Board Members.

Maintenance

This committee is still in need of a chair and additional volunteers. There is a long list of needed and deferred projects that will need review, estimates, and priority assessment. Some of these projects and needs are long standing and others required as regular and special maintenance.

Matt is collecting items and projects to compile a comprehensive listing. As soon as a chair and additional volunteers are set, this review and plans to move forward is an important task. Some of the maintenance requirements have been covered by volunteers such as pool maintenance. This may not be practical in the future.

1. Lock box for Architectural Committee
2. Club house flooring
3. Park walkway and access to lake
4. Pickle ball courts
5. Need for pool committee or outside maintenance company
6. Stormwater concerns around clubhouse
7. Resurfacing tennis and basketball courts
8. Better/new signage
9. Back flow preventer for pool
10. Pool fence and gate

The POA has engaged Berkely International Corp to further investigate the condition of the club house roof. Their assessment should be completed soon.

Action: Matt made a motion to proceed with the replacement of the back flow preventer. This was approved by all POA Board members and is estimated to be less than \$400.00.

Additional Business

Legal

Matt reviewed the following with our attorney Sipra Boyd of (RMWBH):

1. **Pool liability form and process.** A standard liability form was provided by Sipra and shared with committee. The pool use rules and information was also provided. Some recommendations for update to forms were provided. Matt will update and provide to Board members for final review. The liability form is standard and comprehensive.
2. **Update of Bylaws.** Sipra provided an estimate of up to \$2,000. Cost will of course increase if the update process is extended or decentral. A special review and update committee will be established once this is ready to move forward
3. **Lawsuit.** Sipra can represent us in this lawsuit or any future legal proceeding. Matt continues to try to contact the lawyer, Tray for a determination of the status of the long-standing legal situation with two property owners.

Action: A motion was made by Matt to proceed to circulate the pool waiver, liability statement, and amenity rules for pool and lake access via email for POA Board Member review and approval. After subsequent review the Liability Forms, pool and amenity rules and process were approved by Matt, Deborah, Jessica, Sherrel and Stan. Carlton did not support this motion. The motion is approved by majority vote.

Amenity Keys and Pool

Dates for amenity key distribution and pool opening will be posted on the website shortly.

Meeting Adjourned at 8:29PM

Architectural

The Architectural Review Committee (ARC) approved the following:

1. Lot 244, Unit 2, 1214 Amanda approved for shed. Does not encroach any setbacks per plan.
2. Lot 652, Unit 5, 2039 Connie approved for construction of SFR. No height restrictions, meets minimum SF requirements and does not encroach any setbacks per plan.
3. Lots 624 & 625, Unit 5, 270 Susie approved for boat/carport. Does not encroach any setbacks per plan.
4. Lot 181R, Unit 2, 2261 Colleen approved for construction of SFR. No height restrictions, meets minimum SF requirements and does not encroach any setbacks per plan.

The ARC was contacted about the following:

1. Responded to query regarding fence replacement. ACC approval and Architectural Fee not required for replacing wooden fence.
2. Responded to query regarding SFR with MIL casita. Owner will make adjustments and apply later.
3. Responded to numerous other queries.
4. ACC email address needs to be prominently displayed on website.
5. \$100 Architectural Fee should be tendered along with submission of paperwork required for ACC approval.

Communications

Matt and Jacob are close to the launch of the new website. Once available it will need to be reviewed and feedback provided to assure all necessary information is available and current.

Keeping it up to date will remain important.

Social Committee

This committee is still in need of a chair and volunteers. There are many opportunities to bring the community together.

Maintenance

Deborah has agreed to chair this committee and Carlton will also be a member. There are many residents that have and continue to offer assistance with the upkeep of our clubhouse, pool, courts and lake area.

A comprehensive list has been developed and is attached to document all minor and major needs known about or gathered with site visits. This list will be updated as items are completed, new needs are identified, or more information is developed.

The priority projects are:

1. Replacement of the Roof

Status: Awaiting final determination of adjuster review with our insurance company.

2. Stormwater Site

Status: Contractors will be contacted for site visits, recommendations and cost estimates

3. HVAC/Plumbing Maintenance Contracts

Service Companies need to be contacted for site visits, service plans and cost of annual contracts.

4. Septic

Status: The location and service needs will be determined.

5. New Pool Furniture

Status: Details, vendors and cost estimates will be developed. Durable, attractive, and functional is of course desired.

Action: The roof is the highest priority and the other priority needs will be planned and investigated further. The insurance companies' decision is needed soon.

A list of volunteers to assist the maintenance committee has been developed and new volunteers are always welcome. The volunteers will be contacted to determine interests and minor repair that might be able to proceed.

Additional Business

Lawsuit:

Matt continues to try to contact the lawyer, Tray for a determination of the status of the long-standing legal situation with two property owners. There was some communication between our lawyer and Tray, but again as in the past no further contact.

Architectural Fee

At the annual meeting December, 2018, a new architectural fee was approved at \$100.00 with 55 votes: 44 Yes, 9 Nay and 2 Abstain. For unknown reasons this new fee was never collected, nor posted on the website, nor added to the Architectural Review process. Therefore, there are several years of uncollected revenue. It appears that it may have been collected for some projects and raised to \$250.00. This was never collected and most likely not following rules to do so.

Action: Matt recommended that we write a letter to all property owners whom had an architectural review between January 2019 and present, to inform of the oversight and encourage payment of the \$100.00 fee. All board members present approved this approach. It is understood that it will be totally voluntary payment by any property owners.

Discussion followed on the process to collect the Architectural Review fee of \$100.00. The process will be determined, but the fee should be collected at the time of ARC review and payment then given to the Treasurer.

Recreational Vehicles

Carlton has asked for clarification on the deed restrictions to determine if recreational vehicles are allowed to be parked on residential lots.

Action: Matt will ask our lawyer for a position.

Other Discussion:

Questions were raised by Carlton on status of use/rent contracts for the clubhouse building. Since the pandemic there was little to no use for the last year. Agreements will be investigated and updated by Deborah.

It was stated by Sandra that asking for lease information was not legal. This was disputed, but will be run by our lawyer.

Pool Clean Up Day

This will occur April 23 from 10AM to 4PM. At least eight people are needed to take off the pool cover. Sherrel will forward a list of the tasks that need to be completed. All volunteers on the maintenance list and others will be contacted to assist.

Meeting Adjourned at 9:06 PM

May Board Meeting Minutes
May 10, 2022 7PM
 On-Line Only

2022 Board Members		Present	Absent
President	Matt Pfeil	P	
Vice President	Jessica Cejka	P	
Secretary	Deborah Howard	P	
Treasurer	Sherrel Romano	P	
Member at Large	Carlton Albright		A
Member at Large	Stan Grisby	P	

Establishment of Quorum – Yes

Call to Order – 7:05 PM

Attendance: Sandra Bourgeois, Sylvia Buchta, Wyn Coleman, Gary Freeland, Mark and Betty Hoher, David Kral, Patricia Buford-Markuson, Mark and Betty Hoher, Hans Sheline, Beverly Simms

As President, Matt Pfeil led the meeting:

President

The agenda is posted on the website prior to every meeting and Approved Minutes added under POA Documents.

Secretary

The April 2022 minutes were previously distributed to POA Board Members by email and are approved after some edits. A copy will be available on the website.

Action: Motion to approve by Matt. April minutes were approved by all Board Members present at the meeting.

Treasurer

Amenity key distribution has continued with several additional weekday and weekend times scheduled based on demand. Volunteers whom assisted with this are appreciated. Distribution is less than last year, but demand will most likely increase as we enter the summer season.

The collection of voluntary and mandatory assessments is continuing. Reminders will be sent out to members whom still have not paid the \$24 mandatory fee.

Architectural

The Architectural Review Committee (ARC) approved the following:

1. Unit 5, Lot 528, at 2194 Connie Drive approved for construction of SFR. No height restrictions, meets minimum SF requirements and does not encroach any setbacks per plan.

Two requested revisions must be done prior to ACC approval on one SFR and on one carport.

A total of \$100 architecture fee from 5 separate builds has been collected. The \$100 fee must be submitted along with 2 copies each of the request for approval and the site plan.

A secure drop box has been provided in the atrium at 1390 Amanda. If plans are large, they can be left on the table. Plans will be returned after the architectural review.

Communications/Website

The website is still under construction and it is hoped it will be ready to launch soon. A monthly email is being sent to members.

Social Committee

This committee is still in need of a chair and volunteers. There are requests to rent the clubhouse by members.

Maintenance

The pool opening went very well and all volunteers whom helped with pool clean-up day are extremely appreciated.

The priority projects are:

- 1. Replacement of the Roof**

Status: Awaiting final determination of adjuster review with our insurance company.

- 2. Stormwater Site**

Status: Contractors will be contacted for site visits, recommendations and cost estimates. The Irene Access will also be included along with storm water issues at Amanda.

- 3. HVAC/Plumbing Maintenance Contracts**

Service Companies need to be contacted for site visits, service plans and cost of annual contracts.

- 4. Septic**

Status: The location and service needs will be determined.

- 5. New Pool Furniture**

Status: Details, vendors and cost estimates will be developed. Durable, attractive, and functional is of course desired. This will not proceed until the roof replacement and above projects are planned and costs known.

Action: Deborah made a motion to approve above priority projects to proceed. All Board Members approved with understanding that new furniture and other pending projects will be considered after roof status is confirmed.

Additional Business

Lawsuit: A motion to replace current counsel on the long-standing lawsuit will be filed to appoint Sepra Boyd as our counsel and transfer the litigation matter to her office. Trey Wilson has been advised.

Copy of Lease in Sub Division: A Property Owners Association can request a copy of a lease be provided for review to include name, mailing address, phone number, and e-mail address of each person who will reside at a property in the subdivision under a lease, and the commencement date and term of lease. Any financial or confidential information can be redacted or blocked out. Our POA does not retain copies, but rather review prior to amenity key distribution.

Recreational Vehicle Parking: Our Association cannot successfully prevent an owner from parking/storing a “house trailer” or RV (uninhabited) on a lot without an express prohibition against the parking of such items on a lot.

Exercise Class: The previous lease was executed in 2010 and included a base monthly rental of \$75 monthly when in use. This lease auto renewed annually. The new lease is a \$10 daily fee for the clubhouse, or \$12 for pool use Monday, Wednesday and Fridays 8:45 to 10:00 am when classes are in session. Sue Dallis-Horton is the instructor and she also unlocks the pool when classes are in session and completes a good cleaning semi-annually. This exercise class has been a long-term positive partnership and use of our clubhouse and pool that will continue.

Action: Howard made a motion to approve new lease agreement. All Board Members present approved the new lease agreement for the long-standing Exercise Class to commence immediately.

Architectural Fee: A letter has been drafted and will be sent to property owners whom submitted architectural reviews while not collecting the \$100.

Meeting Adjourned at 9:03 PM

As Secretary, Deborah Howard completes minutes

June Board Meeting Minutes
June 14, 2022 7PM
 On-Line Only

2022 Board Members		Present	Absent
President	Matt Pfeil	P	
Vice President	Jessica Cejka	P	
Secretary	Deborah Howard	P	
Treasurer	Sherrel Romano	P	
Member at Large	Carlton Albright	P	
Member at Large	Stan Grisby		A

Establishment of Quorum – Yes

Call to Order – 7:35 PM

Technical difficulties delayed the meeting start time.

Attendance: Sandra Bourgeois, Danny and Jeanne Crosby, Gary Freeland, Patricia Buford-Markuson, Miriam DeLeon, Jim Ruffling, Beverly Simms, Debbie Stafford

As President, Matt Pfeil led the meeting:

President

The agenda is posted on the website prior to every meeting and Approved Minutes added under POA Documents.

Secretary

The May 2022 minutes were previously distributed to POA Board Members by email and are approved after some edits. A copy will be available on the website.

Action: Motion to approve by Matt. May minutes were approved by all Board Members present at the meeting.

Treasurer

Amenity key distribution has continued with several additional weekday and weekend times scheduled based on demand.

There is an immediate need to spend approximately \$2,000 to replace the sand filters in the pool. The need to investigate the pool finish was discussed.

Action: Matt made a motion to approve filter replacement as recommended by the pool company. All Board members present approved.

Architectural

1. Lot 391 Unit 3 at 443 Cindy approved for SFR. No height restrictions, meets minimum SF requirements, and does not encroach any setbacks per plan.
2. Lots 367, 368 Unit 3 at 183 Cindy approved for metal garage. Does not encroach any setbacks per plan.
3. Lot 743 Unit 5 at 563 Irene approved for SFR. No height restrictions, meets minimum SF requirements, and does not encroach any setbacks per plan.

NOTES:

1. All \$100 architectural permit fees for 2022 to date have been paid. (\$1500.)
2. I responded to reports about a possible new construction without a permit. From what I observed and was told by the contractor, no permit is required.
3. Responded to numerous queries.

A total of \$100 architecture fee from 5 separate builds has been collected for a total of \$1,500.00

Communications/Website

Internet – It is recommended that service be installed for the clubhouse. Carlton donated \$200 towards this

Action: All Board members present approved to proceed.

Social Committee

This committee is still in need of a chair and volunteers.

Maintenance

The priority projects remain:

1. Replacement of the Roof

Status: Awaiting final determination of adjuster review with our insurance company.
Recommend go ahead and get some estimates for new roof and gutters.

2. Stormwater Site

Status: Contractors will be contacted for site visits, recommendations and cost estimates for Clubhouse. The Irene Access has been improved by Countryside Construction at no cost. This is extremely appreciated and should be noted on our website.

3. HVAC

Vetters has been contacted and serviced AC equipment along with a contract to service semi-annually.

4. Septic

The septic was located, pumped and riser added by Baker Septic.

5. New Pool Furniture

Status: Details, vendors and cost estimates will be developed. Durable, attractive, and functional is of course desired. This will not proceed until the roof replacement and above projects are planned and costs known.

Additional Business

Matt brought up the following topics:

Fee Approvals

All current fees in place were approved in the 2022 annual budget to include the rise in the amenity key to \$135.00

Escalations

The Board needs to discuss how to handle situations where deed restrictions appear to be violated such as operating a commercial business, living in a recreational vehicle, trailer, or camper or construction requiring an ACC review and payment.

A property owner contacted the POA to report that a ACC member came onto the back of the property without permission to interrupt the contractor. Apology has been made, but the POA needs to discuss steps and procedures in project review.

The different contact options were discussed and best practice will be determined. The POA does have oversight in this situation.

Meeting Adjourned at 9:05 PM

As Secretary, Deborah Howard completes minutes

July Board Meeting Minutes
July 12, 2022 7PM
 On-Line Only

2022 Board Members		Present	Absent
President	Matt Pfeil	P	
Vice President	Jessica Cejka	P	
Secretary	Deborah Howard	P	
Treasurer	Sherrel Romano	P	
Member at Large	Carlton Albright	P	
Member at Large	Stan Grisby	P	

Establishment of Quorum – Yes

Call to Order – 7:10 PM

Attendance: Sandra Bourgeois, Sylvia Buchta, Danny and Jeanne Crosby, Gary Freeland, Mark and Betty Hoher, Patricia Buford-Markuson, Tess McClintock, Kelli Rostvold, Jim Ruffling, Debbie Stafford, Angela Wilke

As President, Matt Pfeil led the meeting:

President

The agenda is posted on the website prior to every meeting and Approved Minutes added under POA Documents. Special Guest, Donna Eccleston, County Commissioner for Precinct 1, has joined us to discuss the various concerns with Boat Ramp 2 located at Turkey Cove.

Secretary

The July 2022 minutes were previously distributed to POA Board Members by email and are approved as submitted. A copy will be available on the website.

Action: Motion to approve by Matt. July minutes were approved by all Board Members present at the meeting.

Treasurer

Amenity key distribution continues with additional times scheduled based on demand.

It was again recognized that the previous POA board members along with some continuing board members brought our POA from the brink of bankruptcy to now having a fund balance to be able to

address some of the larger deferred maintenance issues. The major increase in revenue remains the amenity key distribution income.

All letters to owners not assessed ACC review fees have been sent out.

The current monthly budget was reviewed and it available on the website.

Architectural

1. Lots 869 & 870, Unit 5, 1692 Laurie approved for garage. Does not encroach any setbacks per plan.

No known requests for approval pending at this time.

2022 ACC TOTALS: 16 permit requests received and approved. \$1600 total permit fees collected to date.

Communications/Website

A zoom account has been established for the year at a cost of \$80. Internet will be installed soon.

Social Committee

This committee is still in need of a chair and volunteers.

Maintenance

The priority projects which could be at substantial cost remain:

1. Roof and gutters replacement
2. Stormwater damage on site, under and around structure.
3. Structural integrity of clubhouse

Contractors will be contacted to determine alternatives and costs.

The sand filters have been replaced for the pool and the playground equipment repair and stain completed. The need to replaster pool will be investigated.

Trash will be picked up at the Irene Drive areas by Ron Broz whom also provides lawn services.

Additional Business

Boat Ramp 2

Donna Eccelston joined to provide information on the traffic and usage conflicts occurring at the public boat ramps and specifically Boat Ramp 2 operated by Comal County at Turkey Cove in Village West. The following is a summary of this discussion.

Many of the boat ramps were built in the late 1960's. Quickly after the lake was filled in the early 1960's, the residential, vacation and day use of the new lake increased dramatically. Many of these access ramps were never constructed nor updated over this time to handle the dramatic growth of our residential and commercial communities and of public use and popularity.

Village West is experiencing traffic congestion and use conflicts around the boat ramp 2 as parking is not adequate and roadways often not wide enough to accommodate large boats and vehicles without blocking or constricting the streets. Therefore cars, trailers, water sports equipment and cars park all over the sides of the streets by and around Turkey Cove. The boat ramps are the most dangerous conflict areas around our lake.

Our Property Owner's Association has no real jurisdiction over the boat ramps as the streets are public, and the public ramps operated by the County and/or Corp of Engineers. Parking is allowed on public streets, but driveways cannot be blocked nor vehicles protrude onto street pavement. Residents are not to place no parking cones nor "no parking signs" along the public street. Residents are encouraged to report any violations or safety concerns to the Comal Sherriff for response. We all must also understand that all of our police and public services are not staffed adequately to handle the volume of requests and needs, so they have to triage response at times.

Discussions continue with the County, Corp of Engineers, law enforcement and other public entities to continue to better manage our public amenities such as Boat Ramp 2. Summer will continue to be the high use season and all residents must expect this and continue to report concerns and be careful in the vicinity of our boat ramp.

Escalations

Procedures are under development to provide guidance to POA and ACC members to follow for deed restrictions concerns, ACC owner contacts and follow-up.

Meeting Adjourned at 8:50 PM

As Secretary, Deborah Howard completes minutes

August Board Meeting Minutes
August 15, 2022 7PM
 On-Line Only

2022 Board Members		Present	Absent
President	Matt Pfeil	P	
Vice President	Jessica Cejka	P	
Secretary	Deborah Howard	P	
Treasurer	Sherrel Romano	P	
Member at Large	Carlton Albright	P	
Member at Large	Stan Grisby		A

Establishment of Quorum – Yes

Call to Order – 7:06 PM

Attendance: Patricia Buford-Markuson

As President, Matt Pfeil led the meeting:

President

The agenda is posted on the website prior to every meeting and Approved Minutes added under POA Documents.

Secretary

The July 2022 minutes were previously distributed to POA Board Members by email and are approved. A copy will be available on the website.

Action: Motion to approve by Matt. July minutes were approved by all Board Members present at the meeting.

Treasurer

Amenity key distribution continues with additional times scheduled based on demand.

Financial Reports will be made at the September POA Meeting.

Architectural

1. Lot 72, Unit 2, 2114 Colleen approved for garage with future MIL Suite. Does not encroach any setbacks or height restrictions per plan.
2. No known requests for approval pending at this time.

2022 TOTALS: 17 permit requests received and approved. \$1700 total permit fees collected to date.

Communications/Website

Internet is under way and will be installed soon. The FAQ page is growing and seems helpful along with monthly community email.

Social Committee

This committee is still in need of a chair and volunteers. National Night Out October 4 was discussed and it was agreed to plan to host this event. Last year the event was well attended and went well.

Maintenance

Some of the on-going maintenance needs and status is summarized:

1. Roof – an estimate to replace the roof has been received at \$7,800. If additional roof life and architectural tiles were added this would increase the cost \$600 plus. The adjuster retained to pursue replacement via insurance has notified us that we need consider retaining a lawyer.

Action: Matt made a motion to end this adjuster agreement and proceed to replace the roof within our available funding. All Board members present agreed to end the agreement.

2. Flooring – The need to replace the flooring was discussed and it was agreed to pursue vinyl plank flooring for easier cleaning and wear. This is an approved project but cost, style and installer need to be confirmed. There is a concern that the sub-flooring may need repair at the same time.
3. Pool - The pool is in good shape. A new surface liner is estimated to cost around \$25,000 and be needed in the next five years. It is recommended to start putting aside for this future need.

Action: Sherrell to order a new pool cover to be ready for this year pool closure.

4. Clubhouse Structure and Site – Matt and Gary did a site visit and inspection. There appears to be no structural issues but there needs to be landscape mitigation.
5. Gutters – It will cost around \$500.00 to replace and repair the gutters.

Old Business

Lawsuit – It appears that the Coleman residence is going to be placed on the market. This will hopefully help to bring the continuing lawsuit to some closure.

By-Laws – Sipra, our attorney has been given the go ahead to start the by-law update process. The cost is estimated to run around \$2,500.

Meeting Adjourned at 7:56 PM

As Secretary, Deborah Howard completes minutes

September Board Meeting Minutes
September 13, 2022 7PM
 On-Line Only

2022 Board Members		Present	Absent
President	Matt Pfeil	P	
Vice President	Jessica Cejka	P	
Secretary	Deborah Howard	P	
Treasurer	Sherrel Romano	P	
Member at Large	Carlton Albright		A
Member at Large	Stan Grisby	P	

Establishment of Quorum – Yes

Call to Order – 7:07 PM

Attendance: Sandra Bourgeois, Sylvia Buchta, Danny and Jeanne Crosby, Gary Freeland, Mark and Betty Hoher, Tess McClintock, Jim Ruffling, Deborah Stafford, Kim Thompson, Carl Whitaker, Angela Wilke

As President, Matt Pfeil led the meeting:

President

The agenda is posted on the website prior to every meeting and Approved Minutes added under POA Documents. Last year we hosted National Night Out at our clubhouse. It was well attended and a very nice event. It was discussed and agreed that we will again host this event. It will be October 4th and hosted in the early evening hours.

Action: We will again host National Night Out and Matt will be in touch with POA members in regards to food service, music and other details.

Secretary

The August 2022 minutes were previously distributed to POA Board Members by email and are approved as submitted. A copy will be available on the website.

Action: Motion to approve by Matt. August minutes were approved by all Board Members present at the meeting.

Treasurer

Matt gave an overview of the annual budget. Presently we have \$105,778 in our balance account. We have around \$18,000 we can spend on projects above operating costs. We do need to finish and/or complete various maintenance and improvement projects and have a multi-plan.

Late notices are being sent to those property owners that are delinquent in mandatory fee payment.

Architectural

1. Unit 2, Lot 232R, 1010 Amanda. Approved for wooden handicap access ramp. Does not encroach any setbacks per plan.

2022 TOTALS: 18 permit requests received and approved. \$1800. total permit fee collected to date.

Communications/Website

Internet is now available at the clubhouse. The password is “village west”.

Social Committee

This committee is still in need of a chair and volunteers.

Maintenance

1. **Roof** – Jessica brought up the option of retaining a company to continue to follow-up on the roof replacement. Previously, the Board decided to not move forward on the adjuster’s recommendation to retain a lawyer. This will be considered.
2. **Pickleball Courts** – It will cost a maximum of \$1,000 to redo current tennis courts to provide for both tennis and pickleball. A motion was made by Jessica to proceed with this project.

Action: It was approved by all members present to proceed with the pickleball project.

Additional Business

Legal – Carlton made a request to provide him the names and unpaid balance accounts for property owners delinquent in POA mandatory fees was reviewed with legal counsel. This information is not to be provided and there are several state laws in regards to privacy, credit reporting and financial disclosures. Only POA officers such as the president and treasurer are to be in possession of this information.

Annual Meeting – Discussion included methods such as email or surveys to receive in-put for future projects and in particular, should we proceed with floor replacement now. Matt asked all POA Board members and attendees to email ideas for annual meeting. It is hoped to soon have meetings in person again.

Meeting Adjourned at 8:05 PM

As Secretary, Deborah Howard completes minutes

October Board Meeting Minutes
October 11, 2022 7PM
 On-Line Only

2022 Board Members		Present	Absent
President	Matt Pfeil	P	
Vice President	Jessica Cejka	P	
Secretary	Deborah Howard	P	
Treasurer	Sherrel Romano	P	
Member at Large	Carlton Albright	P	
Member at Large	Stan Grisby	P	

Establishment of Quorum – Yes

Call to Order – 7:06 PM

Attendance: Jim Ruffing, Sandra Bourgeois, Sylvia Buchta, Danny and Jeanne Crosby, Gary Freeland, Patricia Buford Markuson, Beverly Simms, C. J. Vergara, Angela Wilke

As President, Matt Pfeil led the meeting:

President

The agenda is posted on the website prior to every meeting and Approved Minutes added under POA Documents.

Secretary

The September 2022 minutes were previously distributed to POA Board Members by email and are approved as submitted. A copy will be available on the website.

Action: Motion to approve by Deborah. September minutes were approved by all Board Members present at the meeting.

Treasurer

Sherrell reviewed the current spreadsheets which detail is posted on the web. Our total income this year to report is \$79,838 and expenses to date are \$40,443.

Architectural

1. Unit 2, Lots 251/252, 1322 Amanda. Approved for deck/exterior stairway, per TPC 209.015. Does not encroach any setbacks per plan.

2. Unit 5, Lot 855R, 582 Bridget. Approved for carport/garage, per TPC 209.015. Does not encroach any setbacks per plan.

2022 TOTALS: 20 permit requests received and approved. \$2,000 total permit fees collected to date.

Communications/Website

No report

Social Committee

This committee is still in need of a chair and volunteers.

Maintenance

1. Light is burned out at clubhouse.
2. Pool cover needs to be placed on the pool.
3. Pickleball Court is underway.

Additional Business

National Night Out

The event went very well and was attended by over 65 attendees. The Sheriff Office and Fire Department sent representatives. Crime statistics were provided and crime remains low in our community. The concern with speeding and traffic congestion was brought up. The Sheriff Office can supply temporary radar speeding display detection equipment if requested.

Legal

The long-standing lawsuit continues and should soon end up in court. It is not clear if the POA will be summoned or involved. Our new attorney now represents the POA in this lawsuit. It is unclear how much financial liability the POA might incur so we need to be careful with expenditures until this suit plays out.

Resale/Transfer Fees

This was again discussed and resolution of any required actions will be investigated with our documents and legal review and advice. The basic issue is the approval of increasing existing fees which was approved at the February. Matt will lead this review.

POA Board Responsibilities and Records

There was discussion and review of the roles and information sharing of financial information with individual POA members in their POA Board roles. This discussion will continue and may involve

additional legal expense to assure the POA complies legally to any such requests for details or financial information which may compromise privacy of property owners.

Meeting Adjourned at 8:01 PM

As Secretary, Deborah Howard completes minutes

November Board Meeting Minutes
November 8, 2022 7PM
 On-Line Only

2022 Board Members		Present	Absent
President	Matt Pfeil	P	
Vice President	Jessica Cejka	P	
Secretary	Deborah Howard	P	
Treasurer	Sherrel Romano	P	
Member at Large	Carlton Albright	P	
Member at Large	Stan Grisby	P	

Establishment of Quorum – Yes

Call to Order – 7:05 PM

Attendance: Sandra Bourgeois, Danny and Jeanne Crosby, Russell Grabois, Betty and Mark Hoher, Howie and Kelly Minor, Rodney Sandival, Debbie Stafford, CJ Vergara.

As President, Matt Pfeil led the meeting:

President

The agenda is posted on the website prior to every meeting and Approved Minutes added under POA Documents.

Matt reminded everyone that the officers are volunteer and the amount of work and communications required is not trivial. It is our goal to be open in our meetings and communications.

Issues and inquiries will be placed on monthly meeting agenda. Legal questions will be handled by our attorney. An escalation letter has been drafted for response to property owner concerns. It is reminded that all escalations should be reported to the President or sent to the POA website.

Secretary

The October 2022 minutes were previously distributed to POA Board Members by email and are approved as submitted. A copy will be available on the website.

Action: Motion to approve by Matt. October minutes were approved by all Board Members present at the meeting.

Treasurer

Sherrell reviewed the current spreadsheets which detail is posted on the web. Our total income so far this year has exceeded our budget income projections.

Architectural

1. Unit 5, Lot 700R, 410 Susie. Approved for shed. Does not encroach any setbacks per plan.
2. Unit 3, Lot 296, 1337 Amanda (& Patty). Approved for shed, per TPC 209.015. Does not encroach any setbacks per plan.

2022 TOTALS:

22 permit requests received and approved. \$2,200 total permit fees collected to date.

Communications/Website

Website continues to be improved.

Social Committee

This committee is still in need of a chair and volunteers.

Maintenance

Included on the ballot will be input votes on needed maintenance issues including the roof and flooring. The roof is estimated at \$8-10,000 and flooring at \$10,000 dependent on type of flooring. Vinyl tile is being considered.

The ACC has requested placing file cabinets in the clubhouse. This is being accommodated.

A TV screen is being considered for clubhouse installation.

The POA retains a 26-month reserve to address unforeseen emergencies.

Pickle Ball Court painting will be underway once the weather is dry. The Oak Tree at the clubhouse will be trimmed.

Legal

Continuing Lawsuit = It appears that the POA could be relieved with this burden in the next months. It is finally going to court.

Resale/Transfer Fees – It is being investigated with Matt as lead to confirm that proper process was followed to increase this fee.

Other Business

Ballot – The ballot for the annual meeting was reviewed for distribution. Current POA officers, Matt, Sherrel, Jessica and Deborah retain the positions for another year. Carlton and Stan's one year term expires but can be reelected. Volunteers are needed as the POA remains in need of help. Please consider volunteering. The ballot includes POA elections, capital maintenance projects and increase in our annual amenity fees of \$10.

Annual Meeting – Our annual POA annual Meeting will be December 2, 2022 At 7PM. It will be our first in-person meeting alongn with zoom.

Maintenance Work Without POA approval – In the future if any work commences on any POA properties without prior approval by the POA, there will be NO reimbursement

Bylaws – These have been updated to assure our Bylaws remain compliant with state laws. Copies will be provided soon.

Meeting Adjourned at 8:25 PM

As Secretary, Deborah Howard completes minutes