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 Hocher, 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 Hocher, 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 is 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. Black 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