

Westfield Village Homeowners Association 2018 Annual Meeting

A G E N D A

February 20, 2018
7:00 p.m.

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

- Attendance/Roll Call
- Visitors
- 2017 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 2017
 - Projected Budget 2018
- Concerns\Discussion of Subdivision Issues
- 2018 Board of Directors Nominations & Elections
- Adjourn

WESTFIELD VILLAGE HOA ANNUAL MEETING
February 21, 2017 – 7:00 p.m.
College Station FD, Station 3
Meeting Minutes

February 21, 2017

Attendees:

Billy Hart, President WVHOA

Terri Rand, 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 7:04pm and HOA officers introduced
 - 2016 WVHOA Annual meeting notes were reviewed and noted a change to remove Chad Aultman and replace with Terri Rand as WVHOA Vice President. The 2016 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.

- **Visitors**
 - Julie Caler, City of College Station Code Enforcement Supervisor presented a powerpoint presentation discussing how to report code violations and identifying different types of code enforcement. Additional information provided on copy of handout given to all attendees.
 - Renee Lewis is the patrol officer assigned to Westfield Village
 - To report a violation related to loud parties, rental issues with four or more tenants, or parking issues go to www.seeclickfix.com/collegestation. Officer will be dispatched based on priority to assess the area and issue citations as permitted.
 - To avoid theft in vehicles, keep cars locked at all times and remove valuables
 - There has recently been an depth discussion about solicitors having a permit from the city. Contact non-emergency number and report solicitors that do not have the proper permit. (979) 764-3600

- **Building Community through 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.
 - **2nd 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.
- **Enforcement of Deed Restrictions/violations/fines**
 - **Neighborhood Issues**
Homeowners on Fallbrook Loop inquired about how to keep their street looking 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.
 - 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

- **Maintain and Protect Neighborhood Integrity/Landscaping & 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.

 - HOA is considering completing applications for grant programs that help to unify the neighborhood. Once the application is sent, the project has to be approved and the city will offer half of the total cost.

 - GRANT suggestions
 1. Benches for walkways
 2. Planters
 3. Solar lighting for walkways
 4. Solar panels for lights
 5. Trees near archway
 6. Add trashcans

- **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**
 - 2016 Budget report recap
 - 2016 Collection rate
 - 2016 Update on bad debt

- 2017 Proposed budget reviewed (motion approved, seconded, passed)
- **2016 Annual HOA Dues and Financials**
 - The Dues for 2017 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.
- **2016-2017 Board of Directors Elections**
Open Floor for Board Nominations (motion approved, seconded, passed)
 - President Billy Hart
 - Vice President Terri 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/ssgupqwkpfdwgqvmhcew> 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 8:50pm, 2018 meeting date TBD****

Westfield Village HOA Financial Report and Budget

						2017		2018	
Annual Assessment Level:						\$140		\$150	
						Budgeted	Actual	Budgeted	Actual
INCOME									
Association Assessments									
Carry Over Balance						\$ 1,525.91	\$ 1,525.91	\$ 5,279.85	
Assessments (310 Lots X Annual Fee)						\$ 43,400.00	\$ 36,540.00	\$ 46,500.00	
Less Bad Debt: (62 Lots X Annual Fee)*Budget Item						\$ (8,680.00)		\$ (9,300.00)	
Total Asset Income						\$ 36,245.91	\$ 38,065.91	\$ 42,479.85	
Other Association Income									
Transfer from Savings							\$ 2,000.00		
Late Fees (\$25.00 per Lot)						\$ 400.00	\$ 675.00	\$ 400.00	
Fines						\$ 350.00	\$ 200.00	\$ 200.00	
Transfer Fees						\$ 650.00	\$ 595.00	\$ 650.00	
Prior Bad Debt Collection						\$ 18,528.53	\$ 10,980.00	\$ 19,223.53	
Interest Paid at an annual yield .20%							\$ 31.87		
Total Association Income						\$ 56,174.44	\$ 52,547.78	\$ 62,953.38	
EXPENSES									
Landscaping Contract						\$ 35,000.00	\$ 35,347.50	\$ 37,000.00	
Administrative/Legal Fees						\$ 1,500.00	\$ 778.17	\$ 3,000.00	
College Station Utilities						\$ 8,000.00	\$ 7,424.07	\$ 9,000.00	
PO Box Rental						\$ 180.00	\$ 180.00	\$ 180.00	
Website - 5 years ending 2019						\$ -	\$ -	\$ -	
Irrigation Repairs and Maintenance						\$ 3,000.00	\$ 1,243.00	\$ 3,000.00	
Light Repairs and Maintenance						\$ 750.00	\$ 1,096.00	\$ 1,500.00	
Social (National Night Out & Winter Wonderland)						\$ 1,500.00	\$ 1,199.19	\$ 1,500.00	
Subdivision Redevelopment Expenses*** (New 2013)						\$ 1,000.00		\$ 2,500.00	
Savings Account (Opened 1/9/2014)									
Total Expenses						\$ 50,930.00	\$ 47,267.93	\$ 57,680.00	
Net Operation Income=						\$ 5,244.44	\$ 5,279.85	\$ 5,273.38	
Reserve Savings Account (Opened 1/9/2014)						\$ 5,019.18	\$ 3,036.14	\$ 3,036.14	

Notes to Proposed Budget:

Administrative Fees\Legal Fees - This year we will have Legal Fees for Collection of Past Due Fees, Recording Fees for Liens in the Brazos County Real Property Records

College Station Utility Fees Have Increased for the Past Six Months from Rate Increases for Utility Usage. Usage includes Entry Way Lights, Irrigation and Water Usage

Light Repairs - We need to replace the lights on both sides of the entry way at Barron Road due to age and destruction of one light

Subdivision Redevelopment Expenses - We have proposed this increase to cover rebuilding the planters on Newport

**Candidates for Westfield Village HOA
2018-2019 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

Westfield Village Homeowners Assoc.(WVHOA)

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

January 26, 2018

Dear Westfield Village Homeowners:

Howdy from your Westfield Village HOA Board. For those homeowners new to the subdivision this year we welcome you!

2018 Annual Meeting

The 2018 WVHOA Annual Meeting will be held on **Tuesday, February 20, 2018 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 this mail-out. 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.



Neighborhood Issues

A new year is upon us and our subdivision is another year older. Ongoing issues that we are working with is the aging/falling fences, entry way light fixture issues, dead trees, irrigation pipeline issues, falling brick planters...simply an aging subdivision. In addition to these challenges we have ongoing issues from homeowners and renters that live in our neighborhood; including parking challenges, trash, tall grass, weeds, trailers and boats in driveways and unapproved improvements. Another major issue we have seen this year is the increase of unwelcome dog waste in yards, common areas and on sidewalks. This year we have been addressing these issues and have issued a total of 124 warning tags. We ask that you be mindful to your neighbors and the neighborhood integrity and please be respectful of your neighborhood and clean up after your pets.

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 through the neighborhood.

2018 Annual HOA Dues and Financials

The Dues for 2018 have been increased this year for the first time in six years to \$150.00 from \$140.00. This increase is the result of increased charges from the City of College Station Utilities, Irrigation Pipe Line Breaks, and Broken Entry Way Lights.

What Do My HOA Dues Pay For? 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 accepts 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.

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.

Upcoming Events:

Big Event – March, 2018

National Night Out – October, 2018

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. Our irrigation systems are fully operational. We 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, 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.

If you have any questions or wish to discuss any concerns, please feel free to email your HOA Board at westfieldvillagehoa@gmail.com

Thanks - Westfield Village HOA Board

Billy Hart – President

Terry Rand – Vice President

Heather Humphrey – Treasurer

Chastity Lamb – Secretary

**COLLECTION OF HOA DUES
AND REPERCUSSIONS FOR HOMEOWNERS WHO DON'T PAY.**

- Westfield Village is a Deed Restricted Neighborhood in College Station, Texas. The Declaration of Covenants and Restrictions Establish the Reservations, Restrictions, Covenants and Easements of Westfield Village Subdivision. Each Homeowner and there Tenants are responsible for complying with these Declaration of Covenants.
- The Articles of Incorporation and Covenants set forth the Homeowners Association responsibilities for enforcement of all said restrictions, covenants and conditions, the maintenance, preservation and improvement of property in the Subdivision including but not limited to the keeping and maintaining said property, and every lot therein, in a clean and sanitary condition, including the removal of weeds and rubbish from vacant property and streets; maintaining communication among neighbors; engaging in common interest issues; and transacting other business as may be permitted by law.
- Each homeowner is a member of the Homeowner's Association and is responsible for payment of annual dues.
- The HOA maintains an accounting for each home in Westfield Village and will provide an annual statement for each homeowner prior to the Annual Meeting.
- Payment Plans are available for any homeowner by contacting the Treasurer.
- There are four options the HOA has to collect Past HOA Dues and Fees:
 - 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 annual meeting in February, 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.
- The Board reviews each account prior to making the decision to file suit for collection. 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, we will 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 attorney's fees.

Due Collections Protocol

- **Past Due Letters have been and will be mailed out to everyone who is past due more than 3 years.**
- **Payment Plans are available and have been discussed with individuals who have made contact.**
- **Liens will be recorded in the Brazos County Real Property Records on these homes after March 15th for any who owe 3 plus years.**

Westfield Village Homeowners Assoc.(WVHOA)

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~ 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