

Westfield Village Homeowners Association 2017 Annual Meeting

A G E N D A

February 21, 2017
7:00 p.m.

College Station Fire Dept.
Station 3
1900 Barron Road
College Station, Texas

- Attendance/Roll Call
- Visitors
- 2016 Annual Meeting Approval of Minutes
- Business Report of Subdivision Issues
 - Update on HOA
 - Enforcement of Deed Restrictions
 - Neighborhood Events
 - Landscape and Irrigation Report
- Treasurers Report
 - Financial Report for 2016
 - Projected Budget 2017
- Concerns\Discussion of Subdivision Issues
- 2017 Board of Directors Nominations & Elections
- 2017 Goals and Projects
- Adjourn

Westfield Village Homeowners Assoc.(WVHOA)

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

Email: westfieldvillagehoa@gmail.com

~ NEIGHBORHOOD INTEGRITY~

Westfield Village is only as good as its homeowners and residents. We all want to have a neighborhood that is friendly, clean and welcoming to friends and family, as well as maintaining property values. Please make sure if you are renting your home, that your renters are fully aware of the covenants and restrictions of the neighborhood as well as awareness of the City of College Station Code of Ordinances. These covenants and restrictions are in place to protect the character of the neighborhood and we would like to remind everyone of a few things that are found to be in violation from time to time:

- All yard equipment, gas grills, barbeque pits, boats, pools, play equipment, ladders, bikes, etc. must be kept behind a fence screened from public view from the street.
- No boats, jet skis, motor homes, large trucks, service trucks/vans, trailers, RV's, inoperable vehicles etc. are to be parked at your home or in front of your home for any period longer than 72 hours.
- Yards and landscape must be kept cut, weeded and edged in a matter consistent with a well maintained neighborhood. All clippings should be cleaned up and not left on the street.
- Dogs need to be contained within your yard area unless they are on a leash. Please clean up after your pet. There has been an increase in unwelcomed dog waste in homeowners' front yards and in the common areas. Please be respectful of your neighbors and neighborhood.
- Improvements or additions to your home need to be approved by the WVHOA prior to construction to be sure they comply with deed restrictions.
- Garbage\Recycle containers must be removed from the curb within one day after trash pickup
- No Parking on any common grass areas or yards at any time. No inoperable cars are to be parked at your house for more than a 72 hour period.
- All non-licensed/not street legal ATV's or non-licensed/ not street legal motorcycles are prohibited from driving on city streets or in the neighborhood including all common areas and retention pond. You will be ticketed by CSPD if you are caught.
- If you have a party, please be respectful of your neighbors with the noise and number of visitors. Too much noise and the police will come join your party.
- Renters – you are as responsible to comply with the deed restrictions as is the owner of the home. Any violations committed by the renter will be reported to the owners. No more than 4 unrelated people are allowed to live in one house.

If you have any questions or suggestions for the betterment of our subdivision, send us an email at westfieldvillagehoa@gmail.com. We want to thank each of you for being good neighbors.

Thanks,
Westfield Village HOA Board
Billy Hart – President, Terry Rand – VP,
Heather Humphrey – Treasurer and Chastity Lamb – Secretary

WESTFIELD VILLAGE HOA ANNUAL MEETING
February 16, 2016 – 7:00 p.m.
Cypress Grove Intermediate School
900 Graham Rd
Meeting Minutes

February 16, 2016

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 (reference sign in sheet for list of attendees)

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

- **Roll Call/Notice of Meeting.**
 - Meeting called to order at 7:12pm and HOA officers introduced.
 - 2015 WVHOA Annual meeting notes were reviewed. The 2015 Annual Meeting Minutes were posted after the meeting on our website and are also attached to your packet
 - Notice of meeting was sent to homeowners with their yearly statement and the HOA newsletter.
 - The Westfield Village Homeowner Association is governed by the State of Texas Property Code and their membership guidelines are detailed in property deed restrictions. Homeowner Associations boundaries are determined by deed restrictions. Dues will remain the same this year at \$140

- **President's Report**
 - The ongoing and continuous focus of your HOA board is to
 - Maintain and Protect Neighborhood Integrity
 - Respond to complaints and concerns respectfully
 - Building Community
 - Fostering an Involved Membership

- **Neighborhood Events**

- National Night Out

- In October, the HOA held its fifth annual National Night-Out Party with much success and a great turnout. Each year our National Night Out is becoming a bigger event. Neighbors were able to get out on a beautiful evening and visit while the kids got to play on the new playground. Members of City Council, Police Officers, Fire Department Officials and Animal Control Officers attended and answered questions.

- 1st Annual Westfield Village Winter Wonderland

- Had a great time visiting with neighbors and recognizing those that participated in the first Winter Wonderland. We had winners from several different categories to include Nostalgic, Clark Griswold and Anything Goes. Looking forward to see our participation next year.

- Big Event

- In March of last year we got the assistance of students from Texas A&M University to help clean up areas in our subdivision that needed attention. We look forward to working with them again this year for another fun adventure. If you would be interested in coming out to help, please let us know.

- **Neighborhood Issues**

- Homeowners along Fallbrook Loop inquired about how to keep their street looking kept up better. Billy Hart addressed this issue and stated there are people that help monitor the subdivision and are placing tags for people who are in violation according to any HOA guidelines.

- **Deed restrictions/violations/fines**

- Multiple 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
- **Landscaping and Irrigation Report**
 - Landscapers continue to work within our budget and maintain the aesthetics of the neighborhood.
 - Trees in the subdivision have been trimmed and the flowerbeds were weeded and mulched. We are exploring adding more landscaping to the entrance areas and planters throughout the subdivision but want to remain costs conscious. If you have or see any concerns with the landscaping, please let us know.
- **Fence Repair Concerns**
 - There continues to be calls and concerns with calls about who owns the fence between neighbors. The standard protocol is the fence posts are set on the owners 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.
- **Treasurers Report**
 - 2015 Budget report recap
 - 2015 Collection rate
 - 2015 Update on bad debt
 - 2016 Proposed budget reviewed (motion approved, seconded, passed)
- **2015 Annual HOA Dues and Financials**
 - The Dues for 2016 are \$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
 - Reminder, the HOA is now 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.

Due Collections Actions Taken to Date

- 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.
- 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.

- **2016-17 Board of Directors Elections**

Open Floor for Board Nominations (motion approved, seconded, passed)

- President Billy Hart
- Vice President Terry Rand
- Secretary Chastity Lamb
- Treasurer Heather Humphrey

- **STAYING CONNECTED**

- **Website and Facebook**
Website for our subdivision located at www.westfieldvillage.org includes information about the subdivision, events, the posted deed restrictions by phase and links to the City Ordinances. Join us on Facebook... Search for Westfield Village Homeowners Association.
- **NextDoor App**
In partnership with the City of College Station Police Department we have created a virtual neighborhood network. This app allows neighbors to share information, recommendations, events, suspicious activities and connect with fellow neighbors. The App can be downloaded to any smartphone, ipad or can be opened through the internet.
<https://nextdoor.com/invite/ssgupqwkpdfwgqvmhcew> or enter this link in your browser nextdoor.com/collegestation and select your neighborhood.

➤ **Gmail and Google Group**

Want to get updates and information going on in our neighborhood? Be sure to sign up for our google group. Go to our website at www.westfieldvillage.org and sign up on the left hand side of the screen by simply entering your email address in the Google Group Box.

Closing

We want to thank each of you for being good neighbors and be respectful of our neighborhood.

****Meeting adjourned at 8:45pm, 2017 meeting date TBD****

Westfield Village Homeowners Assoc.(WVHOA)

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

January 25, 2017

Dear Westfield Village Homeowners:

Howdy from your Westfield Village HOA Board. We would like to share with you some information about things happening in and around our subdivision and matters that affect you.

2017 Annual Meeting

The 2017 WVHOA Annual Meeting will be held on **Tuesday, February 21, 2017 at 7:00 p.m.** at the College Station Fire Department Number 3 Conference Room located at 1900 Barron Road. Neighborhood Updates, Financial Report and Officer Elections will be on the agenda.

A proxy form is included in the mail-outs. If you are unable to attend please complete the proxy and either mail back with your HOA dues, give to an HOA Officer or email to westfieldvillagehoa@gmail.com prior to the Annual Meeting.

If you are interested in running for a position on the HOA board or getting involved in the HOA, please contact us at westfieldvillagehoa@gmail.com.

2017 Annual HOA Dues and Financials

The Dues for 2017 will remain the same this year at \$140.00. Your HOA dues pay for the landscaping, irrigation, utilities of the common areas in Westfield Village along with neighborhood repairs\improvements and administration fees. A financial report and budget are attached for your review and will be presented at the HOA meeting and posted on the HOA website after the annual meeting. 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.

On Going Neighborhood Challenges

As with all neighborhoods we have our share of challenges that affect you. We ask that you be mindful to your neighbors and the neighborhood. This year we have been addressing issues that include; Yards, Weeds, Down Fences, Trash, Parking, Mailboxes, Trailers, and Loud Parties. A total of 104 tags have been issued in 2017 for these violations.

For homeowners and renters whose homes backup to the creek bed, we are asking that you please do not throw your pet waste, trash or dispose of oil into the creek bed area. Any violators of these offenses will be fined.

When driving in the subdivision, please be observant, watch your speeds and slow down. We have a number of families with kids playing outside, people walking dogs, people walking and/or jogging the neighborhood.



Solicitors

City of College Station City Ordinance requires that all solicitors and advertising door hangers have a permit to do business in the City of College Station. If you have contact with a solicitor, ask to see their City of College Station permit. The seal on the permit should be in color and not a copy for a company. Each individual should be permitted. If they refuse to show you a permit or if they are overly aggressive, please contact the CS Police Department at 979.764.3600. It is helpful if you can provide a description of the solicitor (including clothing), direction of travel and a license plate if they are in a vehicle.

Criminal Activity

As a friendly reminder, always lock your vehicles, remove items from the inside of your vehicles or put them out of view, do not leave valuable items in the bed of your truck, park in lighted areas, turn on your driveway security lights and if possible activate your car alarm.

Installing outside motion sensor lights on your home and security cameras are another deterrence and security measure. Do not leave your garage doors open for long periods of time unattended as this is an open invitation for unwanted guests to potentially attempt to gain entry to your house or walk off with your personal stuff in the garage.

While we know this will not stop all the criminal activity it will help discourage some. If you observe anything out of the ordinary or suspicious please write down as much information about the vehicle (i.e. make, color, license plate) and description of individuals and contact the College Station Police Department at 979.764.3600 immediately.

Rental Property Registration

City of College Station city ordinance requires that all owners of rental properties be registered through the City. The registration process helps prevent problems and improves communications among the neighborhood and property owners in case of health, safety or code violations. A copy of the Rental Registration Brochure is available on the HOA website under the Links tab.

Architecture Report

A friendly reminder that any outside improvements/additions need to be approved by the HOA to make sure they are in compliance with deed restrictions. Items that need approval include installation of pergolas, fence gates, painting outside of houses, storage sheds, and expansion of driveways.

Landscaping and Irrigation

Our landscapers have worked within our approved budget to maintain the aesthetics of the neighborhood. We increased the flowers planted in the planters and fertilized the entry ways and the common areas to help improve the appearances of the neighborhood. The trees in the subdivision have been trimmed, the flowerbeds weeded and mulched and the sides of the creek bed have been trimmed twice this year. In addition to the monthly landscaping of the common areas, this year we have maintained a regular monthly schedule on the mowing and cleaning of the retention pond area. If you have or see any concerns with the landscaping, please let us know.

We have had all of the known issues with broken sprinkler lines and broken sprinkler heads repaired. Rain Sensors have been installed at all control panels to help in water conservation. Our system is fully operational and we will continue to monitor and conserve usage to maintain the common areas. If you see water leaking from a sprinkler head or just a large amount of water where it should not, be please contact one of the board members as soon as possible

Fence Repair Concerns

We have had several calls about who owns the fence between neighbors. 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.

2016 IN REVIEW

Pictures Are Available at www.westfieldvillage.org

2016 - National Night Out

In October, the HOA held its (7th) sixth annual National Night-Out Party with much success and a great turnout. This year we held the National Night-Out Party at the Westfield Village Archway Common Area. Neighbors were able to get out on a beautiful evening and visit with Neighbors, Members of City Council, Police Officers, and Fire Department Personnel.

2016 – Big Event

In March we got the assistance of students from Texas A&M University to help clean the creek and retention pond of our subdivision. We had a great time and removed over 23 bags of trash. We look forward to working with them again this year for another fun adventure. If you would be interested in having Big Event come to your house for a project visit www.bigevent.tamu.edu

Second Annual Westfield Village Winter Wonderland



This year was the second year for our Westfield Village Winter Wonderland. Thank you to everyone who participated and lit up the neighborhood with beautiful lights and decorations. It was awesome and we look forward to this year. We awarded three homes for categories of Nostalgic, Clark Griswold and Anything Goes.

2017 Neighborhood Events Planned

March 25, 2017 – Big Event Neighborhood Work Day
October 3, 2017 – National Night-Out Party
December 2017 – Winter Wonderland

*These events will be held at the Archway Area located at the intersection of Windmeadows and Springmist. These events are held to encourage neighbors to get out and meet each other. If you are interested in helping in any of these events please let us know.

Closing

If you have any questions or suggestions for the betterment of our subdivision, send us an email at westfieldvillagehoa@gmail.com. We want to thank each of you for being good neighbors.

Thanks,
Westfield Village HOA Board
Billy Hart – President
Terry Rand – Vice President
Heather Humphrey – Treasurer
Chastity Lamb – Secretary

Westfield Village HOA - Violation Log (2016) Summary

Type of Violation	Number of Citations	Number of Fines
Grass and Weeds	77	5
Trailers	6	0
Boats/Jet Skis	3	0
BBQ Pits Front Yard	5	0
Fence Problems	11	2
Furniture Left Out	2	0
Total	104	7

Additional Ongoing Problems

Animal Feces and Animals Unleashed
Building Materials on Side of House
Trash and Recycle Cans Not Being Pulled Up
Parking
Speeding Through Neighborhood
Exercise Equipment Left Out
Destroyed Mail Boxes

Westfield Village Subdivision Phases 1,2,3,4,5,6



Barron Road

Barron Road

**Westfield Village HOA
Financial Report and Budget**

						2016		2017	
Annual Assessment Level:						\$140		\$140	
						Budgeted	Actual	Budgeted	Actual
INCOME									
Association Assessments									
Carry Over Balance						\$ 11,154.89	\$ 11,154.89	\$ 1,525.91	
Assessments (310 Lots X Annual Fee)						\$ 43,400.00	\$ 34,300.00	\$ 43,400.00	
Less Bad Debt: (62 Lots X Annual Fee)*Budget Item						\$ (8,680.00)		\$ (8,680.00)	
Total Asset Income						\$ 45,874.89	\$ 45,454.89	\$ 36,245.91	
Other Association Income									
Late Fees (\$25.00 per Lot)						\$ 400.00	\$ 750.00	\$ 400.00	
Fines						\$ 350.00	\$ 150.00	\$ 350.00	
Transfer Fees						\$ 650.00	\$ 875.00	\$ 650.00	
Prior Bad Debt Collection						\$ 13,275.25	\$ 5,143.00	\$ 18,528.53	
Interest Paid at an annual yield .20%							\$ 45.57		
Total Association Income						\$ 60,550.14	\$ 52,418.46	\$ 56,174.44	
EXPENSES									
Landscaping Contract						\$ 35,000.00	\$ 36,375.00	\$ 35,000.00	
Administrative/Legal Fees						\$ 1,500.00	\$ 706.36	\$ 1,500.00	
College Station Utilities						\$ 8,000.00	\$ 8,380.99	\$ 8,000.00	
PO Box Rental						\$ 180.00	\$ 180.00	\$ 180.00	
Website - 5 years ending 2019						\$ -		\$ -	
Irrigation Repairs and Maintenance						\$ 3,000.00	\$ 2,806.45	\$ 3,000.00	
Light Repairs and Maintenance						\$ 750.00	\$ 837.65	\$ 750.00	
Social (National Night Out & Winter Wonderland)						\$ 1,500.00	\$ 1,606.10	\$ 1,500.00	
Subdivision Redevelopment Expenses*** (New 2013)						\$ 1,000.00		\$ 1,000.00	
Savings Account (Opened 1/9/2014)									
Total Expenses						\$ 50,930.00	\$ 50,892.55	\$ 50,930.00	
Net Operation Income=						\$ 9,620.14	\$ 1,525.91	\$ 5,244.44	
Reserve Savings Account (Opened 1/9/2014)						\$ 5,019.18	\$ 5,029.04	\$ 5,019.18	

**Candidates for Westfield Village HOA
2017-2018 Board of Directors**

President	Billy Hart	3908 Tranquil Path
Vice President	Terry Rand	3911 Springmist
Treasurer	Heather Humphrey	1028 Crested Point
Secretary	Chastity Lamb	1013 Fallbrook Loop