



**ANNUAL POA MEETING MINUTES**  
**December 7, 2018**

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

**Board Absentees:** None

**Quorum Present:** Yes

**PROCEEDINGS:** Call to Order: 7:00 PM – Craig Nidever conducted the meeting in light of Mark's recent health issues

**ORDER OF BUSINESS**

**INTRODUCTIONS (13 Property Owner Attendees)** Danny Crosby, Wilma Stice, Ryan Dunbar, Stacy Sparenberg, Patricia & Keith Markuson, Tom Livengood, Jeri & Trina Balcom, Henry Steinhagen, David Campbell, Robert Fleming, Virgil Gieck  
[2.44% Property Owner Participation]

**SECRETARY**

November 6, 2018 Meeting Minutes are approved by unanimous consent

**TREASURER**

**Financial Reports-** Close of Business November 2018

**Total Expenses:** \$72,032.49

**Income v Expense:** (\$26,137.91)

**Bank Account Summary:** \$3156.56

**Transfer to Money Market:** \$150.00

**Balance - Operating Account:** \$3,006.56

**Balance - Money Market Account:** \$19,112.13

**Total in Bank Accounts:** \$22,118.69

**2019 Budget Cashflow Projections**

**Operating Budget**

**Income:** \$36,696.00

**Expense:** \$61,277.00 (includes \$10,000. Contingency)

**Net Loss:** (\$24,581.)

**Voluntary Special Assessment:** \$47.00/Property Owner

**<sup>1</sup>Projects/Improvements Estimated Budget**

**Projected Total Expense:** \$30,475.

**Voluntary Special Assessment:** \$58.00/Property Owner

**Total 2019 Voluntary Special Assessment:** \$105.00/Property Owner

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<sup>1</sup> Projects were itemized in the Agenda and will be prioritized and executed based on 2019 funding received

## COMMITTEE REPORTS

### Maintenance

Refer to Your 2018 Board at Work (below)

### Architectural

Gary Freeland reported 19 Permits (new builds / remodel additions) issued during 2018 – up by 5 (≈30%) over 2017.

### Webmaster

Jim Ruffing addressed the overall content (Governing Documents, Meeting Minutes, Clubhouse Information and Special Announcements) of our CLVW website and is looking forward to enhancements moving into 2019. Email transmittal of our business and social news has been well received – Jim continues to update our Property Owner database and appreciates communication from Property Owners keeping him apprised of current email and mailing address information.

### Social

Social events including Ice Cream Social (Pool Opening) and Hot Dogs for National Night Out were well received by the community.

Clubhouse rentals by Property Owners are encouraged as this revenue stream helps to offset costs associated with annual maintenance and enhancements.

Board approved the recommendation to provide use of the Clubhouse at no charge for CLVW resident Memorial Services.

### Your 2018 Board at Work – Accomplishments Largely Self Performed with Participation from All Board/Committee Members – There's no "I" in Teamwork

The "new" Village West Sign was completed and installed	New Shutters and fresh Trim Paint – Clubhouse Front Windows
40 New "Light Weight" folding Chairs purchased for Clubhouse functions	Freestanding Kitchen Bar – exterior freshly painted
Welcome Packets – Informative Packets were prepared and delivered to new property owners	Clubhouse Carpet Seams Repaired
New Oleander Border Planted / Mulched	New Safety and Mobility friendly <i>front</i> Clubhouse Stairway Constructed
Clubhouse Yard work completed in advance of (and on behalf of) annual "Spring Clean Up" - was a Huge Success for 2018 Pool Opening <ul style="list-style-type: none"> <li>✓ Playground Equipment: Power washed, Refortified, Sanded and Painted</li> <li>✓ Grounds freshly mowed/lower tree limbs trimmed, shrubs manicured, and Cholla Cactus, undesirable thorny foliage removed from Clubhouse grounds and fence line</li> <li>✓ New Shower Curtains for Breezeway Bathrooms</li> <li>✓ LED Lighting installed in Breezeway Storage Rooms</li> <li>✓ New professional Pool Maintenance Contractor onboard – Pool has not looked this good in years!</li> </ul>	Remodeled Clubhouse Restrooms  Clubhouse: New 5 Ton HVAC Heat Pump  Pool: Filter and Media Replacement  2 New Benches purchased for Pool Area  Pavers installed between Pool Pavilions  (2) Variable Speed Pumps Installed for Pool  Auto Chlorinator installed for Pool Maintenance safety and chlorine cost efficiencies  New Pool Access Lock Installed w/New Keys for Distribution  Pool Terms of Use document executed by all 2018 Pool key purchasers
Clubhouse Kitchen & Storage Room - Deep Cleaning and Organized	(101) Pool Access Keys Sold

## Voting Results Summary – Mail in Ballots and Property Owner Attendees

2018 Voting Categories	Totals			Total Participation
	For	Against	Abstain	
*Elect to become a Member of the CLVWPOA?	36	19	0	55
Architectural Control Permit - \$100.	44	9	2	55
Increase Future Pool Access to \$100. /Annum	32	21	2	55
Support Budget / Voluntary Special Assessment for 2019	41	15	0	56
Email Notifications -POA Business & Social Notifications	45	10	0	55

Property Owner Participation	10.32%
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### UNFINISHED BUSINESS

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### NEW BUSINESS

2018 Monthly Board Meetings Property Owner Attendance Average: 5 [0.94% Participation]

The Board invites new Committee member participation for 2019. Please get involved.

2019 Annual Statements to be mailed by end of January.

### OPEN FORUM

\*Attendees requested clarification around this survey question. Fundamentally it speaks to the 2018 Legal Opinion concluding the CLVWPOA exists as a Voluntary POA (as opposed to Mandatory). There are many Property Owner thoughts around this Opinion. Article VIII of our Articles of Incorporation (July 1980) (which precedes the POA formation – Bylaws (June 2009)). brings this question to light:

“The Members of the Corporation shall be the owners of record title or purchasers under contract of sale of residential lots in Canyon Lake Village West Subdivision impressed with a maintenance fee lien to Tom J. Sheridan Properties, Inc, who have paid all accrued maintenance fees **and who elect to become members of the Corporation.....”**

The review of our Governing Documents revealed no “election” vehicle exists for Property Owners nor Purchasers, thus the survey question on the ballot.

Commentary: Your 2018-19 POA Board adopts a risk averse posture to litigation. There is no appetite for law suits which could have been avoided.... with “informed decisions” and/or objective conversations with our Property Owners. In the event a future court action determines CLVWPOA is a Mandatory POA, we will then have a legal basis for amending the current position. For now, the Board adopts a conservative approach to these matters – leaning towards unquestioned fair-mindedness to all CLVW Property Owners.

Post Meeting Note: As your President, I extend my sincere appreciation to all Board and Committee members for their commitment towards delivering a productive 2018. You can be proud of our collective efforts.

**ADJOURNMENT:**        8:31 PM



**MONTHLY BOARD MEETING MINUTES**  
**November 6, 2018**

**Board Members Present:** Mark Hocher, Jim Ruffing, Gary Freeland, James Alderson, Ronnie Harper-Schwakhofer, Sandra Bourgeois

**Board Absentees:** Craig Nidever, Jen Thirsk

**Quorum Present:** Yes

**PROCEEDINGS:** Call to Order: 7:00 PM

**ORDER OF BUSINESS**

**INTRODUCTIONS (Property Owner Attendees)** Wilma Stice, Tracy Geick

**SECRETARY**

October 9, 2018 Meeting Minutes - Approved

**TREASURER**

**Financial Reports-** Close of Business October Net Loss: \$7600.25

Transfer from savings to checking	\$11,000.00
Bank Account Summary:	\$4,684.57
Transfer to Money Market	\$150.00
Balance - Operating Account	\$4,534.57
Balance - Money Market Account	\$20,961.61
Total in Bank Accounts	\$25,496.18

**COMMITTEE REPORTS**

**Maintenance**

Clubhouse Bathroom Remodels have been completed.

**Architectural**

New Build Approvals issued: -

2225 Colleen – Two Story – Owner Urias

202 Mary Ann – Single Story – Owner Cantwell

**Webmaster**

POA telephone answering service being investigated

**Social**

There are no future clubhouse rentals scheduled at this time

**UNFINISHED BUSINESS**

New variable speed Pumps and Auto Chlorinator to be installed within the next two weeks

**NEW BUSINESS**

**OPEN FORUM**

**ADJOURNMENT 8:10PM**



**MONTHLY BOARD MEETING MINUTES**  
**October 9, 2018**

**Board Members Present:** Mark Hocher, Craig Nidever, Jen Thirsk, Jim Ruffing, Gary Freeland, James Alderson

**Board Absentees:** Ronnie Harper-Schwakhofer, Sandra Bourgeois

**Quorum Present:** Yes

**PROCEEDINGS:** Call to Order: 7:00 PM

**ORDER OF BUSINESS**

**INTRODUCTIONS (Property Owner Attendees)** Dave and Connie Brown

**SECRETARY**

September 4, 2018 Meeting Minutes are approved

**TREASURER**

**Financial Reports-** Close of Business September 2018 Net Loss:\$ -\$3,565.18

<b>Bank Account Summary:</b>	<b>\$1,434.82</b>
<b>Transfer to Money Market</b>	<b>\$150.00</b>
<b>Balance - Operating Account</b>	<b>\$1,284.82</b>
<b>Balance - Money Market Account</b>	<b>\$29,810.93</b>
<b>Total in Bank Accounts</b>	<b>\$31,095.75</b>

**COMMITTEE REPORTS**

**Maintenance** Clubhouse Bathroom Remodels almost complete.

**Architectural**

Approvals issued:-

- Lot 44 at 1440 Colleen for Gitzen Family including carport and porch updates
- Lot 824 at 1685 Laurie for Borden Family including porch and roof updates

**Webmaster**

CLVW Property Owner Email Notifications are well received. Property Owners are encouraged to send their current Email address to website email address.

**Social**

-National Night Out was received well by those who attended. ~50 folks served Hot Dogs with the fixin's and fine presentations by Comal County Sheriffs and Fire and EMS representatives.

- 20 more new white chairs were purchased as approved at the September meeting. We now have 60 comfortable light weight chairs that match the lightweight tables upstairs in the clubhouse. The 20 or so old metal chairs are in the storeroom downstairs. They are to be covered and kept there for use downstairs. All chairs, upstairs and downstairs, were set up for National Night Out. Thank you to the furniture movers for a great job!

- There are no future clubhouse rentals scheduled at this time.

- Jim Ruffing will add the following information on the website with regards to renting the Clubhouse:

- a. **TEXT** Sandra at (915) 877-3974 for clubhouse rentals.
- b. Clubhouse rental is for CLVWPOA members.
- c. There is no charge for a "Celebration of Life" event for deceased CLVWPOA members.

## UNFINISHED BUSINESS

- 2019 Project Budget Planning: (+/- 25% Budget)
  1. Paint Clubhouse Interior/ Remove Popcorn Ceiling, Texture & Paint \$6000.
  2. Attic Insulation and Duct Inspection Repair/Replace for "HVAC Efficiency" **Pending**
  3. Clubhouse Carpet Replacement – **Pending -\$6000. Placeholder**
  4. Irene Property Survey and Scope of Work Development– \$6250.
  5. Electronic Card Reader, Cameras, w/Broadband System for Pool – \$5000.
  6. Install (2) Variable Speed Pumps for Pool – \$1980.
  7. Install Pool Auto Chlorinator \$900.
  8. Simple Irrigation System – Clubhouse Shrubbery \$500.
  9. Website – Consider the development of a Voting Platform/Module for Property Owners Use. Upgrade GoDaddy Subscription to \$50./Month for various enhancement capabilities

To be installed by Nov 2018 to capture off season benefits

## NEW BUSINESS

Established Date for Litigation Expense Special Meeting: 03Nov2018, 10:00 AM, Clubhouse – Meeting Notice w/ Ballot to be mailed week of 15Oct2018

## OPEN FORUM

## ADJOURNMENT 8:45PM



## MONTHLY BOARD MEETING MINUTES

September 4, 2018

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

**Board Absentees:** -

**Quorum Present:** Yes

**PROCEEDINGS:** Call to Order 7:00 PM

### ORDER OF BUSINESS

**INTRODUCTIONS (Property Owner Attendees).** Wilma Stice, Henry Steinhagen, Cyndi Alderson, Betty Hocher, Mary Phillips

### SECRETARY

August 7, 2018 Minutes were accepted as presented

### TREASURER

#### Financial Reports

Bank Account Summary	\$ 3,489.62
Transfer to Money Market	\$ 150.00
Balance Operating Account	\$ 3,339.62
Balance Money Market Acct	\$34,660.09
Total In Bank Accounts	\$37,999.71

Of Note: 101 Pool Access Keys Sold for 2018 Season \$5,084 Gross including Donations. Thank You Property Owners for your Donations over and above the Fee.

### COMMITTEE REPORTS

#### Maintenance

- Refrigerator is back up and running – Breakers had been turned off.
- New Clubhouse Heat Pump performing well. However, aged ductwork and lack of proper insulation impacts efficiency and should be replaced during 2019. Temp duct work fix in place for now.
- Pavers are being installed between the pool and the covered tables
- Clubhouse Bathroom update remodels – Craig/Gary to champion: Chair Height Toilets both bathrooms, Men's:-30 inch vanity/mirror, faucet set, light fixtures, Matching Door w/lockset, Paint, etc. Approved Budget ~\$600 – to be completed prior to Oct 2<sup>nd</sup>

#### Architectural

- 1380 Colleen Drive – Solar Panel Array – Rack - Approved
- 182 Nancy – Detached Garage – Storage - Approved

## Webmaster

- Website / GoDaddy annual renewal completed
- Village West Email has been set up – Test case: 200 available Property Owner Emails (out of 533 Property Owners) were sent. 47 “bounced”. Email was sent out for people to be added. 13 have responded favorably and wanted to be added to the list. Many Email responses were favorable and thanked Jim for his work. This is an important communication tool and Property Owners are encouraged to send their current Email address to our Website.
- New Website Button will be added for Property Owner convenience related to “Change of Address (Mailing and Email)
- Board agreed to employ an Answering Service to better manage telephone contact from Property Owners. Jim will check on having a phone service for next month - subsequently posting the new Village West phone number for Property Owner use when contacting a Board member.

## Social

- 100+ people attended the August 25<sup>th</sup> Celebration of Life for Jimmy Gilbert. A very nice event.
- Board has agreed to waive all Clubhouse rental fees for future Memorial Services related to Village West Property Owners and the fee paid for Mr. Gilbert’s service will be returned. No future Clubhouse events are currently booked
- The Breezeway “Muralettes” wall painting project is postponed till cooler weather is on hand – in hopes of sparking new interest from our creative Property Owners. This effort will dress up” the drab Breezeway. Let us hear from you creative Property Owners!

## National Night Out (NNO) Planning Updates

- Spoke with Game Warden – Nothing New, Website has info on Deer Safety.
- Schedule is October 2, 2018 6:00 PM, NO POA meeting, Food Downstairs, 7:00 Upstairs for speakers
- \*Due to a congested schedule with NNO, October POA Meeting date has been moved to the 9<sup>th</sup> @ 7:00 PM. Jim Ruffing will Email a flyer out for Nat’l Night out as well as the change in date for the October POA meeting.

## UNFINISHED BUSINESS

- I. **Status:** Refer to Executive Session Minutes (July 10<sup>th</sup>)
  - 2019 Project Budget Planning (**Cost Development due not later than Oct 1**):
    1. Paint Clubhouse Interior/ Remove Popcorn Ceiling, Texture & Paint – Craig  
Budget Place Markers Required for:
      - Self Perform
      - Contractor Perform
    2. Attic Insulation and Duct Inspection Repair/Replace for "HVAC Efficiency" Craig
    3. Clubhouse Carpet Replacement - Jen
    4. Irene Property Survey and Scope of Work Development and Cost Development – Sandra (On Hold due to Survey Delay)
    5. New “Quality” Pool Furniture Determined Cost Prohibitive. Chase Lounge type requirements will be furnished by Property Owners who require. Craig will build three new Picnic Table sets prior to 2019 Pool opening.
    6. Pool 2019- Electronic Card Reader, Cameras w/Broadband System for Pool. Board has unanimously agreed to disband the “key” access method moving forward.
    7. Install Variable Speed Pumps for Pool – Craig

## NEW BUSINESS

1. Little Free Library Inquiry – Board Majority Voted Against as CLVW Restrictions call for lots to be used for Residential Purposes Only.
2. Pool Monitoring/Security – Board agreed to include cameras with the Card Reader System within the 2019 Budget

3. Metal Chair Disposition / New Replacement Chairs – Store the existing metal chairs downstairs and tarp them. Buy 20 new matching upgraded chairs over the next month. Board approved \$500. Budget.
4. Clubhouse Housekeeping Responsibilities – Rentals & POA Social Events – Social Committee Chair is responsible for ensuring Clubhouse make-ready
5. Community “Survey Monkey” path forward – Testing Property Owner interest in a “Sense of Community”

- Target date for implementation – September 2018

<sup>1</sup>*Examining Property Owner Expressions of Interest to “Get Involved” and Organize*

Category: **Making New Friends**

1. Organize Weekly Game Night (Cards, Dominoes, Board) – Free use of Clubhouse
2. Garden Club

Category: **Neighbors Helping Neighbors**

1. Organize periodic transportation to doctors or a grocery store errand for our “mature” Property Owners

Use of Clubhouse – No Charge

Category: **For the Children**

1. Organize a Spring Easter Celebration at the Clubhouse (Saturday 4/20/19?)

Category: **A Sense of Community – Good Eats and Benevolence**

1. Organize a Clubhouse Fall 2019 Chili Cook Off – Profits to CRRC Food Bank
2. Organize a Clubhouse Spring 2019 Bar B Que Cook Off – Profits to Disabled Veterans
3. Organize a March 2019 Clubhouse Crawfish / Shrimp Boil – Profits to Canyon Lake Fire and EMS

Category: **The Holidays**

1. Organize a Clubhouse Thanksgiving Pot Luck for those alone or without family

Category: **Absentee Property Owners Quarterly Meet & Greet the Board**

1. Clubhouse Informal Pot Luck Answering Your Questions and Sharing Information

Category: **CLVWPOA Board Participation**

1. Express your interest in being mentored during 2019 for Volunteer Committee Chair Positions:
  - a. Maintenance
  - b. Treasurer
  - c. Secretary
  - d. Social
  - e. Webmaster
  - f. Architectural Control

**OPEN FORUM**

**ADJOURNMENT 9:16 PM**

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<sup>1</sup> Property Owner suggestions are very welcome. This is Your Community.



**MONTHLY BOARD MEETING MINUTES**  
**August 7, 2018**

**Board Members Present:** Ronnie Harper-Schwakhofer, Jen Thirsk, Jim Ruffing, Mark Hoher, Sandra Bourgeois, James Alderson

**Board Absentees:** Craig Nidever

**Quorum Present:** Yes

**PROCEEDINGS:** Call to Order @ 7:02 PM

**ORDER OF BUSINESS**

**INTRODUCTIONS (Property Owner Attendees).** Wilma Stice

**SECRETARY**

June 10, 2018 Meeting Minutes – Approved as Presented

**TREASURER**

Close of Business July 2018

Bank Account Summary	\$4,445.96
Transfer to Money Market	\$150.
Balance – Operating Account	\$4,295.96
Balance – Money Market Account	\$34,509.21
Total in Bank Accounts	\$38,805.17

\$3600. Has been collected in Pool Access Fees

**COMMITTEE REPORTS**

**Maintenance**

Pool: - Board agreed to-

- Stall installation of Auto Chlorinator ≈\$900 into 2019 due to recent unexpected expenses with replacing a filter and changing out media in both filters.
- Keep pool full during off season and self-perform chlorination to minimize pool maintenance expense. Require bid for both Auto Chlorinator and Variable Speed Pumps 2019 installation. Pumps will need to be installed in January to for power consumption efficiency during off-season. Craig to secure bids from Fiesta Pools.

New 5 Ton Heat Pump has been installed in the Clubhouse

Maintenance Head is given authority to spend up to \$300 per small maintenance project without having to go to the board for incremental approvals.

Note of appreciation offered to Sandra for painting the freestanding kitchen Bar.

## **Architectural**

1614 Amanda – Single Permit – Install Deck with Fire Pit. Approved as presented

## **Webmaster**

Payment for GoDaddy website was discussed and resolved.

Jim noted NextDoor now had 400 CLVW participants

## **Social**

No Rentals forecasted at the present time.

## **National Night Out (Planning Updates) October 2<sup>nd</sup>**

6:00 PM Abbreviated POA Board Meeting at 6:00 PM.

6:30 PM Meet, Eat, and Greet (Hot Dogs, Drinks and Chips will be furnished)  
Property Owners may bring Desserts if desired

7:00 PM Speakers: Army Corp of Engineers, Sherriff's Department, Texas  
Wildlife, Parks and Recreation, Game Warden

Discussion Tables Set Up for: Master Gardener, CRRC – Food Bank, Chamber of  
Commerce

Pool will be open to families for that meeting. Pool Monitor will be in attendance.  
Pool closes for the season after this meeting.

## **UNFINISHED BUSINESS**

Picnic Table (3 piece) to be moved from Breezeway to inside Pool battery limits for  
additional seating

CLVW Color Plat Maps to be produced and framed for Clubhouse - Gary

## **NEW BUSINESS**

- I. **Status:** Refer to Executive Session Minutes (July 10<sup>th</sup>)
- Clubhouse Men's Room Remodel prior to Oct 2<sup>nd</sup> (Gary/Craig) – refer to July 10<sup>th</sup>  
Meeting Minutes \$600 Budget
- 2019 Project Budget Planning (Cost Development due not later than Oct 1):
  1. Paint Clubhouse Interior/ Remove Popcorn Ceiling, Texture & Paint – Craig –  
Get Budget
  2. Attic Insulation and Duct Inspection - Possibly Repair/Replace for "HVAC  
Efficiency" Craig to secure Bids for Budget
  3. Clubhouse Carpet Replacement –Jen  
Interim plastic strip seam repair under consideration pending sample  
evaluation for safety – Women's Exercise Class Jen / Ronnie
  4. Irene Property Survey –will be performed for by Cash Surveying - \$500.00  
post Property Easement Title Search completion-Sandra
  5. Irene Park Beautification Scope of Work and TIC Cost Development once  
survey is complete– Sandra

6. Repair Colleen Gate and Pool Entry Fence Line Erosion Washouts – Jen
  7. New Pool Furniture – Quality furniture is very expensive – this item may be deleted by September meeting – Gary to make final recommendation.
  8. Install additional Pool Pavilions / Concrete Walkway – Sandra \$2800 per Pavilion – Cost Prohibitive
  9. Electronic Card Reader w/Broadband System for Pool – Gary. This is viewed as a priority – moving away from the burden of physically handing out new keys each year. A Work Process incorporating electronic management to be developed by Gary and Ronnie. Gary will secure TIC budget for hardware/software and GVTC internet installation.
  10. Install Variable Speed Pumps for Pool in January 2019 – Craig to secure bid from Fiesta Pools. This requirement allows for keeping Pool full during off season to preserve pool wall plaster.
- II. Board approved purchase of 2 large planting pots for each side of the new stairs. \$100 Budget. Deer Proof Plants to be subsequently planted. Sandra
  - III. Purchasing 2 low maintenance Park Type benches (Iron/Wood) w/ 5-point star) for Pool seating was discussed and approved Budget \$100.00 - Sandra
  - IV. Property Owner Meeting Notifications and Ballot Voting / Proxy Capabilities via Email or new Website module discussed. Relative to the calendar and what needs to be accomplished -this will likely be a 2019 goal.  
Propose amending By-Laws (now) for this allowance – to capture the e-communication benefits for our Annual Meeting and permit Electronic Board, Executive and Committee POA discussions.  
Motion made and seconded to amend/clean up By-Laws to permit electronic communication - as an example. After much discussion, Motion passed – Board will move through a page turn once Mark has completed the task.
  - V. Solicitation for 2019 Board Member Candidates – 5 positions completing their two-year term and available to new candidates for 2019. The Board encourages “fresh faces and ideas”. “Survey Monkey” will be communicated via email to Property Owners by the end of August. Board to send Jim questions for the survey.
  - VI. Use of Alcohol by “Premise” Policy - No Alcohol on any POA Premises unless the event is sponsored by and alcohol is expressly permitted by the Board. Confined to Clubhouse only – which does not include the Breezeway. This addresses a safety and liability concern as well as compliance with our Commercial Insurance requirements.
  - VII. Litigation Expense discussion – Scheduling a Special Meeting under review for increasing expenses. Case is headed for Mediation; no date has been set. Impossible to forecast a \$ burn rate at this time.

## **OPEN FORUM**

## **ADJOURNMENT - 8:55 PM**



**Monthly Board Meeting Minutes  
July 10, 2018**

**Board Members Present:** Mark Hocher, Jim Ruffing, Sandra Bourgeois, Jen Thirsk, Ronnie Harper-Schwakhofer, Gary Freeland

**Board Absentees:** Gary Nidever

**Quorum Present?** YES

**PROCEEDINGS:** Mark Hocher called the meeting to Order at 7:00 PM

**ORDER OF BUSINESS**

**INTRODUCTIONS (Property Owner Attendees)** – Betty Hocher, Keith Markuson, Jeff Phillips, Henry Steinhagen, Wilma Stice

**SECRETARY**

June 5, 2018 Meeting minutes were accepted as posted

**TREASURER**

Bank Account Summary	\$22,304.35
Xfer to Money Market	\$150.00
Balance – Operating Account	\$22,154.35
Balance Money Market Account	\$34,358.33
Total Bank Accounts	\$56,512.68

Success Story:

96 Pool Access Keys have been purchased to date including Associate Memberships translating to \$5,584.00 in revenue.

Post Meeting Observation:

This revenue stream represents  $\approx 600\%$  increase over 2017. These funds will serve to offset a portion of 2018 Pool Maintenance expenses – currently standing at \$4,333.00 (close of June business). Should we trend against 2017 Total Pool Maintenance expense \$7,686.00 – the POA would experience  $\approx \$2,100.00$  shortfall as of this report.

**COMMITTEE REPORTS**

**Maintenance** – Presentation was made by Robert Little and Jeremiah Smith of Fiesta Pool Service (CLVWPOA pool maintenance contractor). Some Fiesta concerns were offered such that they cannot clean our pool after the weekend for the Monday A.M. ladies exercise group is in session - especially when they find residents in the pool before 10 A.M. A new Chlorination equipment (CCH Auto-feed System) was introduced to “consistently and efficiently” keep our pool sanitized, clearer, thus hygiene safe. This equipment is in use successfully by surrounding school districts – substantially reducing their chemical maintenance costs. This equipment should pay for itself within 3-4 months based on the increasing cost of chemicals. The CCH Auto-feed System

installed cost would be \$900. with a two (2) week lead time from date of order. Robert Little will submit a proposal to Ronnie this week. Additionally, a Digital Controller was discussed which vary in price from \$2-3K. Board elected not to entertain this option at this time.

Post Meeting Note: Board members present approved the CCH Auto-feed System purchase and Fiesta Pools will be authorized to proceed once formal bid is received.

The need to replace “aged” media in filters was discussed. Cost is estimated \$1600. Total and will be considered in 2019 deferred maintenance.

Additionally, Fiesta recommended leaving the pool full at the “end of season” and deter evidence of plaster deterioration. The downside rests with the electric bill - from \$60 per month (off season-empty) to over \$300 per month in order to keep the pool full between September of one year to May of the next year. This cost can be mitigated by replacing the existing (aged) pumps with variable speed pumps. [2019 Capital Expense consideration – Craig will solicit bid from Fiesta Pools]

Post Meeting Note: Board (in Executive 2019 Planning Session) approved Remodel/Update of Clubhouse Men’s Restroom to include (but not limited to) Chair Height Toilet, New Vanity/Faucet, lighting. Budget not to exceed \$600.00. Gary agreed to assist Craig with this remodel prior to October.

## **Architectural**

1377 Amanda Permit Large all metal home with RV Garage - Approved

## **Webmaster**

Over the next month an “Introductory” email (via website) will be sent out to all POA members who have provided current email addresses. This capability provides the Board with another communication tool.

## **Social**

No report

## **National Night Out (Planning Updates)**

Police, Fire, Army Corp of Engineers, Fish and Game were all ideas for speakers at the event. Jen has been given the “move forward” to reserve a speaker “now” with these groups due to competing neighborhoods for the “same night”. Needs list for any additional support should be presented to the Board in the August meeting.

## **UNFINISHED BUSINESS**

New shutters and stairs have been completed and Contractor Hicks has received final payment.

## **NEW BUSINESS**

- Revisit Clubhouse HVAC Replacement – Multiple coil leaks detected that will not hold the obsolete and expensive R-22 Freon. Coil Replacement (only) = \$3000.

- Based on previously submitted Bid Analysis (enclosed). Vetter Air's new Ruud "straight air" unit is quoted at \$6400. Which includes a 10 year Parts and 1 Year Labor warranty. This is lowest bid meeting minimum requirements. (Coil Replacement (only) = \$3000.)
- We have upcoming events that deserve a reliable HVAC:-
- Ladies Exercise Group begins September
- National Night Out (Oct 2<sup>nd</sup>) "Neighborhood Event"

Motion made, and majority approved securing the 5 Ton 14 Seer Ruud straight air unit from Vetter Air ex New Braunfels.

Current Path Forward :-

There was "some interest" in understanding Heat Pump pricing as well. Mark will ask Vetter for a best and final price on the Ruud 5 Ton straight air unit as well as a separate Ruud Heat Pump bid. Additionally, Jon Wayne will be given a similar opportunity to ensure we have a well-rounded view of possible equipment options and pricing. Mark will circle back with the Board with these results prior to any award. Results will be summarized within August Meeting Minutes.

- Ronnie – Seeking clarification from our Commercial Insurance Underwriter as to the POA's ability to lease Clubhouse to the "General Public" as a new revenue stream.

**OPEN FORUM**

Henry Steinhagen complimented the new Clubhouse stairway and shutters

**ADJOURNMENT – 8:45 PM**



To: 2018 Board Members

From: Mark Hocher

Subject: Clubhouse 5 Ton 14 Seer Electric – Staright Air HVAC Replacement (Standard Unit) Bid Summary Narrative

Date: 16July2018

Following your July 10<sup>th</sup> approval to proceed with the Clubhouse HVAC replacement I noticed a interest in better understanding the alternative cost associated with a Heat Pump – for comparison purposes.

Over the past week I took a couple actions:

1. Circled back with Vetter Air for a “best and final” bid for the 5 Ton Ruud 14 SEER Staright Air unit previously quoted – with a alternate for a Ruud 5 Ton Heat Pump
2. Engaged Jon Wayne Air for a proposal to furnish a 5 Ton 14 SEER Straight Air Unit with a alternate for 5 Ton Heat Pump.

Vetter reduced their price for a Ruud Standard Unit to \$5,625. (from \$6,400.) which includes a 10 Year Parts / 1 Year Labor Warranty.

Vetter proposed a 5 Ton Ruud Heat Pump with Warranty Options as follows:

- 10 Year Parts / 2 Year Labor \$5,875.
- 10 Year Parts / 10 Year Labor \$6,475.

Jon Wayne offered a:-

Goodman Standard Unit for \$5,839. (10 Year Parts / 1 Year Labor)

Amana Heat Pump for \$8,497. (10 Year Parts / 10 Year Labor)

Jon Wayne performed a attic inspection and found:

Current Insulation is R9 ≈3-4” at best and requires a R38 ≈14” for HVAC cooling and heating efficiency. Quoted Cost: \$2,744.

Ducting had not properly engineered for efficient air flow / temp control and is in very poor repair Quoted Cost to re-engineer and replace \$14,903. This cost can be reduced to \$8044. “if” purchased with the HVAC and installed after October 15, 2018

**Recommendation:** I find the Vetter proposed Ruud Heat Pump with 10/10 Warranty to be both competitive and the “best value” for our application, providing for a higher efficiency in power consumption, thus lowering this utility cost – coupled with the benefits of a 10/10 Warranty.



I have attached the Bid Analysis for your understanding. For the August Board Meeting I would appreciate Craig's (VP - Maintenance) signature (lower left corner) endorsement on this form for our POA records (should we have a simple majority email approval of this recommendation) - if not, we can revisit and revise.



Of note: Tri County Air was given a opportunity to bid (end of May), attended a sitewalk, and has not submitted a proposal to date.  
Highland Lakes AC & Heat attended a sitewalk and declined to submit a 5 Ton 14 Seer (Standard Unit) compliant bid . The 16 SEER Unit should have been quoted as a "Alternate".

16July Email / Text Approving this Recommendation:-

Gary Freeland  
Ronnie Harper-Schwakhofer  
James Alderson  
Sandra Bourgeois  
Jen Thirsk  
Jim Ruffing  
Craig Nidever



**MONTHLY BOARD MEETING AGENDA  
1262 AMANDA CLUBHOUSE  
June 5, 2018 – 7:00 PM**

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

**Board Absentees: None**  
**Quorum Present? Yes**

**ORDER OF BUSINESS**

**PROCEEDINGS:**

**INTRODUCTIONS (Property Owner Attendees)** – Robert & Mary Lou Wragg, Henry Steinhagen, Jack Catalina, Betty Hocher, Roxanne Horelica, Betty Coleman, Wilma Stice, Stacy Sparenberg, Mike Bannister

**SECRETARY** – May Meeting minutes were submitted, posted and approved as submitted

**TREASURER**

Treasure Report  
Bank Account Summary - \$22,152.92  
Transfer to Money Market - \$150.00  
Balance Operating Account – 22,002.92  
Balance Money Market Account – 34,207.48  
Total in Banks Accounts – 56,210.40

**COMMITTEE REPORTS**

**Maintenance** – Craig – Called Robert Little for maintenance and discussed invoicing. Make Ready for Pool. Total to get pool ready was \$2400. Summer is here, chlorine cost is going to take it's toll due to above normal temperatures. Door Closure on Pool gate is remedied for now. Idea to post NO SMOKING/NO VAPING signs. Motion to acquire and install "ready-made" NO SMOKING Signs. Motion Made, seconded, and motion carried

**Architectural** - Gary

1519 Patty Drive – Fenced in "Spool" in the front yard – Approved  
2027 Colleen Dr.– Carport adjacent to his garage – Approved  
2174 Colleen Dr – 20 X 26 Carport – Approved  
603 Barbara Dr – Enclose a deck to become a sun room - Approved

**Webmaster** – Jim – Email address set up for Village West to be rolled out on Next Door. Beginning second week of June. This is informational only and not for communication in house. Financially Jim has been paying for Go Daddy website and will revert back to POA via PayPal. Jim has also agreed to remain on the Board for 2019, therefore third-party website administration is no longer required.

**Social** – Sandra

No bookings for Clubhouse Rentals

**National Night Out October 2, 6:30 – 9:00 – Jen**

NNO Organizational kit should be received before next Board meeting.

Board agreed to keep the Pool open through/for National Night Out.

Hotdogs to be served by Social Committee. More definitive planning will be forthcoming in July Board meeting. James Alderson has ideas around selling Booths to certain neighboring activity clubs....will discuss directly with Jen.

**UNFINISHED BUSINESS****Clubhouse Planned Maintenance Updates:**

**(Sandra)** T-Stairs Design and Alternate – 3 Bids have been received for the TStairs – Stair design details were discussed at length. \$6000 is the medium bid for the “T” stairs. Alternatively, a \$3000 bid was received for the “L” shape stairs and received simple majority Board approval. The new stairs are designed to provide safety and ease of use for our property owners with mobility challenges.

**(Sandra)** Front Window Shutters and Front Door Paint– Shutter (Classic Blue) and paint the front door for \$300. Total. received simple majority Board approval. In addition, Sandra will pursue painting murals downstairs breezeway to dress up the appearance.

**(Mark)** Carpet Replacement – Existing 11-year-old carpet is due for replacement. Mark submitted a bid summary. Recommending Hoffman 26-ounce carpet by Mohawk commercial grade. ~\$6000 approval is proposed. Board majority elected to defer this maintenance due to 2018 financial constraints and underutilization of Clubhouse.

**(Mark)** HVAC Repair or Replacement – Existing Unit is 10 years old and requires R22 Freon. At least 3 Leaks detected in Evaporator Coils (will not hold Freon) according to the contractors. Bids secured to 1) Replace Coil \$3000. -or- 2) Replace existing unit with 14 SEER \$6400. -or- 16 SEER \$6980. Recommended to go with RUUD 14 SEER at \$6400.

Board majority elected to defer this maintenance due to 2018 financial constraints and underutilization of Clubhouse.

Clubhouse Rentals now on hold for the 2018 Summer months.

**NEW BUSINESS**

2019 Budget Forecast is underway as follows:

1. Board Members to submit their ideas to our Secretary within three (3) categories as follows, 1) Special Projects, 2) Deferred and New Maintenance, 3) Enhancements. Lists to be submitted in advance of the July 3<sup>rd</sup> Board Meeting. James will compile and distribute the list for Board member review and understanding prior to the meeting.
2. Board (by simple majority) will adopt or reject by item
3. Items adopted must then be costed (preferably by +/- 20% Contractor Budget Estimates with a 2019 escalation provision. The goal is ensuring 2019 Budget Credibility.
4. All Cost information to be transmitted to Ronnie not later than September 4<sup>th</sup> for Category line item budget development – to be vetted and adopted in our October 2<sup>nd</sup> Board Meeting.
5. Where Budget Shortfalls are identified, this will serve as substantiation for calculating a Voluntary Special Assessment for 2019 – to be addressed in our December 7, 2018 Annual Meeting.

**OPEN FORUM –**

**ADJOURNMENT 8:50 PM**



**MONTHLY BOARD MEETING AGENDA  
1262 AMANDA CLUBHOUSE  
May 1, 2018 – 7:00 PM**

**Board Members Present:** Mark Hocher, Craig Nidever, Jim Ruffing, Gary Freeland, Ronnie Harper-Swakhofer, Sandra Bourgeois, James Alderson

**Board Absentees:** Jen Thirsk

**Property Owners Present:** Thelma Fuller, Henry Steinhagen, Jack Catalina, Mary Phillips, Robert Little

**Quorum Present? YES**

**ORDER OF BUSINESS**

**PROCEEDINGS:**

President calls meeting to order 7:03

**INTRODUCTIONS (Property Owner Attendees)** – Thelma Fuller, Henry Steinhagen, Jack Catalina, Mary Phillips, Robert Little

**SECRETARY**

**April 8, 2018 Minutes. Approved as Posted**

**TREASURER**

Treasure Report. Approved as Presented

Bank Account Summary - \$18,404.68

Transfer to Money Market - \$150

Balance Operating Account – \$18,254.68

Balance Money Market Account - \$34,056.62

Total in Banks Accounts - \$52,311.30

*\*\* A note of appreciation is offered to all Property Owners who have made “donations” (over and above their 2018 Statement). This consideration does not go unnoticed and is very much appreciated. Thank you.*

**COMMITTEE REPORTS**

**Maintenance**

- Playground Equipment – Power washed, painted and currently in good shape for 2018
- Pool Service – Robert Little (owner-Fiesta Pools) awarded 2018 Pool Maintenance Contract based on a competitive bid process. Pool Maintenance schedule will follow in 30-Days with a priority around assuring a safe and sanitized pool during the summer.

**Architectural**

- No Permits for action during April

**Webmaster**

- Adding Monthly Board Meeting Agendas to POA Website – Notification via NextDoor Village West
- 2018 Financials are under POA docs
- Previous years financials and minutes have also been added
- PayPal modifications have been implemented for “user friendly” POA Payments
- Email notifications of POA events and activities will be set up for the members who update their email address. Please stay tuned to NextDoor Village West for instructions.
- For clarity, the Board endorses the use of NextDoor Village West for Notifications and Announcements – but will not conduct Board “business” through this site.

## Social

- No clubhouse rentals forecasted at this time.
- Ice Cream social May 5, 2018 2-4 PM - on Pool opening day and pool access keys will be available upstairs in the Clubhouse at 10:00 AM

## National Night Out

- October 2, 2018 Continue to recruit Community Speakers of interest to our community – CRRC was recommended

## UNFINISHED BUSINESS

- Erosion wash out of posts and concrete is exposed on both Colleen and Clubhouse Pool Gate fence – will be expensive if repaired correctly – Need to see this through in the near future – Idea was brought up to take down the fence and nothing was firmed up as of yet. For now the Colleen eroded gateway will remain locked – for safety purposes. Property Owners to use the large gateway off Colleen access.
- Gary/Craig - Need to rework or add a door closure to Pool entrance gate before May 5<sup>th</sup>

## Website

- Jim will reach out for CLVW volunteer assistance with maintaining existing Go Daddy website via NextDoor Village West and Shaunesse Clark of Quest Matrix, 512-627-6545, shaun@shaunclark.com
- Need a permanent plan in place by our October meeting

## Clubhouse

- T-Stairs design offering a more “user friendly Clubhouse access” was presented last month with a well-prepared design offered tonight. Sandra will secure budgetary cost for presentation in the June Board Meeting.

## NEW BUSINESS

- Security / Surveillance Cameras for Clubhouse Property discussed. Board majority seemed to believe the benefit did not justify the cost.
- Clubhouse Parking Lot Re-Pave – President presented a bid summary for re-paving / striping our parking lot with Handicap parking spaces (~\$13K). Board felt it would be a “nice to have”...but why continue to spend on the Clubhouse when it receives “limited use”. However, usage and rental marketability might well improve should we allocate funds for:
  - New carpet
  - T Stairs (for a safer passage to and from the Clubhouse)
  - Replacing the 10 year old HVAC – No longer able to cool properly during the summer months
  - Exterior facelift (siding/trim/and paint)

Note: Clubhouse maintenance discussions are becoming tiresome relative to funding and “some” property owner sentiments. Stay tuned for a new Message from your President.

- **Discussion:** Methods of including absentee property owners in monthly POA meetings – An absentee property owner recently corresponded requesting changing the Monthly Board meeting date to Friday or Monday to better accommodate their availability. The general feeling revealed the Board very seldom “hears” from or sees any participation from non-resident property owners. If the Board received a “large percentage of these requests, they would entertain a day change or consider investment in “quality” teleconferencing equipment. The Board did agree they would like to see a larger participation from our non-resident property owners. Understanding logistics is a “issue” they encourage “all” property owners to stay tuned to our website for current Meeting Minutes as well as NextDoor Village West for “heads up” information and announcements. Your Board strives to offer property owners “timely information”.

## OPEN FORUM

“Special recognition” was offered to Jack Catalina, Stacy Sparenberg, Jen Thirsk, and Wilma Stice for their outstanding contributions towards Spring Clean Up this past weekend. Stacy and Jen power washed, sanded, and painted the existing Playground equipment – it looks spectacular for their efforts. Jack has helped out “behind the scenes many times and most recently helped remove and haul off an unwieldy Cholla Cactus on the Clubhouse fence line. Wilma manhandled brush pick up and loaded trailers like she was “20”. Board members tackled

Spring Clean Up successfully without a single property owner participation. Property Owners –  
You are Welcome.

**ADJOURNMENT – 8:52 PM**



**MONTHLY BOARD MEETING AGENDA  
1262 AMANDA CLUBHOUSE  
APRIL 3, 2018 – 7:00 PM**

**Board Members Present:** Mark Hocher, Jim Ruffing, Gary Freeland, Ronnie Harper - Schwakhofer, Sandra Bourgeois, James Alderson, Jen Thirsk

**Board Absentees:** Craig Nidever

**Quorum Present?** Yes

**ORDER OF BUSINESS**

**PROCEEDINGS:**

President calls meeting to order 7:03 PM

**INTRODUCTIONS (Property Owner Attendees)** – Jim Mulligan, Wilma Stice, Patricia Markuson, Keith Markuson, Kelli Restvold, Jack Catalina

SECRETARY

**March 6, 2018 Minutes approved as submitted**

**TREASURER**

Treasure Report. Approved as Presented

Bank Account Summary \$5485.67

Transfer to Money Market \$150

Balance Operating Account \$5635.67

Balance Money Market Account \$33905.78

Total in Banks Accounts - \$39541.45

**COMMITTEE REPORTS**

**Maintenance –**

- Playground Equipment Refortified
- New Pool Keys are available for purchase as noted below
- Rider Signage for Board Meetings completed
- NB Pool Service Bid forthcoming for Seasonal Maintenance of Pool
- Clubhouse Minor Roof Damage – Now repaired

**Architectural –**

- 1337 Amanda - approved Carport

**Webmaster**

- PayPal buttons added to better accommodate Assessment and Fee payments
- Financials will be on website this week.

**Social**

- No Clubhouse Rentals currently forecasted
- Oleanders planted at Clubhouse have been well received by bordering property owner as well as our community.

**National Night Out**

- October 2, 2018 Continue to recruit Community Speakers of interest to our community

### **UNFINISHED BUSINESS**

- Erosion wash out of posts and concrete is exposed on both Colleen and Clubhouse Pool Gate fence – will be expensive if repaired correctly
- Craig - Need to rework or add a door closure to Pool entrance gate before May 5<sup>th</sup>.
- Back gate (Colleen) erosion correction – additional bids required.
- Temporary resolution to this is to put lock on the eroded gateway and Property Owners to use drive gate only – Mark will purchase lock and chain and James will look into signage

### **Website**

- MH gave feedback from JB Williamson regarding website enhancement
- Need website enhancements – No Champion to coordinate
- Website is to be the only source of POA Business discussion - Not NextDoor
- Need is to engage a new Web Master with Jim's end of year retirement
- Jim will reach out for CLVW volunteer assistance with maintaining existing Go Daddy website via NextDoor Village West and Shaunesse Clark of QuestMatrix, 512-627-6545, shaun@shaunclark.com
- Need a permanent plan in place by October's meeting

### **NEW BUSINESS**

- Feasibility Study for safe Club House Stairway Access was discussed
  - Elevator not feasible – cost prohibitive
  - T-Stairs design for Property Owners with limited mobility was discussed
  - The Feasibility Study gained consensus approval and Sandra will Champion
- Annual Spring Clean Up Expenditures for Saturday April 28<sup>th</sup>. \$300. Budget approved
  - Playground cleaned and painted – Brown Paint – Approved for Jen to head up and purchase paint.
  - Pool Furniture – New furniture will not be purchased for the 2018 season. Property Owners to bring their persona chairs/loungers
  - Consensus to move one Picnic Table to pool area for additional seating
  - LED lights for storage and restrooms – Sandra to Champion.
- Developing CLVWPOA Terms and Conditions for 3rd Party Contractors discussed
  - Mark has investigated commercial Terms and Conditions which would further manage risk when having a Third Party under contract to POA. While insurance is important, Indemnification language mitigates a host of risks.
  - Risk associated with Executing Third Party Commercial Paper vs CLVWPOA developed Contracts. No energy for developing CLVW specific contracts. Too much work and local contractors will not accept the terms.
  - Possibility of Developing CLVWPOA Master Service Agreements for common scopes of work. (Electrical, Landscaping, HVAC, Handyman, Plumbing, etc) affords Consistency with Contractors
- "Pool Terms of Use" document presented
  - ✓ Must be executed by Property Owners as the purchase their Pool Key
  - ✓ Offenders of the Pool Rules will be reported – risk loss of Pool Key Fee and use of Pool for balance of season
- Pool Keys will be made available for your purchase at the Clubhouse April 28<sup>th</sup> (9 AM – 11:00 AM), May 1<sup>st</sup> (7:00 PM), May 5<sup>th</sup> (10:00 AM). Methods of payment include PayPal (please bring your paid receipt), Check, Cash.

### **OPEN FORUM**

### **ADJOURNMENT**

- Meeting was adjourned 8:23 PM



**March 6th, 2018**

**Board Members Present:**

Mark Hocher, Gary Freeland, Ronnie Harper Schwakhofer, James Alderson, Craig Nidever, Jim Ruffing, Sandra Bourgeois, Jen Thirsk

**Board Absentees: None**

**Quorum Present? Yes**

**ORDER OF BUSINESS**

**PROCEEDINGS:**

President called meeting to order at 7:01 PM

**INTRODUCTIONS** – All attendees introduced themselves

**SECRETARY**

February Meeting minutes have been posted on the website and approved as presented

**TREASURER**

All attending received copies of the CLVWPOA Financial Statement from February

Total in Bank \$40,714,86

2018 Statements will be mailed to all Property Owners (533) by close of business March 16<sup>th</sup>

**COMMITTEE REPORTS**

**Maintenance**

- Pool: 3 bids for maintenance have been acquired – Single point /Turn Key job – Scope of work must include Contractor’s monthly reporting of pool condition and chemicals added. All reports to be turned over to Ronnie for 2018 archiving
- Playground: Set up for maintenance on Saturday March 10
- Roof Repairs: Still Pending identification of Handyman contractor
- Sign: To be painted – No writing will be put on the back of our sign
  - Hangers below sign
    - POA Meeting This Tuesday
    - Annual Meeting Friday

**Architectural**

One 1668 Colleen – Single family residence – Plans are in Compliance

Motion to Accept and seconded

**Webmaster**

Changes made to the website have been added:

Club house fees, pool fees, and POA Amenities have been posted to our Website

Much discussion about the easement over property to the tennis court – identified the need to have surveyed with monument boundary markers

**Social**

- Clubhouse Rentals – None forecasted at this time

- Welcome Packets – Packets are prepared for new members and builders
  - Canyon Lake Magazine
  - NB places to eat
  - Visitor packet for places to go
  - Photo of the amenities and a map
  - Map of Boat ramps and lake
  - Important Phone numbers
  - Day visits
  - Canyon Lake Fire department, map of San Antonio

### **National Night Out**

- Discussed that the Event allow for the “abbreviated” October POA Meeting  
Motion made and seconded Motion carried

### **UNFINISHED BUSINESS:**

- Pool Gate – Rekey the lock to the pool and assess members \$50 per 2018 Fee Schedule adopted in February’s Board meeting
  - Notice to accompany 2018 Statements to all Property Owners and notify opening and closing dates
- Website – Jim’s retirement we need someone to take over the website responsibilities. Name and reference is what we have today.
  - Scope of work and costs related is in question
    - Members Only
    - Enhancements
    - Trained Web Maintenance
    - Need Feedback / Wish List
- Neighborhood Speeding issues were discussed with Comal County Sherriff and Constables office – plan to see a more aggressive radar monitoring
- County Signage around neighborhood will be replaced where they have lost their luminosity
- Call Ben ???

### **NEW BUSINESS**

- Colleen Drive Project – Beautification and Dog Park
  - Restrictions were addressed. Area Directly behind the pool. Before and after photos of the fence line were presented.
  - Presentation – and proposal for our POA to approve/disapprove at no cost to the POA
  - Much discussion about the dog park by Board members and Property Owner’s present related to POA liability risks, noise, self-policing, maintenance, and health and safety concerns (being located directly behind the pool.
  - There was a is a general consensus against a Dog Park inside CLVW.

### **OPEN FORUM**

Short Term rentals was brought up and it was stated that the POA does not have jurisdiction over rentals. Rentals are not addressed in CLVWPOA governing documents.  
A efficient “work process” for considering newly proposed CLVW projects was discussed. There was a consensus agreement to have all “proposed” projects vetted by the Board in advance of “going live” to the neighborhood at-large.

### **ADJOURNMENT**

With no further discussion, meeting was adjourned at 8:52 PM



CANYON LAKE VILLAGE WEST PROPERTY OWNERS ASSOCIATION  
REGULAR MONTHLY BOARD OF DIRECTORS MEETING  
CLVW CLUBHOUSE 1262 AMANDA DRIVE  
February 13, 2018

**Board Members Present:**

Sandra Bourgeois, Gary Freeland, Ronnie Harper-Swakhofer, Mark Hocher, Craig Nidever, Jim Ruffing, and Jennifer Thirsk.

**Board Members Absent:**

James Alderson

**Quorum Present? Yes**

**Others Present:**

Sylvia Buchta, James Buchta, Linda Williamson, Henry Steinhagen, Wilma Stice, Bob Eccleston, Dennis Haire  
Donna Eccleston

**PROCEEDINGS:**

President Mark Hocher called the meeting to order at 7:00 pm.

**INTRODUCTIONS:**

All in attendance were introduced, Board and Property Owners alike.

**SECRETARY:**

Due to the absence of the Secretary, Sandra Bourgeois was named Acting Secretary for this meeting.

The January 2018 minutes were accepted by consensus.

**TREASURER:**

Board Treasurer Ronnie Harper-Swakhofer gave the Financial Report.

The current financial statement showed recent itemized Income and Expenses. (Copy attached.)

Bank Accounts Total Balance: \$41,757.94.

Report approved by consent.

**COMMITTEE REPORTS:**

**Maintenance & Pool** Chairman Craig Nidever reported that he will solicit bids for the operation and maintenance of the pool for board consideration at the next meeting. The playground structure will be straightened, reinforced and stabilized. Silicone will be applied to repair the minor tree scrape holes in the roof. Post Meeting Note: For Safety considerations - a Third Party will be located to perform the roof repairs. Craig stated that the new entrance sign was virtually complete. It was decided <http://www.village-west.org> will be permanently painted on the back of the new entrance sign. Craig showed the three hanging riders, which are currently blank. It was decided that the same message should be painted on both sides of each rider so that they can be seen entering and/or exiting the subdivision. The style and colors will be the same as on the entrance sign. One rider will be for announcing the monthly meetings: POA MTG TUES 7 PM. Another rider will

be for announcing the Annual General Meeting: ANNUAL POA MTG FRI. The message on the third sign is undecided at this time.

**Architectural** Chairman Gary Freeland reported no new requests for building permit approval had been submitted for presentation at this meeting.

The building plans for new construction at 653 Cindy Drive were compliant with deed restrictions and the building permit requested was approved.

**Webmaster** Jim Ruffing stated that he will update all announcements on the website.

**Social** Chairman Sandra Bourgeois reported there was one clubhouse rental this month. No future rentals have been scheduled.

Wilma Stice, social committee member and chairman of the Welcome to CLVWPOA sub-committee, reported that she has gathered and printed much information for welcome packets and will be ready to distribute them as soon as she receives the names and addresses of new residents from Ronnie.

The Welcome to CLVWPOA pamphlets will include the 2018 Calendar of Events dates and times which were agreed upon at this meeting:

## **2018 CALENDAR OF EVENTS**

### BOARD OF DIRECTORS MEETINGS

#### ***Second Tuesday Monthly - 7:00 pm***

Jan 9, Feb 13, Mar 13, Apr 10, May 8, Jun 12,  
Jul 10, Aug 14, Sep 11, Oct 9, Nov 13

CLVWPOA CLUBHOUSE

1262 Amanda Drive

Canyon Lake, TX 78133

### ANNUAL SPRING CLEAN-UP DAY

#### ***Last Weekend in April***

Saturday, April 28 – 9:00 am  
CLVWPOA CLUBHOUSE & POOL

POOL OPENS

#### ***First Saturday in May – 10:00 am***

Ice Cream Social  
Saturday, May 5, 2:00 – 4:00

POOL CLOSES

#### ***Last Weekend in September– 8:00 pm***

Sunday, September 30

NATIONAL NIGHT OUT

#### ***First Tuesday in October***

Tuesday, October 2 - 6:30 pm  
CLVWPOA CLUBHOUSE

ANNUAL GENERAL MEETING

## **First Friday in December – 7:00 pm**

**Social Hour 6:00 – 7:00**

Friday, December 7

CLVWPOA CLUBHOUSE

**National Night Out (NNO)** Chairman Jennifer Thirsk advised that NNO will be Tuesday, October 2, beginning at 6:30 pm in the clubhouse. Her preliminary plans for presentations include inviting game wardens along with other law enforcement agencies. She welcomes other suggestions.

### **UNFINISHED BUSINESS:**

It was agreed unanimously that the members' lock on the pool gate requires rekeying or replacing annually, beginning this year. Craig will solicit bids from professional lock and key companies to rekey or replace the lock and provide a sufficient number of new keys. POA members who wish to use the pool will be required to pay \$50 annually per family for a new key. There will be no key deposit. Ronnie will be in charge of new key distribution.

### **NEW BUSINESS:**

Jim Ruffing previously announced that he will be resigning from the Board of Directors and Webmaster at the end of 2018. As a result, Mark Hoher spoke to the need of securing a new Webmaster during the course of 2018 – rolling out a chronological activity plan (Attachment 1) that would secure this position not later than early October 2018. This "project" requires a Champion. Linda Williamson offered to review it with her husband (JB) and enlist his support. Linda will report back on JB's willingness to support this effort.

Additionally, Jim Ruffing will post a Nextdoor solicitation for either Webmaster volunteers or contractors to assist with augmenting the existing capabilities of our website or design a new website. Board members were encouraged to submit their "enhancement preferences."

Mark briefed the audience on the fragile state of our annual budgets as it relates to ever increasing operating, maintenance, and unexpected legal expenses for our community. Our POA must begin to adjust Fees and Annual Assessments to better secure our future and begin maintaining POA properties that have been "left behind" due to lack of resources – year after year. The Board, (during 2018) will be compiling a 2019 Needs and Projects Budget based on definitive work scopes and formal proposals with not to exceed 2019 escalation provisions from qualified Contractors (to ensure budget credibility). This will be presented in our December 7<sup>th</sup> Annual Meeting for Property Owner understanding and support.

Mark presented a CLVWPOA 2018 Fee Schedule (Attachment 2) for Board review, discussion, and adjustment. The Board included Member attendees for thoughts/input. Fee adjustments represented in Attachment 2 were unanimously approved by the Board as provided for in our By-Laws and are effective immediately. This attachment will be posted on our CLVWPOA Website this month.

Fees to be tabled for Member approval at the December 7<sup>th</sup> Annual General Meeting currently include:

- 1) Standing Special Assessment
- 2) Architectural Control Permit (New Home Construction)

Mark advised the Member audience the Board has recently solicited an official legal opinion (documented) as to our POA "standing" - related to a legal assessment of our current Governing Documents. Budget: Not to Exceed \$1100.

Sandra announced that the two vacant lots at 1250 Amanda Drive, next door to the clubhouse, are owned by a private trust over which she has full authority. CLVWPOA members are invited to use the "park" as long as they do not abuse it. No POA funds have been used to develop the "park".

### **OPEN FORUM:**

Concerns had been raised about a proposed senior living development project at 1500 Island View. County Commissioner Donna Eccleston and Gary Freeland dispelled many of the erroneous rumors and explained what is scheduled to be presented to the county commissioners and voted upon at their February 15<sup>th</sup> meeting.

Overland Property Group, LLC has submitted the application for Section 42 Affordable Housing Tax Credits. The Residences at Canyon Lake is an "Elderly Limitation" (over 62 yoa) 48-unit complex consisting of 40 low income and 8 market rate apartments. For more information on the Overland Property Group and their projects, please visit <https://ovpgroup.box.com/s/u8vbsrkvji1juexcdy72lsrjbm7tnfuc> This property is not located in Canyon Lake Village West.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned by President Mark Hoher at 9:57 pm.

Submitted by Sandra Bourgeois, Acting Secretary



CANYON LAKE VILLAGE WEST PROPERTY OWNERS ASSOCIATION  
REGULAR MONTHLY BOARD OF DIRECTORS MEETING  
CLVW CLUBHOUSE 1262 AMANDA DRIVE  
January 9, 2018

**Board Members Present:**

James Alderson, Sandra Bourgeois, Ronnie Harper-Swakhofer, Mark Hocher, Craig Nidever, Jim Ruffing, and Jennifer Thirsk.

**Board Members Absent:** Gary Freeland

**Quorum Present?** Yes

**Others Present:** Henry Steinhagen, Wilma Stice, Stacy Sparenberg

**PROCEEDINGS:**

Acting President Craig Nidever called the meeting to order at 7:00 pm.  
All in attendance introduced themselves.

**SECRETARY:**

Sandra Bourgeois was appointed Acting Secretary for this meeting.  
Ronnie reported that the October and December minutes have been emailed by 2017 Secretary Linda Katz, but they are incomplete. Board members were asked to correct and/or amend those minutes so that they can be submitted for approval at the February meeting.  
The November minutes were accepted as written by consensus at the December meeting.

**TREASURER:**

Treasurer Ronnie Harper-Swakhofer gave the Financial Report.  
The January statement showed the total in bank accounts as \$46,659.28.  
Total delinquent accounts receivable for 2017 amount to \$9,869.00.  
(Copy attached.)  
Report accepted by consensus.

**COMMITTEE REPORTS:**

**Architectural** Chairman Gary Freeland was absent, but he submitted the following written report:

Four Approvals were granted this month. Gary Freeland met with Craig Nidever on January 5th to review submittal since Gary would not be attending this month's meeting on Tuesday January 9th.

1. House plans at 1792 Patty (lot 295) were reviewed by Gary Freeland and Craig Nidever and approved.
2. Shed plans at 359 Cindy (lot 383R) were reviewed by Gary Freeland and Craig Nidever and approved.

3. Porch and driveway plans at 182 Nancy (lot 724) were reviewed by Gary Freeland and Craig Nidever and approved.

4. House plans at 527 Cindy (lot 527) were reviewed by Gary Freeland and Craig Nidever. Gary and Craig visited the site due to height restriction and evaluated site conditions. Gary and Craig agreed to provide contingent building plan approval to allow owner to start, but requested that the owner provide a certified elevation survey to confirm finished floor of residence would be set such that structure would not exceed the height restriction. Homeowner agreed and will provide in the future.

Report accepted by consensus.

**Social** Chairman Sandra Bourgeois reported there was one clubhouse rental in December and one scheduled for January 13. Pictures of the December birthday event have been posted on Nextdoor and the Village West website.

Additional Social Committee members include Member-at-Large Jen Thirsk, Henry Steinhagen, Wilma Stice, and Stacy Sparenberg. All were in attendance at this meeting.

**Webmaster** Jim Ruffing stated that he will update all announcements on the website.

He reported that the GoDaddy website template is up for renewal. Annual renewal was approved.

The Social Committee will continue to post event notices/invitations on Nextdoor.

Because some people have problems with accessing the official website, Jim will investigate having a closed group on Facebook for CLVW residents only. He will have a link on Facebook linking to the official website [www.Village-West.org](http://www.Village-West.org).

**Maintenance** Chairman Craig Nidever reported that there has been no further action on the roof maintenance, the pool maintenance bids, and stabilizing the playground equipment. He will look into resolving these areas of concern. He performed maintenance services in repairing leaks/plumbing issues in the kitchen.

## **UNFINISHED BUSINESS:**

Craig reported that the "maintenance" of the entrance sign is nearing completion. There will be no additional landscaping done at this site, which is owned by Comal County. He will continue to oversee this project.

Sandra reported that the beautification project of planting oleanders along the edge of the parking lot would be done in the spring as scheduled.

## **NEW BUSINESS:**

CLVWPOA has been named as a Third Party Defendant by Johnathan and Wyn Coleman in a 2017 Comal County lawsuit (No. C2017-1493D Dennis R. Haire and Beverly C. Haire v. Johnathan David Coleman and Wyn Coleman) originally filed on August 29, 2017, by Dennis and Beverly Haire. Craig read a letter from our current insurance carrier stating that they will not cover the POA for this Coleman lawsuit:

"The Association's action against the Colemans appears to have been commenced or initiated on 9/1/15, which was prior to the inception date of the RSUI D&O policy. (The policy incepted on 6/15/17.) As such, I anticipate that we will be disclaiming coverage for the matter."

There was much discussion over the assertions and allegations contained in the suit, as well as the negative impact it could have on the CLVWPOA 2018 Cash Flow. Considerations are underway related to another Special Assessment request to defend our POA. Under the current circumstances, the POA Board will pursue a new attorney to defend the Association. Trey Wilson was offered up as a prospective candidate for CLVWPOA Attorney. It was agreed that the new board president should contact him regarding this litigation.

A written ballot vote for president was taken and counted by the 3 non-board member social committee members in attendance. Mark Hocher was elected president and Craig Nidever vice-president. Ronnie agreed to remain as Treasurer. James Alderson volunteered to be Secretary.

The 2018 CL VW POA Board of Directors and Officers are:

President Mark Hocher

Vice-president Craig Nidever (Maintenance Committee Chairman)

Secretary James Alderson

Treasurer Ronnie Harper-Swakhofer

Member-at-Large Gary Freeland (Architectural Control Chairman)

Member-at-Large Jim Ruffing (Website Chairman)

Member-at-Large Sandra Bourgeois (Social Committee Chairman)

Member-at-Large Jennifer Thirsk (National Night Out Chairman)

#### **OPEN FORUM:**

There was a discussion about habitual traffic offenders, especially speeders, in our subdivision. It was again stated that the POA has no control over this. The POA recommends that concerned residents call the non-emergency number for the Comal County Sheriff's Office, 830-620-3400. Please report the offender's license plate number, day and time of violation, and if possible, take a picture and/or video the offense. Sandra volunteered to call the CCSO and request that an officer be posted near the entrance sign to monitor the 30 mph speed limit.

#### **ADJOURNMENT:**

There being no further business, the meeting was adjourned at 8:00 pm by Acting President Craig Nidever.

Submitted by Sandra U. Bourgeois, Acting Secretary

Minutes approved/accepted: \_\_\_\_\_ 2018