



MONTHLY BOARD MEETING MINUTES
July 2, 2019

Board Member Attendance: (✓) as appropriate

Present	Absent	Board Member
✓		Alderson, James
✓		Freeland, Gary
✓		Harper-Swakhofer, Ronnie
✓		Hocher, Mark
✓		Tricia Buford Markuson
✓		Romano, Sherrel
	✓	Nidever, Craig
✓		Ruffing, Jim

Quorum Present: Yes

PROCEEDINGS: Call to Order: 7:01 PM

ORDER OF BUSINESS

INTRODUCTIONS (Property Owner Attendees) Henry Steinhagen, Cole Cantrell, Ken Romano

SECRETARY

June 4, 2019 Board Meeting Minutes adopted by unanimous consent

TREASURER

Financial Reports- Close of Business June 2019 = <¹\$10,952.27>

Transfer from savings to checking

Bank Account Summary:

Balance - Operating Account \$12,035.48

Balance - Money Market Account \$14,714.77

Total in Bank Accounts \$26,750.25

2019 Mid-Year Income Stats of Interest:

Line Item	Y-T-D \$	Prop Owner Participation	Percent of Total Property Owners
Voluntary Special Assessment \$105.00	\$8574.00	81	15.2
Annual Dues \$24.00	\$7813.92	364	68.3
Pool Key Sales	\$6451.00	70	13
Total Y-T-D Key Income	\$22,838.92		

2019 Income v Expense Forecast (End of June) = \$9,067.00

¹ D&O Liability Insurance – Annual Premium \$12,480.00

Concerns surrounding Pool Maintenance Costs were tabled (comparing 2018/2019) and Mark will contact Jeremiah (Ruby Fin Pool Service) to present explanations at the August Board Meeting.

Funding is not available to pursue Capital Improvement Projects this year.

COMMITTEE REPORTS

Maintenance

Village West Entrance Sign – Letters received a paint touch up
Fort at Clubhouse repaired

Architectural

Two (2) Permit applications received approval
559 Susie 8x10 Storage building
1011 Amanda 1500 ft² new build residence

Webmaster

Nothing new to report

Social

2 Clubhouse rentals this month
Domino Night schedule for July 10th – NextDoor announcement forthcoming
Initial Ladies Bunko Night deemed a success (13 attendees). Now scheduled for the 3rd Wednesday of each month.

UNFINISHED BUSINESS

Property Owner Survey still “under construction”

NEW BUSINESS

Report of a Brush Pile near Tennis Court (off Irene) that needs to be burned. Gary will investigate and determine if this can be accomplished safely. Is there Property Owner water nearby that can be used to control the fire. Mark will try to reach out to a nearby property owner and report back as well.

OPEN FORUM

Next Board Meeting scheduled for August 6th, 2019

ADJOURNMENT – 7:45 PM



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✓		Alderson, James
✓		Freeland, Gary
✓		Buford-Markuson, Tricia
	✓	Harper-Swakhofer, Ronnie
✓		Hocher, Mark
	✓	Nidever, Craig
✓		Ruffing, Jim

BOD Quorum Present: Yes

PROCEEDINGS: Call to Order: 7:01 PM

ORDER OF BUSINESS

INTRODUCTIONS (Property Owner Attendees), Ken & Sherrel Romano, Beverly Simms, Keith Markuson, Tracy Hastings, David & Theresa Ricker (picking up pool access key)

SECRETARY

May 7, 2019 Meeting Minutes adopted by unanimous consent.

TREASURER

Financial Reports- Close of Business May 2019 Income v Expense +\$1,918.45

Bank Account Summary: \$22,987.75

Balance - Operating Account: \$22,987.75

Balance - Money Market Account: \$14,714.41

Total in Bank Accounts: \$37,702.16

To Date Property Owner (533) Financial Participations:

2019 Pool Access Key Purchases = 56

2019 Voluntary Special Assessment Property Owner Participation = 15%

2019 Annual Assessment/Dues Participation = 67%

COMMITTEE REPORTS

Maintenance

- White Paint (Clubhouse Trim Peeling) and Stain for Stairway has been purchased and now waiting for a weather “dry out” period to apply – continued from May.
- Pool Rescue Pole replaced due to deterioration/splintering

Architectural

No permit approvals during May.

Webmaster

Nothing new to report

Social

- Bingo Night @ Clubhouse 6:30-8PM, June 6th confirmed
- June 22 Clubhouse Rental reservation in place
- New Property Owner Welcome Packets received from Wilma Stice
- Ken & Sherrel will open the pool Sunday, June 16th

UNFINISHED BUSINESS

Pool Monthly Maintenance Cost: Craig to invite Jeremiah (Ruby Finn Pool Service) to speak at the July 2nd Board Meeting

NEW BUSINESS

-Motion carried, to accept Sherrel Romano as a 2019 Member At Large. Sherrel will be in training for the balance of 2019 to be considered for the 2020 Treasurer position.

OPEN FORUM

- Concerns expressed by two Property Owners around Pool Members openly unlocking the gate allowing nonmembers (teenage boys) to access the Pool area. The teenagers were viewed as loud, unruly and used foul language. Board counseled Members to call the CCSD and let the officer escort them out. Property Owners are not fond of this approach – in fear of retaliation. Unfortunately, a guaranteed solution may have POA cost ramifications.

- Post Meeting Comment: In example - 2019 Off Duty Officer Rate: ¹\$40.00/Hr. w/4 Hour Minimum

4 PM to 8 PM Onsite Pool Security					
Case Scenario	Service Days	4Hr Minimum	\$ Per Week	Balance of Open Weeks	Budget Impact Total
Sat/Sun	2	\$ 160.00	\$ 320.00	17	\$ 5,440.00

I have submitted a Sherriff's Office Extra Patrol Request 05June2019 in an attempt to stem this behavior - at no additional cost to the POA.

Next Board Meeting scheduled for July 2, 2019

¹ \$50.00/Hr. (Holidays)

ADJOURNMENT – 7:23 PM



MONTHLY BOARD MEETING MINUTES
May 7, 2019

Board Member Attendance: (✓) as appropriate

Present	Absent	Board Member
✓		Alderson, James
✓		Freeland, Gary
✓		Buford-Markuson, Tricia
✓		Harper-Swakhofer, Ronnie
✓		Hocher, Mark
	✓	Nidever, Craig
✓		Ruffing, Jim

BOD Quorum Present: Yes

PROCEEDINGS: Call to Order: 7:01 PM

ORDER OF BUSINESS

INTRODUCTIONS (Property Owner Attendees), Henry Steinhagen, Beverly & Art Simms, Keith Markuson,

SECRETARY

April 7, 2019 Meeting Minutes adopted by unanimous consent.

TREASURER

Financial Reports- Close of Business April 2019 Income v Expense +\$1,302.40

Bank Account Summary: \$21,219.30

Transfer to Money Market: \$150.00

Balance - Operating Account: \$21,069.30

Balance - Money Market Account: \$14,564.03

Total in Bank Accounts: \$35,633.33

To Date Property Owner (533) Financial Participations:

2019 Pool Access Key Purchases = 41 or 4% Participation

2019 Voluntary Special Assessment Property Owner Participation = 14%

2019 Annual Assessment Participation = 54%

Concern:

Having spent three years in the penalty box for 2016 litigation, our D&O Insurance available for Competitive Bidding this year. Concern: The POA remains entangled in the 2017 Haire v Coleman

litigation where January's MSA terms seem to have derailed. This condition will likely surface during Underwriters due diligence responding to our bid request.

COMMITTEE REPORTS

Maintenance

White Paint (Clubhouse Trim Peeling) and Stain for Stairway has been purchased and now waiting for a weather "dry out" period to apply.

Texas Administrative Code Pool Safety Audit Compliance:

1. Dawn to Dusk Lights and wiring has been purchased and will be installed near term.
Clarification: This does not extend Pool Hours. Evening "illumination" is a Safety Measure.
2. Additional Signage Requirements (have been installed)

Thanks for these efforts, Craig.

Architectural

No permit approval requests received during April.

Webmaster

Jim reminded everyone to stay tuned to NextDoor as he is trying to keep the neighborhood posted on upcoming events/activities.

Social

- Tricia thanked the Volunteers who supported the ice cream social last weekend, complementing our Pool Opening.
- Additionally, planning underway for the next Bingo Night – Stay tuned to NextDoor.

UNFINISHED BUSINESS

-

NEW BUSINESS

-

OPEN FORUM

Next Board Meeting scheduled for June 4th, 2019

ADJOURNMENT – 7:23 PM

Closed Meeting called to order 7:40 PM

Summary

The Board continues to show concern for weak financial participation by Property Owners. Property Owner sentiments towards our POA and maintenance of our common facilities seem "mixed".....but impossible to understand a "majority" position. A survey is now under development for Property Owners future response. Conducting this survey electronically was discussed – in hopes the "ease of response capability" will produce a robust participation. Property Owners are "encouraged" to participate in this survey as the results will play a role in "directing our community's future".



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April 2, 2019

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✓		Alderson, James
✓		Freeland, Gary
✓		Buford-Markuson, Tricia
	✓	Harper-Swakhofer, Ronnie
✓		Hocher, Mark
✓		Nidever, Craig
✓		Ruffing, Jim

BOD Quorum Present: Yes

PROCEEDINGS: Call to Order: 6:58 PM

ORDER OF BUSINESS

INTRODUCTIONS (Property Owner Attendees) Jeff & Tracy Hastings, Henry Steinhagen, Cole Cantrell, Beverly & Art Simms, Sylvia Buchta, Thomas Steyer, Tony Chirico, The Romanos

SECRETARY

March 5, 2019 Meeting Minutes adopted by unanimous consent.

TREASURER

Financial Reports- Close of Business March 2019 Income v Expense +\$5078.85

Bank Account Summary: \$20,066.90
Transfer to Money Market: \$150.00
Balance - Operating Account: \$19,916.90
Balance - Money Market Account: \$14,413.68
Total in Bank Accounts: \$34,330.58

2019 Pool Access Key Purchases = 12 (as of this meeting)

COMMITTEE REPORTS

Maintenance

Clubhouse Stairway:

- Craig is now examining adherence properties for a new slip resistant texture coating capable of being sprayed on steps as well as landings Craig will be sending out a request for volunteer painters near term.

- Craig installed a matching handrail on the left side of the stairway, thus increasing safety.....and now considering handrail installation for 1st stairway tier. Thank you, Craig

- Steel perimeter (pool) fence could use a coat of black paint (Rustoleum). It was suggested the fence should be “ruffed/cleaned/primed” before adding the topcoat.

Water leak (below grade) by pool pump house has been repaired and Ronnie has negotiated a CLWS refund ≈\$300. to offset our excessive water bill – caused by the leak.

Architectural

No permit approval requests received during March

Webmaster

Jim reminded the audience Meeting Minutes, Governing Documents, and Financials are posted on our website <http://www.village-west.org> for viewing / printing. Additionally, Annual Dues, Special Assessments, and Pool Access Key Fees and Pool Terms of Use are available to property owners as well.

Social

- Tricia advised our first Bingo Night is now confirmed for April 18th 6:30-8:30 at the Clubhouse. Jim to assist with a NextDoor announcement this coming week.

- Clubhouse Rental for Graduation Party scheduled for June 2nd

UNFINISHED BUSINESS

Pool signage and 911 phone (called out in a recent audit) : Craig will further discuss these requirements with Ruby Fin Pool Service – to be clear on exactly what is required.

NEW BUSINESS

OPEN FORUM

Neighborhood crime was discussed – and agreed “awareness” and vigilance around keeping your personal property secure is the best path forward. See Something – Say Something: Property owners should not be bashful about alerting CCSD – they cannot manage what they do not understand.

Reminders: Clubhouse Property Spring Cleanup: Saturday, April 20th, 0900-1200
Pool Opens Saturday May 4th 10:00 w/ Ice Cream Social @ 2:00

Next Board Meeting scheduled for May 7th, 2019

ADJOURNMENT – 7:59 PM



MONTHLY BOARD MEETING MINUTES
March 5, 2019

Board Member Attendance: (✓) as appropriate

Present	Absent	Board Member
✓		Alderson, James
✓		Freeland, Gary
✓		Harper-Swakhofer, Ronnie
✓		Hocher, Mark
✓		Nidever, Craig
✓		Ruffing, Jim

BOD Quorum Present: Yes

PROCEEDINGS: Call to Order: 6:58 PM

ORDER OF BUSINESS

INTRODUCTIONS (Property Owner Attendees) Henry Steinhagen, Beverly and Art Simms, Tricia Buford Markuson, Mary Williams

SECRETARY

February 5, 2019 Meeting Minutes adopted by unanimous consent.

TREASURER

Financial Reports- Close of Business February 2019 Income v Expense +\$13,196.07

Bank Account Summary: \$15,138.05
Transfer to Money Market: \$150.00
Balance - Operating Account: \$14,988.05
Balance - Money Market Account: \$14,263.31
Total in Bank Accounts: \$29,251.36

COMMITTEE REPORTS

Maintenance

- Behr Cedar color tint oil-based stain received approval for handrails and vertical members of the front stairway as well as a Thompson's Clear Coat preservative with slip resistant texture for the steps and platform entering the Clubhouse.
- Additionally, Craig will purchase and install a matching handrail on the left side of the stairway, thus increasing safety.

Architectural

Approvals during February:

Cantwell Guest House (202 Mary Ann): plans received final approval.

888 Barbara: Home addition

285 Cindy: Small Garage

1380 Colleen: Swimming Pool

1626 Amanda: 12x 50 RV Carport

Webmaster

Now published on our website:

- Pool Terms of Use (to be completed and submitted with 2019 Pool access key payment)
- Pool Access Key distribution parameters
- Updated Fee POA Schedule

Social

Tricia Buford Markuson has volunteered to serve as Social Committee Chair in a Member at Large capacity. Beverly Simms offered to support Tricia as well as Henry Steinhagen in a mentoring capacity where requested. Tricia will continue to assemble her support team. Thank you, and welcome aboard, Tricia.

UNFINISHED BUSINESS

- Tricia will formulate a "pilot" BINGO event (held at the Clubhouse) to test the community's interest. Target date: April 16th - Stay tuned for her communications.
- 100 new Pool Keys are now available for mail and Board Mtg distribution and Pool gate lock Cylinder replacement has been completed. Vendor: Key Depot \$451.40

NEW BUSINESS

- Jeremiah Smith w/ Ruby Fin Pool Service conducted a State/County Safety Code audit which revealed a need for corrective actions 1) night illumination of pool 2) 911 phone installation required.
- Jeremiah will secure (on our behalf) new Pool Brush, Skimmer, 1 Basket and 4 Skimmer Doors which are in need of replacement for the 2019 season.
- Additionally, he observed what he believes to be a water supply line underground leak as there is clear water standing in the pump house. – Craig to investigate
- Confusion looms with Property Owners (and Board) relative to our Voluntary POA status, POA membership, and Voluntary Special Assessments. As this is a new condition the Board must contend with, we will seek advice from Counsel with the goal of simplifying these conditions for ease of understanding. Stay tuned for a POA Special Meeting invitation.

OPEN FORUM

No further business.

Next Board Meeting scheduled for April 2, 2019

ADJOURNMENT – 8:50 PM



MONTHLY BOARD MEETING MINUTES
February 5, 2019

Board Member Attendance: (✓) as appropriate

Present	Absent	Board Member
	✓	Alderson, James
	✓	Freeland, Gary
✓		Harper-Swakhofer, Ronnie
✓		Hocher, Mark
✓		Nidever, Craig
✓		Ruffing, Jim

BOD Quorum Present: Yes

PROCEEDINGS: Call to Order: 7:00 PM

ORDER OF BUSINESS

INTRODUCTIONS (Property Owner Attendees) Benny & Sue Siebert, Henry Steinhagen, Tom & Terry Campagna, Patricia & Keith Markuson

SECRETARY

January 8, 2019 Meeting Minutes adopted by unanimous consent.

TREASURER

Financial Reports- Close of Business January 2019 <\$1,476.43>

Bank Account Summary: \$2,091.98

Transfer to Money Market: \$150.00

Balance - Operating Account: \$1941.98

Balance - Money Market Account: \$16,112.57

Total in Bank Accounts: \$18,054.55

COMMITTEE REPORTS

Maintenance

Craig will secure color chart and make a recommendation March 5th for staining the front stairway. Mutually agreed to complete this task before Spring Cleanup (20April). Clubhouse graffiti problem has slowed – a thank you to Craig for promptly painting over the graffiti.

Architectural

Cantwell Guest House (202 Mary Ann) plans received preliminary approval 15Jan2019. Plans and Fee are in hand.

Webmaster

Jim has been busy cleaning up and updating the website with archived and current POA documentation.

Jim will delete the \$5.00 PayPal fee for the \$105.00 Voluntary Special Assessment
Social

In search of a “fresh face” to serve as Social Committee Chair.

UNFINISHED BUSINESS

For the record Info: -

2019 Statements Mailed 01Feb2019

2019 PayPal Payment Options:

2019 Dues/Assessment \$24.00

2019 Pool Access Fee - \$100.00 per family w/guest privileges

¹VOLUNTARY 2019 Assessment - \$105.00

NEW BUSINESS

-Dumpster request (for use by absentee Property Owners “for a fee”) was discussed and subsequently voted down due to common abuse by others. Dumpster sites tend to become a magnet for dumping old furniture, appliances, as well as bags of personal garbage. This condition makes for an eyesore on Clubhouse property and a headache to police.

-Dumpster requirements for new residential construction or remodeling (cost born by Construction Contractor) suggested by a Property Owner was discussed. Here again, an invitation for abuse by others. Alternatively, it was agreed Permit edits should suffice – stipulating a construction site must be kept secure, tidy and safe at all times and light trash must be adequately stowed so as not to be spread by wind. This provides a flow down contractual requirement between the Property Owner and his Contractor.

Allen Webb received Board permission (with gratitude) volunteering to cut the tree branches growing into the south east corner of the community basketball court.

2019 Early Distribution of Pool Keys

(Info) Key fob Access System (Pool): shelved for 2019 due to “early year” financial constraints.

CLWPOA 2019 POOL ACCESS KEY DISTRIBUTION

Condition Precedent: Annual Assessments/Dues must be current through 2019

How and when will keys be distributed?

Early Distribution will commence **March 5th** following the Board Meeting
Distribution Methods

Upon proof of payment (check or PayPal receipt) and executed Pool Terms of Use (Available on Website <http://www.village-west.org>), keys will be distributed by the following methods “only”:

1. USPS to Property Owner Mailing Address on record
2. Monthly Board Meetings
3. Pool Opening Day – May 4th 10:00AM – 2:00PM at the Clubhouse

Mail your \$100.00 payment (or PayPal receipt) and preferred method of distribution to:

Mrs. Ronnie Harper-Schwakhofer
C/o CLWPOA
PO Box 1616
Canyon Lake, TX 78133

¹ Offsets 2019 Operating and Projects Budget Shortfalls

2019 Near Term Activity Schedules

Spring Clean Up: 20April

Pool Opening: 04May

Ice Cream Social: 04May 1– 3 PM

Use of Clubhouse (at no charge) for CLVW Property Owners who would like to organize a neighborhood Bingo Night and/or Board/Card games. Patricia Markuson to investigate the possibilities and make recommendation in our March 5th Board Meeting

OPEN FORUM

Litigation update query. Mediation Settlement Agreement reached 14Jan2019.

Next Board Meeting scheduled for March 5, 2019

ADJOURNMENT – 8:20 PM



MONTHLY BOARD MEETING MINUTES
January 8, 2019

Board Members Present: Mark Hocher, Craig Nidever, Jen Thirsk, Jim Ruffing, Gary Freeland, James Alderson, Ronnie Harper-Schwakhofer

Board Absentees: None

Quorum Present: Yes

PROCEEDINGS: Call to Order: 7:08 PM

ORDER OF BUSINESS

INTRODUCTIONS (Property Owner Attendees) Larry Vazquez, Sylvia Buchta, Henry Steinhagen, Ian White

SECRETARY

January 8, 2019 Meeting Minutes

TREASURER

Financial Reports- Close of Business December 2018 (Net Loss <\$2,588.15>)

Transfer from savings to checking	\$3,300.00
Bank Account Summary:	\$3,781.41
Transfer to Money Market	\$150.00
Balance - Operating Account	\$3,568.41
Balance - Money Market Account	\$15,962.57
Total in Bank Accounts	\$19,530.98

COMMITTEE REPORTS

Maintenance

- Pool remains in a very healthy condition relative to auto-chlorinator and variable speed pumps installed in December
 - Hole in Clubhouse property fence is under repair and will be completed early January
 - Graffiti on Clubhouse property a new concern/maintenance issue. Craig has painted over the graffiti as he sees or learns of it. Gang-like symbolism noted. Now leaning towards a dark stain (as a graffiti deterrent) for the Clubhouse stairway.
- Board considering a financial reward for “definitive” pictures of the guilty individual(s) in action. Parents of the offending individual(s) will be given the option of paying the Reward or the POA will file charges with CCSD. Final decision to be made in February meeting. Results will be posted on NextDoor.

Architectural

Single New Build Permit Request: 1119 Lorrie Dr. Lot 796
Permit Approved

Webmaster

- Archived 2018 POA documents, including Meeting Minutes and Financials
- Will Set up Archive for Notes from President
- Looking into revamping website PayPal to make more user-friendly – otherwise delete the payment option

Social

- Nothing to report

UNFINISHED BUSINESS

- December 7th Annual Meeting Minutes (as Amended 10Jan2019)

NEW BUSINESS

- Jen Thirsk resigned from 2019 Board
- Cancel trash can service until May for cost savings and temporarily store the Clubhouse Trash Cans to deter Property Owners from dumping their trash at the Clubhouse.
- (Keyless) Fob Pool Access System for 2019 – 1st Priority in 2019 Projects Budget - \$5000. Includes, Fobs, Reader, Internet Access, Cameras – Free Wi-Fi for paid Pool Access Members
 - Endeavor to have in place before 2019 Pool Opening
 - Gary and Ronnie to meet and develop a work process and schedule for installation
- Eliminate the Paypal option from our 2019 Annual Statements – to be mailed by end of January.

2019 Board Member Election

A motion was made and seconded to accept as follows:

President: Mark Hoher

Vice President: Gary Freeland – Architectural Committee Chair

2nd Vice President: Jim Ruffing – Website, NextDoor, and Email Communications Committee Chair

Secretary: James Alderson

Treasurer: Ronnie Harper-Schwakhofer

Member At Large: Craig Nidever - Maintenance Committee Chair

Social Committee Chair: To Be Determined (Jim to initiate solicitation on NextDoor)

New 2019 Committees: -

2019 Litigation Committee: Gary Freeland, Jim Ruffing, Ronnie Harper- Schwakhofer, Mark Hoher

2019 Executive Committee: Gary Freeland, Jim Ruffing, Ronnie Harper- Schwakhofer, Mark Hoher, James Alderson

OPEN FORUM

Next Board Meeting scheduled for February 5, 2019

ADJOURNMENT – 8:32 PM