

**WESTFIELD VILLAGE HOA ANNUAL MEETING**  
**February 17, 2015 – 7:00 p.m.**  
**City of College Station Fire Department – Barron Road**  
***2015 Annual Meeting Minutes***

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*February 17, 2015*

*Attendees:*

*Billy Hart, President WVHOA*  
*Chad Aultman, Vice President WVHOA*  
*Heather Humphrey, Treasurer WVHOA*  
*Chastity Lamb, Secretary WVHOA*  
*Homeowners from Westfield Village Present*

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**Westfield Village HOA Website [www.westfieldvillage.org](http://www.westfieldvillage.org) is available and includes updated information. Additional questions, suggestions or inquiries may also be sent to [westfieldvillagehoa@gmail.com](mailto:westfieldvillagehoa@gmail.com)**

- **Roll Call/Notice of Meeting**
  - Meeting called to order at 7:12 pm and HOA officers introduced
  - Quorum called.
  - 2014 WVHOA Annual meeting notes were reviewed. The 2014 Annual Meeting Minutes were posted after the meeting on our website and are also attached to your packet
    - Correction noted to change sentence in first paragraph to remove duplicate wording
  - Notice of meeting was sent to homeowners with their yearly statement and the HOA newsletter. Along with a Posting of the Website and Signs Posted in Neighborhood. Please be sure to sign in with Heather if you have not already signed in
    - Suggestion made to update sign with meeting notification from 2<sup>nd</sup> Tuesday in February to the 3<sup>rd</sup> Thursday in February.
  - 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

- **Visitors**
  - Officer Herring with College Station Police Department.
    - He is currently assigned to our area
    - Homeowners reminded not to leave doors open, remove keys from vehicle, call on any suspicious activity
    - Encouraged to use 'Next Door App'
    - Direct and patrol available if out of town, call CSPD to make arrangements for them to drive by your home while you are out of town
    - For questions or concerns, feel free to contact Officer Herring directly at [cherring@cstx.gov](mailto:cherring@cstx.gov)
  - CSPD has made changes to the beat configuration to be more efficient and to better serve the citizens of College Station. The City is still divided into three sectors and eight beats. 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.
  - For non-emergencies such as noise or animal control contact 764-3600 instead of code enforcement which handles property maintenance, parking, etc. Also email HOA to help keep track of complaints or ongoing issues
  - Solicitor Issues (City Permit Required, Issued to Individuals)
  - Loud Parties (Zero Tolerance)
- **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**

2014 - 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. We want to thank Fire House Subs for helping out with all the food.

## 2014– 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, ate some good pizza and enjoyed a little football. 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.
- We are looking to build on the picnic this year to encourage neighbors to come out and meet other neighbors. The HOA's goal is to hold two events a year to bring out the neighbors to get to know each other and have a relaxing time just hanging out, sharing information, concerns and ideas for our neighborhood.
- **Neighborhood Statistics**
  - According to the City of College Station we currently have 38 houses registered under the rental registration requirements.
  - Renters must sign up through City of College Station for Rental Registration. This program provides contact info for renters in the event of any issues. As a landlord, it may be helpful to provide renters with the HOA contact number. Information can be found on the WVHOA website.
- **Deed restrictions/violations/fines**
  - 139 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 72 hours 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**
  - Our landscapers have been able to work within our budget and maintain the aesthetics of the neighborhood. We added additional fertilization this past year to the entry ways and the common areas to help improve the appearances of the neighborhood.
  - Additionally all of the 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.
  - 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
  
- **Architecture Report**
  - Items that have been requested to be approved this year include installation of pergolas, fence gates, painting outside of houses, and expansion of driveways. Reminder that any outside improvements/additions need to be approved by the HOA to make sure in compliance with deed restrictions and not in violation.
  
- **On Going Neighborhood Challenges**
  - Yards and Weeds
  - Fences
  - Dog Crap Building Up
  - Trash in Neighborhood
  - Parking Issues
  - Mailbox Issues
  - Loud Parties
  - 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

- 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.
- **Mosquito Abatement Program**
  - The Mosquito Abatement Program is designed to help neighborhoods prevent mosquito breeding through the use of mosquito dunks. Mosquito dunks are small, donut-shaped objects that slowly release live bacteria that is deadly to mosquito larvae but harmless to other living things. Dunks can be placed directly where mosquitos breed such as birdbaths, rain barrels, ponds, sewers, gutters, creeks or any other are with standing or slow-moving water.
- **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 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**
  - 2014 Budget report recap
  - 2014 Collection rate
  - 2014 Update on bad debt
  - 2015 Proposed budget reviewed (motion approved, seconded, passed)

- **2014 Annual HOA Dues and Financials**
  - The Dues for 2014 will remain at \$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
  - We have established a savings account for the purposes of building a fund for unexpected expenses and/or projects to be completed in the neighborhood
  - 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](mailto: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 15<sup>th</sup>.
- **Collection of HOA dues and Repercussions for Homeowners Who Don't Pay**
    - We maintain an accounting for each home in Westfield Village.
    - 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, I would suggest that we wait until the amount gets to a level that makes it cost effective to be in the legal system. Recovering attorney's fees in a legal court action may not happen as it is always within the court's discretion to grant or deny attorneys' fees.

- **Future Goals and Projects**

- Replace lights with LED lights at Entry Ways
- Exploring options for archway area
- Exploring options for solar lighting along pathway
- Exploring options for improvements to entry way areas and planters

- **2015 Neighborhood Events Planned**

- March 28, 2015 – Big Event - Neighborhood Work Day
- October 6, 2015 – National Night Out Party\*

*\*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 organize these events please let us know.*

- **2015-16 Board of Directors Elections**

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

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|------------------|------------------|
| ➤ President      | Billy Hart       |
| ➤ Vice President | Chad Altman      |
| ➤ Secretary      | Chastity Lamb    |
| ➤ Treasurer      | Heather Humphrey |

- **WANT TO BE CONNECTED?**

- **Website and Facebook**

If you did not know, we have a NEW website for our subdivision located at [www.westfieldvillage.org](http://www.westfieldvillage.org) that currently has 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**

New this year! 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/ssgupqwkpfdwgvznhcew> or enter this link in your browser [nextdoor.com/collegestation](http://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](http://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**

On a last note, the WVHOA needs your help to improve our wonderful neighborhood. Please consider volunteering to help us get all that is needed to improve our neighborhood and enhance its integrity. Even if only for an hour or two here and there, we would appreciate your help. If you have not already paid your HOA dues please make sure they are paid so that we can maintain the needs of our subdivision.

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

***\*Meeting adjourned at 8:20pm, 2016 meeting date TBD\****