

**Regular Meeting of the Board of Directors
Villages of Westcreek
Owners' Association, Inc.**

Thursday, August 19, 1999
7:00 p.m.
12354 Military Drive West

ATTENDEES

Board Members – Roy Theetge, presiding, Margaret Alder, David Panter, and Sandra Turcotte

Staff – Jerry Daniel, Judy Monger

Committee Members – Mr B. Coulson (Sports Park)

MINUTES, OWNERS, AND AGENDA ITEMS

This meeting was called to order at 7:04 p.m. by Mr Theetge with a quorum of directors present.

Minutes: The minutes of July 15, 1999, were read and approved (4-0).

Owners: There were no owners to be heard.

Agenda: The proposed agenda was accepted with additions.

Announcements and Presentations:

- The Board of Directors presented a check for \$3,000.00 to the Geronimo Village Volunteer Fire Department. Mr Victor Scott and Chief Marvin Kolar accepted the check and thanked VWOA for its continued support.

- City Councilman Menendez will be having his regular meeting on Monday, August 23, at 7:00 p.m.

- MPO will be having a meeting Monday, August 23, at 1:30 p.m.

Reports

Secretary: No report.

Treasurer: No report.

Manager and Account Services: Report attached.

ARC: No report.

Communications: Verbal report. Expected new volunteer has not called back.

Covenants: Verbal report. The committee will be submitting minutes of their Aug 17 meeting at a later date. Mr Rick Schleuter has had to resign from the committee. There are three new volunteers coming to the committee; their names will be in the minutes.

Finance: No report.

Sports Park: Verbal report. The committee will be submitting minutes of their Aug 17 meeting at a later date.

Strategic Planning: No report.

Welcome: Report attached.

Agenda Items

1. Admin Resolution 14 (99-015) The Board **adopted** (4-0) a revised version of AR-14, Resale Certificates. This revision provides for the legal requirements of the recently passed Texas legislation covering this same subject. The certificate itself is being reviewed by an association attorney.
2. FY 2000 Budget (S Tomlinson) The Board has received a copy of the proposed draft budget. The draft Reserve Study is due August 27 and will provide the remainder of the final VWOA budgeting information. The draft budget was introduced, but not thoroughly reviewed.
3. Draft Organizational Plan and Chart (J Daniel) This plan was not ready for this meeting. More to follow in October.
4. Architectural Review Committee (R Theetge) The Board is looking for new ways to recruit for this vital committee. A long newsletter article will be prepared for the October newsletter.
5. Model Home Park Name Change (D Panter) Mr Panter is working on a letter for the owners in the Model Home Park to solicit support for a name change and provide some suggested names. More information will be available in September.
6. National Night Out (R Theetge) Mr Theetge reiterated his desire to find a volunteer to lead the NNO effort for 2000 and start earlier in order to have a program. Mr Panter suggested we contact the sheriff's office for suggestions.
7. Welcome Package Magnets (For Vote, R Kline) The Board **approved** (4-0) the purchase of 2000 refrigerator magnets, at a total cost of \$540.00, for inclusion in Welcome Packages and distribution to the current ownership. The magnets will include the Westcreek logo, hotline number and non-emergency phone numbers for the sheriff and fire departments.
8. Newsletter Prize Distribution (For Vote, R Theetge) The Board **approved** (3-0) the distribution of the newsletter award money, in the form of gift certificates, to the three members most involved with the newsletter over the past several years, Ms Roberta Schulze, Ms Jenny Boggs, and Ms Sandra Turcotte. The gift certificates are to be provided in values of \$75, \$75, and \$50, respectively. Ms Turcotte was not present for this decision due to her involvement with the newsletter.

The next regular meeting will be held Thursday, September 16, 1999, at 7:00 p.m., in the Association office. There being no further items before the Board, the regular meeting adjourned at 8:40 p.m.

Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.

Thursday, November 18, 1999
7:00 pm
12354 Military Drive West

Board Members – Roy Theetge, presiding, Margaret Alder, Sam Tomlinson, and Sandra Turcotte.

This meeting was called to order at 7:03 p.m. by Mr. Theetge with a quorum of directors present.

Minutes: The minutes of October 21, 1999, were read and approved (4-0).

Owners: Mr. and Mrs. Mike Heskett spoke to the Board concerning the nuisance of barking dogs. While the Board was sympathetic, there are currently no provisions for barking dogs in the Association's governing documents. The Heskett's were referred to the Sheriff, Animal Control, and the County Commissioners Court. Further, the Heskett's were encouraged to continue to work with the owners of the offending dogs to reach a resolution.

Agenda: The proposed agenda was approved with three additions.

Announcements and Presentations:

- Officer Garza of the Bexar County Sheriff's Department spoke to the Board. He came to address the recent rash of garage burglaries and encourage the community to continue getting the word out to our residents regarding securing their homes. The Sheriff's Department will be invited to speak at the next annual meeting.

- Mr. Theetge presented Ms. Turcotte with a small gift for her service to the community, both on the Board and in so many committee positions. This was probably Ms. Turcotte's last meeting as she and her family are moved by the military to a new assignment. On behalf of the Board and the staff, Mr. Theetge thanked Ms. Turcotte for her past two years of volunteer work.

- Mr. Theetge relayed an invitation to the grand opening of the new VIA Metro Center, Tuesday, November 23, from 2:00 – 5:00 p.m., at 1021 San Pedro. Those wishing to attend need to RSVP, 362-2370. More information is in the community office.

- Mr. Theetge relayed an invitation to the San Antonio Unified Development Code Revision, Community Stakeholders session from 7:00 – 9:00 p.m., on Monday, November 22, being held at 300 Soledad Plaza. More information is in the community office.

Reports – (in the office)

Agenda Items (BAR #)

1. Legal Review of Employee Policy Handbook (99-020) The Board approved (4-0) the expenditure of up to \$1,000.00 to have an attorney, specializing in labor law, review the draft Employee Policy Handbook. The manager is tasked with completing this review and bringing the handbook back to the Board for approval and adoption.

2. Staffing (Discussion, R Theetge) Mr. Theetge asked the other board members to consider hiring a consultant to review the Association staff and make recommendations on the right size of the staff and propose an appropriate benefits package. Mr. Theetge will come back to the Board at a later date for feedback and a plan of action.

3. Website Link Request (99-018) The Board disapproved (4-0), Mr. Dale Burton's request to allow links from the Association website to other sites. The Board decided against this proposal due to the possible ramifications of having to open the site to other links which we could not possibly monitor.

4. Model Home Park Name Change (Discussion, R Theetge) Mr. Theetge shared the results of the survey which was sent to the 26 owners in the MHP. We received a strong response, all in favor of renaming the village. The Board agreed that we should go to the next step of selecting the 3-5 most popular names to choose from and sending a second survey to the owners to select their favorite. The manager is tasked with seeking bids on cutting a new marker.

5. Lights at Village Markers (Discussion, S Tomlinson) Mr. Tomlinson noted that the lights are out at the Forest marker and asked if the Association had picked up responsibility for maintaining this marker from Kaufman & Broad. Mr. Daniel noted that there had been no contact with K&B, and will call to see if they are ready to dedicate the marker to the Association. The new maintenance employee will be responsible for keeping the bulbs replaced when they burn out at all the markers.

The next regular meeting will be held Thursday, December 9, 1999, at 7:00 p.m., in the Association office. There being no further items before the Board, the regular meeting adjourned at 9:05 p.m.

EXECUTIVE SESSION

An Executive session was called to order at 9:06 p.m. and adjourned at 9:15 p.m. to discuss assessment matters.

Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.

Thursday, December 8, 1999
7:00 pm
12354 Military Drive West

Board Members – Roy Theetge, presiding, Margaret Alder, Sam Tomlinson, and Sandra Turcotte.

This meeting was called to order at 7:05 p.m. by Mr. Theetge with a quorum of directors present.

Minutes: The minutes of November 18, 1999, were read and approved as amended (4-0).

Owners: There were no owners present to be heard.

Agenda: The proposed agenda was approved with two additions.

Announcements and Presentations:

- The Association received a greeting card from VIA.

Reports – (in the office)

Agenda Items (BAR #)

1. Website Link Request (Discussion, D Burton) Mr. Dale Burton made a request to allow links from the Association website to another site. The Board has asked Mr. Burton to write a proposal that would create a single portal website to other links which he or the Communications Committee could monitor.

The next regular meeting will be held Thursday, January 20, 1999, at 7:00 p.m., in the Association office. There being no further items before the Board, the regular meeting adjourned at 7:39 p.m.

EXECUTIVE SESSION

An Executive session was called to order at 7:39 p.m. and adjourned at 8:35 p.m. to discuss assessment issues and personnel issues.

Board Minutes of January 20, 2000

Board Members – Roy Theetge, presiding, Margaret Alder, Sam Tomlinson, and Sandra Turcotte.

This meeting was called to order at 7:09 p.m. by Mr Theetge with a quorum of directors present.

Minutes: The minutes of December 9, 1999, were read and approved (4-0).

Owners: There were no owners present to be heard.

Announcements and Presentations:

- The track's condition is much improved, following Mr Willis' work to replace the timbers and fill in the holes. Several members of the community have commented on this work.

Agenda Items (BAR #)

1. Annual Meeting Date (00-003) The Board of Directors selected (4-0) Thursday, April 27, 2000, to have the Annual Meeting. The second choice is Tuesday, April 25, 2000. The Community Manager will make the arrangements.
2. Employment Agreements (00-005) The Board **approved** (4-0), with corrections, employment agreements for the manager and assistant manager positions.
3. Model Home Park Monuments (00-001) The Board **approved** (4-0), the procurement of a new monument for this village, not to exceed \$2,000. The owners in this area have voted and a new name has been chosen. The manager will draft a letter to advise the owners of this decision and work.
4. New monuments for the Point (00-002) The Board **approved** (4-0), the procurement of new monuments for this village, not to exceed \$5,500. These new stone monuments will replace the wooden signs at this interest.
5. Use of Castroville State Bank (00-004) The Board declined to consider this proposal for a vote. One of the Board members has a conflict of interest in placing funds in this institution.
6. Board Member Absence – The Board agreed (4-0) to remove Mr David Panter from the Board of Directors. Mr Panter has not attended a Board meeting since September 1999, and attempts to contact him have gone unanswered. The Board will send Mr Panter a letter to advise him of this action. (Ms Turcotte had to leave the meeting at 8:40. The meeting continued with the remaining Board members.)
7. Architectural Standards – The Board discussed the frequency of review for current standards and decided that no changes should be made. The ARC reviews standards with each application and is constantly considering new materials and improved building techniques.

The next regular meeting will be held Thursday, February 17, 2000, at 7:00 p.m., in the Association office. There being no further items before the Board, the regular meeting adjourned at 8:55 p.m.

EXECUTIVE SESSION

An Executive session was called to order at 8:56 p.m. to discuss several property issues. The executive session was adjourned at 9:13 p.m.

Board Minutes of February 17, 2000

Board Members – Roy Theetge, presiding, Margaret Alder, and Sandra Turcotte.

Committee Members – Bill Thomas (Covenants)

Owners and Guest – Will Shurtz (Owner), Yvette Hernandez (Speaker)

This meeting was called to order at 7:11 p.m. by Mr Theetge with a quorum of directors present. With four sitting members, the quorum of two opened the meeting. Ms Turcotte called to say she would arrive late, and she arrived during the reports portion of the agenda. Mr Tomlinson called to say he would miss the meeting due to his work schedule. During this portion of the meeting, Ms Alder agreed to chair the nominating committee for this year's election of new board members.

Minutes: The minutes of January 20, 2000, were read and approved with amendments (2-0).

Owners: Ms Alder noted with approval, the clearing of the overgrown areas of the park.

Announcements and Presentations:

- Ms Hernandez, Community Relations Coordinator for American Medical Response, offered classes and seminars to the community. Many of these events are offered at no charge and include CPR classes, heart attack recognition seminars, health fairs, and cholesterol screening in conjunction with blood drives. She left her card so we can contact her for more information or to schedule an event. Due to difficulty in finding the office, Ms Hernandez actually made her presentation from 8:08 until 8:26 p.m., after the meeting adjourned.

Agenda Items (BAR #)

1. Model Home Park Name Change, AR-16 (00-006) The Board of Directors **approved** (3-0) Administrative Resolution 16, officially changing the name of the Model Home Park to the Country Oaks of Westcreek.
2. Assessment Collection (Discussion) Mr Theetge asked the Board to review his proposals for addressing the large number of delinquent assessments for the March meeting. His proposal is attached to these minutes.
3. Schaefer Investments Offer of Vacant Lots – Mr Sam Schaefer has offered to sell any of his vacant lots to the Villages of Westcreek. The Board reviewed his offer and understood that a discount was being offered, but decided to decline due to the potential for engineering problems below these properties. The manager is tasked to send a letter of thanks Mr Schaefer for his offer.
4. The Covenants Committee requested the Board approve the expenditure of funds to complete an engineering study at 11519 Creek Crossing. The Board **approved** (3-0) to allow the expenditure on the **condition** that the owner be contacted by phone to ensure they understand the situation and that a plan to enter the property and remedy any confirmed violation be reviewed and approved by our attorney.
5. Ms Turcotte noted that the footer board on several of the recently repaired sections of fence have pulled away due to the rotten condition of the fence. Mr Daniel will contact the fence contractor to have these situations corrected.

The next regular meeting will be held Thursday, March 9, 2000, at 7:00 p.m., in the Association office. This meeting will be on the second Thursday of the month to avoid conflict with the Northside Independent School District Spring Break. The Board, looking ahead, expects to move the April meeting up a week, also, to April 13. There being no further items before the Board, the regular meeting adjourned at 8:07 p.m.

Mr Will Shurtz addressed the Board of Directors and expressed a desire to fill the vacant director's position. The Board of Directors reconvened at 8:33 to vote and adjourned at 8:34 with the election of Mr Shurtz to the Board.

EXECUTIVE SESSION

An Executive Session was called to order at 8:35 p.m. to discuss property issues. Executive Session was adjourned at 8:39 p.m.

Minutes of the Regular Meeting of the Board of Directors

Thursday, March 9, 2000

ATTENDEES

Board Members – Roy Theetge, presiding, Margaret Alder, Will Shurtz, and Sam Tomlinson.

Staff – Jerry Daniel, Judy Monger

Committee Members – Rose Kline (Welcome)

Owners and Guest –

MINUTES, OWNERS, AND AGENDA ITEMS

This meeting was called to order at 7:10 p.m. by Mr Theetge with a quorum of directors present. Ms Turcotte has notified the Board that her family has received military orders and she will not be able to attend the March or April meetings. The Board of Directors accepts her resignation effective this meeting.

Minutes: The minutes of February 17, 2000, were read and approved (4-0).

Owners: Ms Flores, by letter, would like the Board to address speeding and other traffic violations in the community. Mr Theetge has noted that Caracol Creek has been planned to back up to Westcreek from the Hills to the park. He is concerned about the increased traffic the park should experience.

Agenda: The proposed agenda was approved with additions.

Agenda Items (BAR #)

1. Annual Meeting Speaker List (Discussion) The Board of Directors agreed that they would like to invite the chief and president of the Geronimo Village Volunteer Fire Department to speak for about five minutes.
2. Annual Meeting Refreshments (Discussion) The Welcome Committee has graciously agreed to provide some cookies for the annual meeting. Paper goods and drinks will be provided.
3. Administrative Resolution 17, Fence Maintenance (00-007) The Board adopted (4-0) AR-17, as presented by the ad hoc Fence Committee. The members were thanked for their hard work. An example plat will be attached to the resolution to demonstrate the typical property lines and divisions.
4. Policy Resolution 6, One-Year Board Terms (00-009) The Board approved (4-0) beginning the process of adopting this new proposed policy resolution to handle those situations where more than three seats are open for election. Hearing is set for the annual meeting.
5. Account Services Contract with MMRI (Discussion) The manager is tasked with contacting Ms Dee McGee to complete a rewrite of the current contract. The Board recommends, and the manager is to negotiate, a change to include greater responsibilities in preparing late notices for the manager's signature.
6. Delinquent Assessment Collection Procedures (Discussion) Mr Theetge discussed the increase in delinquent assessments over the past few years. The Board discussed a two-pronged approach to address a large number of members who are behind one to two quarters and the relatively smaller numbers of owners who are behind year after year. Improvements to staff and contractor equipment, changes to the account services contract, increases in interest and penalty charges, and a more aggressive demand letter and lien program were all offered as partial potential solutions. The Board will continue to review this issue with an eye to making changes to the Delinquent Assessment Collection resolution for FY 01.
7. Progress of the Nominations Committee (Discussion) There are currently eight members interested in running for one of the four open positions at the upcoming annual meeting. Letters will be mailed next week to provide

instructions to the candidates.

8. Review of Covenants/ARC issue at 11519 Creek Crossing (Discussion) Telephonic contact with the owner was made days before this meeting. The Board reviewed Mr Hilsher's letter to the owners at this address and agreed that this response was appropriate and is prepared to enter this property if necessary. Legal advice will be obtained prior to entry. Mr Daniel is to ensure this letter is sent first class and certified/return receipt.

9. Creation of an Ad Hoc Community Center Committee (Discussion) Mr Tomlinson proposed the creation of this committee in May of this year. The Board agreed with his proposed timing.

10. Softball Field Scheduling (Discussion) The Board is waiting for a response from our insurance carrier as to whether any special riders or endorsements are available/necessary to allow teams to use the community diamond for practice.

11. Speeding and other Traffic Violations in Westcreek (Discussion) Mr Tomlinson reiterated his belief that the Board needs to continue to address this problem and wants to readdress this issue at a meeting in the near future.

12. Barbecue Cover Update (Discussion) The design of the cover will be submitted to the ARC in the near future. Work will commence in six weeks due to the schedule of the contractor. The project is currently expected to cost \$5,000.00. The Board approved up to \$6,000.00 for this project.

13. Eagle Scout Project Funding (Discussion) Mr Tomlinson asked the Board to be prepared to provide some funding for this project, should the scout need assistance. The scout candidate should be prepared to make a presentation to the Board of Directors.

14. Golf Course for Westcreek (Discussion) Mr Tomlinson advised the other Board members that he and Mr Shurtz had looked in to requirements for a golf course in Phase II of Westcreek. Efforts to date have been exploratory, but if a course seems feasible, he and Mr Shurtz may return to the Board with a proposal.

15. Treasurer's Contract Review (Discussion) In preparation for the upcoming budget cycle, Mr Tomlinson has reviewed the service contracts of the Association. His recommendation is that the manager work hardest on writing a new landscape maintenance contract and seeking bids to reduce our costs in this particular area.

16. Fence around the Valero Gas Enclosure (Discussion) Mr Daniel was asked to look into having that fence worked on. The work Centex has done next to this enclosure has revealed some areas that have not been tended to in several years.

The next regular meeting will be held Thursday, April 12, 2000, at 7:00 p.m., in the Association office. This meeting will be on the second Thursday of the month to avoid conflict with the annual meeting. There being no further items before the Board, the regular meeting adjourned at 9:15 p.m.

EXECUTIVE SESSION

No Executive Session was required this month.

Minutes of the Regular Meeting of the Board of Directors

Thursday, April 13, 2000

ATTENDEES

Board Members – Roy Theetge, presiding, Margaret Alder, Will Shurtz, and Sam Tomlinson.

Staff – Jerry Daniel, Judy Monger, Shelly McGee

Committee Members –

Owners and Guest – Kathy Kirby (owner), Kelly Kerr (guest)

MINUTES, OWNERS, AND AGENDA ITEMS

This meeting was called to order at 7:26 p.m. by Mr Theetge with a quorum of directors present. This meeting was preceded by a presentation from Mr Kelly Kerr, a financial advisor from Kercheville & Company. Mr Kerr came at Mr Tomlinson's invitation.

Minutes: The minutes of March 9, 2000, were read and approved as amended (4-0).

Owners:

- Ms Kirby would like the Board to allow her to work through her play-group to organize and conduct a clothing drive for the SAMM shelter. The Board agreed that the idea is good and asked her to contact her group and provide a draft column for the June newsletter.

- Mr Tom Settle (via the VWOA website) asked the Board of Directors to look into ensuring that the basketball court is used by members in good standing and that the court is not denied to the children of members in good standing by older youths or adults. The Board tasked the manager to contact other associations and research possible solutions.

Agenda: The proposed agenda was approved with one addition.

Agenda Items (BAR #)

1. Tennis Court Windscreen (00-011) The Board of Directors approved (4-0) the recommendation to accelerate the replacement of the windscreen on the tennis court. This item is a reserve item and was scheduled for replacement in 2001, but the existing screen has become unserviceable due to recent weather. The reserve line item is already funded to 100%.

2. Pool Gate Guard Job Description and Pay Scale (00-012) The Board of Directors approved (3-1) the recommendation to accept the job description, as amended, and adopt the proposed pay rate for this position. Mr Tomlinson opposed the stipulation that the position could only collect up to \$10. The Board asked that a sign be made to explain the requirements for access and posted outside the pool area. The Board also directed that the Gate Guard wear an identifying name tag or uniform item.

3. Covenants Observer Job Desc/Hire (00-013) The Board approved (4-0) the recommendation to adopt the proposed job description, as amended, and advertise for and hire a person to fill that position at a pay rate between \$5.50 and \$7.50 per hour. This position to start at twenty (20) hours per week with up to an additional ten (10) hours at the manager's discretion.

4. Covenants Policy and Procedure Changes (Discussion) The Board tabled this issue due to time constraints on the evening and to better prepare a proposal.

5. Assessment Collection Policy and Procedure (Discussion) The Board moved this item to the executive session to coincide with a report from the Account Services Manager, Ms Shelly McGee.

6. Reserve Account Signatories Mr Tomlinson asked the Board to approve placing one of the staff members on the signatory list for the Reserve Accounts in order to ease the stress on scheduling two Board members when money had to be moved between Reserve Accounts. Current Association rules allow such a dual system signature. The Board approved (4-0) allowing one of the staff members to join the list of signatories. The staff will separate signatory privileges so that the member permitted to sign checks will not be the member able to sign on Reserve accounts.

7. Mowing the easement in the Forest (Discussion) Mr Tomlinson asked if the easement at the entrance to the Forest could be mowed. This issue is/was best handled by the Covenants Committee and will be turned over to that committee.

The next regular meeting will be held Thursday, May 18, 2000, at 7:00 p.m., in the Association office. There being no further items before the Board, the regular meeting adjourned at 9:20 p.m.

EXECUTIVE SESSION

An Executive Session was called to order at 9:25 p.m. for a report by the account services manager on delinquent account activity, to hear specific assessment account updates, and consider certain personnel issues. There being no other business for consideration, Executive Session was adjourned at 10:50 p.m.

Minutes of the Regular Meeting of the Board of Directors

Thursday, May 18, 2000

Minutes, Owners, and Agenda Items

This meeting was called to order at 7:02 p.m. by Mr Theetge with a quorum of directors present.

Minutes: The minutes of April 13, 2000, were read and approved as amended (3-0). The two new directors abstained from the vote.

Owners:

- Ms Kirby would like the Board to allow her to work through her play-group to organize and conduct a clothing drive for the SAMM shelter. Ms. Kirby requested a flyer be inserted into the June newsletter and an additional one-time mailing to be funded by the Board. After discussion, the Board **approved (4-1)** to fund the copying and postage for the mailing and insert with minimal use of the staff.

- Jerry Kline presented information about commercial web-site space for our web-site and obtaining a new address and the costs involved. The Board asked Mr. Kline to work with the manager to prepare a Board Action Request for the June meeting.

- Cindy Fregy submitted a written proposal to allow children to sell drinks at the pool during the summer. Ms. Fregy was not present to answer questions. The directors postponed this idea until further thought could be given and answers obtained.

Agenda: The proposed agenda was approved with three additions.

Announcements and Presentations:

- CAI Congratulated Ms Monger for obtaining her CMCA!

- Northside Independent School District adopted a policy that the school is available for use once a month at no charge, that is an increase from only twice a year.

Agenda Items (BAR #)

1. Policy Resolution 6, One-Year Board Terms (00-009) The Board of Directors **adopted (5-0)** Policy Resolution 6.
2. Covenants Policy and Procedure Changes (Discussion, W Shurtz) Mr Shurtz provided information to the other Board members and will return at the June meeting with a request that the Board adopt these new procedures.
3. Assessment Collection Policy and Procedures (Discussion, R Theetge) The Board will further review the Association's policies for changes to the 2001 policy.
4. Fence Cleaning Test (Discussion, W Shurtz) Mr. Shurtz gave a report on his findings regarding cleaning products and pressure washers for the fences. He requested the funds to purchase two different products (cleansers and protectorants). Mr Shurtz also wanted permission to power wash three 50-foot sections of fence to test these products. He requested the use of the maintenance supervisor for this task. The Board agreed that the funds were already allotted in the budget and Mr Willis could conduct the required tests.
5. Lost and Found Policy (Discussion, J Monger) The staff requested a Lost and Found Policy. Members of the Board agreed to this new policy : A list of found items will be published in each newsletter and if items are not claimed by the 10th of the following month, these items will be donated to the Geronimo Village Volunteer Fire Department Thrift Shop. This policy will be established in a resolution presented for a vote at the June meeting.

Mr. Theetge had to leave the meeting at 9:40 pm due to personal obligations. Mr Shurtz took over responsibility for presiding over the remainder of the meeting.

The next regular meeting will be held Thursday, June 15, 2000, at 7:00 p.m., in the Association office. There being no further items before the Board, the regular meeting adjourned at 9:50 p.m.

Minutes of the Regular Meetings of the VWOA Board of Directors

Thursday June 15, 2000

ATTENDEES

Board Members Roy Theetge, Kevin Drummonds, Mario Rios, Will Shurtz, and Sam Tomlinson

Staff Jerry Daniel

Owners and Guests Gail Glover, Adam Redmond (guests)

MINUTES/OWNERS/AGENDA ITEMS

Meeting was called to order at 7:05 p.m. by Theetge with a quorum of directors present.

Minutes: Minutes of May 18 were unavailable.

Owners:

Agenda: The proposed agenda was approved with one addition.

Announcements and Presentations: Theetge thanked our two departing volunteers for their work:

*Glover is moving away and is leaving the Sports Park Committee

*Redmond is leaving the Covenants Committee after two years of service.

*Theetge read his resignation letter to the members of the board and left the meeting. His letter is attached to these minutes.

Reports

Secretary/Manager/ARC/Strategic Planning/Communications: No reports.

Treasurer: Tomlinson had not had an opportunity to review the financials.

Communications: New editor, Mario Rios.

Covenants: Shurtz asked the board members to review his proposed policy changes for the next Board meeting.

Landscape: A new chair has been appointed, Paul Knab.

Sports Park: A new chair has been appointed, Cindy Fregy. Minutes attached.

Welcome: Minutes attached.

Ad Hoc Community Center Committee: Minutes attached. Shurtz noted that the committee is preparing to release a Request for Information (RFI) to selected architectural firms. As of this time, the maintenance building is expected to be a separate facility.

Agenda Items (BAR #)

1. Website Proposal (J Kline) The Board of Directors **approved** (4-0) the recommendation to subscribe to a commercial web space and register a domain name for the association. The board authorized an expenditure not to exceed \$220 to acquire the domain name and commercial web space for the remainder of the calendar year 2000.

2. Account Services (00-014) The Board of Directors **approved** (4-0) the recommendation to contract with Quick Bookkeepers as our new outsourced account services provider. QB will provide services including accounts receivable, accounts payable, limited payroll, regular financial reports, and reports required to support these functions. The manager will review the contract to ensure a maximum increase in charges is set and request a term for a set price. The manager is authorized to enter into a contract not to exceed a total cost of \$800 per month.

3. Speed Bump in the Park (S Tomlinson) The Board of Directors **approved** (4-0) the recommendation to install a speed bump and speed limit sign on the drive into the parking lot area, not to exceed a cost of \$500.00 (± 10%).

The next regular meeting was held Thursday July 20 at 7:00 p.m., in the association office. There being no further items before the board, the regular meeting adjourned at 9:53 p.m.

Minutes of the Regular Meetings of the VWOA Board of Directors

Thursday July 20, 2000

ATTENDEES

Board Members Will Shurtz, Kevin Drummonds, Mario Rios, and Sam Tomlinson

Staff Jerry Daniel and Judy Monger

Committee Members

Owners and Guests Dan Stanczak, Jeanette Honermann, and Susan Price (owners)

MINUTES/OWNERS/AGENDA ITEMS

Meeting was called to order at 7:10 p.m. by Shurtz with a quorum of directors present.

Minutes: The minutes of May 18 and June 15 were approved as written.

Owners: Dan Stanczak presented the board with a draft resolution to deal with the dumping at the end of Westcreek Oaks Drive. The board thanked Stanczak and promised to review his draft and consider its merit.

Agenda: The proposed agenda was approved with one addition.

Announcements and Presentations:

* The Covenants Committee chair resigned in June and the committee will seek a new chair in July.

* Daniel is leaving his Community Manager position for military orders. A search has begun for a new manager.

Reports

Secretary/ARC/Landscaping/Strategic Planning: No reports.

Treasurer: Tomlinson's review of the financial reports included the need for investment planning which is currently being investigated.

Manager: Daniel gave a verbal report of the current status of several projects. Currently, the search for a new manager is the highest priority.

Communications: Deadline for August newsletter submissions is July 21.

Covenants: Shurtz has resigned as chair of this committee due to work load and the possible conflicts of authority he might have as the president of the Board of Directors.

Sports Park: Minutes attached. Tomlinson added a verbal report that included the date for the annual barbecue on Aug. 26.

Strategic Planning: Kevin Drummonds has been appointed chair for this committee.

Welcome: Minutes attached.

Ad Hoc Community Center Committee: Shurtz and Tomlinson gave a verbal report of the progress as the committee seeks an architectural firm.

Agenda Items (BAR #)

1. Change to Covenants Committee Procedures (00-022) Shurtz asked to postpone this item due a lack of proper preparation time. Postponed till September board meeting.

2. Newsletter Format Change (00-015) The board **approved** (4-0) the recommendation to move the newsletter to a newsprint material and look. Changes must be within the current budget. Launch will be the October issue.

3. New Communications Software (00-016) Rios asked to postpone this issue until September so he could fully research the needs of our layout director.

4. Change Newsletter Printer (00-017) The Board of Directors **approved** (4-0) the recommendation to change the publishing plant to the San Antonio Press Company. Color may be added at the editor's discretion, not to exceed \$0.10

per copy without prior board approval. Printing cost should remain within current annual newsletter budget.

5. Communications Office Space Requirements (00-018) Rios asked to postpone this issue until August so that he could contact the Ad Hoc Community Center Committee for more details on the current plans.

6. Ad Hoc Community Center Committee Resolution (00-020) Shurtz asked to postpone this issue until August so the board could review this draft resolution and consider tasking and making up of committee.

7. Ad Hoc Community Center Committee Request for Funds for an Architect (00-021) Shurtz asked to postpone this issue until August so the board could pass a committee resolution which might include a budget.

8. Executive Session Only Meetings (W Shurtz) Given the increased number of issues which must be discussed during Executive Session and the length of time most board meetings take, Shurtz called for an additional Executive Session to be held each month and that it fall approximately between board meetings. The first of the sessions will be Aug. 7.

There being no further items before the board, the regular meeting adjourned at 9:17 p.m.

Minutes of the Regular Meetings of the VWOA Board of Directors

Thursday August 17, 2000

ATTENDEES

Board Members Will Shurtz, Kevin Drummonds, Mario Rios, and Sam Tomlinson

Staff Judy Monger

Committee Members Mary Hudson Kelly, Standards Coordinator

Owners and Guest Kathy Kirby, Michele Garcia, and Alex Archibald (owners), David Ririe (Eagle Scout) and his father.

MINUTES/OWNERS/AGENDA ITEMS

Meeting was called to order at 7:05 p.m. by Shurtz with a quorum of directors present.

Minutes: The minutes of July 20 were approved as corrected.

Owners:

*Kirby gave a written and verbal report on the Outreach for SAMM drive. Report is attached.

*Garcia spoke on her concerns about the use and security of the Sports Park.

*Archibald told of a safety issue on a lot near his home on Abbey Way. He also stated that he would like the association to look into having the Rummage Sale on a specified weekend but in your individual garages, which would require a permit being sold by the association for a fee. The resident must display the permit on that weekend.

*Agenda item number 7 was moved so David Ririe (Eagle Scout) could brief the board and not have to stay through the whole meeting. David informed the board that he had submitted his plan to the Eagle Board and was waiting on approval. He would keep us advised on the progress of the project.

Agenda: The proposed agenda was approved with three items being added and Item #1 being removed until September.

Announcements and Presentations:

*Kathy Kirby has been hired to help fill in while the search for a manager is underway and will support the new manager and assistant.

Reports

ARC: Kelly gave a verbal report. They are meeting every two weeks to increase communications and improve the approval/disapproval process.

Covenants: Kelly briefed us on the work she was doing on revamping the Courtesy Notices from small individual cards to an all inclusive 8 x 11 page. Special notes are being added to better communicate with the homeowners.

Secretary/Landscape: No reports.

Treasurer/Strategic Planning: Tomlinson gave a verbal report.

Manager: Monger stated the office was running at reduced hours. Currently, the search for a new manager is the highest priority. Written report attached.

Communications: The October newsletter will be the new format and the deadline for submissions is Sept. 6.

Finance: Members have volunteered and a meeting will be scheduled.

Sports Park/Welcome: Minutes attached.

Ad Hoc Community Center Committee: A verbal report was given.

Agenda Items (BAR #)

1.Change to Covenants Committee Procedures (00022) Shurtz asked to postpone this item due a lack of proper preparation time. Postponed till the September board meeting.

2. New Communications Software (00-016) The board **approved** (4-0) the purchase of software needed to produce the

new format of the newspaper. Recommendation is to work with Jerry Kline on best price and value.

3. Communications Office Space Requirements (00018) Postponed until the community center has been formally planned and drawing has been made.

4. Ad Hoc Community Center Committee Resolution (00-020) The board **approved** (4-0) to accept Resolution 18 to establish the Ad Hoc Community Center Committee.

5. Ad Hoc Community Center Committee Request for Funds for an Architect (00-021) The board postponed this request indefinitely.

6. Sports Park Survey (00-25) The board **approved** (4-0) obtaining the survey on the Sports Park. Tomlinson will oversee this project.

7. Eagle Scout Nature Walk Project – Moved up to last owner to be heard.

8. Yard of the Month Promotion (00-24) The board **approved** (4-0) the use of Yard of the Month. This program is to be previewed in the February newspaper and will start in the April issue.

9. Advertising in the Newspaper (M Rios) Discussion was held and dropped due to legal advice. There will be no commercial advertising.

10. Study to Save the Trees (M Rios) Issue will be handled as Letter to the Editor.

11. Security (S Tomlinson) Postponed for further study.

12. Process of Owners to be Heard (M Rios) Time limits on "Owners to be Heard" will be voluntary and at the discretion of the president.

13. Office Hours (K Drummonds) Postponed until September. There being no further items before the Board, the regular meeting adjourned at 10:40 p.m. The following meeting was held Thursday, Sept. 21. Minutes will be posted in the December *Times*. The next meeting is Thursday, Oct. 19 at 7 p.m. in the association office.

Minutes of the Regular Meetings of the
VWOA Board of Directors

Thursday September 21, 2000

ATTENDEES

Board Members - Will Shurtz, Mario Rios, and Sam Tomlinson

Staff -Darryl Richards and Judy Monger

Committee Members -

Owners and Guest - Jerry Kline, Alex Archibald (owners), and Belinda Casanova (bookkeeper).

MINUTES/OWNERS/AGENDA ITEMS

This meeting was called to order at 7:07 p.m. by Mr Shurtz with a quorum of directors present.

Minutes: The minutes of August 17, 2000 were approved as corrected.

Owners and Guest to be heard:

* Archibald spoke of a safety issue and eye sore on a lot next to his home on Abbey Way. He asked what had been done since last month to correct this situation.

* Casanova was introduced to the Board and gave a brief report on the State of the Accounts in Quick Books.

Agenda: The proposed agenda was approved with two items being added and Items #6 and #8, being moved and taken care of elsewhere and #9 removed as a duplicate.

ANNOUNCEMENTS/PRESENTATIONS

* Mr. Darryl Richards was presented to the board as the new Community Manager.

REPORTS

Secretary/ARC/Covenants/Landscape: No reports.

Treasurer: Financial reports were unavailable.

Manager/Communications/Finance/Strategic Planning/Ad Hoc Community Center Committee: Verbal reports were given.

Sports Park/Welcome: Minutes attached.

AGENDA ITEMS (BAR #)

1. Change to Covenants Committee Procedures (Shurtz) (00-022) Tabled until November (3-0)

2. Security (Tomlinson) Tabled until November (3-0)

3. Office Hours (Drummonds) The Board of Directors approved (3-0) to task the staff to present a recommendation for extended office hours.

4. Acknowledgement of people leaving Committees (Shurtz) The president asked the staff to make sure letters of appreciation were sent to members leaving committees and letters of appointment are given to new committee Chairs. No vote was taken as this task is a request.

5. Refurbishment of Fences (Shurtz) The Board of Directors approved (3-0) to give the Community Manager the authority to have a pilot program of fence washing done on 50 feet of fence. This will be to preview a different technique.

6. Welcome new Community Manager (Shurtz) This item was taken care of earlier.

7. Procure Light Meter for ARC (Shurtz)(00-026) The board approved (2-1) the procurement of a light meter.

8. Quick Books Professional (Shurtz) This item was taken care of earlier.

9. Covenant Changes (Shurtz) This Item is duplicate on #1.

10. Community Garage Sale (Shurtz) Tabled until November (3-0)

11. Printer (Rios) A printer will be made accessible to the associate editor until a new printer can be purchased.

12. Yard of the Month (Rios) The board approved (3-0) the delay of the preview and start of this program to preview in Feb. 2001 and start in Apr. 2001.

There being no further items before the board, the regular meeting adjourned at 9:05 p.m.

**Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.**

Thursday October 19, 2000

ATTENDEES

Board Members - Will Shurtz, Kevin Drummonds, and Sam Tomlinson
Staff - Darryl Richards and Judy Monger
Committee Members -
Owners and Guests- Duane Larkin

MINUTES/OWNERS/AGENDA ITEMS

This meeting was called to order at 7:09 p.m. by Mr. Shurtz with a quorum of directors present.
Minutes: The minutes of September 21, 2000 were approved as corrected.
Agenda: Items 8, 9, 10 and 11 were added to the agenda.
Owners and Guests: No Owners or guests were present at this meeting to be heard. Larkin was there to observe.

ANNOUNCEMENTS/PRESENTATIONS

The Welcome Committee announced that the Volunteer Picnic has been cancelled due to inclement weather forecast for Sunday, October 22, 2000. Mr. Theetge has a gift that needs to be presented. Mr. Richards was requested to invite Mr. Theetge to the next Board of Directors meeting.

REPORTS

Secretary/ARC/Communications/Covenants/Strategic Planning: No reports. Treasurer/Landscape/Finance: Mr. Tomlinson gave a verbal report. Community Mgr: Mr. Richards gave a verbal report.

Sports Park/Welcome: Minutes attached.

Ad Hoc Community Center: Mr. Shurtz gave a verbal report.

AGENDA ITEMS (BAR #)

1. Budget - A Draft Budget was attached. Members were asked to review the budget in the coming month and be prepared to discuss, modify and approve the budget in Nov.
2. Office Hours - The board approved the new office hours to be published on the website and in the December newsletter.
3. Appreciation Certificates for Volunteers (Rios) - Tabled until November.
4. Fences - The letters and agreements that will be sent to the homeowners/tenants for the fence project were reviewed and sent forward to the attorney.
5. Swimming Pool, Security and Repairs - The means to increase security at the pool was discussed. The fence is to be replaced, due to the Texas Health Dept.'s new code, in two to three years. The new fence will be six foot and wrought iron to replace the existing chain link fence. Additional lighting is requested, also. Bids are being solicited.
6. Formal Process for Adding Members to the BoD - This process was reviewed per the Bylaws, paragraph 7.04. The manager was asked to correspond with those interested and asked them to provide a short biography by close of business, November 10, and be present at the next Board of Directors meeting on the 16th of November. They should be prepared to state why they would like to serve on the board.

7. Establishing Social Committee, AR-8 - The board members were asked to study AR-8, establishing the Sports Park Committee. The discussion on the refinement of the Sports Park's functions and establishing a new or sub-committee for social activities only will continue at the Sports Parks meeting and at the November board meeting.

8. Planting Trees on Military Drive (00-027) - This BAR was discussed, several questions were asked and no answers were available. This BAR was sent back to the Landscape Committee for the answers to the questions. This BAR was Suspended until November.

9. Signature Cards - The Finance Committee requested that the Community Manager be added to any and all accounts that require two (2) signatures. The board approved this request (3-0).

10. Newspaper - The new newspaper format was discussed. There were several suggestions made.

11. Ad Hoc Maintenance Building Committee - The Ad Hoc Community Center Committee has separated the construction of the maintenance building from its responsibilities. This task was handed to the Community Manager with oversight by the Board of Directors. The manager was requested to obtain bids and report back to the Board of Directors.

There being no further items before the board, the meeting adjourned at 10:35 p.m. The next regular meeting was held Thursday, November 16, 2000. Minutes will be posted in the February Times.

Minutes of the Regular Meetings of the
VWOA Board of Directors

Thursday, November 16, 2000

ATTENDEES

Board Members – Will Shurtz, Kevin Drummonds, Sam Tomlinson, Mario Rios

Staff – Darryl Richards

Owners and Guests: Duane Larkin, Dale Dahlstrom, Jaime Josol

MINUTES/SPECIAL AGENDA ITEM/OWNERS

Mr. Shurtz called the meeting to order at 7:07 p.m. with a quorum of directors present.

Minutes: The minutes of October 18, 2000 were approved as corrected.

Special Agenda Item: Electing new member of the board.

Owners and Guests: There were three individuals at the meeting who volunteered to fulfill the remainder of a one year term, and as part of the process, were invited to speak to the present board. Those individuals were: Duane Larkin, Dale Dahlstrom, and Jaime Josol.

ANNOUNCEMENTS/PRESENTATIONS

Special Agenda Item:

1. Electing new member of the board—The board had the biographical information from the three individuals who volunteered to serve on the board for the remainder of a one year term. Each applicant spoke. The board interviewed each applicant. The applicants were asked to leave the room. Discussion ensued regarding the applicants. There was a tie between two candidates, and apparent deadlock among the board members on the vote. The election was moved to the Executive Session due to the sensitive nature of the discussion concerning the applicants. The board asked the CM to query the VWOA attorney to see if "assistant" board members can be named, or if such a position would be in accordance with VWOA documents.

REPORTS

Secretary/ARC/Strategic Plan.: No reports. Treasurer/Landscape: Mr. Tomlinson gave a verbal report.

Community Mgr./Covenants: Mr. Richards provided a written report.

Communications: Mr. Rios gave verbal report.

Finance: Mr. Tomlinson deferred his comments to the budget agenda item.

Sports Park/Welcome: Minutes attached.

Ad Hoc Community Center: Mr. Shurtz gave a verbal report.

AGENDA ITEMS Board Action Request (BAR #)

1. AR-2, AR-4 & Annual Assessment Letter were provided to the directors for review, approval and signature. All were **approved** (4-0).
2. Budget(Tomlinson)—Mr. Tomlinson presented the 2001 VWOA Final Draft operating budget. After a final review, the budget was **approved** (4-0).
3. Appreciation Certificates for Volunteers (Rios) – Mr. Rios was asked to prepare a BAR on this issue for presentation in January 2001.
4. Establishing Social Committee (Shurtz) AR-8—Postponed until December.
5. Planting Trees on Military Drive (00-027) – The Landscape Committee chair, Mr. Paul Knab, provided additional

information on this BAR. The BAR was discussed, and a vote was called. It was approved 3-1

6. Change to Covenants Committee Procedures (00-022) (Shurtz)—This BAR was tabled indefinitely.
7. Community Garage Sale (Shurtz)—The Board of Directors asked that the community manager respond to the homeowner, Mr. Archibald, on this issue.
8. Security (Tomlinson)—This was postponed until the December meeting.
9. Acceptance of Deed for the Easement Property in the Forest (Discussion)—This item was moved to the December meeting.

There being no further items before the board, the meeting adjourned at 9:29 p.m.

Minutes of the Regular Meetings of the
VWOA Board of Directors

Thursday, December 21, 2000

ATTENDEES

Board Members – Will Shurtz, Kevin Drummonds, Sam Tomlinson, Dale Dahlstrom
Staff – Darryl Richards (CM) and Judy Monger (ACM)
Owners and Guests: Jerry Kline and Dale Palmer (owners)

MINUTES/OWNERS

Mr. Shurtz called the meeting to order at 7:05 p.m. with a quorum of directors present.

Minutes: The minutes of November 16, 2000 were approved (4-0) as corrected.

Approval/Addition(s) to the Agenda: Mr. Tomlinson added Item 7, Equipment Purchases and Reimbursements, and Mr. Drummonds added Item 8, ARC – Buffington Homes fences. The Agenda was approved (4-0) as amended.

Owners and Guests: Mr. Kline was here to observe. Mr. Palmer, representing Boy Scout Troop #640, was here to ask for permission to set up and sell firewood on Westcreek Oaks and 1604 and Military Dr and 1604. The board told him VWOA did not own that land and he would have to contact Bexar County Sheriff and TexDOT.

ANNOUNCEMENTS/PRESENTATIONS

Christmas cards and bonuses were presented to the staff by the Board of Directors.

REPORTS

Secretary/ARC/Communications/Landscape/Strategic Planning: No report.

Treasurer/Finance: Mr. Tomlinson gave a verbal report.

Community Mgr: Mr. Richards provided a written report.

Covenants: No report. (Mr. Drummonds will spearhead reorganizing this comm.)

Finance: Mr. Tomlinson gave a verbal report.

Sports Park: Minutes attached.

Welcome: Update attached.

Ad Hoc Community Center: Mr. Shurtz and Mr. Tomlinson gave a verbal report.

AGENDA ITEMS Board Action Request (BAR #)

1. Establishing Social Committee (Shurtz) AR-8 – The discussion on creating a Social Committee or separating and re-organizing the Sports Park Committee was postponed until January and additional input can be obtained from the Sports Park chair, Cindy Fregy.
2. Security (Tomlinson) – Identification cards and additional lighting was discussed. Mr. Drummonds was tasked to look into matters and Mr. Richards was asked to check with security experts and other managers on additional measures that can be taken. Postponed until January.
3. Acceptance of Deed for the Easement Property in the Forest (Discussion) – Legal wording will be added with guidance for our attorney with regards to owner access. Postponed until January.
4. Clock Tower Report – The forensic report was review by the Board of Directors. Some of the pictures will be scanned and available on our web site with approval from HDR, Inc. CM was tasked with obtaining an estimate on specifications and vendor referrals.
5. Holiday Operating Hours – The association office will be closed Monday, December 25, 2000 and January 1, 2001.

6. Additional Office Space – The acquisition of a double wide modular office was discussed. The board members were asked to study the space problems, alternative solutions and view the plat. Postponed until January.
7. Equipment Purchase and Reimbursement – The purchase of a maintenance vehicle was discussed and a motion was made; "Mr. Dahlstrom is to research the specifications for the purchase of a vehicle for the Maintenance Department, with the results by January 3, 2001." The motion was approved (4-0). The CM was asked to confer with Mr. Armstrong, our accountant, on reimbursing the maintenance supervisor for repairs on his personal vehicle.
8. ARC – Buffington Home fences – The history was reviewed on the GME fencing in the Buffington homes in the Woods. Mr. Drummonds was tasked to ask the Architectural Review Committee chair to write an article for the next *Times* issue on the Buffington homes fences.

There being no further items before the board, the meeting adjourned at 10:35 p.m. The next regular meeting was held January 18, 2001. Minutes will be posted in the April *Times*.

**Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.**

**Thursday, January 18, 2001
7:00 pm
12354 Military Drive West**

Attendees

Board Members – Will Shurtz, presiding, Kevin Drummonds, Sam Tomlinson, Dale Dahlstrom

Staff – Darryl Richards (CM) and Judy Monger (ACM)

Owners and Guests: Owner, Jerry Kline was present, but arrived late.

Minutes, Special Reports and Owners

Mr. Shurtz called the meeting to order at 7:11 p.m. with a quorum of directors present.

Minutes: The minutes of December 21, 2000, were approved (4-0) as amended.

Owner's/Guest Forum: Mr. Kline was not present at this time.

Treasurer's Report: Mr. Tomlinson did not receive the necessary documents from the bookkeeper to provide a report at this meeting.

Management Report: Mr. Richards gave a verbal report and a written report is attached.

Committee Reports

1. ARC: No report.
2. Communications: No report
3. Covenants: No report.
4. Finance: Necessary information not available.
5. Landscape: No report.
6. Sports Park: No report.
7. Strategic Planning: No report.
8. Welcome: Update attached.
9. Ad Hoc Community Center: No report.

Unfinished Business

1. Establishing Social Committee (Shurtz) AR-8 - A meeting has been called with the Sports Park Chair and management to obtain information on this item. Suggestions were made on ways to form this new committee without depleting other committees. Postponed until March.
2. Security (Tomlinson) – Mr. Richards reported that our insurance company will do a security survey to develop a list of items that would improve security on the common grounds. This survey should be accomplished within 30 – 40 days. Postponed until February.
3. Clock Tower Report – The CM was asked to obtain more competitive bids on the repair of the tower, seek bids on the total replacement of the tower by a general contractor, and obtain an itemized list of all services that the present company would provide. Postponed until February.
4. Holiday Operating Hours – Revisions in the holidays that the office will be closed were accepted by the Board and a new Terms of Employment will be signed by the employees.
5. Additional Office Space – The board members were asked to study the space problems, alternative solutions and view the plat when it is completed. Postponed until February.
6. Acceptance of Deed for the Easement Property in the Forest (Discussion) - This document has not yet been

reviewed by our attorney. Postponed until February.

New Business

1. Nominating Committee – A committee was named. The members are Dale (Chip) Dahlstrom, Jerry Kline, and Judy Monger. These individuals will seek at least three nominees to fill the Board vacancies.
2. Annual Meeting – The Annual Meeting will be held on April 19, 2001, starting at 7:00 p.m. at Galm Elementary School Cafeteria. The date has been changed to avoid conflict with Fiesta Week.
3. Pool Wrought Iron Fence – BAR #01-001 – The BAR was discussed and risks duly noted. The BAR was approved (3-1). The CM was asked to confirm prices and check warranty lengths before awarding contract.
4. Credit Card Payments – Mr. Tomlinson was tasked with researching the options and ways of paying assessments with credit cards through Frost Bank. He was asked to report back to the Board.
5. Web Site Mailing List – Mr. Kline presented the idea of an e-mail based mailing list, "WC Alert". This would be a free sign up subscription, privacy observed, no-sell mailing list that would allow news and important information to be distributed anytime, not only through the Westcreek Times. Board members were asked to sign up and test the system.

Next Meeting: The next regularly scheduled Board of Directors meeting will be February 15, 2001 at 7:00 p.m., in the Association office. There being no further items before the Board, the meeting adjourned at 10:00 p.m.

**Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.**

**Thursday, February 15, 2001
7:00 pm
12354 Military Drive West**

Attendees

Board Members – Will Shurtz, presiding, Kevin Drummonds and Sam Tomlinson

Staff – Darryl Richards (CM) and Judy Monger (ACM)

Owners and Guests: Owners, Jerry Kline, Kathy Kirby, Jessica Kent and Standards Coordinator, J. R. Williams were present.

Minutes, Special Reports and Owners

Mr. Shurtz called the meeting to order at 7:05 p.m. with a quorum of directors present.

Owner's/Guest Forum: Ms. Kirby and Ms. Kent expressed interest and asked questions about the Playgroup becoming a Board appointed committee and/or combining into a Social Committee. They stated they would talk to members in the Playgroup and get back to the Board with their decision.

Minutes: The minutes of January 18, 2001, were approved (3-0) as recorded.

Treasurer's Report: Mr. Tomlinson gave a verbal report.

Management Report: Mr. Richards gave a verbal report and a written report is attached.

Committee Reports

1. ARC: Attached.
2. Communications: No report
3. Covenants: Verbal report.
4. Finance: Included in Treasurer's Report.
5. Landscape: No report.
6. Sports Park: Verbal report.
7. Strategic Planning: No report
8. Welcome: Attached.
9. Ad Hoc Community Center: No report.

Unfinished Business

1. Security (Tomlinson) – Mr. Richards checked with our insurance company and they should be calling to do the security survey within 2 weeks. **Postponed** until March.
2. Clock Tower Report – Update and BAR#01-005 - The BAR was discussed and some wording was corrected. Additional direction was give to the CM to obtain the contract from HDR so that the Board could review it at a special meeting on February 22, 2001. **Postponed** until February 22, 2001.
3. Acceptance of Fence Contractor – Fence Project with BAR #01-004 – The BAR was changed slightly, discussed at length with letters being reviewed. The BAR was **approved** (2-1). Mr. Shurtz and Mr. Tomlinson voted in favor of the BAR and Mr. Drummonds voted against the measure.
4. Additional Office Space – **Postponed** until plat and drainage survey can be completed.
5. Acceptance of Deed for the Easement Property in the Forest - **Postponed** until March. (Attorney out of town for extended period)
6. Credit Card Payments – Mr. Tomlinson was still gathering all the necessary financial information from the bank on

credit card payments. **Postponed** until March.

New Business

1. Kiddie Pool Cover – The requested information (original contract and secondary contract) was provided and the subject was closed.
2. Tennis Court – During the weekly inspection of facilities, the Maintenance Supervisor noted cracks appearing in the tennis courts. The Board instructed the CM to see to the repairs.
3. Swimming Pool – 2001 Operating Schedule Hours/Employees' Job Descriptions – The Sports Park Committee presented the proposed Operating Schedule Hours and Employees' Job Descriptions. **Approved** (3-0).
4. Electric Extension – BAR #01-002 – Mr. Richards presented this BAR that would extend the electric service into the Sports Park for planned improvements. **Approved** (3-0).
5. Center Median Planting Project – BAR #01-003 – The Landscape Committee wanted approval and a commitment from the Board for the planting and continued maintenance of 50 more trees in the center medians of Westcreek Oaks Drive and Military Drive West. **Approved** (3-0).

Next Meeting: A special Board of Directors meeting was called for February 22, 2001 at 7:00 p.m. to discuss BAR #01-005 and the contract for the Clock Tower repair. The next regularly scheduled Board of Directors meeting will be March 15, 2001 at 7:00 p.m., in the Association office. There being no further items before the Board, the meeting adjourned at 9:45 p.m.

Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.

Thursday, June 21, 2001
7:00 pm
12354 Military Drive West

Attendees

Board Members –Kevin Drummonds, presiding, Dale Dahlstrom, Will Shurtz, and Kathy Kirby

Staff – Darryl Richards (CM) and Judy Monger (ACM)

Owners and Guests: Owners, Sam Tomlinson, Jerry Kline, Ken Williams and Cindy Fregy were present.

Presentations: Sam Tomlinson was presented with a gift of appreciation for his service on the Board of Directors.

Minutes, Special Reports and Owners

Mr. Drummonds called the meeting to order at 7:02 p.m. with a quorum of directors present.

Owner's/Guest Forum: Mr. Tomlinson discussed (1) the building of fences over two drainage easements which had been approved by the previous Board; (2) His experience and dissatisfaction with the pool tags and pool rules; (3) His disappointment over the closing of the pool for a swim meet; and (4) His interest in seeing that the gas easement is kept mowed.

Ms. Fregy was present to answer any questions and give a verbal Sports Park report.

Mr. Williams and Mr. Kline were here as interested owners and committee members.

Minutes: The minutes of May 17, 2001, were approved (4-0) as written.

Treasurer's Report: No report was given.

Management Report: Mr. Richards' written report is attached and he answered questions the Directors had on that report.

Committee Reports

1. ARC: Written report attached.
2. Communications: No report
3. Covenants: Written report attached
4. Finance: No report.
5. Landscape: No report.
6. Sports Park: Verbal report given by Ms. Fregy.
7. Strategic Planning: No report.
8. Welcome: Written report attached.
9. Ad Hoc Community Center: Verbal report given by Mr. Shurtz.

Mr. Shurtz called a Point of Order when the President said he would mandate that the Chairs of each committee "call" and inform each member of their meeting's time and place. The motion was made and seconded that the President was out of order in this regard. The Board approved the motion by a vote of 2 – 1. The President then stated he would ask the chairs to "notify" their members of the meeting's time and place.

Unfinished Business

1. Security (Facilities Control) – Update (Richards) – Mr. Richards gave an update on the Risk Assessment the Association received and suggested that an Ad Hoc Facilities Control Committee be established to research and make recommendation on ways of controlling all of VWOA's facilities. The staff was given the task to write an Administrative Resolution to form said committee. In addition the staff will publish in

the Westcreek Times the need for volunteers for the committee.

2. Garage Sale – The Garage Sale Survey was discussed. After reviewing the issue, and constraints against it (CCRs, liability issues, potential crime problems), the Board confirmed the present policy for garage sales.

3. AR-17 Fence Proposition – The Board approved (3 – 1) "The reinstatement of AR 17 and to amend the resolution to include 8.02 of the Declarations and 12.01 of the Bylaws, and to be signed by all the Board of Directors. The vote is recorded as Mr. Shurtz, Mr. Dahlstrom and Ms. Kirby voting "for" and Mr. Drummonds voting "against" the reinstatement of AR-17.

4. Texas Legislative Action Committee (TLAC) Funding – The staff provided background information on this committee and answered questions. The issue has been postponed until a representative of TLAC could make a presentation to the Board as well as consideration of budgetary constraints.

New Business

1. The Newsletter (Shurtz) – Mr. Shurtz expressed his dissatisfaction with the tone of newsletter. He cited several items: surveys on the newsletter, garage sales, and the article schedule deadline.

2. Pavilion Usage (Shurtz) – After discussion on the Pavilion and its usage, the Board directed staff to send a formal request to the Sports Park Committee to define the usage, table layout, fees, repairs and maintenance of the Pavilion area (BBQ, Covered area, and Restrooms).

3 Pool Rules – Number of guests for Members over 21 (Shurtz) – Pool Rule #7 and the overcrowding of the pool was discussed at great length. The motion to amend Pool Rule #7 to read: "All guests, both swimmers and spectators, must register upon entering the pool facilities. 13 years old and younger are allowed no guests, 14 – 17 are allowed one (1) guest per pool tag, 18 – 21 are allowed two (2) guests per pool tag and members over 21 may bring unlimited guests." This motion was APPROVED (3-1). *Let the record show that management has advised against this amendment.*

Next Meeting: The next regularly scheduled Board of Directors meeting will be July 19th, 2001. There being no further items before the Board, the meeting adjourned at 9:52 p.m.

Regular Meeting of the Board of Directors

Villages of Westcreek Owners' Association, Inc.

Thursday, July 19, 2001

7:00 pm

12354 Military Drive West

Attendees

Board Members –Kevin Drummonds, presiding, Dale Dahlstrom, Kathy Kirby, Will Shurtz, and Mary Hudson Kelley

Staff – Darryl Richards (CM)

Owner(s) and Guest(s): Jerry Kline

Minutes, Special Reports and Owners

Mr. Drummonds called the meeting to order at 7:04 p.m. with all directors present.

Owner's/Guest Forum: Mr. Kline stated his opposition to charging a usage fee for the Picnic Pavilion.

Minutes: The reading/approval of the June 21, 2001 minutes was postponed until the August Regular Meeting.

Treasurer's Report: Mr. Shurtz explained new formats for the monthly VWOA Balance Sheet, VWOA Budget vs. Actual, and VWOA Income and Expense financial reports and went over results.

Management Report: Mr. Richards' written report is attached. He emphasized the new water meter for the Sports Park as an item of importance. The Board unanimously approved going ahead with obtaining the new water meter.

Committee Reports

1. ARC: Written report is attached, and it was noted that Mr. Duane Larkin is now a member of the ARC.
2. Communications: Minutes are attached
3. Covenants: No report.
4. Finance: No report.
5. Landscape: No report.
6. Sports Park: Written report attached.
7. Strategic Planning: No report.
8. Welcome: Written report attached.
9. Ad Hoc Community Center: Verbal report given by Mr. Shurtz. A meeting with the architect is scheduled for early August.

Unfinished Business

1. Pavilion Usage—Sports Park Committee Recommendations – The Sports Park recommendations were discussed. A motion was made and seconded to require only a \$100.00 refundable deposit and no usage fee for the "exclusive use" of the pavilion. The motion was approved 4-1. Other rules will be approved by the Board at the August regular meeting. Will Shurtz voted against the motion.

2. Admin Resolution 19—Ad Hoc Facilities Control Committee – After discussion, a motion was made and seconded that a resolution was not required to establish the Facilities Control Committee; the president of the Board could appoint the committee members. The Board approved the motion 5-0. The resolution languished.

3. Texas Legislative Action Committee (TLAC) Funding – This item will be on the agenda for the August meeting.

New Business

1. Media/Public Relations/Issues Management – The CM recommended a proactive approach to handling responses to future potential crises. The Board concurred, and the CM will begin the project.
2. Lap Swimming – The CM indicated that lap swimming during breaks by inexperienced swimmers was causing lifeguard coverage problems. The lifeguards at the pool have other duties to accomplish during the breaks. Inexperienced swimmers attempting to stay in the pool under the guise of lap swimming has potentially tragic consequences. The CM believes that lifeguards currently have the authority to control lap swimming at the pool. The Board concurred; the CM will so advise the pool contractor.
3. Sex Offenders—Villages of Westcreek – The CM advised the Board that a proposed procedure to change VWOA documents to prevent "Tier 3" sex offenders (the most dangerous category of sex offenders) had been sent to the VWOA attorney of record for his review for possible implementation. The Board concurred in this action, and the CM will continue working the issue.
4. Newsletter Advertising – The Communications Chair presented a proposal to accept advertising for the *Westcreek Times*. After discussion, it was moved to "return the issue to the Communications Committee to establish standards for advertisements and specific rates for such advertising." The motion was seconded, and approved by the Board 4-0, with one abstention.
5. Purchase of Used Pumper Truck from Geronimo Village Volunteer Fire Department (GVVFD) – The CM advised the Board that the pumper truck under consideration had already been sold.
6. Community Drive – Mrs. Kirby brought this issue to the meeting. Mr. Shurtz raised a point of order concerning the placing of the item on the agenda without sufficient notice. The CM advised Board members that the agenda was not posted three days in advance of the meeting. Parliamentary procedure options were explored as to how to deal with these motions. An objection to consideration of the question was made relative to the placing of the item on the agenda without sufficient notice. The vote was 3-1 against consideration of the question. An objection to consideration of the question was made relative to the agenda not being posted three days in advance of the meeting. The vote was 3-1 against consideration of the question. Mrs. Kelley left the meeting after these votes.

The issue of a community drive being done being done by an unofficial Villages of Westcreek group for an organization not directly benefiting the homeowners of the Villages of Westcreek and publicized in the *Westcreek Times* was discussed. A motion was made and seconded that information on the Community Drive submitted by the Westcreek Playgroup for inclusion in the August/September 2001 issue of the *Westcreek Times* not be published. The Board approved the motion 2-1, with one abstention.

Adjournment: There being no further items before the Board, the meeting adjourned at 10.25 p.m.

Next Meeting: The next regularly scheduled Board of Directors meeting will be August 16, 2001.

Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.

Thursday, August 16th, 2001
7:00 pm
12354 Military Drive West

Attendees

Board Members – Dale Dahlstrom, presiding, Kathy Kirby, Will Shurtz, and Mary Hudson Kelley.
Staff – Darryl Richards (CM)
Owner(s) and Guest(s): Jerry Kline, Gerald Willis

Minutes, Special Reports and Owners

Mr. Dahlstrom called the meeting to order at 7:07 p.m. with the above-named directors.

Minutes: The June 21, 2001 minutes were read and approved. The July 19, 2001 minutes were read and approved as amended.

Treasurer's Report: Mr. Shurtz provided his financial report.

SUSPENSION OF THE MEETING: With the arrival of Ken Maynard, a representative of the Texas Legislative Action Committee, the meeting was suspended at 7:20 p.m. by two-thirds vote as necessary in order to allow him to give his presentation on the Texas Legislative Action Committee. The Board had requested additional information prior to making a decision on approving a contribution to TLAC for the 2003 Texas legislative session. Once the presentation was completed, including questions from the Board, Mr. Maynard departed. The meeting resumed at 7:37 p.m.

Management Report: Mr. Richards' written report is attached. He answered questions on the report.

Committee Reports

1. ARC: No report.
2. Communications: Report covered under Unfinished Business
3. Covenants: No report.
4. Finance: Verbal report.
5. Landscape: No report.
6. Sports Park: No report.
7. Strategic Planning: No report.
8. Welcome: Written report attached.
9. Ad Hoc Community Center: The report will be covered in New Business.

Unfinished Business

1. Pavilion Usage—Approval of Rules/Contract – After discussion, the rules for pavilion usage were **approved** by the Board of Directors 4-0. During the discussion of the contract, the CM requested that the Board reconsider its decision to not charge a usage fee for the facility. The CM stated that while the homeowners' funds have made the facility available for utilization, those who want to use the facility on an exclusive basis should pay for that exclusivity. After further discussion, the consensus of the Board was not to reconsider the usage fee issue at this time, but to reassess the no usage fee position after 90 days. A motion was made and seconded to approve the suggested contract as presented. The motion was **approved** 3-1; Mr. Shurtz asked that the record show that he voted against the contract which does not provide for a usage fee. Also, let the record show that management has strongly advised against not charging a usage fee for exclusive use of the Picnic Pavilion.

2. Texas Legislative Action Committee (TLAC) Funding – As noted under suspension of the meeting, Mr. Maynard made this presentation earlier.

3. Sex Offenders—Villages of Westcreek – Mr. Richards advised that this proposed change to VWOA documents was with the attorney for review.

4. Newsletter Advertising – After discussion, the motion was made and seconded to accept advertising for the *Westcreek Times*. The motion was **approved** 3-1. Mr. Will Shurtz asked that the record show that he voted against the motion. He could not support advertising in the newspaper, but would support a directory of businesses prepared by the newsletter staff. Mrs. Kelley asked that the format of the paper be changed to the previous smaller format due to cost considerations, both in terms of printing and mailing. After discussion, a motion was made and seconded to find a printing company to print the same size newsletter for a lower cost, and to obtain paper samples and print quality prior to making a decision. The vote was a **tie**, 2-2, and the motion failed.

5. Purchase of Used Pumper Truck from GVVFD – The CM asked that this issue be dropped, since discussions with the Maintenance Supervisor subsequent to placing the item on the agenda indicated that the vehicle was not needed. The purpose for purchasing such a vehicle would be for watering the trees planted in the medians of Military Drive West and Westcreek Oaks. The present method for watering the trees has been improved to the point that alternate methods aren't required. No further action will be taken.

New Business

1. Community Center – Mr. Shurtz presented the results of the preliminary design meetings between the Ad Hoc Community Center Committee and Mr. Perry Rabke of DRG. He asked that the Board approve the design and moving to the next step in the process of beginning architectural drawings. A motion was made and seconded to this effect. The motion was **approved** 4-0.

2. Committee Standard Operating Procedures – The CM requested that this item be **postponed** until the September meeting. The Board concurred.

Adjournment: There being no further items before the Board, the meeting adjourned at 8:36 p.m.

Next Meeting: The next regularly scheduled Board of Directors meeting will be September 20, 2001.

Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.

Thursday, September 20, 2001
7:00 pm
12354 Military Drive West

Attendees

Board Members – Kevin Drummonds, presiding; Dale Dahlstrom, and Kathy Kirby.
Staff – Darryl Richards (CM)
Owner(s)/Guest(s): None.

Minutes, Special Reports and Owners

Mr. Drummonds called the meeting to order at 7:04p.m.

Minutes: The August 16, 2001 minutes were read and approved .

Treasurer's Report: None.

Management Report: Mr. Richards' written report is attached. He answered questions on the report.

Committee Reports

1. ARC: No report.
2. Communications: Written report attached.
3. Covenants: No report.
4. Finance: No report.
5. Landscape: No report.
6. Sports Park: Dora Trosclair, the co-chair of the committee, provided a verbal report. (See **Notes** at the end of these minutes for a brief resume of the report.)
7. Strategic Planning: No report.
8. Welcome: Written report attached.
9. Ad Hoc Community Center: The CM provided a verbal report.
10. Ad Hoc Facilities Control Committee This committee has been added to existing VWOA committees.

Unfinished Business

1. Committee Standard Operating Procedures (Richards) – The CM advised that Mr. Dahlstrom had requested this item be added. Mr. Dahlstrom asked if the CM had received any operating procedures from the covenants committee. The CM responded that he had been advised that the proposed procedures had been submitted directly to the president of the Board. Mr. Drummonds stated that he had not received any procedures, and would follow up on the matter.
2. Newsletter (Kelley) – Mrs. Kelley was unable to attend the meeting, but provided written documentation to the Board.

New Business

1. AR 17 Fence Maintenance on Major Roads (Signature by Board) – The resolution was amended as requested by the Board. The attorney approved the amended resolution. The three Board members attending signed the resolution; remaining required signatures will be obtained prior to posting in the Book of Resolutions.

Notes: Dora Trosclair made an appearance and advised that Bill Coulson and she had agreed to be co-chairs of the Sports Park Committee. She asked the Board to approve disbursement of funds not to exceed \$150.00 for a party for the ROTC Cadets that helped with the annual picnic. Such a motion was made and seconded. The Board **approved** 3-0. Dora advised that the committee was working on the Community Garage Sale to be held October 20, 2001 at Galm

Elementary School and the Christmas Lighting Contest to be held December 14, 2001. She strongly recommended that a usage fee be charged for the Picnic Pavilion. The Board advised her that this subject would be reviewed at the October regular meeting.

Adjournment: There being no further items before the Board, the meeting adjourned at 8:10 m.

Next Meeting: The next regularly scheduled Board of Directors meeting will be October 18, 2001.

Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.

Thursday, October 18, 2001
7:00 pm
12354 Military Drive West

Attendees

Board Members – Kevin Drummonds, presiding; Dale Dahlstrom, Kathy Kirby, William Shurtz, and Mary Hudson Kelley.

Staff – Darryl Richards (CM)

Residents/Guests: Bill Coulson, Duane Larkin, Alexander Archibald, and Jerry Kline.

Minutes, Special Reports and Owners

Mr. Drummonds called the meeting to order at 7:02 p.m.

Residents/Guest(s) Forum

Mr. Alexander Archibald asked the CM what the situation was at 11710 Abbey Way in terms of the lawsuit filed by VWOA concerning completion of the house in accordance with VWOA CCRs. The CM asked Mr. Archibald if the VWOA attorney of record, Mr. Weber, had contacted him and provided information on the subject. Mr. Archibald responded affirmatively, but that he wanted to hear it again from the CM. The CM advised Mr. Archibald that there was nothing to add, and that he would not respond. Discussion ensued and continued for some time. Mr. Drummonds advised Mr. Archibald that the matter was in litigation and closed the discussion.

Minutes: The September 20, 2001 minutes were read and **approved** 4-0-1. William Shurtz abstained since he was not at the meeting.

Treasurer's Report: Mr. Shurtz verbally reviewed his written report.

Management Report: Mr. Richards' written report is attached. He answered questions on the report..

Committee Reports:

1. ARC: Written minutes of the October 2, 2001 meeting are attached.
2. Communications: Verbal report.
3. Covenants: Written minutes of the October 2, 2001 meeting are attached.
4. Finance: Written report attached.
5. Landscape: No report.
6. Sports Park: Bill Coulson, chair of the committee, provided a verbal report.
7. Strategic Planning: No report.
8. Welcome: Written report attached.
9. Ad Hoc Community Center: Will Shurtz, chair of the committee, provided a verbal report.
10. Ad Hoc Facilities Control Committee: Written report attached.

Unfinished Business

1. Committee Standard Operating Procedures (Richards) – The CM advised the staff would prepare the SOP. Mr. Drummonds stated that he would follow up on the matter with the Covenants Committee chair.

2. Picnic Pavilion Usage Fee (Board)/Picnic Pavilion Waiver Period (Richards) – The first item relating to the Picnic Pavilion was the usage fee for exclusive use of the pavilion. As noted at the September 20, 2001 meeting, this issue was to be reviewed at this October meeting. Discussion ensued. There were two points of view discussed:

- a. The first position holds that homeowners' assessments were used to build the Picnic Pavilion. The completion of a contract, and posting of a deposit (refundable should no damage occur) was required for "exclusive use" of the facility. Payment of wear and tear, electricity for lights and fans, personnel costs for

preparation of pre- and post-event facility checklists, and any/all other costs will be paid by all homeowners' assessments, rather than by the homeowner having "exclusive use" of the facility for the period contracted. Such costs are the VWOA's "costs of doing business."

b. The other position, insofar as the general usage of the Picnic Pavilion is concerned, is in total agreement with the first. The point of departure is with "exclusive use" of the pavilion. Members of the Board holding this position believe that a homeowner in good standing who desires to have "exclusive use" of the Picnic Pavilion should pay a usage fee, as well as a refundable deposit. The homeowners' usage fee would assist in defraying the expenses associated with wear and tear of the facility, electricity for lights and fans, personnel costs for preparation of pre- and post-event checklists, and any/all other costs of the pavilion. In short, the homeowner who enjoys "exclusive use" of the Picnic Pavilion will pay the majority of the costs associated with that "exclusive use," rather than all homeowners.

The amount of usage fee was discussed. However, because of the volatility of the discussion, it was suggested that first, a vote be taken on the usage fee itself. If the usage fee motion carried, the amount of usage fee could then be determined. Consequently, a motion to establish a usage fee for "exclusive use" of the Picnic Pavilion was made and seconded. The Board **disapproved** 3-2. Other considerations concerning the usage fee thus became moot.

The second item relating to the Picnic Pavilion concerned the rule stating that a reservation could not be made more than 90 days in advance. A homeowner planning a family reunion desires to reserve the pavilion for that reunion. Because of the logistics involved, and the fact that the homeowner's relatives will be journeying to San Antonio from all over the United States, the homeowner requested that she be allowed to rent the pavilion 180 days in advance on an exception basis. Discussion ensued. A motion was made and seconded to approve the 180 day advance reservation on an exception basis. The Board **approved** 4-0. Mary Hudson Kelley was out of the room and did not vote.

3. Texas Legislative Action Committee (TLAC) – The question of supporting the Texas Legislative Action Committee (TLAC) was unfinished business from the August 16, 2001 regular meeting. The Board is aware of the anti-homeowners' association feelings currently present in the Texas legislature as a result of the notorious foreclosure case of a widowed homeowner in the Houston area. While legislation seriously impacting the ability of homeowners' associations' ability to enforce assessment collections with foreclosure was successfully thwarted in the 2001 session, the legislators involved in the legislation have threatened enactment of severe legislative curtailment of HOA powers in the 2003 session. The only way to successfully counter this opposition is with a quality lobbyist, and such a program requires capital. VWOA is being canvassed for contributions as are other Texas HOAs. With this background, the issue was divided into two parts: first, whether to support TLAC financially, and two, what VWOA's contribution should be. The motion was made and seconded to support TLAC financially. The Board **approved** 4-1; Will Shurtz voted against the motion. The amount of support was discussed. A motion to contribute \$1,500 received no second and died. A motion to contribute \$1,000 to TLAC was made and seconded. The Board **approved** 4-1. Will Shurtz voted against the motion.

4. Fences on Easements – This was an issue from the June 21, 2001 regular meeting concerning a request by a homeowner for VWOA to build fences across two easements that the homeowner said had been approved by the previous Board. The CM reviewed the Board minutes for 1999 and 2000 and could not find any such approval. The VWOA CCRs do not allow the use of VWOA funds for such a purpose. The VWOA attorney verified this prohibition. The VWOA insurance professional advised that action by the Board in contravention to recommendations provided by the attorney would invalidate Directors and Officers (D&O) insurance coverage. The CM provided a Memorandum for Record to this effect to the Board members. Discussion ensued. The motion was made and seconded **not** to build the fences across the easements in question. The Board **approved** 4-1. The homeowner can build such a fence at his cost, provided that the utility with use of the easement provides written approval for the fence, and that plans for the proposed fence are submitted to, and approved by, the ARC.

5. Newsletter Costs – Mrs. Kelley asked the Board to reconsider the present format and size of paper used for the *Westcreek Times* because of costs. Significant savings could be attained by formatting the newsletter in the traditional 8

½"X11" newsletter format. Discussion ensued. The consensus of the Board was that the newsletter is fine in its present format, and costs are not a sufficient reason to change the newsletter.

New Business

1. Fence Maintenance – This item was postponed to the November meeting.
2. AR 20—Acceptance of Easement (Forest) – KB Homes has completed the necessary action to deed the portion of easement south of Sage Run and behind several homes on Victorian Oaks to VWOA. The administrative resolution accepting the easement was approved by the attorney. A motion was made and seconded to accept the easement. The Board **approved** 5-0.
3. AR 21—Westcreek Playgroup Committee – Mrs. Kirby presented this resolution to Board. Mr. Shurtz objected to the narrow focus of the resolution, i.e., to families with children. Discussion ensued. The resolution was amended deleting the specificity as to children. The motion was made and seconded to accept the amended resolution. The Board **approved** 5-0.
4. 2002 Budget – Mr. Shurtz presented the 2002 budget, and answered questions on several line items. 2002 assessments will not increase. A motion was made and seconded accept the 2002 budget as presented. The Board **approved** 5-0.

Adjournment: There being no further items before the Board, the meeting adjourned at 10:00 p.m.

Next Meeting: The next regularly scheduled Board of Directors meeting will be November 15, 2001.

Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.

Thursday, November 15, 2001
7:00 pm
12354 Military Drive West

Attendees

Board Members – Dale Dahlstrom, presiding; Kathy Kirby, Will Shurtz, and Mary Hudson Kelley.

Staff – Darryl Richards (CM)

Residents/Guests – None

Minutes, Special Reports and Owners

Mr. Dahlstrom called the meeting to order at 7:00 p.m.

Minutes: The October 18, 2001 minutes were read and **approved** 4-0.

Treasurer's Report: Mr. Shurtz verbally reviewed the provided financial reports.

Management Report: Mr. Richards' written report is attached. He answered questions on the report.

Committee Reports:

1. ARC: Written minutes of meetings are attached.
2. Communications: Verbal report.
3. Covenants: Written minutes of meetings are attached.
4. Finance: See treasurer's report.
5. Landscape: No report.
6. Sports Park: No report.
7. Strategic Planning: No report.
8. Welcome: Written report attached.
9. Ad Hoc Community Center: Will Shurtz, chair of the committee, provided a verbal report.
10. Ad Hoc Facilities Control Committee: The CM provided a verbal report.
11. Westcreek Playgroup Committee: Written report attached.

Unfinished Business

1. Fence Maintenance (Richards) – The CM stated that the "super repair" portion of the fence project was almost complete, and that it is time to begin the next phase of "wash and seal," or in some cases, just sealing. However, before letters to homeowners can be sent establishing costs to the homeowner, the Board must determine what criteria will be used to effect minor repair, and what criteria will be used to assess 50-50 costs. The CM recommended that any costs required to repair up to 49% of the length of the fence would fall to VWOA as a result of the CCR provisions; anything over that would fall into the 50-50 repair category. Discussion ensued. A motion to accept this criterion was made and seconded. The Board **approved** 4-0, with the caveat that any fences requiring repair as a result of homeowner negligence would be the responsibility of the homeowner to repair before further action by VWOA to complete the maintenance work required for the fence.

2. AR 21—Westcreek Playgroup Committee (Amended AR—Richards) – The amended AR 21 required Board signature, having been approved at the previous meeting. The Board duly signed the resolution.

3. Covenants Committee Standard Operating Procedures (Richards) – The ACM, considering all input from both past Covenants Committee chair persons, past Standards Coordinator personnel, and the present Covenants Committee chairman, developed a draft of proposed covenants committee standard operating procedures. The draft was provided to Board members for review.

New Business

1. Phone/Hotline Issue (Kirby) – This item was postponed to the February 2002 meeting.
2. Volunteer/Homeowner Recognition Program (Kirby) – This item was postponed to the February 2002 meeting.
3. Pools Replastering (Richards) – The VWOA Reserve Study calls for the replastering of both pools. This is a valid requirement given the condition of the pools at the present time. The CM obtained written estimates from three companies doing such work. Clark Pool and Spa submitted a written proposal of \$19,147.50 for the required work; Custom Pools submitted a written proposal of \$14,773.00; and San Antonio Pool Management submitted a proposal in the amount of \$11,100.00. All firms were responsive and responsible, while San Antonio Pool Management was the most competitive. The CM recommended that San Antonio Pool Management be awarded the replastering job. The motion was made and seconded to accept the CM's recommendation. The Board **approved** 4-0.
4. Mowing CPS Easement (Richards) – The CM advised of the difficulties in getting CPS to maintain the electrical easement running through the Villages of Westcreek. The CM obtained a very competitive offer of \$1,000.00 from Wilford Mowing to shred the easement, and recommended that Wilford Mowing be given the job. The motion was made and seconded to accept the CM's recommendation. The Board **approved** 4-0. The CM recommended that the shredding of the easement occur not less frequently than quarterly. Discussion ensued. After discussion, the motion was made and seconded that the easement be done six (6) times per year. The Board **approved** 4-0.
5. Westcreek Gardens Gate Removal – The CM advised the Board that VWOA had received a proposal of \$830.00 from Quality Fence, the company that originally installed the gates and mechanisms at Westcreek Gardens, to remove the gates and mechanisms. The items will have to be stored off-site, but if the storage facility is within five miles of the Villages of Westcreek, free transport of the gates and mechanisms to that location is included in the price. The CM will obtain a storage facility for the mechanisms. The CM recommended that the Quality Fence proposal be accepted. It was so moved and seconded. The Board **approved** 4-0.
6. AR 2—Annual Assessment For Fiscal Year 2002 (Board Signature—Richards) – The Board members present at the meeting signed the fiscal year 2002 administrative resolution for assessments. The assessments remain unchanged for 2002.
7. AR 4—Delinquent Assessment Collection (Board Signature—Richards) – The Board members present at the meeting signed the delinquent assessment collection resolution.

Next Meeting: The next regularly scheduled Board of Directors meeting was scheduled for December 20, 2001. The CM asked if the Board wanted to have meeting that close to Christmas. Discussion ensued. After discussion, the motion was made and seconded to move the meeting to Thursday, December 13, 2001. The Board **approved** 4-0.

Adjournment: There being no further items before the Board, the meeting adjourned at 8:28 p.m.

Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.

Thursday, December 13, 2001
7:00 pm
12354 Military Drive West

Attendees

Board Members – Kevin Drummonds, presiding; Kathy Kirby, Will Shurtz, and Mary Hudson Kelley. Dale Dahlstrom was absent.

Staff – Darryl Richards (CM)

Residents/Guests – Ken Williams

Minutes, Special Reports and Owners

Mr. Drummonds called the meeting to order at 7:00 p.m.

Minutes: The November 15, 2001 minutes, as amended, were approved 4-0.

Treasurer's Report: Mr. Shurtz verbally reviewed the provided financial reports.

Management Report: Mr. Richards' written report is attached. He answered questions on the report.

Committee Reports

1. ARC: Written minutes of meetings are attached.
2. Communications: Verbal report.
3. Covenants: Written minutes of meetings are attached.
4. Finance: See treasurer's report.
5. Landscape: No report.
6. Sports Park: No report.
7. Strategic Planning: No report.
8. Welcome: On hiatus for December.
9. Ad Hoc Community Center: Will Shurtz, chair of the committee, provided a verbal report.
10. Ad Hoc Facilities Control Committee: The CM provided a verbal report.
11. Westcreek Playgroup Committee: Written report attached.

On Mrs. Kelly's report for the Westcreek Playgroup Committee, Mr. Shurtz had several questions about the focus of the playgroup, and one particular question about collection and disbursement of funds. The CM advised that he would contact the CPA and obtain guidance on this issue, and bring it back to the Board at the next meeting.

Unfinished Business

1. Phone/Hotline Issue (Kirby) – This item was postponed to the February 2002 meeting.
2. Volunteer/Homeowner Recognition Program (Kirby) – This item was postponed to the February 2002 meeting.
3. Covenants Committee Standard Operating Procedures (Richards) – Ken Williams, Covenants Committee Chair, participated in a discussion concerning the Covenants Committee standard operating procedures. The discussion centered on a perception that Covenants Committee input for standard operating procedures had been willfully prevented from being given to the Board. Such was not the case. The particulars on the SOP are as follows: the Committee Chair was at the September 2001 meeting and was asked to prepare a draft SOP for the Board, and the Committee Chair agreed to do so for the October meeting. Nothing was received. The issue was revisited in October at the October board meeting. The president of the Board said that he would follow up on the issue. At the October meeting, the CM advised the Board that the staff would develop an SOP for Covenants Committee. The Board

concluded. Subsequent to the November Board meeting, the Covenants Committee Chair developed a proposed SOP and provided it to the president of the Board via e-mail. The president of the Board forwarded it to the CM. Upon receipt, the CM included the input with the SOP being developed by the staff, in the absence of any indication to provide the input all members of the Board. Additionally, the CM did not provide the input to Board members since the Board had tasked the staff to develop the Covenants Committee SOP. The CM directed the ACM to provide the input to members of previous Covenants Committees and support staff and ask for comments that could be incorporated into the draft SOP. This was done. Input was received and was included in a "draft" SOP. This "draft" SOP was provided to the Board for their review at the November meeting. After the November meeting, several e-mails questioning why the Board did not see the input provided by the Covenants Committee Chair were exchanged among Board members. The subject was included under unfinished business for the December meeting. Discussion ensued. The CM recommended that all information on the SOP be gathered and provided to all parties concerned in order to assure that all parties were adequately informed and had the opportunity to submit input on the SOP. The Board concurred. After the discussion, Mr. Williams departed.

4. Westcreek Gardens Gates Storage (Richards) – The CM advised the Board that the Westcreek Gardens gate was being rented to the Flair Home company for the purpose of protecting homes being built in the subdivision from being vandalized, and to prevent unauthorized dumping in the area. The CM stated that this arrangement would only last until there were residents living in Westcreek Gardens. After the subdivision was populated, the gates would be removed. The Board concurred.

New Business

1. Procedures for accepting input from VWOA Committees (Drummonds) – The CM recommended that the procedure to be used for the Covenants Committee SOP be evaluated for possible use in the future for committee input. The Board concurred.

2. Changing Payroll from ADP to Quick Bookkeepers (Richards) – The CM advised the Board that Quick Bookkeepers could provide the same level of payroll preparation at a slightly smaller cost, but with more convenience. The motion was made and seconded to change payroll preparation from ADP to Quick Bookkeepers effective with the first payroll of 2002. The Board approved 4-0.

Next Meeting: The next regularly scheduled Board of Directors meeting is scheduled for January 17, 2002.

ACTION Items—Communication Items for Newsletter/WC Alert

Mrs. Kelley stated that the deadline for the next newsletter was January 10, 2002. Mr. Drummonds indicated that he would prepare an article for publication. Mr. Shurtz stated that he would write an article. Mrs. Kelley touched on the subjects that would be in the next newsletter and advised that a meeting of the Communication Committee would be held at her home at 1122 Tetford on Monday, December 17, 2001, at 7:00 p.m.

Adjournment: There being no further items before the Board, the meeting adjourned at 9:07 p.m.

Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.

Thursday, January 17, 2002
7:00 pm
12354 Military Drive West

Attendees

Board Members – Kevin Drummonds, presiding; Dale Dahlstrom, Kathy Kirby, Will Shurtz, and Mary Hudson Kelley.
Staff – Darryl Richards (CM)
Guests – Bill Coulson, Ed Hilsher, Derrick Foyle, and Mike Davenport

Minutes, Special Reports and Owners

Mr. Drummonds called the meeting to order at 7:02 p.m.

Minutes: The December 15, 2001 minutes were **approved** 5-0

Treasurer's Report: Mr. Shurtz stated that the financial report would be postponed until next meeting.

Management Report: Mr. Richards' written report is attached. He answered questions on the report.

Committee Reports

1. ARC: Written minutes of meetings are attached.
2. Communications: Verbal report.
3. Covenants: Written minutes of meetings are attached. The CM advised that our attorney would have a meeting with the Covenants Committee on January 29, 2002 at 6:30 p.m.
4. Finance: Nothing to report.
5. Landscape: No report.
6. Sports Park: Verbal report.
7. Strategic Planning: No report.
8. Welcome: Written report attached.
9. Ad Hoc Community Center: Verbal report.
10. Ad Hoc Facilities Control Committee: Verbal report.
11. Westcreek Playgroup Committee: Verbal report.

Unfinished Business

1. Phone/Hotline Issue (Kirby) – Mrs. Kirby asked that this item be removed from the agenda.
2. Volunteer/Homeowner Recognition Program (Kirby) – Mrs. Kirby asked that this item be removed from the agenda.
3. Covenants Committee Standard Operating Procedures (Richards) – This item will be postponed until the February, 2002 meeting.

New Business

1. Fence for Tot Lot (Kelley) – Ms. Kelley was concerned that the completion of the road/Medio Creek bridge was a potential problem for children playing at the Tot Lot. She suggested a chain link fence be constructed to keep children playing at the Tot Lot from wandering up to the road. The Board asked the CM to obtain estimates for the least expensive chain link fencing to meet this end.
2. ARC Oversight (Dahlstrom) – Mr. Dahlstrom had some questions about how and why the ARC approved certain Improvements, and what measures were in place to safeguard the appearance standards of VWOA. Mr. Hilsher responded.

3. Fence Project (Richards) – Mr. Dahlstrom also had questions about the fence project, and presented, via computer, pictures of some areas about which he has concerns. Mr. Foyle provided an overview and timeline on the fence project.

4. Texas Property Code 209 (Richards) – The CM advised the Board that staff was working with VWOA assessment collection and covenants issues attorneys to ascertain the impact of the new code on VWOA practices. This will be the main thrust of the Covenants Committee meeting on January 29, 2002 with the covenants attorney.

5. Westcreek Playgroup Committee Financial Question (Richards) – In response to a query from Mr. Shurtz, the CM checked with the VWOA CPA concerning the financial arrangement with the Playgroup Committee, and whether or not the Committee could receive funds from VWOA and maintain its own funds developed as a result of obtaining dues from members. The CPA stated that all funds generated by the Playgroup Committee (as well as any other committee formed by VWOA resolution) should provide such funds to VWOA for disbursement. Mrs. Kirby indicated that she would provide the funds to the Association in the near future.

6. Locks for Basketball Court and Tennis Courts—Interim Facilities Control (Richards): – The CM asked that this postponed until it can be discussed by the Facilities Control Committee in February 2002.

7. Annual Meeting (Richards): – The CM recommended that the date for the 2002 Annual Meeting be set for Thursday, April 18, 2002, at Galm Elementary School. Refreshments and door prizes will again be provided. The chosen date will not conflict with any Fiesta activities. The Board asked, in addition to the participation of the VWOA CPA firm, Armstrong, Vaughan, and Associates, that the CM ask for participation by the Geronimo Village Volunteer Fire Department, the Bexar County Sheriff's Department, and the Texas Department of Transportation.

8. Nominating Committee for 2002 Slate of Candidates—VWOA Annual Meeting (Richards): – The CM advised the Board that there was a requirement for a Nominating Committee for the Annual Meeting. Mr. Dahlstrom announced that he would chair the committee, and would work with the CM to obtain a slate of candidates. There are two, 2 year positions to be filled by the 2002 election.

9. Pool Rules—2002 (Richards): – The CM deferred this subject to the Sports Park Committee who will provide recommendations to the Board at the February, 2002 meeting.

10. Pool Tags—2002 (Richards): – The CM deferred this subject to the Sports Park Committee who will provide recommendations to the Board at the February, 2002 meeting.

11. Deeding Land to Homeowners (Richards): – The homeowners on either side of Knobbs Way at Military Drive West want VWOA to give the partial lots adjacent to their respective properties to them to add to their lots. The CM recommended that VWOA get an appraisal of the land, and offer the land to the homeowners for the fair market value. A motion was so made and seconded. The Board **approved** 5-0, and directed the CM to get the appraisal.

Next Meeting: The next regularly scheduled Board of Directors meeting is scheduled for February 21, 2002. The Board directed the CM to schedule an Executive Session that could be cancelled if not needed.

ACTION Items—Communication Items for Newsletter/WC Alert

Mrs. Kelley advised that the newsletter would be sent out in draft, and asked all to review it, and submit recommended changes to her.

Adjournment: There being no further items before the Board, the meeting adjourned at 9:02 p.m.

Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.

Thursday, February 21, 2002
7:00 pm
12354 Military Drive West

Attendees

Board Members – Kevin Drummonds, presiding; Dale Dahlstrom, Kathy Kirby, and Will Shurtz.

Staff – Darryl Richards (CM)

Guests – Sonny Sapida, Bill Coulson, and Mike Davenport

Minutes, Special Reports and Owners

Mr. Drummonds called the meeting to order at 7:00 p.m.

Minutes: The January 2002 were **approved**, as amended, 5-0

Treasurer's Report: Mr. Shurtz provided his report. He made a special point of acknowledging Mary Kelley on the good job she has done with newsletter advertising.

Management Report: Mr. Richards' written report is attached. He answered questions on the report.

Committee Reports

1. ARC: No report
2. Communications: No report.
3. Covenants: The Chairman of the Covenants Committee presented the draft SOPs to the Board.
4. Finance: No report.
5. Landscape: No report.
6. Sports Park: Verbal report.
7. Strategic Planning: No report.
8. Welcome: Written report attached.
9. Ad Hoc Community Center: Verbal report.
10. Ad Hoc Facilities Control Committee: Verbal report.
11. Westcreek Playgroup Committee: Verbal report.

Unfinished Business

1. Covenants Committee Standard Operating Procedures (Richards) – Mr. Davenport, Chairman of the Covenants Committee, presented the draft of the SOPs. Mr. Davenport will e-mail a copy of the draft SOPs to the CM so that it can be forwarded to members of the Board and to the staff for review/comments/proposed changes.
2. Fence for Tot Lot (Kelley) – Due to Mrs. Kelley's absence, this subject was postponed until the March meeting.
3. Deeding Land to Homeowners (Richards) – Mr. Sonny Sapida was at the meeting to discuss VWOA giving him the partial lot along Knobsby Way bordering his property. There was general discussion on the subject. The CM advised Mr. Sapida that provisions of VWOA documents would determine the disposition of the property. It was the consensus of the Board to research the possibility of selling the properties, and to have closure on this issue in 60 to 90 days.
4. 2002 Pool Rules—Sports Park Recommendations (Richards) – After brief discussion, the Board **approved** the 2002 Pool Rules as written.

New Business

1. Westcreek Playgroup Committee—Turnover of Funds to VWOA (Kirby) – Mrs. Kirby turned over \$612.00 in funds

to VWOA for the Westcreek Playgroup Committee.

2. Westcreek Playgroup Committee—Establishment of Babysitter Referral List (Kirby) – Mr. Kirby wanted to establish and publish a babysitter referral list under the aegis of VWOA. After discussion, it was the consensus of the Board that there were too many potential liabilities that could accrue to VWOA in the establishment of such a list by a Board-sanctioned committee. Mrs. Kirby chose not to bring the question to a vote.

3. Baseball Field Usage Contract (Richards) – The issue of potential liability for VWOA in the event of serious injury to/death of a non-resident while using the baseball field was discussed. The draft form proposed was too cumbersome. It was the consensus of the Board to use a Certificate of Indemnification; the CM is to coordinate with VWOA legal counsel on obtaining the proper form. Mr. Drummonds advised that Ms. Dee Ann Dickinson, a VWOA resident, has taken over the scheduling of the ball field and was to have provided a copy of the form used in Helotes for use of the ball fields in that area. The CM responded that he had not received anything from her, but that contact would be made with VWOA legal counsel on the indemnification question.

4. AR 4 Delinquent Assessment Collection—Discussion/TPC 209 (Richards) – The CM advised the Board that staff was working with VWOA assessment collection issues attorneys to ascertain the impact of the new code on VWOA practices. The resolution will have to be reaccomplished when this is done.

5. AR12 Notification of Covenants Violations—Discussion/TPC 209 (Richards) – The CM advised the Board that staff was working with VWOA covenants issues attorneys to ascertain the impact of the new code on VWOA practices. In addition, the Covenants Committee has submitted draft SOPs for review by the Board and staff. The resolution will have to be reaccomplished when the SOPs are finalized and integrated with TPC 209.

6. Locks for Basketball Court and Tennis Courts—Interim Facilities Control (Richards): – The CM asked that this postponed until it can be discussed by the Facilities Control Committee in February 2002.

7. New Standards Guide Revised (Requires BoD Approval)(Richards): – Comments received from the Board on the revised standard guide indicated that there was still some work to be done in the areas of spell checking, annotation, and paragraph numbering, before approval.

Next Meeting: The next regularly scheduled Board of Directors meeting is scheduled for March 21, 2002. The Board directed the CM to schedule an Executive Session that could be cancelled if not needed.

ACTION Items—Communication Items for Newsletter/WC Alert

Mrs. Kelley emphasized that the deadline for newsletter input was March 10, 2002.

Adjournment: There being no further items before the Board, the meeting adjourned at 9:40 p.m.

**Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.**

**Thursday, March 21, 2002
7:00 pm
12354 Military Drive West**

Attendees

Board Members – Kevin Drummonds, presiding; Will Shurtz and Mary Hudson Kelley.

Staff – Darryl Richards (CM)

Guests – Terry Courtheyn, Derrick Foyle, Cornel Hoskins, Sandra O'Banion, Jerry Kline, and Danita Anderson.

Minutes, Special Reports and Owners

Mr. Drummonds called the meeting to order at 7:20 p.m.

Minutes: The February 21, 2002 minutes were **approved**, as amended, 2-0, with 1 abstention; Mary Hudson Kelley was not at the February 21, 2002 meeting.

Treasurer's Report: Mr. Shurtz provided his report. He asked that the Finance Committee be part of the Treasurer's report, since the treasurer is chair of the Finance Committee.

Management Report: Mr. Richards' written report is attached. He answered questions on the report.

Committee Reports

1. ARC: Meeting minutes are attached.
2. Communications: No report.
3. Covenants: The draft SOPs are included in Unfinished Business.
4. Finance: The Treasurer asked that this report be included with the Treasurer's Report.
5. Landscape: No report.
6. Sports Park: No report.
7. Strategic Planning: No report.
8. Welcome: Written report attached.
9. Ad Hoc Community Center: Verbal report.
10. Ad Hoc Facilities Control Committee: Verbal/written report. There was discussion of the proposed plan from Ad Hoc Facilities Control Committee. While final details remain to be worked out, the motion was made and seconded to accept the Facilities Control plan, as amended, in principle. The Board **approved** 3-0.
11. Westcreek Playgroup Committee: No report.

Unfinished Business

1. Covenants Committee Standard Operating Procedures (Richards) – **Postponed** to May 16, 2002 meeting.
2. Fence for Tot Lot (Kirby) – This subject was addressed in the Ad Hoc Facilities Control Committee report/discussion.
3. Deeding Land to Homeowners (Richards) – The CM had prepared a Memo For Record detailing the options available to the Board, a copy of which is included in the backup documentation for this meeting. After discussion, the following motion was made and seconded for the CM present to Centex, in writing, the following proposal:
 - a. Centex will deed to VWOA, and VWOA will accept, the planted areas only on either side of Knobsby Way at the intersection of Knobsby Way and Military Drive West.

b. Centex will install "The Oaks" monuments in the above-mentioned planted areas.

c. Centex will sell the portions of the property to the homeowners desiring such. VWOA will not be involved in any way in the transaction.

4. Baseball Field Usage Contract (Richards) – The contract previously provided to the Board was considered to be too cumbersome for use. The CM was charged with developing a short indemnification form for use. The form presented was amended slightly, and a motion was made and seconded to approve the amended Indemnity Agreement. The Board **approved** 3-0.

5. AR 4 Delinquent Assessment Collection (Richards)—The rewritten resolution that includes the necessary TPC 209 provisions was presented the Board. The resolution was adopted by the Board, signed, and placed in the Book of Resolutions.

6. New Standards Guide—Revised (Richards)—The revised Standard Guide was presented to the Board for approval. Previously, the Board had asked that all paragraphs be numbered, and that a spell check be done on the Guide. In addition, a Board member had submitted questions relative to when holiday lighting could be put up, and the apparent use of decorative rock in landscapes that were *de facto* driveway extensions. The CM advised that a spell check had been done on the Guide, that attempts to number the paragraphs in the Guide made it cumbersome to use. After discussion of the topics of holiday lighting and decorative rock landscapes, the motion was made and seconded to approve the Guide as written, and allow the ARC disposition determination on the lighting/decorative rock questions. The Board **approved** 3-0.

7. Street Lights—Estates of Westcreek (Richards)—Centex requested, in writing, if the Board wanted streetlights in the Estates of Westcreek, the new subdivision. Historically, streetlights have not been installed in the Villages. After discussion, the motion was made and seconded that connections for streetlights be sited, but that streetlights not be installed. The Board **approved** 2-1.

New Business

1. Pool Usage (Richards)—The CM raised the issue of having the pool open six days per week versus seven days per week and the costs involved in each. The motion was made and seconded that the pool be open seven days per week. The Board **approved** 3-0.

2. Committee Members – Requirement To Be In Good Standing (Shurtz)—Mr. Shurtz was concerned about the possibility of homeowners serving on committees who were not in good standing. After discussion, the Board requested that the CM prepare a resolution establishing a procedure to be followed should a committee member be found not to be in good standing. The resolution will be taken up at the next regular meeting of the Board in May.

3. Assessment Collection Costs (Shurtz)—The issue of collection costs was raised as a result of TPC 209 and the requirement for the use of certified mail. The CM provided costs relative to labor, materials, and transportation costs. Presently, VWOA charges \$5.00 which covers the costs of mailing only; actual costs involved in getting each certified mail letter sent is almost \$8.00. This does not cover costs associated with monitoring and follow up of the account. After discussion, the motion was made and seconded to raise the VWOA collection cost, per letter, from \$5.00 to \$10.00. The Board **approved** 3-0.

Next Meeting: The next regularly scheduled Board of Directors meeting is scheduled for May 21, 2002.

ACTION Items—Communication Items for Newsletter/WC Alert

N/A

Adjournment: There being no further items before the Board, the meeting adjourned at 9:43 p.m.

**Regular Meeting of the Board of Directors
Village of Westcreek Owners' Association, Inc.**

**Thursday, May 16, 2002
7:00 pm
12354 Military Drive**

Attendees

Board Members – Dale Dahlstrom presiding; Will Shurtz and Derrick Foyle.

Staff – Darryl Richards (CM)

Guests – Amy Trimble

Minutes, Special Reports and Owners

Mr. Dahlstrom called the meeting to order at 7:12 p.m.

Mrs. Amy Trimble, a recent arrival to, and resident in, the Villages of Westcreek, spoke on utilizing the existing amenities to create sports leagues and use teenagers living in the Villages of Westcreek for umpires. She explained that she had done a similar program in Northwest Crossing, and this had resulted in wide-ranging benefits for residents. The Board showed interest and asked that Mrs. Trimble provide a proposal in writing.

Minutes: The March 21, 2002 minutes were **approved**, as amended, 2-0, with 1 abstention; Derrick Foyle was not at the March 21, 2002 meeting.

Treasurer's/Finance Committee Report: Mr. Shurtz provided his report.

Management Report: Mr. Richards' written report is attached. He answered questions on the report.

Committee Reports

1. ARC: Meeting minutes are attached.
2. Communications: No report.
3. Covenants: No report and no SOPs were provided.
4. Landscape: No report.
5. Sports Park: No report.
6. Strategic Planning: No report.
7. Welcome: Verbal report provided by Mr. Foyle.
8. Ad Hoc Community Center: Verbal report by Mr. Shurtz.
9. Ad Hoc Facilities Control Committee: No report.
10. Westcreek Playgroup Committee: No report.

Unfinished Business

1. Covenants Committee Standard Operating Procedures (Richards) – **Postponed** to June 20, 2002 meeting.
2. Deeding Land to Homeowners (Richards) – The CM advised that this issue rested with Centex.
3. Baseball Field Usage (Richards) – The CM advised the Board that the reservation procedures in place were not being followed because of the insurance/waiver requirements included. The individual presently scheduling the field is frustrated, and feels that there should be an hourly usage fee associated with use of the ball field. That person recommended a fee of \$10.00 per hour. The Board agreed to discuss the issue under the Unfinished Business item, Usage Fees.
4. Streetlight Connections – Estates (Richards) – The CM advised the Board that only after the Board had voted to put

in the streetlight connections only did Centex advise that there was a charge to put in the connections. The Board had previously rejected streetlights, and the CM wanted the Board to know that the connections would not be put in place.

5. Committee Members—Requirement To Be In Good Standing (Richards)—The CM presented AR 22 on this subject. After discussion, and amendment, the proposed AR was **approved** by the Board 3-0. The CM will present the amended resolution at the June 20, 2002 board meeting for signature.

6. Usage Fees (Schurtz)—The issue of usage fees was revisited. After discussion, the motion was made and seconded to charge \$10.00 per hour for the first four hours and \$5.00 per hour for any additional hours. The Board **approved** 2-1. The Board decided to postpone usage fees for other amenities to a later time.

7. Upgrade Modular Office Space (Richards)—The CM provided a memo requesting that the current modular office space be updated to include additional square footage. Mr. Shurtz asked that the CM obtain contract language concerning contract termination. The CM concurred. The motion was made and seconded that contingent upon favorable review of the termination of contract wording in the new contract with GE Capital, the larger office space would be obtained. The Board **approved** 3-0.

New Business

1. Fill Board of Directors Vacancy (Discussion Item) (Dahlstrom)—The issue of filling the open Board of Directors vacancy was discussed. The consensus was to contact the unsuccessful candidate Ms Anderson to attend the next Board of Directors meeting. Additionally, Mr. Duane Larkin was suggested as a candidate. In addition, the vacancy will be announced in the newsletter. The Board chose to follow present procedures in filling the vacancy.

2. Purchase of Common Area Acreage – Phase II (Shurtz)—Mr. Shurtz detailed the proposed purchase of the additional common area in Phase II and answered questions concerning the purchase. After discussion, the motion was made and seconded to approve the purchase of the 25.27 acre tract in the letter of intent, authorize the \$5,000 earnest money payment to move toward acquisition of the property and to authorize the treasurer and CM to obtain the mortgage for the land. The Board **approved** 3-0.

3. Board Oversight of Committees (Richards)—The CM advised the Board that in some instances, committees are not doing all that is required. He asked that the Board be cognizant of the various committees; some require active and continuing Board oversight and support.

4. Revenue Generators (Richards)—The CM advised the Board that he was reviewing additional revenue generators, such as vending machines and soft drink vending machines, as well as a line of items with the Westcreek logo on them. The CM provided no specifics, but will do so at a later date.

5. Extended Office Hours (Richards)—The CM advised the Board that the extended Wednesday hours of operation had not resulted in the anticipated homeowner response. While there was some recent patronage in the extended hours for pool tags, the overwhelming majority of the time has seen minimal usage. The CM asked that the extended hours be ended, and that the office resume standard operating hours through the week. The motion was made and seconded that standard uniform hours of 9 am to 5 pm be resumed July 1, 2002. The Board **approved** 3-0.

6. Changes in Pool Rules (Shurtz)—The recent homeowner concern evidenced at the April Annual Meeting about the presence of a sex offender living in the neighborhood and the perceived potential for a tragic incident at the pool and the resulting conflict with Rule 16 of the 2002 Pool Rules prompted the Board to look at the 2002 Pool Rules. Presently, Rule 16 reads as follows: "Rest room facilities are available and will be used. Children over the age of 4 years should use their gender specific restroom." Several persons spoke out at the Annual Meeting saying that this was too restrictive, and did not allow the parent sufficient latitude. After discussion, the motion was made and seconded that Rule 16 be amended to read as follows: "Restroom facilities are available and will be used." The Board **approved** 3-0.

7. Community Safeguards and Protections (Dahlstrom)—Mr. Dahlstrom had, as a discussion item, safety and security issues for the Villages of Westcreek, more that will follow in future Board meetings.

Next Meeting: The next regularly scheduled Board of Directors meeting is scheduled for June 20, 2002.

ACTION Items—Communication Items for Newsletter/WC Alert

N/A

Adjournment: There being no further items before the Board, the meeting adjourned at 9:26 p.m.

**Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.**

**Thursday, July 18, 2002
7:00 pm
12354 Military Drive West**

Attendees

Board Members – Dale Dahlstrom presiding; Kathy Kirby, Will Shurtz, and Derrick Foyle
Staff – Darryl Richards (CM)

Minutes, Special Reports and Owners

Mr. Dahlstrom called the meeting to order at 7:03 p.m.

Minutes: The June 20, 2002 minutes were **approved**, as amended, 4-0, and the July 10, 2002 Special Meeting minutes were **approved**, as amended, 4-0. It should be noted that Mr. Edgar Bridges was elected by the Board at the June 20, 2002 Executive Session to complete Mary Kelley's remaining term.

Treasurer's & Finance Committee Report: Mr. Shurtz provided June financials and discussed the reports. He advised that preliminary work on the 2003 budget was in process.

Management Report: Mr. Richards' written report is attached. He answered questions on the report.

Committee Reports

1. ARC: Meeting minutes are attached.
2. Communications: No report.
3. Covenants: No report and no SOPs were provided.
4. Landscape: No report.
5. Sports Park: No report.
6. Strategic Planning: No report.
7. Welcome: Written report attached.
8. Ad Hoc Community Center: No report.
9. Ad Hoc Facilities Control Committee: No report.
10. Westcreek Playgroup Committee: Verbal report. Mrs. Kirby provided a report on the status of Safety Day to be held in conjunction with the Annual Picnic.

Unfinished Business

1. Covenants Committee Standard Operating Procedures Update (Shurtz)—Mr. Shurtz updated the Board on his ad-hoc committee members and the purpose of the committee. The first meeting will be at 6 p.m. on Monday, July 22, 2002, at the VWOA office.

New Business

1. Usage Fee Waiver for VWOA Volunteers (Kirby)—Mrs. Kirby asked that the previous policy of waiving usage fees for VWOA volunteers and committee members be re-instituted. After discussion, the motion was made and seconded to waive all usage fees for VWOA volunteers and committee members. The Board **approved** 4-0.

Next Meeting: The next regularly scheduled Board of Directors meeting is scheduled for August 15, 2002.

ACTION Items—Communication Items for Newsletter/WC Alert

N/A

Adjournment: There being no further items before the Board, the meeting adjourned at 7:46 p.m.

**Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.**

**Thursday, August 15, 2002
7:00 pm
12354 Military Drive West**

Attendees

Board Members – Dale Dahlstrom presiding; Kathy Kirby, Edgar Bridges, Will Shurtz, and Derrick Foyle.
Staff – Darryl Richards (CM)

Owners, Minutes, and Special Reports

Mr. Dahlstrom called the meeting to order at 7:00 p.m.

Owners: Mr. Lefty Besecker, Mr. Kevin Drummonds, and Mr. Cornel Hoskins attended the meeting. Mr. Besecker told the Board of his concerns about the trees planted in the medians, about the village entrances, and he provided suggestions for corrective actions for both. He also mentioned methods that had been used in the past that were used to acknowledge volunteers. The Board thanked Mr. Besecker for his contributions to the Association, particularly he and his wife's ongoing maintenance of the entrance monument to Quail Meadow, and advised him that his comments would be taken under consideration. The Board thanked him for coming to the meeting.

Mr. Drummonds discussed the easement passing behind his house on Victorian Oaks, and wanted to know why VWOA was not held to the same standards he was in terms of landscaping. In addition, he inquired as to when the initial Facilities Control procedures would be implemented. The CM indicated that the initial implementation was planned for the fall. The Board advised him that his comments on the easement would be taken under consideration, and thanked him for coming to the meeting.

Mr. Hoskins did not speak.

Board member Kathy Kirby spoke about a person allegedly following her, and asked what actions VWOA could take. She also indicated that she would like to see a renewed recruiting effort for Cellular on Patrol (COP). The CM asked that she get the license plate number of the car driven by the person following her if possible. The Board took her comments under advisement, and thanked her for voicing her concerns. She also asked that VWOA communicate with Northside Independent School District, specifically Galm Elementary, about working together on safety, and contacting the Bexar County Sheriff's Department about additional patrols in the Villages of Westcreek.

Minutes: The July 18, 2002 minutes were **approved** 5-0.

Treasurer's & Finance Committee Report: Mr. Shurtz provided July financials and discussed the reports. He advised that preliminary work on the 2003 budget was progressing.

Management Report: Mr. Richards' written report is attached. He answered questions on the report.

Committee Reports

1. ARC: Written report attached.
2. Communications: The Communications Chairman advised that he would begin interviewing for the part-time paid position on August 16, 2002.
3. Covenants: Verbal report by the Standards Coordinator.

4. Landscape: The CM advised that a homeowner was in the process of getting some volunteers to staff the Landscape Committee; the homeowner indicated that he was interested in chairing the committee.
5. Sports Park: No report.
6. Strategic Planning: No report.
7. Welcome: No report.
8. Ad Hoc Community Center: No report.
9. Ad Hoc Facilities Control Committee: Verbal report.
10. Westcreek Playgroup Committee: Verbal report. Mrs. Kirby advised that Safety Day is still being organized by a few members of the Westcreek Playgroup. She also advised that she will resign as chair of the committee at year's end.

Unfinished Business

1. Covenants Committee Standard Operating Procedures Update (Shurtz)—
Mr. Shurtz presented the final version Covenants Committee Standard Operating Procedures, and the amended version of AR 12 Notification of Covenant Violations. Both documents are in conformance with Texas Property Code 209. Mr. Dahlstrom asked that the SOPs Inspection Guideline section be amended to include the use of stone to expand driveway widths. The motion was made and seconded to accept the Covenants Committee Standard Operating Procedures, with this amendment, and to not allow any changes to the SOPs for 180 days. The Board **approved** 5-0. The motion was made and seconded to accept the modified AR 12 Notification of Covenant Violations as written. The Board **approved** 5-0. Mr. Dahlstrom signed the resolution for posting in the Book of Resolutions. Mr. Shurtz indicated that Amendment 4 would have to be reviewed for conformance with TPC 209. Mr. Foyle commended Mr. Shurtz for his able leadership and professionalism in completing the project.

New Business

1. Phase II – Land Purchase Inspection by Board Members (Shurtz)—The motion was made and seconded for all members of the Board to meet at 9:00 a.m., Saturday, August 24, 2002, at the property for the purpose of a walking tour/inspection of the land. The Board **approved** 5-0.

Next Meeting: The next regularly scheduled Board of Directors meeting is scheduled for August 15, 2002.

ACTION Items—Communication Items for Newsletter/WC Alert

N/A

Adjournment: There being no further items before the Board, the meeting adjourned at 8:16 p.m.

**Regular Meeting of the Board of Directors
Village of Westcreek Owners' Association, Inc.**

Thursday, January 16, 2003

7:00 pm

12354 Military Drive

Attendees

Board Members – Duane Larkin, presiding; Benjamin Dunn, Derrick Foyle, and Will Shurtz.

Staff – Darryl Richards (CM)

Guests: None

Mr. Larkin called the meeting to order at 7:00 p.m. (NOTE: Mr. Larkin advised earlier that Mrs. Honermann resigned because of business commitments.)

Minutes: The December 19, 2002 minutes were **approved** as amended 4-0.

Treasurer's & Finance Committee Report: The Treasurer's report was accepted by the Board.

Management Report: Mr. Richards' written report is attached. He answered questions on the report.

Committee Reports

1. ARC: A year-end summary of ARC actions was distributed at the meeting. The CM advised that an article for the February – March 2003 newsletter was written on the summary to advise the homeowners of the committee's actions for 2002.
2. Communications: The CM advised that the new editor was working on the February-March 2003 newsletter.
3. Covenants: A year-end summary was distributed at the meeting. The CM advised that an article for the February – March 2003 newsletter was written on the summary to advise the homeowners of the committee's actions for 2002.
4. Landscape: The CM advised that the Landscape Committee chair recommended that the monument islands and the clock tower island become the responsibility of the landscape contractor. By general consent, the Board concurred and authorized the CM to verify past estimates from the present contractor with a view toward including the above-mentioned areas as part of the existing areas in the contract.
5. Sports Park: No report. In response to a question from Mr. Shurtz, the CM confirmed that Mr. Coulson said he will continue as chair of the Sports Park committee.
6. Strategic Planning: No report. Further discussion of this subject was deferred to new business section of the agenda.
7. Ad Hoc Community Center: Verbal report by Mr. Shurtz. Mr. Shurtz advised that the next meeting of the AHCCC would be held on January 21, 2003 at the office at 6:30 p.m.
8. Ad Hoc Facilities Control Committee: Mr. Dunn made a verbal report. Several actions originally authorized in the proposed plan of action are being reviewed. The CM volunteered to be the interim chair.
9. Westcreek Playgroup Committee: No report. The CM advised the Board that the chair of this committee indicated an agenda would be forthcoming in January/February 2003.
10. Welcome Committee: No report. The Welcome Committee did not meet in December 2002. The CM advised that the Welcome Committee chair resigned effective January 10, 2003.

On an interim basis, the staff has assumed operational control of the Welcome Committee.

11. Ad Hoc Skate Park: Mr. Shurtz gave a verbal report. He praised the committee and indicated that the committee intended to make a presentation at the February Board of Directors Regular meeting.

Unfinished Business

1. Development of Phase II Land: The CM advised the Board that he had received an estimate for the proposed 6' wide path to approximately follow the perimeter of the park from a landscape architecture firm, Outside Your Window. Total costs were approximately \$26,000. After discussion, the Board, by general consent, asked that the CM obtain additional estimates.

2. Westcreek Times Content: The CM advised the Board of Directors that a vote is required on this item from the December 19, 2002 regular meeting. The motion was made and seconded that the Board of Directors and staff will determine the content of the newsletter and to provide additional information on results of Board meetings, minutes of committee meetings and details of committee actions, and the CM's report to the Board into future editions of the newsletter. The Board **approved** 4-0.

3. Use of WC Alerts: The CM advised the Board of Directors that a vote is required on this item from the December 19, 2002 regular meeting. The motion was made and seconded that WC Alerts would be used for time sensitive information and for those subjects/issues decided by the Board and staff, and that the Board is the determining authority for information to go out over WC Alerts. The Board **approved** 4-0.

4. Streetlight Issue: The CM advised the Board that a total of 37 responses were received as of the date of the meeting. There were 4 yeses, and 33 noes. After discussion, the Board by general consent, directed the CM to continue to gather responses on this issue until told otherwise.

New Business

1. Strategic Planning Committee: Mr. Larkin expressed the position that the functions of the Strategic Planning Committee could best be accomplished at the present time by the Board of Directors and the staff. After discussion, the consensus of the Board was that the functions of the Ad Hoc Facilities Control Committee should also be considered part of the Strategic Planning Committee. After further discussion, the motion was made and seconded that the Board and staff will function as the VWOA Strategic Planning Committee. The CM will prepare a resolution formalizing this decision. The Board **approved** 4-0.

2. Policy on Inspection and Copying of Association Records: The CM explained that there is no existing policy on inspection and copying of association records. The proposed policy recommended by the CM has been reviewed and approved for technical sufficiency by the VWOA attorney. The motion was made and seconded to approve the recommended policy. The Board **approved** 4-0.

3. Establish Date in April 2003 For Annual Meeting: The CM advised the Board that a date had not been chosen for the annual meeting. The CM recommended that Thursday, April 17, 2003, be so designated. This was the third Thursday of the month (the regular meeting date) and it did not conflict with any Fiesta activities that could possibly hurt attendance. After discussion, the motion was made and seconded to designate April 17, 2003, as the night for the VWOA Annual Meeting. Mr. Shurtz volunteered to act as the chair to prepare the presentation for the annual meeting,

and the CM will serve with him. Mr. Shurtz urged Board members to provide the CM subjects to be addressed at the annual meeting. It was noted that three members must be elected to the Board of Directors at the meeting. Mr Shurtz recommended that Mr. Foyle serve as Nominations Committee chair. Mr. Foyle accepted with the general consent of the Board.

4. Topographical Map Phase II Land: This item was deferred until the map is received; it was not available at the time of the meeting.

Mr. Larkin asked that contact be made with the individuals expressing interest in filling the vacant volunteer positions of Webmaster and Welcome Committee Chair.

Adjournment: There being no further items before the Board, the meeting adjourned at 8:39 p.m.

Approved by:

Derrick J. Foyle, Secretary

Attested by:

Duane Larkin, President

Posted in the VWOA Book of Minutes by:

Darryl F. Richards

Community Manager, VWOA

**Regular Meeting of the Board of Directors
Village of Westcreek Owners' Association, Inc.
Thursday, February 20, 2003**

**7:00 pm
12354 Military Drive**

Attendees

Board Members – Duane Larkin, presiding; Benjamin Dunn, Derrick Foyle, and Will Shurtz.

Staff – Darryl Richards (CM).

Guests: Brittney King, Westcreek Playgroup Committee; Jenane Rogers, homeowner.

Presentation of Ad Hoc Skate Park Committee: Mr. Shurtz apologized to the Board. He stated that he had not seen the presentation indicated in the Regular Meeting agenda for the February 20, 2003 Board meeting; had he done so, he would have requested that the meeting be postponed until the March 2003 meeting. He advised that his committee was not available, and asked that the presentation be postponed to the March 20, 2003 Regular Meeting. The Board, by general consent, concurred.

Minutes: The January 16, 2003 minutes were **approved** as submitted 4-0.

Treasurer's & Finance Committee Report: The Treasurer's report was accepted by the Board.

Management Report: The Management report was accepted by the Board.

Committee Reports

1. ARC: The ARC provided written reports of its meetings.
2. Communications: The CM advised that the February-March 2003 newsletter was delivered to the bulk mail point at the Perrin-Beitel main post office on February 12, 2003.
3. Covenants: The Standards Coordinator provided a written report the Covenants Committee meeting.
4. Landscape: No report.
5. Sports Park: A verbal report was provided by Mr. Foyle. The Spring rummage sale will be held on March 22, 2003. The Easter Egg Hunt will be held on April 12, 2003.
6. Ad Hoc Community Center: The CM provided a verbal report on the progress being made by the firm retained to prepare final plans.
7. Westcreek Playgroup Committee: A written report, outlining past results and future proposals for the Committee was verbally reviewed by Brittney King, co-chair of the committee. Mrs. King covered the report and answered questions from Board Members.
8. Welcome Committee: Mr. Hoskins was welcomed as the new Welcome Committee chair. (NOTE: In the

future, reports from this committee will be included with the Communications Committee.)

9. Ad Hoc Skate Park: As noted above, the Ad Hoc Skate Park Committee report has been postponed until the March 20, 2003, regular meeting.

Unfinished Business

1. Development of Phase II Land: The CM advised the Board that he had not been able to obtain any additional estimates for the proposed 6' wide path to approximately follow the perimeter of the park. The CM advised that he would pursue additional estimates for the March 20, 2003 meeting.

2. Webmaster Update: Mr. Larkin asked if there had been any response to the requirement for a replacement webmaster. The CM advised that one individual is being considered at this time. Mr. Dunn indicated that he would provide the name of another individual for consideration. The Board and staff realize that the website grows out of date more each day, and getting a webmaster onboard and functioning is critical.

New Business

1. Update on Community Center: The CM provided an update on the Community Center, and the results of working with the contractor, Vintage Reconstruction.

2. Topographical Map Phase II Land: The CM advised the Board that VWOA had received the topographical map from the engineers and had provided a copy to the contractor.

3. Implementation of Photo ID Program: The CM advised the Board that the picture ID program would be implemented effective in 2003. The CM provided the Board a letter to be sent to all homeowners advising them of the particulars of the program, and a registration sheet for the photo identification cards. The CM recommended approval of the documentation so that mailings could begin. The Board approved by general consent.

4. AR 24 – Rescission of AR 9, Strategic Planning Committee and AR 15, Welcome Committee: The CM advised that the resolution rescinding the Welcome Committee and the Strategic Planning Committee was prepared and ready for signature. After review by the members, the motion was made and seconded to accept the Resolution. The Board **approved** 4-0. The resolution was signed as required for posting in the VWOA Book of Resolutions.

The Next Meeting: The CM advised the meeting was scheduled for March 20, 2003 at 7:00 p.m.

ACTION Items—Communication Items for Newsletter/WC Alert: The CM reminded the Directors that the deadline for the March—April 2003 newsletter is March 10, 2003.

Adjournment: There being no further items before the Board, the meeting adjourned at 8:12 p.m.

Approved by:

Derrick J. Foyle, Secretary

Attested by:

Duane Larkin, President

Posted in the VWOA Book of Minutes by:

Darryl F. Richards

Community Manager, VWOA

**Regular Meeting of the Board of Directors
Village of Westcreek Owners' Association, Inc.
Thursday, February 20, 2003**

**7:00 pm
12354 Military Drive**

Attendees

Board Members – Duane Larkin, presiding; Benjamin Dunn, Derrick Foyle, and Will Shurtz.

Staff – Darryl Richards (CM)

Guests: Brittney King, Westcreek Playgroup Committee; Jenane Rogers, homeowner.

Presentation of Ad Hoc Skate Park Committee: Mr. Shurtz apologized to the Board. He stated that he had not seen the presentation indicated in the Regular Meeting agenda for the February 20, 2003 Board meeting; had he done so, he would have requested that the meeting be postponed until the March 2003 meeting. He advised that his committee was not available, and asked that the presentation be postponed to the March 20, 2003 Regular Meeting. The Board, by general consent, concurred.

Minutes: The January 16, 2003 minutes were **approved** as submitted 4-0.

Treasurer's & Finance Committee Report: The Treasurer's report was accepted by the Board.

Management Report: The Management report was accepted by the Board.

Committee Reports

1. ARC: The ARC provided written reports of its meetings.
2. Communications: The CM advised that the February-March 2003 newsletter was delivered to the bulk mail point at the Perrin-Beitel main post office on February 12, 2003.
3. Covenants: The Standards Coordinator provided a written report the Covenants Committee meeting.
4. Landscape: No report.
5. Sports Park: A verbal report was provided by Mr. Foyle. The Spring rummage sale will be held on March 22, 2003. The Easter Egg Hunt will be held on April 12, 2003.
6. Ad Hoc Community Center: The CM provided a verbal report on the progress being made by the firm retained to prepare final plans.
7. Westcreek Playgroup Committee: A written report, outlining past results and future proposals for the Committee was verbally reviewed by Brittney King, co-chair of the committee. Mrs. King covered the report and answered questions from Board Members.
8. Welcome Committee: Mr. Hoskins was welcomed as the new Welcome Committee chair. (NOTE: In the future, reports from this committee will be included with the Communications Committee.)

9. Ad Hoc Skate Park: As noted above, the Ad Hoc Skate Park Committee report has been postponed until the March 20, 2003, regular meeting.

Unfinished Business

1. Development of Phase II Land: The CM advised the Board that he had not been able to obtain any additional estimates for the proposed 6' wide path to approximately follow the perimeter of the park. The CM advised that he would pursue additional estimates for the March 20, 2003 meeting.
2. Webmaster Update: Mr. Larkin asked if there had been any response to the requirement for a replacement webmaster. The CM advised that one individual is being considered at this time. Mr. Dunn indicated that he would provide the name of another individual for consideration. The Board and staff realize that the website grows out of date more each day, and getting a webmaster onboard and functioning is critical.

New Business

1. Update on Community Center: The CM provided an update on the Community Center, and the results of working with the contractor, Vintage Reconstruction.
2. Topographical Map Phase II Land: The CM advised the Board that VWOA had received the topographical map from the engineers and had provided a copy to the contractor.
3. Implementation of Photo ID Program: The CM advised the Board that the picture ID program would be implemented effective in 2003. The CM provided the Board a letter to be sent to all homeowners advising them of the particulars of the program, and a registration sheet for the photo identification cards. The CM recommended approval of the documentation so that mailings could begin. The Board approved by general consent.
4. AR 24 – Rescission of AR 9, Strategic Planning Committee and AR 15, Welcome Committee: The CM advised that the resolution rescinding the Welcome Committee and the Strategic Planning Committee was prepared and ready for signature. After review by the members, the motion was made and seconded to accept the Resolution. The Board **approved** 4-0. The resolution was signed as required for posting in the VWOA Book of Resolutions.

The Next Meeting: The CM advised the meeting was scheduled for March 20, 2003 at 7:00 p.m.

ACTION Items—Communication Items for Newsletter/WC Alert: The CM reminded the Directors that the deadline for the March—April 2003 newsletter is March 10, 2003.

Adjournment: There being no further items before the Board, the meeting adjourned at 8:12 p.m.

Approved by:

Derrick J. Foyle, Secretary

Attested by:

Duane Larkin, President

Posted in the VWOA Book of Minutes by:

Darryl F. Richards

Community Manager, VWOA



There was no regular board meeting scheduled for April 17, 2003; the Annual Meeting was held in its place.

Darryl F. Richards
Community Manager, VWOA

Date: _____

**Regular Meeting of the Board of Directors
Village of Westcreek Owners' Association, Inc.
Thursday, May 15, 2003**

**7:00 pm
12354 Military Drive**

Attendees

Board Members – Duane Larkin, presiding; Benjamin Dunn, Derrick Foyle, Will Shurtz, and Robert Gardner

Staff – Darryl Richards (CM)

Residents'/Guests' Forum: There were no guests present.

Minutes: The March 27, 2003, minutes were **approved** 4-0. Mr. Gardner was not a member of the Board of Directors at the time of the March 27, 2003 meeting, and consequently could not vote on the minutes of that meeting. The April 24, 2003 (Organizational Meeting) minutes were **approved** 5-0.

Treasurer's & Finance Committee Report: The Treasurer's report was accepted by the Board.

Management Report: The Management report was accepted by the Board.

Committee Reports

1. ARC: A written report was provided at the meeting.
2. Communications: The CM advised that the June – July 2003 newsletter was in process.
3. Covenants: A written report was provided at the meeting. Mr. Shurtz provided direction on how he wished future reports to look and what information should be included. The CM will work with the Standards Coordinator to set up the report format to be acceptable Mr. Shurtz and the Board.
4. Landscape: The CM reported that no volunteer had stepped forward to chair the Landscape Committee.
5. Sports Park: There was no report from the Sports Park Committee.
7. Westcreek Playgroup Committee: There was no report from the Westcreek Playgroup Committee.
8. Welcome Committee: A written report was provided at the meeting.
9. Ad Hoc Skate Park: There was no report from the Ad Hoc Skate Park Committee.

Unfinished Business

1. Development of Phase II Land: The CM advised the Board of the new challenges being raised by the City of San Antonio Planning to the plat application for the Community Center in Phase II. He advised that the VWOA attorney was providing a legal review of the CCRs for the Planning Commission to assure them that there are no plans being contemplated to resell/or further subdivide the VWOA property.
2. Update on Community Center: The CM provided an update on the Community Center and advised that Vintage Reconstruction has provided the agreed set of construction drawings.

3. Implementation of the Photo ID Card Program: The CM advised the Board that over 1400 photo ID cards had been issued to VWOA residents. The overwhelming majority of comments about the program have been complimentary. The CM stated that demand would continue to be high because of the necessity to have photo IDs to use the Sports Park and its amenities, particularly the swimming pool.

4. Project Outreach: The CM revisited this issue first raised at the March 27, 2003 meeting. As recommended at that time, the Board will consider an additional time for residents to meet with members of the Board. This could be a "Meet the Board," "Meet the President," or be set up however the Board desired. It would consist one to two evenings scheduled throughout the month for a short period of time (5 p.m. to 7 p.m.) at the office. Board members desiring to participate would be available for one on one conversations with residents on any concerns. This proposal is geared to Mr. Larkin's stated desires to provide more information to Villages of Westcreek homeowners. After discussion, Mr. Larkin, the president, stated that he would work out a program with the CM.

New Business

1. Bike Lane Signage: Mr. Shurtz expressed his desire to enhance the signage/markings of the bicycle lanes on Military Drive West and Westcreek Oaks. The CM advised that he had contacted Bexar County Public Works and was told that some additional signing would be located on the streets in question. Mr. Shurtz is interested in marking bicycle lanes with additional signs that he has seen in another area. The CM stated that he would research the issues and bring further information to the Board at the next meeting.

2. Review of AR 12, Notice of Covenants Violation/SOPs: Mr. Shurtz expressed his concern that covenants violations were not being handled in accordance with existing SOPs. After discussion, the CM stated that he and the Standards Coordinator will work out a reporting document for the Board on the status of covenants violators. The CM reported that covenants violations SOPs are being followed to the letter.

3. AR 25, Facilities Control Photo ID Card: The AR formalizes the Board action on establishing the requirement for the use of a VWOA photo ID card. After discussion, the motion was made and seconded to accept the resolution as presented. The Board **approved** 5-0. The resolution was signed for the Book of Resolutions.

4. Meeting With Developer and Builder—Phase II: Mr. Larkin described a meeting among Michael D. Moore, Ironstone Development; and Glenn Gehan, Thyssen Development, who are working together in developing a portion of Phase II. Jeffrey Czar, Armadillo Homes, is one of the builders working with these developers. Another builder, unnamed at this time, is also working with these developers. Discussions were about ARC building requirements and construction concerns. Future meetings are anticipated.

The Next Meeting: The CM advised the next meeting is scheduled for June 19, 2003.

ACTION Items—Communication Items for Newsletter/WC Alert: N/A

As the final piece of business of the meeting, Mr. Larkin announced the resignation of Mr. Derrick Foyle from the Board, effective upon close of the meeting.

Adjournment: There being no further items before the Board, the meeting adjourned at 8:56 p.m.

Approved by:

Robert Gardner, Secretary

Attested by:

Duane Larkin, President

Posted in the VWOA Book of Minutes by:

Darryl F. Richards

Community Manager, VWOA

**Regular Meeting of the Board of Directors
Village of Westcreek Owners' Association, Inc.
Thursday, June 19, 2003**

**7:00 pm
12354 Military Drive**

Attendees

Board Members – Duane Larkin, presiding; Benjamin Dunn, and Robert Gardner

Staff – Darryl Richards (CM)

The meeting was called to order at 7:00 p.m. by Mr. Larkin, the president.

Residents'/Guests' Forum: Ed Carroll, San Antonio Pool Management; Kenneth Mireles, new resident; Karen Clarke, Westcreek Playgroup Committee; and Brittney King, Westcreek Playgroup Committee.

Ed Carroll, San Antonio Pool Management, on behalf of the VWOA swim team, asked the Board for additional funds to purchase a lane line roller. As explained by Mr. Carroll, the lane lines purchased by the swim team can become damaged if stacked loosely. The VWOA Board of Directors authorized the expenditure of \$1,250 for equipment for the swim team, of which approximately \$1,015 has been used. This leaves a balance of about \$235. Mr. Carroll advised that he can get the lane line roller for \$875, including shipping; the equipment normally retails for \$1,460. The Board advised Mr. Carroll that the issue would be taken under advisement.

Karen Clarke, Westcreek Playgroup Committee, asked about the status of the new playground. She was joined by Brittney King. After some discussion, Mrs. Clarke had to leave, and the issue of the playground continued with Mrs. King. The CM advised that the subject was on the agenda, and asked that the discussion be held until that time.

Minutes: The May 15, 2003, minutes were **approved**, as amended, 3-0.

Treasurer's & Finance Committee Report: The Treasurer's report was accepted by the Board.

Management Report: The Management report was accepted by the Board.

Committee Reports

1. ARC: A written report was provided at the meeting.
2. Communications: The CM advised that the June – July 2003 newsletter was late in getting out, and that this problem would be addressed in the future to insure that the mailing deadline is met.
3. Covenants: The new format utilized for reporting covenants violations was explained to the Directors by the Standards Coordinator and the CM. Questions on the report were answered by the SC and CM.
4. Landscape: The CM reported that the situation concerning a lack of a chair for the Committee was unchanged.
5. Sports Park: Dora Trosclair brought rules for the basketball court, and asked that the Board approve them. There was some concern expressed about the ability to enforce the rules, but all conceded the rules were needed.
7. Westcreek Playgroup Committee: A written report was handed out at the meeting.

8. Welcome Committee: A written report was provided at the meeting.

9. Ad Hoc Skate Park: There was no report from the Ad Hoc Skate Park Committee.

Unfinished Business

1. Development of Phase II Land: The CM advised the Board that he did not yet have additional estimates for the proposed path ringing the Phase II land. However, based upon the size and scope of the project, the CM felt that that the \$22,000 - \$26,000 estimate was probably a solid estimate. He indicated that he would get other estimates.

2. Westcreek Playgroup Playground Proposal: Brittney King and the Board of Directors discussed the new playground proposal. The CM advised that there was a certain amount of money for the replacement of the existing play station. A major concern was the erection of a barrier between the existing tot lot and the new section of Military Drive West, utilizing chain link fencing previously around the swimming pool. With the opening of the new portion of Military Drive West, there is increasing concern for children playing in the tot lot, and the possibility that they might suddenly dart out into traffic on Military Drive West. The CM indicated that he would submit a PIA to erect a temporary chain link fence around the identified area.

3. Project Outreach: Mr. Larkin indicated that he would be contacting the rest of the Board to ascertain who would be willing to volunteer for the every other Tuesday Project Outreach program. The program begins on July 1, 2003, at the Office from 7 to 9 p.m. Mr. Larkin will "host" the first such program, and Judy Monger, the ACM will be available as well.

4. Bike Lane Signage: The CM advised the Board that he had contacted Bexar County Public Works and was told that some additional signing would be located on the streets in question. Bexar County Public Works will also research the possibility of installing the same type of signage currently used in the City of San Antonio, and will have an answer in this regard in 60 days.

5. Purchase of Cling Decals: The CM provided pricing information to the Board on 1 ½ X 1 ½ inch cling decals with the Westcreek logo. Cost is 13 cents each with a quantity of 10,000. The motion was made and seconded to procure 10,000 decals. The Board **approved** 3-0. The CM asked that he be allowed to see if he could retain the price and get a smaller quantity, or get the order halved. The Board approved by general consent.

New Business

1. Meeting With Developers and Builders—Phase II: Mr. Larkin described the meeting held with Continental Homes, Centex Homes and Armadillo Homes and the developer involved in Phase II and VWOA personnel.

2. Contract for Monitoring the Sports Park: The CM told the Board that monitoring of the Sports Park would begin on Friday, June 20, 2003 from 6 p.m. to 10 p.m. The second day chosen for monitoring is Sunday, June 22, 2003.

3. Status of Plat Application: The CM advised the Board that the City of San Antonio is being adamant on the completion of Military Drive West as a condition of approving the proposed plat for the Community Center and new swimming pool. The CE firm is preparing a request for variance to go with the resubmission of the plat application.

The Next Meeting: The CM advised the next meeting is scheduled for July 17, 2003.

ACTION Items—Communication Items for Newsletter/WC Alert: N/A

Adjournment: There being no further items before the Board, the meeting adjourned at 8:52 p.m.

Approved by:

Robert Gardner, Secretary

Attested by:

Duane Larkin, President

Posted in the VWOA Book of Minutes by:

Darryl F. Richards

Community Manager, VWOA

**Regular Meeting of the Board of Directors
Village of Westcreek Owners' Association, Inc.
Thursday, July 17, 2003**

**7:00 pm
12354 Military Drive**

Attendees

Board Members – Benjamin Dunn, presiding; Robert Gardner, and Will Shurtz

Staff – Darryl Richards (CM)

The meeting was called to order at 7:00 p.m. by Mr. Dunn.

Residents'/Guests' Forum: Karen Clarke and Brittney King, Westcreek Playgroup Committee

Minutes: The June 19, 2003, minutes were **approved** as submitted 2-0. Mr. Shurtz was absent from the meeting and could not vote on approval of the minutes.

Treasurer's & Finance Committee Report: The Treasurer's report was accepted by the Board.

Management Report: The Management report was accepted by the Board.

Committee Reports

1. ARC: A written report was provided at the meeting.
2. Communications: The CM advised that the August – September 2003 newsletter was in process.
3. Covenants: The Standards Coordinator provided a verbal and a written report.
4. Landscape: The CM reported that the situation concerning a lack of a chair for the Committee was unchanged, and that the landscape contractor was still providing care for the village monuments.
5. Sports Park: The CM advised the Board about the Annual Picnic in September.
7. Westcreek Playgroup Committee: The co-chairs made a verbal report and handed out a written report at the meeting. They indicated that several activities were coming up, to include sponsoring a Safety Day presentation at the Annual Picnic. During the period of the report, the new playground proposal was extensively discussed. The CM and Brittney King scheduled a meeting on Thursday, July 24, 2003, to review proposals from other sources on playground equipment.
8. Welcome Committee: The Welcome Committee chair provided a written report and made a verbal report at the meeting.
9. Ad Hoc Skate Park: There was no report from the Ad Hoc Skate Park Committee.

Unfinished Business

1. Development of Phase II Land: The CM advised the Board that he had not received additional estimates for the proposed path ringing the Phase II land. He indicated that he would get other estimates by the August meeting.

2. Westcreek Playgroup Playground Proposal: The playground proposal was discussed extensively during the committee report.

New Business

1. Temporary Fence at Tot Lot: The CM reported that the temporary fence was in place.

2. Results of Sports Park Monitoring: The CM reported the monitoring efforts at the Sports Park are achieving solid results. In response to a question from a Board member, the CM advised that unauthorized individuals attempting to enter the Sports Park/use the facilities are not being tracked. However, the mere fact that the word is getting out that the Villages of Westcreek has instituted a photo ID program, and are monitoring the Sports Park, seems to achieving the same results.

3. July 14, 2003 Meeting with Attorney and Engineer—Phase II Plat Application: Mr. Shurtz brought the Board up to speed on the latest concerning the Phase II Plat Application, and addressed concerns from another Board member about the situation. Extensive discussion ensued, and the discussion was closed with the course of action to be taken as that of working with the city to get the plat approved within specified parameters; working with Phase II developer and builders on shared costs on the Military Drive West extension, and attempting to find out how certain events transpired and who in the City Planning Department approved those actions.

4. Status of Fence Super Repair: The CM updated the Board on the status of fence super repair. The project will be completed at year's end.

5. Results of First "Meet the Board" Nights: The CM reported that no residents attended either of the first two "Meet the Board" nights.

6. Street Light Question or High Point Phase II (Armadillo Homes): The builder asked the Board of Directors to determine whether or not streetlights should be provided in the new subdivision being built in Phase II. After due consideration, the motion was made and seconded against installing streetlights. The Board of Directors **approved** 3-0.

The Next Meeting: The CM advised the next meeting is scheduled for August 21, 2003.

ACTION Items—Communication Items for Newsletter/WC Alert: N/A

Adjournment: There being no further items before the Board, the meeting adjourned at 8:47 p.m.

Approved by:

Robert Gardner, Secretary

Attested by:

Duane Larkin, President

Posted in the VWOA Book of Minutes by:

Darryl F. Richards

Community Manager, VWOA

**Regular Meeting of the Board of Directors
Village of Westcreek Owners' Association, Inc.
Thursday, August 21, 2003
7:00 pm
12354 Military Drive**

Attendees

Board Members – Duane Larkin, presiding; Benjamin Dunn; Robert Gardner, and Will Shurtz

Staff – Darryl Richards (CM)

- Mr. Larkin called the meeting to order at 7:02 p.m.

- Attendees: Karen Clarke, Westcreek Playgroup Committee; Gary Reil, Park Place Recreational Design; Kathy Swanson, Safety Day volunteer; Johnny Chavez, ARC & Covenant Committee member; Ken Mireles, Villages of Westcreek resident; and M/M Anthony Hoffman, Villages of Westcreek residents.

- Residents'/Guests' Forum: Mr. Mireles, Chief of Staff for County Judge Nelson Wolffe, answered questions on Emergency Services District #2.

- Minutes: The July 17, 2003, minutes were **approved** as submitted 4-0.

- Treasurer's & Finance Committee Report: The Treasurer's report was accepted by the Board.

- Management Report: The Management report was accepted by the Board.

Committee Reports

1. ARC: A written report was provided at the meeting.

2. Communications: Verbal report.

3. Covenants: The Standards Coordinator provided a verbal and a written report at the Executive Session at 6:00 p.m.

4. Landscape: The CM reported that the situation concerning a lack of a chair for the Committee was unchanged.

5. Sports Park: A verbal report was provided by the acting chair of the committee.

6. Westcreek Playgroup Committee: A written report was provided at the meeting.

7. Welcome Committee: The Welcome Committee chair provided a written report and made a verbal report at the meeting.

8. Ad Hoc Skate Park: There was no report from the Ad Hoc Skate Park Committee. Mr. Shurtz, committee chair, asked that the Ad Hoc Skate Park Committee report be dropped from the agenda.

Unfinished Business

1. Westcreek Playgroup Playground Proposal: The playground proposal was discussed extensively. The CM recommended that existing budgeted monies be used (\$6,000.00), and that the large expenditure for new equipment be evaluated and scheduled for future budgets. Mr. Shurtz proposed moving ahead with the program; costs of the project are estimated to be significantly over the amount presently provided for in the budget. Mr. Larkin asked that a budget analysis be done and the project evaluated after the analysis is completed; the issue will be taken up at the September meeting.

2. Results of "Meet The Board" Test Program: The CM advised that to date no residents have availed themselves of this program.

3. Update on Community Center: The CM advised that the plat variance request for the proposed plat was being evaluated by the City of San Antonio.

New Business

1. Change in Newsletter Deadline: The CM requested that the deadline for the newsletter be changed to the 1st of the month, rather than the 10th of the month. The consensus of the Board was to allow the change.

2. Rights and Responsibilities for Better Communities: After discussion, the consensus of the Board was to take this

publication as a guideline and not to formally adopt the program.

3. Proposed Oath of Office: The CM recommended that an oath of office be taken by each future new Board member to solemnize the occasion of his/her election to the Board. After discussion, the motion was made and seconded to include the oath of office at future Annual Meetings after elections. The Board **approved** 4-0.

The Next Meeting: The CM advised the next meeting is scheduled for September 18, 2003.

- ACTION Items—Communication Items for Newsletter/WC Alert: N/A

Just before adjournment, a suggestion to appoint Mr. Johnny Chavez, an existing ARC and Covenants Committee member, to fill the presently vacant position on the Board of Directors. It was the consensus of the Board to postpone action on the question until the September meeting since the issue was not on the agenda. Mr. Larkin asked Mr. Chavez to provide a biography in time for the September 2003 meeting.

Adjournment: There being no further items before the Board, the meeting adjourned at 8:50 p.m.

- Approved by:

Robert Gardner, Secretary

Date: _____

Attested by:

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Duane Larkin, President

Date: _____

Posted in the VWOA Book of Minutes by:

Darryl F. Richards
Community Manager, VWOA

Date: _____

**Regular Meeting of the Board of Directors
Village of Westcreek Owners' Association, Inc.
Thursday, September 18, 2003
7:00 pm
12354 Military Drive**

Attendees

Board Members – Duane Larkin, presiding; Benjamin Dunn; Robert Gardner, and Will Shurtz

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Staff – Darryl Richards (CM)

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Mr. Larkin called the meeting to order at 7:00 p.m.

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Attendees: Karen Clarke and Brittney King, Westcreek Playgroup Committee; Kathy Swanson, Safety Day volunteer; Dora Trosclair, Sports Park Committee; David Trosclair, Mrs. Marshall Besecker, Sports Park Committee, and Mr. Cornel Hoskins, VWOA Standards Coordinator.

-
Residents'/Guests' Forum: There were no speakers.

-
Minutes: The August 21, 2003, minutes were **approved** as submitted 4-0.

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Treasurer's & Finance Committee Report: The Treasurer's Report was accepted by the Board.

-
Management Report: The Management Report was accepted by the Board.

Committee Reports

1. **ARC:** A verbal report and a written report were provided at the meeting.
2. **Communications:** A verbal report was provided at the meeting..
3. **Covenants:** The Standards Coordinator provided a verbal and a written report at the Executive Session at 6:00 p.m. in the interests of privacy of the affected residents.
4. **Landscape:** The CM reported that the situation concerning a lack of a chair for the Committee was unchanged.
5. **Sports Park:** A verbal report was provided by the acting chair of the committee.
6. **Westcreek Playgroup Committee:** A verbal report was provided at the meeting.
7. **Welcome Committee:** The Welcome Committee chair provided a written report and a verbal report at the meeting.

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Unfinished Business

1. **Westcreek Playgroup Playground Proposal:** The Westcreek Playgroup Committee provided two additional estimates for new playground equipment. Discussion ensued among members of the Board of Directors, Sports Park Committee members and the Westcreek Playgroup Committee. Mr. Larkin closed the discussion and asked that the Sports Park Committee and the Westcreek Playgroup Committee work together and prioritize proposed projects for the Sports Park (including new playground equipment) and bring those projects to the Board at the October 16, 2003 meeting.

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New Business

1. **AR 4, Delinquent Assignment Collection, 2004:** The Board unanimously approved and signed Administrative Resolution 4, detailing policy and procedures for the collection of delinquent assessments. The AR is in accordance with Texas statutes.
2. **Approval for Additional Staff:** The CM requested additional staff. As a result of present and anticipated future growth and the attendant increase in workload of the Standards Coordinator—both in Architectural Review Committee tasks and Covenants Committee tasks—the CM requested approval of the position of Assistant Standards Coordinator. The motion was made, and seconded, to approve the Assistant Standards Coordinator position. The Board **approved** 4-0. The CM requested direct hire of 4 gate guards to enforce the photo ID card rules at the pool(s). The motion was made, and amended to be for

the direct hire of *up to* 4 gate guards. The Board **approved** 4-0. The Board also unanimously **approved** the made-and-seconded motion for the continued use of off-duty Bexar County Sheriff's deputies to monitor the Sports Park.

3. Proposed 2004 Budget: Mr. Shurtz answered questions from fellow Board members and Committee members in the audience about the budget. He advised the Board that the budget must be approved in October in order that required notification to owners about 2004 assessments can be sent in November 2003.

4. Consideration of Appointment Of New Board Member—Johnny Chavez: The CM advised that Mr. Chavez was leaving the Villages of Westcreek and had withdrawn himself from consideration for the Board.

- **The Next Meeting**: The CM advised the next meeting is scheduled for October 16, 2003.

- **ACTION Items—Communication Items for Newsletter/WC Alert**: Both the Westcreek Playgroup Committee and the Sports Park Committee asked to be added on the VWOA website.

- **Adjournment**: There being no further items before the Board, the meeting adjourned at 9:00 p.m.

- Approved by:

Robert Gardner, Secretary

Date: _____

Attested by:

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Duane Larkin, President

Date: _____

Posted in the VWOA Book of Minutes by:

Darryl F. Richards
Community Manager, VWOA

Date: _____

**Regular Meeting of the Board of Directors
Village of Westcreek Owners' Association, Inc.
Thursday, October 23, 2003
7:00 pm
12354 Military Drive**

Attendees

Board Members – Duane Larkin, presiding; Benjamin Dunn; Robert Gardner, and Will Shurtz

Staff – Darryl Richards (CM)

Mr. Larkin called the meeting to order at 7:00 p.m.

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Attendees: Karen Clarke and Brittney King, Westcreek Playgroup Committee; Sherry Carlson, homeowner.

-
Residents'/Guests' Forum: A homeowner aired a grievance about an ARC/covenants issue. The CM assured her that corrective action would be taken.

-
Minutes: The September 18, 2003, minutes were **approved** as submitted 4-0.

-
Treasurer's & Finance Committee Report: Since approval of the budget was on the agenda, Mr. Shurtz, the treasurer, asked that the Treasurer's Report be included with discussion of the budget.

-
Management Report: The Management Report was accepted by the Board.

Committee Reports

1. ARC: A verbal report and a written report were provided at the meeting.

2. Communications: A verbal report was provided at the meeting..

3. Covenants: The CM went over the written report. Mr. Larkin, the president, asked that a monthly "focus" item be established for the Covenants Committee to concentrate on.

4. Landscape: The CM reported that the situation concerning a lack of a chair for the Committee was unchanged.

5. Sports Park: No report.

6. Westcreek Playgroup Committee: A verbal and written report was provided at the meeting. Mrs. King expressed concern over an item appearing in the newsletter that was written by the CM.

7. Welcome Committee: No report.

-
Unfinished Business

1. Westcreek Playgroup Playground Proposal: Discussion ensued among members of the Board of Directors, and Mrs. King and Mrs. Clark of the Westcreek Playgroup Committee. Consensus reached was that that \$7,000 in immediately available funds would be used to place additional items, suitable for younger children (toddler to five years of age) in the playground area. The proposal will be provided to the Sports Park Committee to be brought to the Board of Directors. Should difficulties be encountered with this process, the Board will take corrective action. It was so moved and seconded. The Board **approved** 4-0.

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2. Proposed 2004 VWOA Budget: Mr. Shurtz went over the 2004 budget and made some changes, particularly in the area of committees. Monies were conditionally earmarked for the Capital Improvement Reserve for improvements in playground, but Mr. Shurtz cautioned that such funds might not remain, or be reduced as part of the balanced budget process. The motion was made and seconded to accept the budget on a contingency basis pending finalization, and to set the 2004 assessment at \$257.00. The Board **approved** 4-0.

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New Business

1. AR 2, Annual Assessment for Fiscal Year 2004: The Board unanimously approved and signed Administrative Resolution 2, setting the assessment for FY 2004 at \$257.00.

2. AR 4, Delinquent Assignment Collection, 2004: The Board unanimously approved and signed Administrative Resolution 4, detailing policy and procedures for the collection of delinquent assessments. The AR is in accordance with Texas statutes.

3. Change in Publication Dates for Westcreek Times: The CM requested that the publication dates of the VWOA newsletter

be changed to reflect a calendar year. This will require a change in the last issue to cover the months of December 2003—January/February 2004, but thereafter, the schedule for the full year will be as follows: January/February, March/April, May/June, July/August, September/October, November/December. By general consent, the change was approved by the Board.

4. Pavilion Exclusive Usage Fee Review: Mr. Shurtz proposed an increase in the hourly rate for the exclusive usage of the picnic pavilion to further defray operational costs associated with exclusive usage, and minimize use of assessment monies for this amenity. After discussion, the motion was made and seconded to charge \$50.00 for the first four hours, and \$10.00 per hour thereafter. The effective date is March 1, 2004. The Board **approved** 4-0.

5. Potential Incorporation of the Villages of Westcreek: Mr. Shurtz raised the issue simply for the purpose of discussion. No motion for further action was made.

- **The Next Meeting**: The CM advised the next meeting is scheduled for November 20, 2003.

- **ACTION Items—Communication Items for Newsletter/WC Alert**: None.

- **Adjournment**: There being no further items before the Board, the meeting adjourned at 10:09 p.m.

- Approved by:

Robert Gardner, Secretary

Date: _____

Attested by:

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Duane Larkin, President

Date: _____

Posted in the VWOA Book of Minutes by:

Darryl F. Richards
Community Manager, VWOA

Date: _____

**Regular Meeting of the Board of Directors
Village of Westcreek Owners' Association, Inc.
Thursday, December 11, 2003
7:00 pm
12354 Military Drive**

Attendees

Board Members – Duane Larkin, presiding; Benjamin Dunn; Robert Gardner, and Will Shurtz

Staff – Darryl Richards (CM)

Mr. Larkin called the meeting to order at 7:00 p.m.

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Attendees: Brittney King, Westcreek Playgroup Committee

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Residents'/Guests' Forum: N/A.

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Minutes: The October 23, 2003, minutes were **approved** as submitted 4-0.

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Treasurer's & Finance Committee Report: Mr. Shurtz, the treasurer, answered questions on the financials. Mr. Shurtz advised the Board that payments could be made on the Phase II land principal, rather than just the interest. After discussion, by general consent, the Board agreed to make the 2003 budgeted payment on the Phase II land principal in a lump sum.

-
Management Report: The Management Report was accepted by the Board.

Committee Reports

1. ARC: A verbal report and a written report were provided at the meeting.
2. Communications: A verbal report was provided at the meeting.
3. Covenants: Due to privacy concerns, the Covenants report was discussed in Executive Session. Seventeen residents who have not responded to notifications on violations were, by general consent of the Board, sent to the attorney for further action.
4. Landscape: The CM reported that the situation concerning a lack of a chair for the Committee was unchanged. The Board by general consent asked that Committees be highlighted in the next issue of the newsletter.
5. Sports Park: No report.
6. Westcreek Playgroup Committee: The Board, by general consent, advised the Westcreek Playgroup Committee chair that funds earmarked in the 2003 budget for the playground could be used to add to playground items to the Tot Lot. The CM will work with the chair on this endeavor. On another matter, in response to a concern voiced by the Westcreek Playgroup Committee chair, the CM stated that, effective immediately, any message line callers requesting baby sitting services would not be referred to the Westcreek Playgroup Committee.
7. Welcome Committee: A written report was provided at the meeting.

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Unfinished Business

1. Formal Vote on Shortening the Median at Intersection of Addingham and Westcreek Oaks: The motion was made and seconded to authorize Bexar County Public Works to shorten the median at the intersection of Addingham and Westcreek Oaks to facilitate the access of emergency vehicles and to prevent damage to homeowners' property on the corners of Addingham and Tetford. The Board **approved** 4-0.

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New Business

1. VWOA Staff Compensation 2004: Due to the nature of the issue, the Board, by unanimous approval, established 2004 VWOA staff compensation in the Executive Session, and directed the CM to take implementing action.
2. Christmas Gift Baskets: The Board unanimously approved Christmas gift baskets to selected business associates.
3. Community Center: After the update on the progress of the Community Center, the Board discussed the Community Center issue at length.
4. Acceptance of Phase II Land Appraisal Contract: After discussion, the motion was made and seconded to approve the

contract for the appraisal of Phase II land that is required by the financing institution for the Community Center. The Board **approved** 4-0.

5. Approval of New Board Member: After discussion, and general consent by the Board of Directors, Mr. Cornel Hoskins was appointed to fill the vacant position of member-at-large on the VWOA Board of Directors until the Annual Meeting in April 2004.

- The Next Meeting: The CM advised the next Regular Board Meeting is scheduled for January 15, 2004, at 7:00 p.m.

- ACTION Items—Communication Items for Newsletter/WC Alert: The CM will work the action items raised.

- Adjournment: There being no further items before the Board, the meeting adjourned at 8:01 p.m.

- Approved by:

Robert Gardner, Secretary

Date: _____

Attested by:

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Duane Larkin, President

Date: _____

Posted in the VWOA Book of Minutes by:

Darryl F. Richards
Community Manager, VWOA

Date: _____

**Regular Meeting of the Board of Directors
Village of Westcreek Owners' Association, Inc.
Thursday, January 15, 2004
7:00 pm
12354 Military Drive**

Attendees

- Board Members – Duane Larkin, presiding; Benjamin Dunn; Robert Gardner, Will Shurtz, and Cornel Hoskins.

- Staff – Darryl Richards (CM)

Mr. Larkin called the meeting to order at 7:00 p.m.

- Attendees: Missy Guillot, Northwest Vista College; Vanessa Olmo, Westcreek Seahorses swim team; Timothy and Karen Leroy, Isabell Rodriguez, Scott and Rebecca Fitzgerald, Daniel Tapia, Dana Clavijo, Santiago and Donna Padilla, and Frank Moore, all residents.

- Residents'/Guests' Forum: Missy Guillot made a presentation about a survey for Northwest Vista College. Purpose of the survey is to determine what additional services/courses Northwest Vista can provide for the community. Volunteers will be walking the Villages with door hanger literature that will give particulars on completing the survey electronically. Ms. Guillot will provide an article on the survey for the March – April newsletter.

- Vanessa Olmo made a presentation to the Board about the Westcreek Seahorses swim team. The present swimming pool contractor, San Antonio Pool Management, will relinquish the team to the parents. Mrs. Olmo asked the Board for financial support concerning several aspects of the swim team. Mrs. Olmo was asked to put in writing those items for which she is requesting financial assistance and provide it to the CM for forwarding to Board members for their review. She was asked to provide this information by Wednesday, January 21, 2004.

Residents living in the Estates who suffered a rash of burglaries and vandalism in the recent past took up the remainder of the forum. After discussion of various means of combating the problem, COP applications were provided to them, and the proper procedures for adding additional light sources at their homes were explained. The CM advised that he would write the Bexar County Sheriff and request more drive-bys, as well putting an article in the March – April newsletter. Consensus was to pursue initiating a VWOA “chapter” of COP.

- Minutes: The December 11, 2003, minutes were **approved** as submitted 4-0. Since Mr. Hoskins was not a Board member on that date, he could not vote on the minutes.

- Treasurer's & Finance Committee Report: Mr. Shurtz, the treasurer, answered questions on the financials.

- Management Report: The Board, with a pen and ink change, accepted The Management Report.

Committee Reports

1. ARC: A verbal report and a written report were provided at the meeting.
2. Communications: A verbal report was provided at the meeting.
3. Covenants: A verbal report and a written report were provided at the meeting.
4. Landscape: The CM reported that the situation concerning a lack of a chair for the Committee was unchanged.
5. Sports Park: The CM asked that the Sports Park report be handled under New Business.
6. Westcreek Playgroup Committee: The CM advised there was no report for January.

7. Welcome Committee: The Chair asked that his report be tabled until the February meeting.

-
Unfinished Business

1. New/Additional Playground Equipment at Tot Lot: The CM advised that he had met with the Chair and that two items desired for 2-5 year olds were within the budget and would be purchased. Necessary installation funds will be taken from the 2004 budget, and should not exceed \$2,000.00. The CM will prepare the PIA for the ARC.

-
New Business

1. Sports Part Committee: The CM stated that the Sports Park Committee chair has resigned, and that there are no remaining committee members. This will necessarily impact on the events hosted by the Sports Park Committee: the rummage sales, Easter egg hunt, and the annual picnic. Mr. Hoskins advised that he would like to work on that committee. Mr. Larkin will make some personal calls to residents asking them to serve on the committee.

2. Tot Lot Fence: The CM advised the Board that the temporary fence around the existing tot lot has reached the end of its approval period. The CM recommended that the existing fence around the swimming pool be replicated at the tot lot. After discussion, the motion was made and seconded to replicate the existing wrought iron fence at the tot lot. The Board **approved** 5-0.

3. Annual Meeting: The CM stated that the Annual Meeting would be held in April, and that the third Thursday, normally the day of the meeting, was April 15. Because this is the deadline for 2003 taxes, the Board felt that holding the meeting on this day would adversely impact on attendance for this important meeting. After discussion, the Board, by general consent, set Thursday, April 8, 2004 as the date for the Annual Meeting. Refreshments will be served as in previous years, and Mr. Shurtz will serve as the master of ceremonies. Mr. Benjamin Dunn is the chair of the Nominating Committee. Mr. Shurtz indicated that he is considering running for re-election, and Mr. Hoskins will run for a full term.

4. Estates—Animal Waste Problem: The CM presented a letter from a resident concerning an animal waste problem in the Estates. After discussion, the Board directed the CM to publish an article in the VWOA newsletter.

The Next Meeting: The CM advised the next Regular Board Meeting is scheduled for February 19, 2004, at 7:00 p.m.

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ACTION Items—Communication Items for Newsletter/WC Alert: The deadline for the newsletter is February 1, 2004.

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Adjournment: There being no further items before the Board, the meeting adjourned at 8:44 p.m.

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Approved by:

Robert Gardner, Secretary

Date: _____

Attested by:

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Duane Larkin, President

Date: _____

Posted in the VWOA Book of Minutes by:

Darryl F. Richards
Community Manager, VWOA

Date: _____

**Regular Meeting of the Board of Directors
Village of Westcreek Owners' Association, Inc.
Thursday, February 19, 2004
7:00 pm
12354 Military Drive**

Attendees

Board Members – Duane Larkin, presiding; Benjamin Dunn; Robert Gardner, Will Shurtz, and Cornel Hoskins.

Staff – Darryl Richards (CM)

Mr. Larkin called the meeting to order at 7:00 p.m.

Attendees: Sherry Carlson, homeowner and ARC Alternate; John Benner, homeowner; Mr. and Mrs. George King, homeowners; and Debra Brady, Westcreek Playgroup Committee Chair.

Residents'/Guests' Forum: Ms. Sherry Carlson, an Alternate member of the ARC and homeowner, advised that she wished to be appointed as a Regular member of the Architectural Review Committee; further comments would be made during the New Business section where this subject was scheduled.

Mr. John Benner, a homeowner, stated that he wished to volunteer for the ARC.

Mr. and Mrs. George King advised of problems they were having concerning covenants and assessments. After discussion, Mr. Larkin asked the CM to work with Mr. and Mrs. King for resolution. The CM made an appointment with Mrs. King at the office on February 20, 2004.

Minutes: The January 15, 2004, minutes were **approved** as written 5-0.

Treasurer's & Finance Committee Report: Mr. Shurtz, the treasurer, answered questions on the financials.

Management Report: The CM provided the Management Report. Mr. Larkin asked that staff check the fences that would be facing 1604 to assure their soundness and appearance. The CM responded to Mr. Dunn on his question about the roads that Bexar County was in the process of repaving the roads. Further, that the county was going to use the right-of-way bordering the Phase II land to stage materials and equipment for the repaving operation.

Committee Reports

1. ARC: A written report was provided at the meeting.
2. Communications: A verbal report was provided at the meeting.
3. Covenants: A verbal report and a written report were provided at the meeting.
4. Landscape: Nothing to report.
5. Sports Park: Nothing to report.
6. Westcreek Playgroup Committee: A verbal and a written report were provided by the new Chair, Debra Brady. The CM clarified that a quoted figure of \$16,000 for playground equipment was the amount budgeted for all VWOA improvements for 2004.
7. Welcome Committee: A verbal and a written report were provided at the meeting.

Unfinished Business

1. Sports Park Committee: The CM advised that Mr. Bill Coulson and Ms. Dora Trosclair had volunteered for the Sports

Park Committee.

2. VWOA Swim Team: After discussion, a motion was made and seconded that the Swim Team not be a VWOA committee, and that VWOA support the team within narrow specific borders to be determined. The Board **approved** 5-0. Further consideration of such support was tabled until the March meeting.

New Business

1. Lighting Monuments in the Villages of Westcreek: After discussion, the CM was asked to do further research and report at the March meeting the cost to light for Phase I monuments that are not currently lighted.

2. Building Sidewalks: After discussion, the CM advised that he had only checked the streets entering the separate villages along the main thoroughfares. Other areas were named. The CM stated that he would get the information and provide it at the March meeting on the additional areas.

3. Board Removal/Appointment—ARC Members: Ms. Sherry Carlson reiterated her desire to become a Regular member of the ARC, instead of an alternate. Mr. John Benner indicated his desire to become a member of the ARC, or to volunteer in some capacity for VWOA. After discussion, the Board told Ms. Carlson they would take her request under advisement. The CM advised Mr. Benner that he would be contacted about opportunities for volunteerism.

4. Use of Pavilion and Football Field for Bible School (June 7 – 11, 2004): The pastor of The Fellowship of Westcreek, a Villages of Westcreek resident, asked to use the pavilion and the football field from 8a.m. to noon during the period June 7 – 11, 2004 for summer Bible School. After discussion, the motion was made to approve the use of the facility for the period requested for ½ the normal fee, but require a full deposit. The Board **approved** 5-0. The pastor understands that VWOA can allow exclusive use only for the pavilion; the field is on a first come-first served basis.

The Next Meeting: The CM advised the next Regular Board Meeting is scheduled for March 18, 2004, at 7:00 p.m.

- **ACTION Items—Communication Items for Newsletter/WC Alert**: N/A

- **Adjournment**: There being no further items before the Board, the meeting adjourned at 9:16 p.m.

- Approved by:

Robert Gardner, Secretary

Date: _____

Attested by:

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Duane Larkin, President

Date: _____

Posted in the VWOA Book of Minutes by:

Darryl F. Richards
Community Manager, VWOA

Date: _____

**Regular Meeting of the Board of Directors
Village of Westcreek Owners' Association, Inc.
Thursday, March 18, 2004
7:00 pm
12354 Military Drive**

Attendees

Board Members – Duane Larkin, presiding; Benjamin Dunn; Robert Gardner, Will Shurtz, and Cornel Hoskins.

Staff – Darryl Richards (CM)

Mr. Larkin called the meeting to order at 7:00 p.m.

-

Attendees: Brittney King, Westcreek Playgroup Committee; Mr. and Mrs Olmo, Westcreek Swim Team

Residents'/Guests' Forum: Mrs. Olmo made a presentation for the swim team. The CM recommended that rather than the parents attempting to assume full control of the swim team immediately, that the swimming pool contractor who has run the swim team for the past two years, and the parents, do parallel management and that the parents work with the swimming pool contractor this year. Purpose would be to gain more experience and be better positioned to accept full responsibility for the swim team operations in 2005. The CM said that he would set up a meeting with Mrs. Olmo and Mr. Ed Carroll of San Antonio Pool Management to work the issue.

Minutes: The February 19, 2004, minutes were **approved** as written 5-0.

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Treasurer's & Finance Committee Report: Mr. Shurtz, the treasurer, answered questions on the financials.

-

Management Report: The CM answered questions on the management report, and affirmed that the majority of staff's efforts would spent on the Annual Meeting..

Committee Reports

1. ARC: A written report was provided at the meeting.
2. Communications: A verbal report was provided at the meeting. Mr. Robert Gardner stated that the March-April 2004 newsletter was the best yet, and asked that his comments be passed on to the appropriate persons.
3. Covenants: A verbal report and a written report were provided at the meeting.
4. Landscape: Nothing to report.
5. Sports Park: The CM advised that Mr. John Benner was the new Sports Park Committee chair.
6. Westcreek Playgroup Committee: With Mrs. Brady not being available, Brittney King gave a verbal report on the Easter Egg Hunt, scheduled for April 17, 2004.
7. Welcome Committee: A verbal and a written report were provided at the meeting.

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Unfinished Business

1. Sports Park Committee: The CM advised that Mr. John Benner was the new chair for the Sports Park Committee.
2. VWOA Swim Team: This subject was moved to the Residents'/Guests' Forum, where it was discussed and details of that discussion can be found.
-
3. Lighting Monuments in the Villages of Westcreek: After discussion, the CM was asked to do further research. The CM stated that he would have the information at the May meeting on costs to light and put water on Phase I monuments that are not currently lighted, and do not have water.
4. Building Sidewalks: After discussion, the CM was advised by Mr. Gardner of the location of the sidewalk "gap" that Mr. Gardner felt needed to be corrected. The CM advised that he would contact Bexar County first with a view toward getting the correction done, and would bring the results of his contact to the May meeting. .

New Business

1. Amended 2004 Budget: The CM advised that the 2004 budget had been amended to reflect, in Revenues, the proceeds of the anticipated loan from Community National Bank for the Community Center, swimming pool, and road construction.. In addition, monies from VWOA reserve funds earmarked in 2003 to assist in this funding that had been dropped out of the budget were reinstated. On the Expense side of the ledger, costs for the Community Center, swimming pool, and road were entered as a means to reflect disbursement of these funds. The CM explained that the amendment to the budget was intended only to recognize the source of the additional funds and to be clear on the spending of those funds. When the actual project was completed, it would become a balance sheet item, with the liability of the funds shown and offset by the assets of the Community Center, swimming pool, and the road. After discussion, the motion was made and seconded to accept the amended budget as explained. The Board **approved** 5-0.

The Next Meeting: The CM advised the next Regular Board Meeting is scheduled for May 20, 2004, at 7:00 p.m.

- ACTION Items—Communication Items for Newsletter/WC Alert: The CM advised the Board members if they wished to provide item(s) to the newsletter, the deadline was April 1, 2004.

- Adjournment: There being no further items before the Board, the meeting adjourned at 8:31 p.m.

Approved by:

_____ Date: _____
Robert Gardner, Secretary

Attested by:

- _____ Date: _____
Duane Larkin, President

Posted in the VWOA Book of Minutes by:

_____ Date: _____
Darryl F. Richards
Community Manager, VWOA

**Regular Meeting of the Board of Directors
Village of Westcreek Owners' Association, Inc.
Thursday, April 22, 2004
7:00 pm
12354 Military Drive**

Attendees

Board Members – Cornel Hoskins, presiding; Benjamin Dunn; Robert Gardner, and Jonathan Davis.

Staff – Darryl Richards (CM)

Mr. Hoskins called the meeting to order at 7:02 p.m.

-

Attendees: John Benner, Kathy Swanson, Pat Mullen – Sports Park Committee

Residents'/Guests' Forum: All homeowner attendees were members of the Sports Park Committee, and spoke at the Sports Park Committee time on the agenda.

Minutes: The March 18, 2004, minutes were **approved** as written 4-0.

-

Treasurer's & Finance Committee Report: Mr. Gardner, the treasurer, answered questions on the financials, and the report was approved for filing and audit 4-0.

-

Management Report: The CM answered questions on the management report, and provided a report on the results of the Zoning Commission meeting of April 20, 2004. The Rezoning Commission, upon the recommendation of city staff to **approve** the rezoning, voted unanimously to approve the rezoning of 4.28 acres of the NW corner of Military Drive West from R-6 to C-3 for the purpose of building a Walgreen's Drug Store and two other as yet unnamed retail operations.

Committee Reports

1. ARC: A written report was provided at the meeting.
2. Communications: A verbal report was provided at the meeting. The CM advised that the May-June 2004 newsletter was on line to be distributed on time.
3. Covenants: A written report was provided at the meeting.
4. Landscape: Nothing to report.
5. Sports Park: A written report was provided at the meeting. Mr. John Benner and the other members of the Sports Park Committee had several questions on several aspects of pool operations and budget considerations.
6. Westcreek Playgroup Committee: The CM advised the Board that the Playgroup Committee would provide committee information in May.
7. Welcome Committee: A verbal report was provided at the meeting. The staff is mailing welcome packets, and the chair will provide personal visits when requested by the homeowner(s).

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Unfinished Business

1. VWOA Swim Team: The Board asked the CM to meet with Mrs. Olmo on the list of requested equipment in the near future.
-
3. Lighting Monuments in the Villages of Westcreek: Tabled until May meeting.
4. Building Sidewalks: Tabled until May meeting. Mr. Gardner asked that the CM obtain an estimate for completion of the sidewalk at the intersection Westcreek Oaks and Castle Hill.

New Business

1. ABC's Course: The CM advised Mr. Gardner and Mr. Davis that the next ABC's course would be held on July 10, 2004. Mr. Hoskins suggested that the course be open to homeowners as well. After discussion, it was the consensus of the Board that Messrs. Gardner and Davis take

the course first and then make a determination as to the appropriateness of making the course available to others.

2. Rezoning Results: This is covered in the Management Report section above.

3. Establish Directors Liaison with Committees: Mr. Hoskins asked that individual Board members consider serving as liaison with individual committees to facilitate cooperation and provide committees with direct communication with the Board. Tabled until the next meeting.

The Next Meeting: The CM advised the next Regular Board Meeting is scheduled for May 20, 2004, at 7:00 p.m.

- ACTION Items—Communication Items for Newsletter/WC Alert: Mr. Gardner, the treasurer, advised the Board that he would like to have a Finance Committee.

- Adjournment: There being no further items before the Board, the meeting adjourned at 8:35 p.m.

- Approved by:

_____ Date: _____
Benjamin Dunn, Secretary

Attested by:

- _____ Date: _____
Duane Larkin, President

Posted in the VWOA Book of Minutes by:

_____ Date: _____
Darryl F. Richards
Community Manager, VWOA

**Regular Meeting of the Board of Directors
Village of Westcreek Owners' Association, Inc.
Thursday, May 27, 2004
7:00 p.m.
12354 Military Drive**

Attendees

(NOTE: This meeting was originally scheduled for May 20, 2004, but by general consent of the Board, was rescheduled for May 27, 2004)

- Board Members – Duane Larkin, presiding; Robert Gardner, and Jonathan Davis.

- Staff – Darryl Richards (CM)

Mr. Larkin called the meeting to order at 7:00 p.m.

- Attendees: Debra Brady, Westcreek Playgroup Committee Chair; Paulette Sather, Molly Downs, Vanessa Olmo, Kathleen Alexander, Denise Martinez, Rickey Richardson, Swim Team; John Benner, Sports Park Committee Chair; Gordon Hartman, Homebuilder.

The meeting was suspended in order that the Westcreek Playgroup Committee Chair could make her report, due to previous commitments. She made her report, and the meeting resumed.

Residents'/Guests' Forum: Mr. Gordon Hartman, a home builder who will be building in the area south of Military Drive West, bounded on the west by Grosenbacher Road, on the east and south by Medio Creek spoke on his proposed development. He intends to build 173 homes. He originally planned to plat the property as a Planned Urban Development (PUD), or gated community. He was quickly advised that gated communities are prohibited in the Villages of Westcreek. He responded that he would not proceed with a plan for a gate. He indicated that he anticipated that he would begin construction, after first getting ARC approval of his plans, in late 2004/early 2005. He finished his presentation and departed.

Because of the number of parents with the Swim Team, they were allowed to discuss pool rules and how these rules impacted members of the swim team. After discussion, the swim team parents departed.

Minutes: The April 22, 2004, minutes were **approved** as written 3-0.

- Treasurer's & Finance Committee Report: Mr. Gardner, the treasurer, answered questions on the financials, and the report was **approved** for filing and audit 3-0.

- Management Report: The CM answered questions on the management report.

Committee Reports

1. ARC: A written report was provided at the meeting.
2. Communications: A verbal report was provided at the meeting. The CM advised that the July August 2004 newsletter deadline for input was June 1, 2004.
3. Covenants: A written report was provided at the meeting.
4. Landscape: Nothing to report.
5. Sports Park: A written report was provided at the meeting. Mr. John Benner gave a short report.
6. Westcreek Playgroup Committee: See suspension of meeting above.

7. **Welcome Committee:** A verbal report was provided at the meeting. The staff is mailing welcome packets, and the chair will provide personal visits when requested by the homeowner(s).

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Unfinished Business

1. **Lighting Monuments in the Villages of Westcreek:** Tabled until June meeting due to lack of estimates.
2. **Building Sidewalks:** The CM advised that Bexar County would build the remainder of the sidewalk at the intersection Westcreek Oaks and Castle Hill in the next few weeks.
3. **Establish Directors Liaison With Committees:** Tabled until June meeting.

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New Business

1. **Cost of Additional Park Monitoring:** The CM asked for permission to add up to three additional 4 hour shifts for the summer. Any additional shifts would have to be approved by the Board. After discussion, the Board by general consent **approved** the proposal.
2. **Change Annual Meeting Date and Procedures:** Because of the significant changes recommended by the CM, Mr. Larkin suggested that only the date change be approved—from April to January—and that the additional recommendations be reviewed with a view to less significant change. The motion was made and seconded. After discussion, the Board **approved** 3-0.
3. **Financial Institutions – Change in Financial Institutions:** Tabled until June meeting.
4. **Establishment of Capitalization Amount For Fixed Assets:** The CM advised that this procedure was recommended in the 2003 audit. Further, after discussion, Mr. Armstrong, the CPA whose firm conducted the audit, recommended a \$500 threshold for fixed assets. After discussion, the motion was so made and seconded. The Board **approved** 3-0.
5. **Repair of Decorative Exit Wall on South Side of Military Drive West:** The CM provided an estimate of \$800 plus tax to repair the decorative wall exiting the Villages of Westcreek on Military Drive West. A consideration on the repair is how long the wall will be in place considering the widening of 1604. Maggie Rios, the spokesman for the Texas Department of Transportation, indicated that the wall could be expected to remain in place 5-10 years. The motion was made and seconded to effect repairs to the wall. After discussion, the Board **approved** 3-0.
6. **Allow Staff to Authorize Booking of Pavilion/Pool More Than 90 Days In Advance:** Mr. Gardner stated that the staff was more knowledgeable on advance bookings because the staff kept the booking calendar, worked with the exclusive usage contracts, and supervised all aspects of exclusive usage of contracts. The motion was made and seconded that the approval authority for booking the pavilion/pool more than 90 days in advance be delegated to the Community Manager and Assistant Community Manager only. After discussion, the Board **approved** 3-0.

The Next Meeting: The CM advised the next Regular Board Meeting is scheduled for June 17, 2004, at 7:00 p.m.

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ACTION Items—Communication Items for Newsletter/WC Alert:

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Adjournment: There being no further items before the Board, the meeting adjourned at 8:48 p.m.

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Approved by:

Benjamin Dunn, Secretary

Date: _____

Attested by:

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Duane Larkin, President

Date: _____

Posted in the VWOA Book of Minutes by:

Darryl F. Richards
Community Manager, VWOA

Date: _____

**Regular Meeting of the Board of Directors
Village of Westcreek Owners' Association, Inc.
Thursday, June 17, 2004
7:00 p.m.
12354 Military Drive**

Attendees

- Board Members – Duane Larkin, presiding; Benjamin Dunn; and Robert Gardner.

- Staff – Darryl Richards (CM)

Mr. Larkin called the meeting to order at 7:00 p.m.

- Attendees: Melvenia and Kenneth Cotton, homeowners; Lefty Besecker, homeowner; and William Shurtz, homeowner and immediate past Board member.

The meeting was suspended in order to present a memento for dedicated service to Mr. William Shurtz, an immediate past Board member. Mr. Shurtz served on the Covenants Committee, and as its chair, as well as vice-president, president, and treasurer of the Board of Directors. Mr. Shurtz was thanked for his unstinting dedication in his service to the Villages of Westcreek. After the presentation, the regular meeting resumed.

Residents'/Guests' Forum: Mr. and Mrs. Cotton made some observations about volunteerism and the Covenants Committee. Mr. Besecker reported some alleged covenants and ARC violations and some alleged problems with the monument at Quail Meadows, and verbally offered some suggestions about volunteers. Mr. Larkin told Mr. Besecker that his comments would be taken under advisement.

Minutes: The May 27, 2004, minutes were **approved** as written 3-0.

- Treasurer's & Finance Committee Report: Mr. Gardner, the treasurer, answered questions on the financials, and the report was **approved** for filing and audit 3-0.

- Management Report: The CM answered questions on the management report.

Committee Reports

1. ARC: A written report was provided at the meeting, and the Board was advised that the Standards Guide was being updated. The Standards Guide was last updated in January 2002.

2. Communications: A verbal report was provided at the meeting. The CM advised that the July – August 2004 newsletter was almost ready for the printer.

3. Covenants: A written report was provided at the meeting.

4. Landscape: The landscape contractor continues to provide landscape services for the various Villages of Westcreek monuments.

5. Sports Park: A written report was provided at the meeting.

6. Westcreek Playgroup Committee: Nothing to report.

7. Welcome Committee: Nothing to report.

- **Unfinished Business**

1. Lighting Monuments in the Villages of Westcreek: The CM provided initial estimates that indicated that the costs will not be inexpensive. The Board asked the CM to obtain one additional estimate for the July meeting.

2. Establish Directors Liaison With Committees: Tabled until July meeting.

3. Change Annual Meeting Date and Procedures: With the change of the date of the Annual Meeting, the CM recommended that a) light hors d'oeuvres (such as finger sandwiches), soft drinks, coffee, and cookies be served, b) that door prizes continue, but that they be limited to 3 items, and c) that guest speakers be used only when a vital issue to Villages of Westcreek residents is presented. After discussion of these recommendations, the Board accepted them by general consent.

4. Financial Institutions – Change in Financial Institutions: The CM obtained information from the attending Board members, and will obtain necessary information from the absent Board members.

- **New Business**

1. Begin 2005 Budget Process: The CM advised that he had begun work on the 2005 budget, and anticipated having a draft copy by the second week of July to discuss with the Treasurer.

The Next Meeting: The CM advised the next Regular Board Meeting is scheduled for July 15, 2004, at 7:00 p.m.

- **ACTION Items—Communication Items for Newsletter/WC Alert**

- **Adjournment**: There being no further items before the Board, the meeting adjourned at 8:28 p.m.

- Approved by:

Benjamin Dunn, Secretary

Date: _____

Attested by:

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Duane Larkin, President

Date: _____

Posted in the VWOA Book of Minutes by:

Darryl F. Richards
Community Manager, VWOA

Date: _____

**Regular Meeting of the Board of Directors
Village of Westcreek Owners' Association, Inc.
Thursday, July 15, 2004
7:00 p.m.
12354 Military Drive**

Attendees

- Board Members – Duane Larkin, presiding; Cornel Hoskins; Benjamin Dunn; and Robert Gardner.

- Staff – Darryl Richards (CM)

Mr. Larkin called the meeting to order at 7:00 p.m.

- Attendees: Debra Brady, Westcreek Playgroup Committee Chair; Ruperto Becerro, Jr., homeowner.

Residents'/Guests' Forum: Mr. Becerro discussed difficulties he had experienced at the pool as a result of not having his VWOA photo ID card with him.

Minutes: The June 17, 2004, minutes were **approved** as written 4-0.

- Treasurer's & Finance Committee Report: Mr. Gardner, the treasurer, answered questions on the financials, and the report was **approved** for filing and audit 4-0.

- Management Report: The CM answered questions on the management report.

Committee Reports

1. ARC: Standards Coordinator on leave; report tabled until August meeting.
2. Communications: The CM advised that the July – August 2004 newsletter was mailed on June 30, 2004.
3. Covenants: Standards Coordinator on leave; report tabled until August meeting.
4. Landscape: The landscape contractor continues to provide landscape services for the various Villages of Westcreek monuments.
5. Sports Park: The CM advised the Board that the Sports Park Committee Chair, Mr. John Benner, had resigned due to additional work requirements.
6. Westcreek Playgroup Committee: A verbal report was given at the meeting.
7. Welcome Committee: The CM reported to the Board that 48 Welcome packets had been distributed and that there were no outstanding packets to be mailed.

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Unfinished Business

1. Lighting Monuments in the Villages of Westcreek: The CM asked that this subject be tabled until the next meeting, since he had not received the second estimate for the project.
2. Establish Directors Liaison With Committees: Mr. Hoskins suggested that each Board member serve as a liaison, on a rotating basis, with each VWOA committee. After discussion, Mr. Hoskins and the CM will develop a program to be

presented in the future.

New Business

1. **Offer of Flood Plain Land:** Mr. Larkin told the Board that he had received a phone call from Gordon Hartman asking if VWOA would be interested in purchasing 145 acres of flood plain land north of the VWOA Phase II land. The Board asked Mr. Larkin to get a price, and Mr. Larkin asked the CM to check with the insurance company on the costs to insure such a tract.

The Next Meeting: The CM advised the next Regular Board Meeting is scheduled for August 19, 2004, at 7:00 p.m.

- **ACTION Items—Communication Items for Newsletter/WC Alert:**

- **Adjournment:** There being no further items before the Board, the meeting adjourned at 7:59 p.m.

- **Approved by:**

Benjamin Dunn, Secretary

Date: _____

Attested by:

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Duane Larkin, President

Date: _____

Posted in the VWOA Book of Minutes by:

Darryl F. Richards
Community Manager, VWOA

Date: _____

**Regular Meeting of the Board of Directors
Village of Westcreek Owners' Association, Inc.
Thursday, August 19, 2004
7:00 p.m.
12354 Military Drive**

Attendees

- Board Members – Duane Larkin, presiding; Benjamin Dunn; Robert Gardner; Jonathan Davis

- Staff – Darryl Richards (CM)

Mr. Larkin called the meeting to order at 7:03 p.m.

- Attendees: Andrew Bock, homeowner.

Residents'/Guests' Forum: Mr. Bock indicated that he was at the meeting simply to observe.

Minutes: The July 15, 2004, minutes were **approved** as written 4-0.

- Treasurer's & Finance Committee Report: Mr. Gardner, the treasurer, answered questions on the financials, and the report was **approved** for filing and audit 4-0. He asked the CM to contact the firm that audits VWOA and see if a line item audit would be possible.

- Management Report: The CM went over the management report, and answered questions on the report.

Committee Reports

1. ARC: The CM went over the ARC report.

2. Communications: The CM advised that the September – October newsletter would be mailed on or before August 31, 2004.

3. Covenants: The CM went over the Covenants report.

4. Sports Park: The CM advised the Board that the new chair of the Sports Park Committee is Pat Mullen, and that the ads for the Annual picnic and rummage were placed in the September – October 2004 issue of the newsletter. The CM arranged with Mr. Mullen to meet next week on the bleacher issue.

5. Westcreek Playgroup Committee: Nothing to report.

Unfinished Business

1. Lighting Monuments in the Villages of Westcreek: The CM reported that CPS was developing figures for running necessary wiring to each monument that needs to be lighted.

2. Establish Directors Liaison With Committees: Tabled until September meeting.

New Business

1. 2005 Budget: Discussion on the Budget ensued. Several changes were made. The CM will incorporate the changes for the next meeting.

The Next Meeting: The CM advised the next Regular Board Meeting is scheduled for September 16, 2004, at 7:00 p.m.

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ACTION Items—Communication Items for Newsletter/WC Alert:

- **Adjournment:** There being no further items before the Board, the meeting adjourned at 8:16 p.m.

- **Approved by:**

Benjamin Dunn, Secretary

Date: _____

Attested by:

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Duane Larkin, President

Date: _____

Posted in the VWOA Book of Minutes by:

Darryl F. Richards
Community Manager, VWOA

Date: _____

**Regular Meeting of the Board of Directors
Village of Westcreek Owners' Association, Inc.
Thursday, September 16, 2004
7:00 p.m.
12354 Military Drive**

Attendees

- Board Members – Duane Larkin, presiding; Benjamin Dunn, Robert Gardner, Jonathan Davis.

- Staff – Darryl Richards, CM; Judy Monger, ACM.

Mr. Larkin called the meeting to order at 7:02 p.m.

- Attendees: Pat Mullen, Sports Park Committee Chair; Kathy Swanson, Sports Park Committee volunteer.

Residents'/Guests' Forum: N/A

Minutes: The August 19 2004 minutes were **approved** as written 4-0.

- Treasurer's & Finance Committee Report: Mr. Gardner, the treasurer, answered questions on the financials, and the report was **approved** for filing and audit 4-0.

- Management Report: The CM went over the management report, and answered questions on the report.

Committee Reports

1. ARC: The CM went over the ARC report.
2. Communications: The CM advised that input for the November – December newsletter is due on October 1, 2004.
3. Covenants: The CM went over the October report.
4. Sports Park: Mr. Mullen gave a progress report on the rummage sale and Annual Picnic. A Sports Park Committee volunteer provided some perceived personal grievances concerning the staff. Mr. Mullen advised several times during the course of the surprise verbal attack that he did not have the same experience with the staff.
5. Westcreek Playgroup Committee: A written report was provided.

Unfinished Business

1. Lighting Monuments in the Villages of Westcreek: The CM reported that CPS had not provided necessary figures for running necessary wiring to each monument that needs to be lighted. Tabled until October meeting.
2. Establish Directors Liasion With Committees: Tabled until October meeting.
3. 2005 Budget: The treasurer requested that the budget be tabled until October.

New Business

1. Additional Monitoring of the Neighborhood: The CM advised the Board that a resident had wanted to discuss additional monitoring for the neighborhood, but did not show up for the meeting.
2. Non-Resident Galm Elementary School Teachers Using Facilities: The CM provided the Board a copy of the letter from the principal of Galm Elementary School asking that non-resident teachers be allowed to use the walking track. The CM

advised the Board that a ruling on the issues had been requested from the VWOA attorney. The attorney determined that no option exists for a variance to allow the non-resident teacherfs to use the VWOA Sports Park without a member in good standing having them as guests. The CM will respond in writing concerning the issue.

3. Rights and Responsibilities Initiative: The CM discussed the CAI Rights and Responsibilities Initiative with the Board concerning the rights and responsibilities of the residents and the volunteer leaders. The initiative is intended to improve the community and communication. After further discussion, the Board accepted the initiative; the best method of dissemination will be determined in the future.

4. Acceptance of Revised Standards Guide: Tabled until October.

The Next Meeting: The CM advised the next Regular Board Meeting is scheduled for October 21, 2004, at 7:00 p.m.

- **ACTION Items—Communication Items for Newsletter/WC Alert**: Input for the November – December 2004 is due on October 1, 2004.

- **Adjournment**: There being no further items before the Board, the meeting adjourned at 9:05 p.m.

- Approved by:

Benjamin Dunn, Secretary

Date: _____

Attested by:

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Duane Larkin, President

Date: _____

Posted in the VWOA Book of Minutes by:

Darryl F. Richards
Community Manager, VWOA

Date: _____

**Regular Meeting of the Board of Directors
Village of Westcreek Owners' Association, Inc.
Thursday, October 21, 2004
7:00 p.m.
12354 Military Drive**

Attendees

- Board Members – Duane Larkin, presiding; Cornel Hoskins, Jonathan Davis.

- Staff – Darryl Richards, CM; Judy Monger, ACM.

Mr. Larkin called the meeting to order at 7:02 p.m.

- Attendees: Pat Mullen, Sports Park Committee Chair.

Residents'/Guests' Forum: N/A

Minutes: The September 16, 2004 minutes were **approved** as written 3-0.

- Treasurer's & Finance Committee Report: In the absence of the treasurer, the CM briefly discussed the financial report, which was **approved** for filing and audit 3-0.

- Management Report: The CM went over the management report, and answered questions on the report. The report was unanimously accepted by the Board.

Committee Reports

1. ARC: Tabled at the request of the CM; to be included in the November report.
2. Communications: The CM advised the Board that the November – December newsletter is at the printer, and that the staff expects to meet the mailing dated of November 1, 2004.
3. Covenants: Tabled at the request of the CM; to be included in the November report.
4. Sports Park: Mr. Mullen gave an after-action report on the rummage sale and Annual Picnic, and provided a “wish list” of Sports Park projects to the Board of Directors.
5. Westcreek Playgroup Committee: Nothing to report.

Unfinished Business

1. 2005 Budget: After discussion, the motion was made and seconded to accept the 2005 budget. The Board **approved** 3-0.
2. Lighting Monuments in the Villages of Westcreek: The CM reported that CPS has provided necessary figures for running necessary wiring to each monument that needs to be lighted. The proposed contractor is checking with Bexar County to see if there are any costs/permits that will be required for trenching across streets that will be required at some of the monuments. Tabled until November meeting.
3. Establish Directors Liaison With Committees: Mr. Hoskins explained that he would like for Board members to liaise with the various committees and as a result bring additional understanding of the specific committee to the Board. He requested that he and the CM work together on this issue, and bring something back to the Board at the next meeting.
4. Acceptance of revised Standards Guide: This issue was tabled until the November meeting.

New Business

1. 2005 Annual Meeting Agenda: The CM provided a proposed 2005 annual meeting agenda. After discussion, the motion was made and seconded to accept the general agenda. The Board **approved** 3-0.
2. Ballot, Proxy for 2005 Annual Meeting: The CM provided a sample ballot format to be used by homeowner attendees at the Annual Meeting. The motion was made and seconded to accept the sample ballot format. The motion was made and seconded to approve the ballot format. The Board **approved** 3-0.

The CM presented a sample proxy to be used by those not attending the Annual Meeting. After discussion, Mr. Larkin asked that the definition of a member in good standing be added to the proxy for the purpose of making sure that those using the proxy know what constitutes eligibility to cast a proxy vote. The CM advised that the definition would be added. With this caveat, the motion was made and seconded to accept the amended proxy format. The Board **approved** 3-0.

3. 2005 Annual Assessment Letter: The CM presented to the Board the proposed 2005 letter to residents advising them that the 2005 assessments will be \$257.00 per annum. The motion was made and seconded to approve the 2005 Annual Assessment letter. The Board **approved** 3-0.
4. AR 2, Setting Annual Assessment: The CM presented to the Board Administrative Resolution (AR) 2 that sets the 2005 assessments \$257.00 per annum. The motion was made and seconded to approve AR 2. The Board **approved** 3-0.
5. AR 4, Delinquent Assessment Collection: The CM presented to the Board Administrative Resolution (AR) 4 that sets the policy and procedures for the collection of delinquent 2005 assessments. This resolution is in accordance with Texas state law. The motion was made and seconded to approve AR 4. The Board **approved** 3-0.
6. Modification of Office Hours: The CM and ACM asked the Board to approve an additional hour opening on Mondays. This will change the hours on Monday **from** 9 am to 5 pm **to** 9am to 6pm. After discussion, the motion was made and seconded to accept this change in office hours. The Board approved 3-0. The change will be effective January 1, 2005.

The Next Meeting: The CM advised the next Regular Board Meeting is scheduled for November 18, 2004 at either 6:00 p.m. or 7:00 p.m.

- **ACTION Items—Communication Items for Newsletter/WC Alert**: Input for the January – February 2005 newsletter is due on December 1, 2004.

Presently, the VWOA Board of Directors has its regular meeting at 7:00 p.m., with an Executive Session scheduled at 6:00 p.m. The Board approved changing the Regular Meeting time from 7:00 p.m. to 6 p.m. Should there be a need for an Executive Session, it will be held after the Regular meeting.

Adjournment: There being no further items before the Board, the meeting adjourned at 8:25 p.m.

- Approved by:

Benjamin Dunn, Secretary

Date: _____

Attested by:

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Duane Larkin, President

Date: _____

Posted in the VWOA Book of Minutes by:

Darryl F. Richards
Community Manager, VWOA

Date: _____

**Regular Meeting of the Board of Directors
Village of Westcreek Owners' Association, Inc.
Thursday, November 18, 2004
6:00 p.m.
12354 Military Drive**

Attendees

- **Board Members** – Duane Larkin, presiding; Cornel Hoskins, Robert Gardner.

- **Staff** – Darryl Richards, CM; Judy Monger, ACM.

Mr. Larkin called the meeting to order at 6:01 p.m.

- **Attendees**: Pat Mullen, Sports Park Committee Chair; Danita Anderson-Richards, homeowner; Mrs. Debra Brady, Westcreek Playgroup Committee chair.

Residents'/Guests' Forum: Mrs. Danita Anderson-Richards wanted to know when a monument would be erected on the southeast corner of Knobsy Way and Military Drive West. She had the impression that the Association was going to erect a monument on that corner. She was advised that this was not the case. The Association would not place an entrance monument at that corner.

Minutes: The October 21, 2004 minutes were **approved** as written 3-0.

- **Treasurer's & Finance Committee Report**: The Treasurer and CM answered questions on the report. The report was **approved** for filing and audit 3-0.

- At 6:10 p.m., by general consent of the Board, the order of business was suspended so that Pat Mullen could give his Sports Park Committee report. Mr. Mullen finished his report at 6:37 p.m., and the normal order of business resumed.

- **Management Report**: The CM went over the management report, and answered questions on the report. The report was unanimously accepted by the Board.

Committee Reports

1. **ARC**: The CM presented a written report for the ARC. Mr. Larkin asked that the CM ask all Committee chairs to attend the Board meeting.

2. **Communications**: The CM advised the Board that the November – December 2004 newsletter was mailed on October 28, 2004, and that the deadline for the January – February 2005 newsletter was December 1, 2004.

Mr. Benjamin Dunn arrived at the meeting.

3. **Covenants**: The CM presented a written report for the Covenants Committee. The CM advised that three additional Standards Compliance Inspectors were going to be hired. Mr. Hoskins asked how many volunteers were on the Covenants Committee, and the CM advised that all covenants personnel were now paid part-time employees. After discussion, the motion was made and seconded that the Covenants Committee resolution be rescinded. The Board **approved** 4-0.

4. **Sports Park**: As noted above, a written report was provided to the Directors and Mr. Mullen provided an oral report on that written report.

- 5. Westcreek Playgroup Committee: Debra Brady provided a verbal report on the Playgroup Committee.

Unfinished Business

- 1. 2005 Budget: After discussion, the motion was made and seconded to accept the 2005 budget. The Board **approved** 3-0.
- 2. Lighting Monuments in the Villages of Westcreek: The CM reported that CPS has provided necessary figures for running necessary wiring to each monument that needs to be lighted. The proposed contractor is checking with Bexar County to see if there are any costs/permits that will be required for trenching across streets that will be required at some of the monuments. Tabled until November meeting.
- 3. Establish Directors Liaison With Committees: Mr. Hoskins explained that he would like for Board members to liaise with the various committees and as a result bring additional understanding of the specific committee to the Board. He requested that he and the CM work together on this issue, and bring something back to the Board at the next meeting.
- 4. Acceptance of revised Standards Guide: This issue was tabled until the November meeting.

New Business

- 1. Request for Variance on Streetlights From DR Horton: The Board confirmed its position on street lights generally, with specific potential variances on streetlight installation on a case by case basis at some intersections and over cluster mailboxes. The CM will so advise DR Horton in writing.
- 2. Policy Resolution (PR) 6 One Year Term: The resolution was amended to allow a Board candidate to choose to run for less than full term. The motion was made and seconded to accept the change. The Board **approved** 3-0.
- 3. Request Donations from Builders: By general consent, the Board approved asking all builders currently building in the Villages of Westcreek to make a donation to the Association for amenities currently in place and for those planned. The CM will prepare a letter to this effect.

The Next Meeting: The CM advised the next Regular Board Meeting is scheduled for December 16, 2004 at 6:00 p.m.

- **ACTION Items—Communication Items for Newsletter/WC Alert**: Input for the January – February 2005 newsletter is due on December 1, 2004.

Adjournment: There being no further items before the Board, the meeting adjourned at 8:25 p.m.

- Approved by:

Benjamin Dunn, Secretary

Date: _____

Attested by:

-

Duane Larkin, President

Date: _____

Posted in the VWOA Book of Minutes by:

Darryl F. Richards

Date: _____

Meeting of

Community Manager, VWOA

**Regular Meeting of the Board of Directors
Village of Westcreek Owners' Association, Inc.
Thursday, December 16, 2004
6:00 p.m.
12354 Military Drive**

The December 16, 2004 Regular Meeting was cancelled due to the holiday season.

Posted in the VWOA Book of Minutes by:

Darryl F. Richards
Community Manager, VWOA

Date: _____

**Regular Meeting of the Board of Directors
Village of Westcreek Owners' Association, Inc.
Thursday, January 6, 2005
6:00 p.m.
12354 Military Drive**

Attendees

Board Members – Duane Larkin, presiding; Cornel Hoskins, Benjamin Dunn, and Robert Gardner.

Staff – Darryl Richards, CM; Judy Monger, ACM.

Mr. Larkin called the meeting to order at 6:00 p.m.

Attendees: Pat Mullen, Sports Park Committee Chair.

Residents'/Guests' Forum: No residents attended.

Minutes: The minutes were **approved** as amended 4-0.

Treasurer's and Finance Committee's Report: The reports for November and December were **approved** for filing and audit 4-0.

At 6:08 p.m., by general consent of the Board, the order of business was suspended so that Pat Mullen could give his Sports Park Committee report. Mr. Larkin expressed his concern to Mr. Mullen that there seemed to be a number of vendors selling new merchandise, rather than rummage sale merchandise. He asked Mr. Mullen to screen the vendors to make sure that the spirit and intent of VWOA rummage sales are met. Mr. Mullen completed his report at 6:28 p.m., and normal order of business resumed.

Management Report: The CM reviewed the management report. By general consent, the Board accepted the report.

Committee Reports

1. ARC and Covenants: The CM advised the Board that with the hiring of a new Standards Coordinator, the staff was in the process of revising procedures in the ARC and Covenants operations. The CM asked Mr. Derrick Foyle, the Standards Coordinator, to update the Board. Mr. Foyle did so.
2. Communications: The CM advised the Board that the January – February 2005 newsletter was mailed on December 28, 2004.
3. Sports Park: As noted above, Mr. Mullen provided a written report and an oral report.
4. Westcreek Playgroup Committee: Nothing to report.

Unfinished Business

1. Lighting Monuments in the Villages of Westcreek: After discussion, the Board by general consent agreed to begin a phased program to illuminate those monuments requiring lighting in 2005, at the rate of one or two per month.
2. Annual Meeting: The CM brought the Board up to date on the Annual Meeting, and stated that he would keep the Board advised via email if required.

New Business

1. Acceptance of revised Standards Guide: After discussion, the Board **approved** the revised Standards Guide 4-0.

2. Rescission of AR 21 Westcreek Playgroup Committee: Postponed until the February meeting.
3. (Agenda Addition) Organizational Meeting of New Board After Annual Meeting: The CM recommended that the Organizational Meeting be held immediately after the Annual Meeting. The motion was so made and seconded. The Board **approved** 4-0.

The Next Meeting: The CM advised the next Regular Board Meeting is scheduled for February 17, 2004 at 6:00 p.m.

ACTION Items—Communication Items for Newsletter/WC Alert: Input for the March – April 2005 newsletter is due on February 10, 2005.

Adjournment: There being no further items before the Board, the meeting adjourned at 8:06 p.m.

**Regular Meeting of the Board of Directors
Village of Westcreek Owners' Association, Inc.
Thursday, February 17, 2005
6:00 p.m.
12354 Military Drive**

Attendees

Board Members – Duane Larkin, presiding; Cornel Hoskins, and Robert Gardner.

Staff – Darryl Richards, CM.

Mr. Larkin called the meeting to order at 6:00 p.m. Ms. Danita Anderson-Richards joined the meeting at 6:05 p.m.

Attendees: Pat Mullen, Sports Park Committee Chair; Sam and Mary Meta, homeowners.

At 6:01 p.m., by general consent of the Board, the order of business was suspended so that Pat Mullen could give his Sports Park Committee report. The CM distributed copies of the minutes of the February 10, 2005, meeting to the Board of Directors. Mr. Mullen completed his report at 6:19 p.m., and the order of business resumed.

Residents'/Guests' Forum: Mr. and Mrs. Meta indicated that they were at the meeting to observe.

Minutes: The Regular Meeting minutes for January 6, 2005, and the Organizational Meeting minutes for January 20, 2005, were **approved** as written 4-0.

Treasurer's and Finance Committee's Report: The January report was **approved** for filing and audit 4-0.

Management Report: The CM reviewed the management report. By general consent, the Board accepted the report.

Committee Reports

1. ARC and Covenants: The CM advised new procedures were substantially completed and that both programs were being changed to be less cumbersome, and to provide more information. The CM advised the Board that reports for the 1st Quarter, 2005, would be available at the April meeting.
2. Communications: The CM advised the Board that the March—April 2005 newsletter was at the printers and would be mailed on/about March 1, 2005.
3. Sports Park: As noted above, Mr. Mullen provided a written report and an oral report.
4. Westcreek Playgroup Committee: Nothing to report.

Unfinished Business

1. Rescission of AR 21 Westcreek Playgroup Committee: The CM provided a written request from the immediate past Chair of the Westcreek Playgroup Committee to rescind the resolution (AR 21, Westcreek Playgroup Committee) that formed the committee. After discussion, the motion was made and seconded to rescind the resolution. The Board **approved** 4-0.

New Business

1. Additional Telephone Poles In Villages of Westcreek: The CM provided the results of the research done by VWOA's attorney which indicated that a electrical easement had been granted to CPS for such power transmission poles in 1968.

The Next Meeting: The CM advised the next Regular Board Meeting is scheduled for March 17, 2004 at 6:00 p.m.

ACTION Items—Communication Items for Newsletter/WC Alert:

Adjournment: There being no further items before the Board, the meeting adjourned at 6:58 p.m.

**Regular Meeting of the Board of Directors
Village of Westcreek Owners' Association, Inc.
Thursday, March 17, 2005
6:00 p.m.
12354 Military Drive**

Attendees

Board Members – Duane Larkin, presiding; Cornel Hoskins, Garrett Doyle, and Robert Gardner.

Staff – Darryl Richards, CM.

Attendees: George Tamez, Supervisor, Overhead Distribution Engineering; Roland Hinojosa, CPS Supervisor Utility Coordination Section, Gas and Electric. Pat Mullen, Sports Park Committee Chair; arrived at 6:28 p.m. Paulette Sather and Paul Sather, her son, arrived at approximately 6:40 p.m.

Mr. Larkin called the meeting to order at 6:04 p.m.

The order of business was suspended in order to allow the CPS representatives to explain the reasons that the overhead power lines were installed on Military Drive West. Several members of the Board expressed frustration that CPS made no efforts to advise VWOA of the proposed line before it was installed, as well as with the speed with which the poles/lines were installed.

Mr. Tamez and Mr. Hinojosa acknowledged that CPS did not contact VWOA prior to beginning the project. Mr. Tamez related that the project was undertaken because the CPS normal usage factor of 75% was running at 80 – 85% and outages had doubled. While the project was initially to be completed in September 2004, the hurricanes in Florida delayed the project until recently. Asked why overhead lines were used, Mr. Hinojosa responded that overhead lines were the most cost-effective, and emphasized that CPS customers paid less for electricity than almost any other locality nationwide as a result of such prudence. After further discussion, Mr. Hinojosa indicated that there were “set-aside funds” that could be requested from Bexar County for the purpose of removing the power poles and rerouting the power lines underground. Mr. Larkin said that he would make the rerouting request to the county. After assuring the Board that CPS would endeavor to be more “customer-friendly” in the future, and advising that Mr. Milton Randle would be the POC for future contacts with CPS, Mr. Tamez and Mr. Hinojosa departed.

The order of business remained suspended while Pat Mullen gave his report and updated the Board on the rummage sale, Easter Egg hunt festivities and the 2005 Pool Rules. Mr. Mullen advised the Board that Scott Sherrill, a resident, wanted to make a presentation on building a skate park for skateboarders. He asked if the resident could be put on the April 21, 2005 agenda. The Board concurred. After his report, Mr. Mullen left. At 7:05 p.m., the order of business resumed.

Residents'/Guests' Forum: Paul Sather, a member of the Boy Scouts of America, told the Board that he was working on a merit badge to do with Community and asked for a copy of the 2005 VWOA budget. The CM advised that he would mail a copy to Paul.

Minutes: The Regular Meeting minutes for February 17, 2005 were **approved** as written 4-0.

Treasurer's and Finance Committee's Report: The February report was **approved** for filing and audit 4-0.

Management Report: The CM reviewed the management report. By general consent, the Board accepted the report.

Committee Reports

1. ARC and Covenants: The CM reiterated that after the quarterly report in April, the Standards Coordinator would

provide monthly reports.

2. Communications: The CM advised the Board that the deadline for input for May—June 2005 newsletter is due NLT April 10, 2005.
3. Sports Park: As noted above, Mr. Mullen provided a written report and an oral report.

Unfinished Business

1. Additional Telephone Poles In Villages of Westcreek: The presentation by CPS covered the subject, and no further discussion ensued.

New Business

1. Accepting Credit Cards for Assessments: The documentation on this subject was handed out at the February meeting. Discussion ensued. The CM emphasized that VWOA governing documents did not allow for the processing fees to be deducted from the assessment amount, and that such fees would be in addition to the actual amount of the assessment. The CM advised that the credit card program would be part of the accounting system that VWOA currently uses, thereby simplifying adding the service. After further discussion, the motion was made and seconded to take credit cards for payments of assessments. The Board **approved** 4-0.
2. Install Gate at Tot Lot: Mr. Mullen, the Sports Park Committee Chair, during his report, asked that a gate be added to the opening of the Tot Lot fence. He cited the ability of small children to dart out of the tot lot into the entrance driveway into the Sports Park. He cited this as a potential liability problem. After discussion, the Board agreed. The CM provided an estimated cost. The motion was made and seconded to have a wrought iron gate added to the fence. The Board **approved** 4-0.
3. 2005 Pool Rules: After some discussion, the Board agreed that residents 12 years old with a valid VWOA ID card would **not** be allowed any guests. In addition, discussion ensued as to the course the Gate Guards should take if children too young to have an ID card were left at the swimming pool by their sponsor. The pool rules were tabled until the April meeting.
4. AR 26, Code of Conduct for Villages of Westcreek Owners' Association Board of Directors: After discussion, the motion was made and seconded to accept the Code of Conduct for board members recommended by the Community Associations Institute, Inc. The Board **approved** 4-0.

New Business Agenda Items Added at the Meeting:

5. Dissemination of the 2004 Standards Guide: The CM reported that the 2004 Standards Guide has been delivered to 80% of the residents of the Villages of Westcreek.
6. TLAC Support: After a brief presentation of the purpose of the Texas Legislative Action Committee by the CM, and discussion by the Board Members, the motion was made and seconded to provide support to TLAC during the 2005 legislative session to defeat harmful and predatory legislation concerning homeowners' associations. The Board **approved** 4-0.
7. Use of the Villages of Westcreek Swimming Pool by the Geronimo Village Volunteer Fire Department (GVVFD): The CM passed along a request from the GVVFD to use the pool for water rescue training. After discussion, the motion was made and seconded to allow GVVFD to use the pool. The Board **approved** 4-0. The CM will set up the actual date and time of the training.

The Next Meeting: The CM advised the next Regular Board Meeting is scheduled for April 21, 2005 at 6:00 p.m.

ACTION Items—Communication Items for Newsletter/WC Alert: Mr. Hoskins asked that the new requirement to have a home alarm system permit from the Bexar County Sheriff's Department be publicized in the May – June 2005

newsletter.

Adjournment: There being no further items before the Board, the meeting adjourned at 8:25 p.m.

**Regular Meeting of the Board of Directors
Village of Westcreek Owners' Association, Inc.
Thursday, April 21, 2005
6:00 p.m.
12354 Military Drive**

Attendees

Board Members – Cornel Hoskins, presiding; Garrett Doyle, Robert Gardner, and Danita Anderson-Richards.

Staff – Darryl Richards, CM.

Attendee(s): Pat Mullen, Sports Park Chair.

Mr. Hoskins called the meeting to order at 6:00 p.m.

The suspension of the order of business indicated on the agenda for the purpose of a resident presentation was not used due to cancellation by the resident. The suspension of the order of business remained in force for Mr. Pat Mullen, Sports Park Chair, for his verbal report on the Sports Park Committee. Mr. Mullen reported on the Easter Egg Hunt, the most recent Rummage Sale, and Safety Day. He passed along a request from the Seahorses swim team concerning some needed items. In response to a question from Mr. Mullen, the consensus of the Board was that Mr. Mullen and his committee had the authority to spend funds allocated in the budget. Mr. Mullen completed his report and departed.

At 6:56 p.m., the order of business resumed.

Residents'/Guests' Forum: There were no residents/guests attending.

Minutes: The Regular Meeting minutes for March 17, 2005 were **approved** as written 4-0.

Treasurer's and Finance Committee's Report: The February report was **approved** for filing and audit 4-0.

Management Report: The CM reviewed the management report. By general consent, the Board accepted the report.

Committee Reports

1. ARC and Covenants: The Standards Coordinator, Mr. Derrick Foyle, provided a review for the Board on the revamped reporting documentation. The Board asked that the quarterly reporting on ARC and Covenants issues be maintained.
2. Sports Park: As noted previously, Mr. Mullen provided a written report and an oral report.

Unfinished Business

1. Accepting Credit Cards for Assessments: Due to logistical and expense considerations, the CM recommended that the implementation of the credit card program be done at the time that the new Community Center was finished. After discussion, the recommendation was accepted by general consensus of the Board of Directors.
2. 2005 Pool Rules: The CM presented the 2005 Pool Rules with the changes recommended by the Board of Directors at the March 17, 2005 meeting. After discussion, the motion was made and seconded to accept the 1005 Pool Rules as presented. The Board **approved** 4-0.

New Business

1. Request to County Commissioner for "Set Aside" Funds: The CM provided each member of the Board of

Directors a copy of the letter that he had sent to County Commissioner Sergio Rodriguez asking for funds to remove the power poles coming into the Villages of Westcreek on Military Drive West, and to put the power lines underground. The CM advised the Board of Directors that he had received no response and would prepare a follow up letter on Friday, April 22, 2005.

2. Thank You Letter to Deputy R. B. Garcia: The CM provided each member of the Board of Directors a copy of the letter that he had sent to Deputy R. B. Garcia thanking him for the presentation he had made at the Informational Meeting for Wynwood and Vista residents on Wednesday, April 13, 2005.

The Next Meeting: The CM advised the next Regular Board Meeting is scheduled for May 19, 2005 at 6:00 p.m.

ACTION Items—Communication Items for Newsletter/WC Alert: The CM advised the Board that the deadline for input for July—August, 2005, newsletter is due NLT June 1, 2005.

Adjournment: There being no further items before the Board, the meeting adjourned at 7:48 p.m.

**Regular Meeting of the Board of Directors
Village of Westcreek Owners' Association, Inc.
Thursday, May 19, 2005
6:00 p.m.
12354 Military Drive**

Attendees

Board Members – Duane Larkin, presiding; Cornel Hoskins, Robert Gardner, and Danita Anderson-Richards.

Staff – Darryl Richards, CM.

Attendee(s): Pat Mullen, Sports Park Chair.

Mr. Larkin called the meeting to order at 6:00 p.m.

Residents'/Guests' Forum: At the time of the call to order, there were no residents/guests in attendance.

Minutes: The Regular Meeting minutes for April 21, 2005 were **approved** as written 4-0.

Mr. Pat Mullen, the Sports Park Committee chair arrived, and the order of business was suspended at 5:08 pm so that he could give his report. After his report, the order of business resumed at 6:20 pm.

Treasurer's and Finance Committee's Report: The February report was **approved** for filing and audit 4-0.

Management Report: The CM reviewed the management report. After discussion of the status of the Community Center and the swimming pool project, the Board accepted the report.

Committee Reports

1. ARC and Covenants: The next consolidated quarterly report will be provided in July (3rd Quarter), 2005.
2. Sports Park: As noted previously, Mr. Mullen provided a copy of the minutes and an oral report.

Unfinished Business

1. Administrative Housekeeping (2004): Change of Financial Institutions: The vote of the Board of Directors to change banks (from Frost to First National Bank) due to more favorable costs and services, completed in late 2004, was not included in the regular meeting minutes in 2004. The CM asked the Board to formalize the vote for the change. The motion was made and seconded to change financial institutions. The Board **approved** 4-0.

New Business

1. Westcreek Program "Helping Hand" With Boy Scouts of America: The CM asked that this program be tabled until the June 16, 2005 regular meeting. By general consent, the Board of Directors agreed.
2. Estate Sale Interpretation By VWOA Attorney: The CM provided the interpretation of the VWOA attorney concerning estate sales.
3. Amended Operations and Maintenance Budget – (2005): The CM explained that the donation to GVVFD had been reinstated in the O&M budget. This, and other changes, were achieved by reallocating funds, and did not increase the dollar amount of the budget.
4. Temporary Placement of Funds in Additional Financial Institution: The CM coordinated with the VWOA Treasurer

and President of the VWOA Board of Directors the deposit of a specified amount of Reserve funds in a bank paying a comparatively favorable interest rate.

5. Revision of AR 1, Designating Bank Account Signatory Authority: After discussion, further changes to the resolution were made, and it was tabled until the June 16, 2005 meeting.

6. Villages of Westcreek Future Planning Considerations: The CM provided initial considerations to the Board of Directors as the beginning of strategic planning for the continuing growth of the Villages of Westcreek.

The Next Meeting: The CM advised that the next Regular Board meeting will be on June 16, 2005 at 6:00 p.m.

ACTION Items – Communication Items for Newsletter/WC Alert: The deadline for newsletter items is June 1, 2005.

Adjournment: There being no further items before the Board, the meeting adjourned at 7:25 p.m.

**Regular Meeting of the Board of Directors
Village of Westcreek Owners' Association, Inc.
Thursday, June 16, 2005
6:00 p.m.
12354 Military Drive**

Attendees

Board Members – Duane Larkin, presiding; Cornel Hoskins, Garrett Doyle, and Robert Gardner.

Staff – Darryl Richards, CM.

Attendee(s): Pat Mullen, Sports Park Chair, Swim Team parents: Kathy Villareal, Guy Oliver, Joyce Oliver, Denise Martinez, Dean Gartman, James Rankin, Susan Tharp, Jean Larson, Sean Larson, Debbie Rathburn, and Fiona McCabe.

Mr. Larkin called the meeting to order at 6:00 p.m.

Residents'/Guests' Forum: Denise Martinez made a presentation on the Swim Team. The Board emphasized that all members of the swim team should be Westcreek residents. Four individuals who are not residents of Westcreek would be allowed to remain on the team as guests of Westcreek residents in good standing for the remainder of the season. All the attendee adults from the swim team emphasized how good the swim team was for the children who are members. After the presentation and discussion of the swim team, attendees from the swim team left.

Mrs. Rathburn raised a question about exception ID cards.

The order of business was suspended at 6:35 p.m. Mr. Pat Mullen, the Sports Park Committee chair, gave his report. He departed after his report, and the order of business resumed at 7:04 p.m.

Minutes: The Regular Meeting minutes for May 19, 2005 were **approved** as written 4-0.

Treasurer's and Finance Committee's Report: The May report was **approved** for filing and audit 4-0.

Management Report: The CM reviewed the management report. After discussion of the status of the Community Center and the swimming pool project, the Board accepted the report.

Committee Reports

1. ARC and Covenants: The next consolidated quarterly report will be provided in July (3rd Quarter), 2005.
2. Sports Park: As noted previously, Mr. Mullen provided a copy of the minutes and an oral report.

Unfinished Business

1. Westcreek Program "Helping Hand" With Boy Scouts of America (Richards): Tabled until July meeting.
2. Revision of AR 1 Designating Bank Account Signatory Authority (Richards): The revised resolution was passed. In addition, the motion was made and seconded that two signatures would be required on any checks for construction costs, one of whom must be a Board member. After discussion, the Board **approved** 4-0.

New Business

1. TLAC Results: The CM advised the Board that potentially harmful legislation to associations had not passed.

2. Status of Power Lines: The CM explained the status on the power lines to the Board.
3. Purchase Price of Existing Modular Office Building: As requested by the Treasurer, the CM provided the cost of the present office building to the Board. The consensus was that the price was too high, and would not be considered.
4. Request for Additional Park Monitoring Shifts: The CM asked for additional Sports Park monitoring shifts for the summer months. The motion was made and seconded for requested additional shifts. The Board approved 4-0.
5. Sidewalk Along Front of Sports Park: The CM spoke to the Board and asked that the Board approve a sidewalk along Military Drive West. After discussion, the motion was made and seconded to add the sidewalk. The Board **approved** 4-0.

The Next Meeting: The CM advised that the next Regular Board meeting will be on July 21, 2005 at 6:00 p.m.

ACTION Items – Communication Items for Newsletter/WC Alert:

Adjournment: There being no further items before the Board, the meeting adjourned at 7:55 p.m.

**Regular Meeting of the Board of Directors
Village of Westcreek Owners' Association, Inc.
Tuesday, July 26, 2005
6:00 p.m.
12354 Military Drive**

(NOTE: Due to a power outage at the office on July 21, 2005, the July meeting was rescheduled for Tuesday, July 26, 2005.)

Attendees

Board Members – Duane Larkin, presiding; Cornel Hoskins, and Robert Gardner. Garrett Doyle arrived shortly after the meeting was called to order.

Staff – Darryl Richards, CM.

Attendee(s): Pat Mullen, Sports Park Chair.

Mr. Larkin called the meeting to order at 6:05 p.m.

Residents'/Guests' Forum: N/A

The order of business was suspended at 6:07 p.m. Mr. Pat Mullen, the Sports Park Committee chair, gave his report. After the report, the CM acknowledged Mr. Mullen, and the Sports Park Committee, for their excellent service being provided to the Villages of Westcreek. Mr. Mullen departed after his report, and the order of business resumed at 6:25 p.m.

Minutes: The Regular Meeting minutes for June 16, 2005 were **approved** as written 4-0.

Treasurer's and Finance Committee's Report: Mr. Gardner, the Treasurer, requested certain changes in the financials. After discussion, the CM and Mr. Gardner will work together to make the necessary changes as soon as possible. Mr. Gardner also emphasized that all Board members should be kept abreast of the Community Center project, and all costs associated with it. The June report was **approved** for filing and audit 4-0.

Management Report: The CM reviewed the management report. After discussion of the status of the Community Center and the swimming pool project, the Board accepted the report.

Committee Reports

1. ARC and Covenants: The CM briefly discussed the consolidated quarterly report for July (3rd Quarter), 2005.
2. Sports Park: As noted previously, Mr. Mullen provided a copy of the minutes and an oral report.

Unfinished Business

1. Sidewalk Issue: The CM obtained an estimate for the proposed sidewalk across the front of the Sports Park. The CM requested that the sidewalk not be poured until school begins. The Board agreed.

New Business

1. Streetlight Issue: The CM provided the Board with the results of the survey as of July 20, 2005. The CM advised the Board that because of the incorrect phone number for people to call for the survey, the survey would be extended to mid-August.

2. Sponsorship of Cub Scout Pack: The CM will get more information on this issue for the next meeting.
3. Use of Sports Park for Girl Scout Function: After discussion, the motion was made and seconded to allow the Girl Scouts to use the Sports Park for a function. (NOTE: It was subsequently learned that use of the Pavilion is not required. There will be a VWOA member in good standing at the event for its duration to have as guests those individuals who are not residents of Westcreek.)
4. Questions for Community Center Contractor: Mr. Gardner raised several questions for the contractor. The CM will provide those questions in writing to the contractor and provide the responses to the Board.
5. Participation In Taft High School Event: The CM described to the Board a request received from Taft High School about participation in a fund-raising event. VWOA governing documents preclude the Association from participating. The Board asked that the CM so advise the company running the event.
6. Education for New Board Member: The Board approved sending a new Board member to the ABCs course sponsored by the Community Associations Institute. This is a basic course designed to assist new Board members to become familiar with duties and responsibilities of Board members in a homeowners' association.

The Next Meeting: The CM advised that the next Regular Board meeting will be on August 18, 2005 at 6:00 p.m.

ACTION Items – Communication Items for Newsletter/WC Alert: The CM advised the Board that September-October 2005 newsletter items were due on August 10, 2005

Adjournment: There being no further items before the Board, the meeting adjourned at 7:50 p.m.

**Regular Meeting of the Board of Directors
Village of Westcreek Owners' Association, Inc.
Wednesday, August 24, 2005
6:00 p.m.
12354 Military Drive**

(NOTE: The Regular Meeting of the Board of Directors scheduled for Thursday, August 18, 2005, at 6:00 p.m. was postponed due to the lack of a quorum and re-scheduled for Wednesday, August 24, 2005, at 6:00 p.m.)

Attendees

Board Members – Duane Larkin, presiding; Cornel Hoskins, Garrett Doyle, and Robert Gardner.

Staff – Darryl Richards, CM.

Mr. Larkin called the meeting to order at 6:01 p.m.

Residents'/Guests' Forum: There were no resident(s) or guest(s) in attendance.

Minutes: The Regular Meeting minutes for June 16, 2005 were **approved** as written 4-0.

Treasurer's and Finance Committee's Report: Mr. Gardner, the Treasurer, reported on the meeting held with staff on August 23, 2005. The CM provided Mr. Gardner with a report on the Reserve Funds that provides specific information that Mr. Gardner needs. Mr. Gardner went through the other financials, and amplified his desires on the changes in the financials that he desired, and the CM responded that he would be having a meeting with the VWOA CPA in the first part of September. The July report was **approved** for filing and audit 4-0.

Management Report: The Board accepted the report.

Committee Reports

1. **ARC and Covenants**: The CM advised the Board that the quarterly report would be presented at the October, 2005, regular meeting.
2. **Sports Park**: Mr. Mullen was unable to attend the meeting, and the CM provided a verbal summary of the written report on the summer basketball and soccer summer league results, the rummage sale, and the Annual Picnic.

Unfinished Business

1. **Status of Street Light Issue**: The CM advised the Board that the street light survey would continue until September 16, 2005, as a result of a typographical error creating an erroneous phone number to call. The results would be included in the November-December 2005 issue of the *Westcreek Times*.

New Business

1. **Standardization of Architectural Committee Rulings**: The CM requested that this subject be tabled until the September meeting. The Board agreed.
2. **Responses from the Community Center Contractor**: The responses the contractor provided to questions from VWOA were discussed.

The Next Meeting: The CM advised that the next Regular Board meeting will be on September 15, 2005 at 6:00 p.m.

ACTION Items – Communication Items for Newsletter/WC Alert: The CM advised the Board that September-October 2005 newsletter was at the printer and that it would be distributed on/about September 1, 2005.

Adjournment: There being no further items before the Board, the meeting adjourned at 6:33 p.m.

**Regular Meeting of the Board of Directors
Village of Westcreek Owners' Association, Inc.
Thursday, September 15, 2005
6:00 p.m.
12354 Military Drive**

Attendees

Board Members – Duane Larkin, presiding; Cornel Hoskins, Robert Gardner and Danita Anderson-Richards. Garrett Doyle arrived shortly after the minutes were approved.

Staff – Darryl Richards, CM.

Mr. Larkin called the meeting to order at 6:00 p.m.

Committee Members/Chairs: Pat Mullen, Sports Park Committee Chair

Residents'/Guests' Forum: There were no resident(s) or guest(s) in attendance.

Minutes: The Regular Meeting minutes for August 24, 2005 were **approved** as written 4-0.

Treasurer's and Finance Committee's Report: Mr. Gardner, the Treasurer, provided the September report which was subsequently **approved** for filing and audit 5-0.

Management Report: The Board accepted the report as written.

Committee Reports

1. ARC and Covenants: The CM advised the Board that the quarterly report would be presented at the October, 2005, regular meeting.
2. Sports Park: Mr. Mullen provided his report and limited it to the upcoming Annual Picnic. After completing his report, he departed.

Unfinished Business

1. Status of Street Light Issue: The CM advised the Board that the street light survey would end on September 16, 2005, and that the results would be in the November-December 2005 issue of the *Westcreek Times*.

New Business

1. Standardization of Architectural Committee Rulings: The CM requested that this subject be tabled until the October meeting. The Board agreed.
2. Draft 2006 Budget: The Board agreed to review the budget. Mr. Gardner will meet with the CM on any changes, if needed, and amended copies will be provided to Board members. Should an additional meeting be required, it will be called at a later date.

ADDITIONAL AGENDA ITEMS

3. Nominating Committee: With the Annual Meeting scheduled for January 19, 2006, and the election of new Board members, the Board appointed Danita Anderson-Richards as the Nominating Committee chair and Mrs. Judy Monger and Mr. Derrick Foyle as the additional members of the committee.

4. **Staff Schedule:** After a question on the subject and discussion, the Board unanimously **approved** management staff work schedules.

The Next Meeting: The CM advised that the next Regular Board meeting will be on October 20, 2005, at 6:00 p.m.

ACTION Items – Communication Items for Newsletter/WC Alert: The CM advised the Board that the deadline for the November-December 2005 newsletter is October 1, 2005.

Adjournment: There being no further items before the Board, the meeting adjourned at 7:09 p.m.

**Regular Meeting of the Board of Directors
Village of Westcreek Owners' Association, Inc.
Thursday, October 20, 2005
6:00 p.m.
12354 Military Drive**

Attendees

Board Members – Duane Larkin, presiding; Cornel Hoskins, Garrett Doyle, Robert Gardner and Danita Anderson-Richards.

Staff – Darryl Richards, CM.

Mr. Larkin called the meeting to order at 6:00 p.m.

Committee Members/Chairs: Pat Mullen, Sports Park Committee Chair

Residents'/Guests' Forum: There were no resident(s) or guest(s) in attendance.

Minutes: The Regular Meeting minutes for September 15, 2005 were **approved** as written 5-0.

Treasurer's and Finance Committee's Report: Mr. Gardner, the Treasurer, provided the October report which was subsequently **approved** for filing and audit 5-0.

Management Report: The Board unanimously accepted the management report as written.

Committee Reports

1. Sports Park: Mr. Mullen provided a written report/meeting minutes concerning the Sports Park Committee's events for the past year, particularly the Annual Picnic. The Board complimented Mr. Mullen on the excellent picnic. He went over the Sports Park budget. He asked to be reimbursed for a disapproved item; the Board concurred by general consensus. Mr. Mullen asked a question about his chairmanship and the Board of Directors unanimously appointed him as Sports Park Committee chair for an additional year. After completing his report, he departed.

2. ARC and Covenants: Mr. Foyle provided the quarterly report for Standards Compliance and the Architectural Review Committee, and briefly outlined a new program designed to assist the ARC. There was a brief discussion of the program.

3. Nominating Committee: Mrs. Anderson-Richards provided a verbal report on the results to date of her nominating committee. Mr. Foyle assisted with the report.

Unfinished Business

1. 2006 Budget: After discussion of assessments and some line items, the motion was made and seconded to accept the 2006 budget. The Board **approved** 5-0.

New Business

1. Standardization of Architectural Committee Rulings: The CM requested that this subject be tabled until the November meeting. The Board agreed.

2. Annual Meeting: The CM advised the Board that the 2006 Annual Meeting will be held on January 19, 2006 at Galm Elementary School, and that the staff was beginning work for the event now. Mr. Hoskins will again give the presentation.

3. Appointment/Removal of ARC Members: After discussion, the Board appointed Conni Difuntorum and Sean Donahue as Regular members of the Architectural Review Committee.

4. Limited Accumulation of PTO by Staff: After discussion, the motion was made and seconded to allow full time staff members to accumulate up to two years of paid time off. The Board **approved** 5-0.

ADDITIONAL AGENDA ITEMS

5. Approval of AR 2 and AR 4: The CM advised the Board of Directors there was no requirement to re-accomplish Administrative Resolution (AR) 2 concerning the establishment of the yearly assessment, and Administrative Resolution (AR) 4, concerning the collection of delinquent assessments, unless there were material changes to either, according to the VWOA attorney. Accordingly, the Board of Directors unanimously approved the continuation of both.

6. Clock Tower Island: Mr. Gardner asked about remediation work for the east end of the clock tower island. The CM advised that information on this subject would be obtained from the Texas Department of Transportation (TxDOT) and provided to the Board via email.

7. Burying of Electric Cables on Military Drive West: The CM updated the Board on this issue, and will continue to work it. If Bexar County Infrastructure Services is unable to provide a response by November, County Commissioner Rodriguez will be contacted.

The Next Meeting: The CM advised that the next Regular Board meeting will be on November 17, 2005, at 6:00 p.m.

ACTION Items – Communication Items for Newsletter/WC Alert: The CM advised the Board that the November-December 2005 newsletter will be mailed on/about November 1, 2005.

Adjournment: There being no further items before the Board, the meeting adjourned at 7:34 p.m.

**Regular Meeting of the Board of Directors
Village of Westcreek Owners' Association, Inc.
Thursday, November 17, 2005
6:00 p.m.
12354 Military Drive**

Attendees

Board Members – Duane Larkin, presiding; Cornel Hoskins, and Robert Gardner.

Staff – Darryl Richards, CM.

Mr. Larkin called the meeting to order at 6:00 p.m.

Committee Members/Chairs: Pat Mullen, Sports Park Committee Chair

Residents'/Guests' Forum: Paula Roberts and George Roberts. The order of the meeting was suspended at 6:03 p.m. so that Ms. Roberts could make her presentation on forming a Westcreek business owners' group (on the agenda under new business). After a brief discussion, Mr. Larkin advised Ms. Roberts that the Board would take her suggestion under advisement. The order of business resumed at 6:09 p.m.

Minutes: The Regular Meeting minutes for October 20, 2005 were **approved**, as written 3-0.

Committee Reports

1. Sports Park: Mr. Mullen provided written meeting minutes concerning the Sports Park Committee's events for the past year. He provided some Sports Park Committee recommendations on some facets of operations and had some questions on the 2006 Sports Park budget. After completing his report, Mr. Mullen departed.

2. Nominating Committee: Mrs. Anderson-Richards was absent from the meeting. Mr. Foyle provided the results to date of the Nominating Committee.

Treasurer's and Finance Committee's Report: Mr. Gardner, the Treasurer, provided the November report and advised the Board of some upcoming changes relative to reporting on the Community Center project. He also asked for some changes on the Balance Sheet concerning the Phase II land. The Board subsequently **approved** the report for filing and audit 5-0.

Management Report: After some questions, the Board unanimously accepted the management report as written.

Unfinished Business

1. Annual Meeting: The CM advised the Board that the 2006 Annual Meeting will be held on January 19, 2006 at Galm Elementary School, and that the staff was beginning work for the event now. Mr. Hoskins will again give the presentation. The Board asked the CM to ascertain the availability of Representative Liebowitz and/or a Texas Department of Transportation member to make a presentation on the 1604 reconfiguration.

New Business

1. Westcreek Business Owners Group: Ms. Roberts made her presentation as noted above.

2. Date Change for December 2005 Meeting: Because of the holiday season and the many commitments accruing during this period of the year, the Board changed the date for the December meeting from the 15th to the 8th at 6:00 p.m.

3. Proposed Recreation Director Job Description: The CM provided a proposed job description for a recreation

director, and asked for each member to provide input for the position. The subject was tabled until the December meeting.

ADDITIONAL AGENDA ITEMS

5. **Crosswalk at Westcreek Oaks and Creek Summit/Whisper:** The Board asked about a crosswalk at the specified location. The CM advised the Board of Directors that he would contact Bexar County Traffic Management for a study.

6. **Sprinkler Leaks:** The Board brought two leaks to the CM's attention.

7. **Burying of Electric Cables on Military Drive West:** The CM updated the Board on this issue, and will continue to work it. If Bexar County Infrastructure Services is unable to provide a response by November 18, County Commissioner Rodriguez will be contacted.

The Next Meeting: The CM advised that the next Regular Board meeting will be on December 8, 2005, at 6:00 p.m.

ACTION Items – Communication Items for Newsletter/WC Alert: The CM advised the Board that input for the January – February 2006 newsletter is due by December 10, 2005.

Adjournment: There being no further items before the Board, the meeting adjourned at 7:15 p.m.

**Regular Meeting of the Board of Directors
Village of Westcreek Owners' Association, Inc.
Thursday, December 8, 2005
6:00 p.m.
12354 Military Drive**

Attendees

Board Members – Duane Larkin, presiding; Cornel Hoskins, and Robert Gardner.

Staff – Darryl Richards, CM.

Mr. Larkin called the meeting to order at 6:00 p.m.

Committee Members/Chairs: Pat Mullen, Sports Park Committee Chair

Residents'/Guests' Forum: No residents or guests were in attendance.

Minutes: The Regular Meeting minutes for November 17, 2005 were **approved**, with one minor pen and ink change, 3-0.

Committee Reports

1. Sports Park: Mr. Mullen reiterated his intention to step down as Sports Park Chair effective with the Easter Egg hunt. He advised the Board that he was having problems finding a replacement. He also provided some Sports Park Committee recommendations on some facets of operations. He asked about the results of the 2005 budget, and the CM advised that would be available on December 9, 2005. After completing his report, Mr. Mullen departed.

2. Nominating Committee: Mrs. Anderson-Richards was absent from the meeting. Mr. Foyle provided the results to date of the Nominating Committee.

Treasurer's and Finance Committee's Report: Mr. Gardner, the Treasurer, expressed some concerns about the Community Center. Information on his concerns was provided. He asked for some additional information on improvement reserves. The CM advised Mr. Gardner that he would get the information and provide it to Mr. Gardner. The Board subsequently **approved** the report for filing and audit 3-0.

Management Report: After some questions, the Board unanimously accepted the management report as written.

Unfinished Business

1. Proposed Recreation Director Job Description: With some minor changes, the Board of Directors **approved** the position of Recreation Director 3-0. The CM will begin interviews after the holidays.

2. Annual Meeting: The CM advised the Board that the 2006 Annual Meeting will be held on January 19, 2006 at Galm Elementary School, and that the staff was beginning work for the event now. Mr. Hoskins will again give the presentation. The CM advised the Board that he had scheduled Deputy R.B. Garcia of the Bexar County Sheriff's Department Crime Prevention Unit and State Representative David Liebowitz to make presentations; Deputy Garcia on crime prevention, and Rep. Liebowitz on the 1604 construction project.

3. Crosswalk at Westcreek Oaks and Creek Summit/Whisper: The Board asked about a crosswalk at the specified location. The CM advised the Board of Directors that he had been contacted by Bexar County traffic section and that based upon their study, the number of individuals crossing at the specified locations would not justify the establishment of crosswalks.

4. Burying of Electric Cables on Military Drive West: The CM advised the Board that with the change in purpose for the funds, that a request from Mr. Gabriel Perez, Director Bexar County Infrastructure Services would have to be made

of CPS and the County Commissioners for permission/funding to bury the lines must be obtained. Further, that if permission/funding were approved, there would be costs to the Association. The CM asked that action beyond ascertaining costs not be taken until the situation could be brought to the Board of Directors for review. The CM will continue to follow-up on this issue.

New Business

1. **Proposed Usage Fees For Community Center:** After discussion, the Board of Directors approved the fees proposed, with the understanding that the fees would be evaluated on a continuing basis for adjustments if needed.
2. **Proposed Hours of Operation for New Offices:** After discussion, the Board of Directors approved the hours proposed, with the understanding that the hours would be evaluated on a continuing basis for adjustments if needed.

ADDITIONAL AGENDA ITEMS

The Next Meeting: The CM advised that the next meeting will be the Annual Meeting to be held at Galm Elementary School on Thursday, January 19, 2006 at 6:30 p.m. There will be a short Organizational meeting held after the Annual Meeting ends to elect new officers. The next Regular Meeting will be held on Thursday, February 16, 2006 at 6:00 p.m.

ACTION Items – Communication Items for Newsletter/WC Alert: The CM advised the Board that input for the January – February 2006 newsletter is due by December 10, 2005.

Adjournment: There being no further items before the Board, the meeting adjourned at 7:20 p.m.

**Regular Meeting of the Board of Directors
Village of Westcreek Owners' Association, Inc.
Thursday, February 16, 2006
6:00 p.m.
12354 Military Drive**

Attendees

- **Board Members** – Duane Larkin, presiding; Cornel Hoskins, Robert Gardner, and Heather Mallia. Danita Anderson-Richards arrived after the meeting had been called to order.

- **Staff** – Darryl Richards, CM.

Mr. Larkin called the meeting to order at 6:00 p.m.

- **Committee Members/Chairs**: Pat Mullen, Sports Park Committee Chair

- **Residents'/Guests' Forum**: No residents or guests were in attendance.

Minutes: The Regular Meeting minutes for December 8, 2005 and the January 19, 2006 Organizational Minutes were unanimously **approved** by the Board of Directors, with one minor pen and ink change, 3-0.

Committee Reports

1. **Sports Park**: Prior to approval of the minutes, the meeting was suspended at 6:19 p.m. so that Mr. Mullen could make his presentation. He provided copies of the Sports Park Committee minutes for December 2005 and January 2006. As part of his presentation, he asked if the Board would have any objections to soliciting outside commercial firms for financial assistance on some Villages of Westcreek projects. After discussion, the Board asked him to provide a detailed plan to the Board for their review. Mr. Mullen concluded his presentation at 6:52, and the regular meeting resumed. Mr. Mullen departed.

A Villages of Westcreek resident provided a listing of areas within the Villages of Westcreek where some additional work is needed.

2. **Covenants Committee**: Mr. Richards presented the 2005 report and answered questions.

Treasurer's and Finance Committee's Report: There were some questions on the financials requiring further research. The CM indicated that he would deliver the meeting packets earlier for the March meeting and that if Mr. Gardner had questions, please contact the CM so that he might have enough time to respond appropriately prior to the meeting. The Board **approved** the report for filing and audit 5-0.

Management Report: After some questions on PTO, Mr. Larkin asked Mrs. Danita Anderson-Richards to look at the issue and report to the Board at the March meeting. The Board unanimously accepted the management report as written.

Unfinished Business

1. **Proposed Usage Fees For Community Center**: This issue was tabled until the March meeting.

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New Business

1. **Renewal of San Antonio Pool Management Contract**: After discussion, the Board of Directors approved the renewal of the contract for operation of the pools; the contract cost was very favorable and competitive. After discussion, the Board voted to approve a one-year contract extension 4-0, with one abstention.

- **ADDITIONAL AGENDA ITEMS**

- **N/A**

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The Next Meeting: The next Regular meeting will be held on Thursday, March 16, 2006 at 6:00 p.m.

ACTION Items – Communication Items for Newsletter/WC Alert: The CM advised the Board that March April 2006 newsletter will be mailed before the end of February 2006.

- **Adjournment:** There being no further items before the Board, the meeting adjourned at 7:53 p.m.

- **Approved by:**

Danita Anderson-Richards, Secretary

Date: _____

Attested by:

-

Duane Larkin, President

Date: _____

Posted in the VWOA Book of Minutes by:

Darryl F. Richards
Community Manager, CMCA®
VWOA

Date: _____

**Regular Meeting of the Board of Directors
Village of Westcreek Owners' Association, Inc.
Thursday, March 23, 2006
6:00 p.m.
12354 Military Drive**

- (NOTE: This Regular Meeting, originally scheduled for March 16, 2006, was postponed to this date.)

- **Attendees**

Board Members – Duane Larkin, presiding; Robert Gardner, and Heather Mallia.

- Staff – Darryl Richards, CM; Judy Monger, ACM.

Mr. Larkin called the meeting to order at 6:00 p.m.

- Committee Members/Chairs: Pat Mullen, Sports Park Committee Chair

- Residents'/Guests' Forum: Denise Martinez, Villages of Westcreek Seahorses Swim Team

Minutes: The Regular Meeting minutes for February 16, 2006, were unanimously **approved** by the Board of Directors 3-0.

Committee Reports

1. Sports Park: Mr. Mullen made his presentation on the Sports Park Committee, with emphasis on the Easter Egg Hunt. He also prioritized several projects under consideration, as the Board had asked in February.

Swim Team: The regular order of business was suspended at 6:22 p.m. so that Ms. Denise Martinez could provide information on the 2006 Villages of Westcreek Seahorse Swim Team season. One issue raised was allowing non-residents to participate on the swim team. The Board of Directors disapproved. The second issue was the fact that swimmers' mothers and younger siblings not on the swim team use the kiddie pool during swim practices. After discussion and no consensus on the part of the Board, Mr. Larkin told Ms. Martinez that the matter would be taken under advisement, and that a decision on the matter would be made before the April 20, 2006, regular meeting.

Treasurer's and Finance Committee's Report: After brief discussion, the report was **approved** for filing and audit by the Board.

Management Report: After discussion about an adult beverage policy on the Community Center, the Board unanimously accepted the management report as written.

Unfinished Business

None (The PTO issue was scheduled for this meeting, but Ms. Anderson-Richards was unable to attend the meeting. Mr. Larkin said that he would contact her.)

- **New Business**

1. Office Furniture for the New Community Center: Before this item was discussed, the CM was able to contact Mr. Hoskins at home. The meeting briefly recessed until Mr. Hoskins arrived. Mr. Hoskins volunteered to work with staff and Mr. Gardner, the Treasurer, on obtaining furniture, and the many other items that will required for the Community Center Project. No objections were voiced by any Board members about this arrangement .

2. Swim Team: Please note the above suspension of the meeting.

ADDITIONAL AGENDA ITEMS

3. Grand Opening for the Community Center: In accordance with desires voiced by Mr. Larkin and Mr. Hoskins, a proposal for an invitation only Grand Opening on May 5, 2006, and an Open House for Villages of Westcreek residents on May 20, 2006 were approved. The Mayor of San Antonio, the San Antonio City Manager, and KSAT (ABC 13), WOAI (NBC 3) and KENS (CBS 5) added to the list of invitees to the invitation only ceremony.

4. Walk-Through of Community Center: Mr. Gardner stated that the Board of Directors should do the final walk-through of the Community Center, and cited several "punch list"-type items that he had noted. Mr. Larkin stated that not only the Board, but the staff, would participate in any review of the facility. The CM and ACM stated that many of the items had already been brought to the attention of the job superintendent, and corrective action was already taking place.

5. Erosion on Westcreek Oaks: Mr. Gardner noted that there was erosion on the north side of Westcreek Oaks between the Woods monument and the bridge over Caracol Creek.

6. Temporary Entrances to Villages of Westcreek: Mr. Gardner complained about the Texas Department of Transportation contractors' construction of the temporary entrances to the Villages of Westcreek on Military Drive West and Westcreek Oaks. He asked that TexDoT be contacted to see if any improvements can be made.

The Next Meeting: At this time, the next Regular meeting will be held on Thursday, April 20, 2006 at 6:00 p.m. at the Community Center at 12395 Military Drive West.

ACTION Items – Communication Items for Newsletter/WC Alert: The CM advised the Board that the deadline for the May—June 2006 newsletter is April 10, 2006.

- **Adjournment**: There being no further items before the Board, the meeting adjourned at 7:45 p.m.

- Approved by:

Danita Anderson-Richards, Secretary

Date: _____

Attested by:

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Duane Larkin, President

Date: _____

Posted in the VWOA Book of Minutes by:

Darryl F. Richards
Community Manager, CMCA®
VWOA

Date: _____

**Regular Meeting of the Board of Directors
Village of Westcreek Owners' Association, Inc.
Thursday, April 20, 2006
6:00 p.m.
12354 Military Drive**

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Attendees

Board Members – Duane Larkin, presiding; Cornel Hoskins, Danita Anderson-Richards, and Heather Mallia.

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Staff – Darryl Richards, CM; Judy Monger, ACM.

Mr. Larkin called the meeting to order at 6:00 p.m.

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Committee Members/Chairs/Residents: Pat Mullen, Sports Park Committee Chair

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Residents'/Guests' Forum: Denise Martinez, Villages of Westcreek Seahorses Swim Team; Mr. Mark Fee, Ms. Susan Tharp, Kathy Villareal, James Giacobbe, Lorraine Rankin, James Rankin, Lara Voigt, Paula Roberts, and Ray Frausto.

Minutes: The Regular Meeting minutes for March 23, 2006, were unanimously **approved** by the Board of Directors 4-0.

Committee Reports

1. Sports Park: Mr. Mullen verbally discussed the written minutes of the Sports Park Committee.

Swim Team: The regular order of business was suspended at 6:08 p.m. so that the Board's disapproval of swimmers' mothers and younger siblings not on the swim team using the kiddie pool during swim practices could be discussed. After discussion, Mr. Larkin told Ms. Martinez that the matter would be reviewed in Executive Session, and that Ms. Martinez would be advised of the results. At 6:25 p.m., the regular order of business resumed.

Treasurer's and Finance Committee's Report: In the absence of the Treasurer, the CM went through the report. After brief discussion, the report was **approved** for filing and audit by the Board.

Management Report: The Board accepted the management report as written.

Unfinished Business

1. Swim Team: Note suspension of business above.

2. Grand Opening of Community Center: Because of the delay caused by the lack of a sewer hookup on the south side of Military Drive West, the opening of the Community Center and the pool will be delayed until mid- to late-June. As soon as the CM has a more definitive date, the Board will be advised and Grand Opening/Open House arrangements will be finalized.

3. Walk-Through of Community Center: The CM advised the Board that walk-through of the project with the contractor would occur at 10 a.m. on Tuesday, May 2, 2005.

4. Erosion on Westcreek Oaks: VWOA maintenance will review the area to see if corrective action can be taken in house, or if an outside contractor must be used.

5. Temporary Entrances to Villages of Westcreek: The CM has written to the Texas Department of Transportation to see if the existing entrances can be improved in terms of smoothness, line of sight at the intersection with 1604, particularly at Westcreek Oaks. The CM will provide a response when received.

New Business

1. Brick Walls at Westcreek Oaks and Military Drive Entrances/Exits: In response to a query by Mr. Larkin, the CM contacted the Texas Department of Transportation to see if the presently existing walls at Westcreek Oaks and Military Drive West would be removed at this time during the expansion of 1604 by the Texas Department of Transportation. The answer was no.

2. Sprinkler Systems at Westcreek Oaks and Military Drive Entrances/Exits: Both sprinkler systems are operational at this time.

3. Cooperative Effort Discussions/Caracol Heights and VWOA: The Caracol Heights representative was not available for the meeting, and the subject was tabled until the next meeting in May.

4. Business Group Expo: Ms. Roberts presented a preliminary, verbal plan for an expo of business/business owners in the

area to be held in the future. After discussion, the Board asked for a written plan in more detail in the future.

Just prior to adjournment, a resident asked if VWOA could arrange for a dumpster drop for large items disposal in the Villages of Westcreek. The CM advised he would follow up with county/commercial agencies on the issue and report at the next board meeting.

The Next Meeting: The next Regular meeting will be held on Thursday, April 20, 2006 at 6:00 p.m. at the Sports Park office.

ACTION Items – Communication Items for Newsletter/WC Alert: The CM advised the Board that the May—June 2006 newsletter is at the printers.

- **Adjournment:** There being no further items before the Board, the meeting adjourned at 7:15 p.m.

- **Approved by:**

Danita Anderson-Richards, Secretary

Date: _____

Attested by:

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Duane Larkin, President

Date: _____

Posted in the VWOA Book of Minutes by:

Darryl F. Richards
Community Manager, CMCA®
VWOA

Date: _____

**Regular Meeting of the Board of Directors
Village of Westcreek Owners' Association, Inc.
Thursday, May 25, 2006
6:00 p.m.**

12354 Military Drive

(This meeting was rescheduled to May 25, 2006, due to the lack of a quorum for the May 18, 2006 meeting)

Attendees

Board Members – Duane Larkin, presiding; Cornel Hoskins, Danita Anderson-Richards, and Heather Mallia.

Staff – Darryl Richards, CM

Mr. Larkin called the meeting to order at 6:00 p.m.

Committee Members/Chairs/Residents: Pat Mullen, Sports Park Committee Chair, Roger and Olga Spotswood, Jason Cornelison, Sandy McManus, Paula Roberts, Jerry Washington, and Howard Herrington.

Residents'/Guests' Forum: Mr. Jason Cornelison made a computer-based presentation on his request for a variance to the CCRs requirements for placement of a shed. Sandy McManus made a presentation relating to martial arts classes in the new Community Center. Olga Spotswood stated a desire to have senior citizen activities in the new Community Center.

Minutes: The Regular Meeting minutes for April 20, 2006, were unanimously **approved** by the Board of Directors 4-0.

Committee Reports

Sports Park: Mr. Mullen gave a verbal report on the Sports Park minutes. He asked the Board of Directors to approve the sale of snow cones at the upcoming Rummage Sale, and the Board took it under advisement. Mr. Mullen indicated that he was almost finished as Sports Park Chair, and that planning needed to begin for the Annual Picnic. The CM asked that Mr. Mullen work with him on the Picnic issue.

Treasurer's and Finance Committee's Report: In the absence of the Treasurer, the CM went through the report. Answering a question from Mr. Hoskins, the CM advised that no additional bills for construction of the Community will be submitted until after the Community Center is entirely finished. After brief discussion, the report was **approved** for filing and audit by the Board.

Management Report: The Board accepted the management report as written.

Unfinished Business

1. **Brick Walls at Westcreek Oaks and Military Drive Entrances/Exits**: The CM explained that the demolition of the wall at the Military Drive West entrance was done by the developer without prior coordination with VWOA. This action has cut power and water to the clock tower island, and the CM is working to get these services restored as quickly as possible. The walls at the Westcreek Oaks entrance are on VWOA property.
2. **Sprinkler Systems at Westcreek Oaks and Military Drive Entrances/Exits**: The sprinkler system at Westcreek Oaks is working. As noted in 1 above, the sprinkler system at the Military Drive entrance is not.
3. **Cooperative Effort Discussions/Caracol Heights and VWOA**: This subject has been dropped due to lack of follow-up by the Caracol Heights representative.
4. **Business Group Expo**: Ms. Roberts presented a written plan. The Board approved the second Saturday in September at the new Community Center. Ms. Roberts will begin detailed planning

New Business

1. **Advertisements in the Westcreek Times**: The subject was tabled until the June 15, 2006 meeting.
2. **Neighborhood Clean-Up/Dumpster**: The CM provided the information obtained from Waste Management; he was asked to contact the city of San Antonio to obtain more information.

The Next Meeting: The next Regular meeting will be held on Thursday, June 15, 2006 at 6:00 p.m. at the Sports Park office.

ACTION Items – Communication Items for Newsletter/WC Alert: The CM advised the Board that input for the July—August 2006 newsletter is June 10, 2006.

- **Adjournment:** There being no further items before the Board, the meeting adjourned at 7:24 p.m.

- **Approved by:**

Danita Anderson-Richards, Secretary

Date: _____

Attested by:

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Duane Larkin, President

Date: _____

Posted in the VWOA Book of Minutes by:

Darryl F. Richards
Community Manager, CMCA®
VWOA

Date: _____

**Regular Meeting of the Board of Directors
Village of Westcreek Owners' Association, Inc.
Thursday, June 15, 2006
6:00 p.m.
12354 Military Drive**

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Attendees

Board Members – Duane Larkin, presiding; Cornel Hoskins, and Heather Mallia.

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Staff – Darryl Richards, CM

Mr. Larkin called the meeting to order at 6:00 p.m.

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Committee Members/Chairs/Residents: Pat Mullen, Sports Park Committee Chair.

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Residents'/Guests' Forum: There were no residents in attendance to speak.

Minutes: The Regular Meeting minutes for May 25, 2006, were unanimously **approved** by the Board of Directors 3-0.

Committee Reports

Sports Park: Mr. Mullen gave a verbal report on the Sports Park minutes. Mr. Mullen reiterated that he was almost finished as Sports Park Chair, and that planning needed to begin for the Annual Picnic.

Treasurer's and Finance Committee's Report: In the absence of the Treasurer, the CM went through the report. After brief discussion, the report was **approved** unanimously for filing and audit by the Board.

Management Report: The Board accepted the management report—with one minor pen and ink change—as written.

Unfinished Business

1. Advertisements in the Westcreek Times: After discussion and review of the most recent newsletter, the Board determined that the amount of advertising in each issue remain at approximately 25% of the total paper (3 out of 12 pages).

2. Neighborhood Clean-Up/Dumpster: The CM advised that he had not been able to obtain any information from any other waste management company, and asked that this action be postponed until the move to the new offices be completed. By consensus, the Board concurred.

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New Business

1. Further Delay In Opening Community Center/Pool: The CM advised that the discovery of a cave on the McMillin property while trenching for the sewer network to which the Community Center/pool must connect have caused the completion date to be moved to July 15, 2006 from "late June" 2006.

2. Budget Adjustment 2006: The Community Center/pool requires the reallocation of some funds to different categories in order to properly furnish the Community Center. This action does not require a change in the approved budget total. The Board **unanimously** approved the request.

The Next Meeting: The next Regular meeting will be held on Thursday, July 20, 2006 at 6:00 p.m. at either the Sports Park office, or the new Community Center Conference Room.

ACTION Items – Communication Items for Newsletter/WC Alert: The CM advised the Board that the July—August 2006 newsletter was in process.

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Adjournment: There being no further items before the Board, the meeting adjourned at 6:59 p.m.

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Approved by:

Danita Anderson-Richards, Secretary

Date: _____

Attested by:

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Duane Larkin, President

Date: _____

Posted in the VWOA Book of Minutes by:

Darryl F. Richards
Community Manager, CMCA®
VWOA

Date: _____

**Regular Meeting of the Board of Directors
Village of Westcreek Owners' Association, Inc.
Thursday, July 20, 2006
6:00 p.m.
12354 Military Drive**

The Regular Meeting for July 20, 2006, was cancelled by Mr. Duane Larkin, President of the VWOA Board of Directors, due to the additional requirements on the staff for the move from the offices at the Sports Park to the new Community Center at 12395 Military Drive West.

**Regular Meeting of the Board of Directors
Village of Westcreek Owners' Association, Inc.
Thursday, August 17, 2006
6:00 p.m.
12395 Military Drive**

- **Attendees**

Board Members – Duane Larkin, presiding; Cornel Hoskins, and Heather Mallia.

- **Staff** – Darryl Richards, CM; Judy Monger, ACM

Mr. Larkin called the meeting to order at 6:04 p.m.

- **Committee Members/Chairs/Residents**: Pat Mullen, Sports Park Committee Chair; Olga R. Spotswood, George and Paula Roberts, Brian Gliba.

- **Residents'/Guests' Forum**: The residents in attendance were observers.

Minutes: The Regular Meeting minutes for June 15, 2006, were unanimously **approved** by the Board of Directors 3-0.

Committee Reports

Sports Park: Mr. Mullen gave a verbal report on the Sports Park minutes. Mr. Mullen reiterated that he was almost finished as Sports Park Chair, and that planning needed to begin for the Annual Picnic. Mrs. Gliba will be participating in the Annual Picnic, and has, in fact already begun her participation. Mr. Mullen advised that the search for his replacement as chair of the Sport Park Committee continues.

Treasurer's and Finance Committee's Report: In the absence of the Treasurer, the CM went through the report. After brief discussion, the Board unanimously **approved** the report for filing and audit.

Management Report: The Board accepted the management report as written. In addition, Mrs. Amy Gliba, Recreation Director, made her report under the auspices of the Management Report, and provided documentation relating to the recreation programs being put into place. The Board unanimously **approved** the plan, including usage fees and her use of assembly hall on Saturday once every other month.

Unfinished Business

1. **Revised Budget**: The CM provided copies of the revised budget. He stressed that the originally-approved dollar amount did not change, but dollars in some categories were shifted to meet operational needs as a result of the move into the new Community Center. After explanation, the Board concurred in the revision.

New Business

1. **Requested Additions to Assembly Hall**: Additions of mirrors to the north wall of the assembly hall as part of the new recreation programs in place was brought before the Board. The Board took the issue under consideration.

2. **Approval of 2005 Audit**: After discussion, the Board **approved** the 2005 audit 3-0.

- **The Next Meeting**: The next Regular meeting will be held on Thursday, September 21, 2006 at 6:00 p.m. at new Community Center Conference Room.

ACTION Items – Communication Items for Newsletter/WC Alert: The CM advised the Board that the September—October 2006 newsletter was in process.

- **Adjournment**: There being no further items before the Board, the meeting adjourned at 7:18 p.m.

- **Approved by:**

Date: _____

Danita Anderson-Richards, Secretary

Attested by:

- _____

Duane Larkin, President

Date: _____

Posted in the VWOA Book of Minutes by:

Darryl F. Richards
Community Manager, CMCA®
VWOA

Date: _____

**Regular Meeting of the Board of Directors
Village of Westcreek Owners' Association, Inc.
Thursday, September 21, 2006
6:00 p.m.
12395 Military Drive**

-

Attendees

Board Members – Duane Larkin, presiding; Cornel Hoskins, Danita Anderson-Richards, and Heather Mallia.

-
Staff – Darryl Richards, CM

Mr. Larkin called the meeting to order at 6:04 p.m.

-
Committee Members/Chairs/Residents: None attending.

-
Residents'/Guests' Forum: N/A

Minutes: The Regular Meeting minutes for August 17, 2006, were unanimously **approved** by the Board of Directors 4-0.

Committee Reports

Sports Park: Mr. Mullen was not available due to a recent surgery. Amy Gliba, VWOA Recreation Director, gave a short verbal report which was confined to reporting on the Annual Picnic to be held on September 30, 2006. She announced that Mr. Ken Lemanski had accepted the position of Sports Park Chair.

Treasurer's and Finance Committee's Report: In the absence of the Treasurer, the CM went through the report. After brief discussion, the Board unanimously **approved** the report for filing and audit.

Management Report: The Board accepted the management report as written.

Unfinished Business

1. **Requested Additions to Assembly Hall:** Additions of mirrors to the north wall of the assembly hall as part of the new recreation programs in place was **approved** by the Board.

New Business

1. **2007 Budget:** The CM advised that the draft budget for 2007 was not completed, but that it should be ready for dissemination by the end of September.

-
The Next Meeting: The next Regular meeting will be held on Thursday, October 19, 2006 at 6:00 p.m. in the Community Center Conference Room.

ACTION Items – Communication Items for Newsletter/WC Alert: The CM advised the Board that input for the November – December 2006 newsletter was due by October 10, 2006.

-
Adjournment: There being no further items before the Board, the meeting adjourned at 6:27 p.m.

-
Approved by:

Danita Anderson-Richards, Secretary

Date: _____

Attested by:

-

Duane Larkin, President

Date: _____

Posted in the VWOA Book of Minutes by:

Darryl F. Richards
Community Manager, CMCA@
VWOA

Date: _____

**Regular Meeting of the Board of Directors
Village of Westcreek Owners' Association, Inc.
Thursday, October 19, 2006
6:00 p.m.
12395 Military Drive**

-
Attendees

Board Members – Duane Larkin, presiding; Cornel Hoskins, and Heather Mallia.

-
Staff – Darryl Richards, CM; Amy Gliba, VWOA Recreation Director

Mr. Larkin called the meeting to order at 6:00 p.m.

-
Committee Members: Pat Mullen, Sports Park Committee Chair

-
Residents'/Guests' Forum: Those signing in were: Mr. and Mrs. Jay Mulford, Mr. E. Hernandez, Mr. and Mrs. Jason Cornelison, Mr. Harold Severs.

As a new resident, Mrs. Mulford expressed her concerns about covenants enforcement. Mr. Cornelison wanted approval for garage sales at individual residences. A question was asked whether an exercise room was in the works for the Community Center. After some further discussion, Mr. Larkin moved the meeting forward to the next agenda item.

Minutes: The Regular Meeting minutes for September 21, 2006, were **approved** as written by the Board of Directors 3-0.

Committee Reports

Sports Park: Mr. Mullen provided a report on the Annual Picnic and provided Sports Park Committee minutes. He asked that VWOA support the high school volunteers as was done in the past. The Board of Directors concurred. After discussion, he completed his report.

Treasurer's and Finance Committee's Report: In the absence of the Treasurer, the CM went through the report. After brief discussion, the Board **approved** the report for filing and audit 3-0.

Management Report: The Board accepted the management report as written.

Unfinished Business

1. **2007 Annual Budget:** After discussion, the budget was unanimously **approved** by the Board.

New Business

1. **Resident Notification of 2007 Assessment:** The Board approved the letter to residents notifying them of the 2007 assessment. The CM noted that the yearly assessment amount was unchanged.

-
2. **Approval of AR 4, Delinquent Assessment Collection:** The Board approved, and Mr. Larkin signed, the resolution approving the collection of delinquent assessments. The CM again noted that the provisions of the resolution were unchanged, and conformed to Texas law.

3. **2007 Annual Meeting:** The CM stated that the 2007 Annual Meeting will be held on Thursday, January 18, 2007 at the Community Center. Mr. Larkin confirmed that Mr. Hoskins would be doing the presentation. The CM stated that the arrangements for the Annual meeting are in process, and that he will keep the Board informed.

The Next Meeting: After some discussion on forgoing either the November or December meeting, the Board confirmed that there will be a November meeting to be held on November 16, 2006, and a December meeting to be held on December 14, 2006. Accordingly, the next Regular meeting will be held on Thursday, November 16, 2006 at 6:00 p.m. in the Community Center Conference Room.

ACTION Items – Communication Items for Newsletter/WC Alert: The CM advised the Board that the November –

December 2006 newsletter was at the printers.

-

Adjournment: There being no further items before the Board, the meeting adjourned at 7:16 p.m.

-

Approved by:

Danita Anderson-Richards, Secretary

Date: _____

Attested by:

-

Duane Larkin, President

Date: _____

Posted in the VWOA Book of Minutes by:

Darryl F. Richards
Community Manager, CMCA®
VWOA

Date: _____

**Regular Meeting of the Board of Directors
Village of Westcreek Owners' Association, Inc.
Thursday, November 16, 2006
6:00 p.m.
12395 Military Drive**

-
Attendees

Board Members – Duane Larkin, presiding; Cornel Hoskins, and Heather Mallia.

-
Staff – Darryl Richards, CM; Sandy McManus, VWOA Recreation Director

Mr. Larkin called the meeting to order at 6:04 p.m.

-
Committee Members: N/A

-
Residents'/Guests' Forum: Mr. Jason Cornelison. Mr. Cornelison advised he was simply at the meeting to observe.

Minutes: The Regular Meeting minutes for October 19, 2006, were **approved** as written by the Board of Directors 3-0.

Committee Reports

Sports Park: There were no attendees from the Sports Park Committee. Mrs. McManus provided information on the Holiday Lighting Contest.

Treasurer's and Finance Committee's Report: In the absence of the Treasurer, the CM went through the report. After brief discussion, the Board **approved** the report for filing and audit 3-0.

Management Report: The Board accepted the management report as written.

Unfinished Business

1. 2007 Annual Meeting: The CM stated that the 2007 Annual Meeting will be held on Thursday, January 18, 2007 at the Community Center. Mr. Larkin confirmed that Mr. Hoskins would be doing the presentation. The CM stated that the arrangements for the Annual meeting are in process, and that he will keep the Board informed. Mr. Larkin made a speaker suggestion on which the CM will follow up.

2. Open Projects: Open projects were discussed and priorities given for future completion.

New Business

1. AR 2, Annual Assessment for Fiscal Year 2007: The Board **approved** AR 2 that formalizes the amount of the assessment for 2007. The CM noted that the yearly assessment amount was unchanged.

The Next Meeting: The next Regular Meeting will be held on December 14, 2006 at 6:00 p.m. in the Community Center Conference Room.

ACTION Items – Communication Items for Newsletter/WC Alert: The CM advised the Board that input for the January – February 2007 newsletter was due not later than December 10, 2006.

-
Adjournment: There being no further items before the Board, the meeting adjourned at 6:43 p.m.

-
Approved by:

Danita Anderson-Richards, Secretary

Date: _____

Attested by:

-

Duane Larkin, President

Date: _____

Posted in the VWOA Book of Minutes by:

Judy A. Monger
Acting Community Manager, CMCA®
VWOA

Date: _____

**Regular Meeting of the Board of Directors
Village of Westcreek Owners' Association, Inc.
Thursday, December 14, 2006
6:00 p.m.
12395 Military Drive**

-
An official Board Meeting did not take place as there was not a quorum of board members present.

-
Attendees

Board Members – Duane Larkin, presiding; and Heather Mallia.

-
Staff – Judy Monger, Acting Community Manager

Mr. Larkin called the meeting to order at 6:04 p.m.

-
Committee Members: N/A

-
Residents'/Guests' Forum: Mr. & Mrs. Mulfud, Mrs. Squillante, Mr. Myrick and Mr. Severs. All advised they were simply at the meeting to observe.

Special Guest: Steven Galvan talked on the proposed sewer pipeline. He did not have all the information and will reschedule another meeting.

**Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.
Thursday, February 15, 2007
6:00 p.m.
12354 Military Drive**

Attendees

- **Board Members** – Cornel Hoskins, presiding; Heather Mallia, Liliane Castillo, and Rick Severs. Mr. Ernest Felder arrived at 6:47 p.m.

- **Staff** – Darryl Richards, CM; Mr. Derrick Foyle, Acting Assistant

Mr. Hoskins called the meeting to order at 6:00 p.m.

- **Committee Members/Chairs**: Pat Mullen, Sports Park Committee Chair

- **Residents'/Guests' Forum**: No residents or guests were in attendance.

Minutes: The Regular Meeting minutes for November 16, 2006 were read and **approved** as written. The Special Meeting minutes of December 26, 2006 were read and **approved** as written. The Special Meeting minutes of January 4, 2007 were read and **approved** as written. The Organizational meeting minutes of January 18, 2007 were read and **approved** with one pen and ink change.

Committee Reports

1. **Sports Park**: Mr. Ken Lemanski was unable to attend the meeting. Ms. McManus, VWOA staff's liaison, with the Sports Park, offered a quick overview of upcoming Sports Park events: the Rummage Sale, the Easter Egg Hunt, the July 4th Annual Picnic and Parade, and Oktoberfest.

Treasurer's and Finance Committee's Report: The CM provided a quick overview of the financials and made himself available to work with the Treasurer, Mrs. Castillo, at her convenience. After brief discussion, the Board **approved** the report for filing and audit 4-0.

Management Report: The CM provided his report and asked that the Recreation Director (RD) give an overview of the recreation programs. The RD reported on the major programs for 2007. The CM asked for questions. After brief discussion, the Board **approved** the management report as written 4-0.

Unfinished Business

1. **Electricity and Water at the Clock Tower**: The CM reported that the work required to run electricity and water to the clock tower was underway and should be finished not later than the third week of February 2007.

- **New Business**

1. **Liaison with Sports Park Committee**: Mr. Hoskins explained the reasons for a member of the Board of Directors to serve as a liaison for the Sports Park Committee and asked for volunteers. Mr. Severs volunteered and Mrs. Mallia volunteered to assist.

2. **Liaison with Architectural Review Committee**: Mr. Hoskins explained the reasons for a member of the Board of Directors to serve as a liaison for the Architectural Review Committee and asked for volunteers. Mr. Severs volunteered. Mr. Hoskins explained that because the ARC met every week that Mr. Severs could attend on a random basis or when the ARC had a large number of Proposed Improvement Applications (PIA).

3. **Formalized Personnel Documentation**: The CM provided an overview of the documentation being implemented for the formal VWOA personnel program. After discussion, the program was **approved** 5-0.

4. **Approval of 2007 Pools Schedule**: The CM and RD explained the schedule for the two pools. After discussion, the schedules were **approved** 5-0.

5. Homebuilder Deficiencies: Mr. Hoskins explained the deficiencies of the homebuilder in question, and the CM explained the actions in process. The CM explained that continued lack of response to such actions will result in legal action.

The Next Meeting: The next Regular meeting will be held on Thursday, March 16, 2006 at 6:00 p.m.

ACTION Items – Communication Items for Newsletter/WC Alert: The CM advised the Board that March- April 2006 newsletter was at the printers.

- **Adjournment**: There being no further items before the Board, the meeting adjourned at 7:13 p.m.

- Approved by:

Ernest Felder, Secretary

Date: _____

Attested by:

-

Cornel Hoskins, President

Date: _____

Posted in the VWOA Book of Minutes by:

Darryl F. Richards
Community Manager, CMCA@
VWOA

Date: _____

**Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.
Thursday, March 15, 2007
6:00 p.m.
12354 Military Drive**

Attendees

- **Board Members** – Cornel Hoskins, presiding; Heather Mallia, Liliane Castillo, and Rick Severs. Mr. Ernest Felder arrived at 6:10 p.m.

- **Staff** – Darryl Richards, CM

Mr. Hoskins called the meeting to order at 6:00 p.m.

- **Committee Members/Chairs**: Steven Potts, Architectural Review Committee Chair

- **Residents'/Guests' Forum**: Mr. and Mrs. Zeke Rodriguez detailed some difficulties with a neighbor. Mr. Potts was at the meeting as the chair of the Architectural Review Committee. Mr. Pat Mullen requested Sports Park information that was not available. Tara McMeans, the *Westcreek Times* layout person gave a short presentation on suggested changes for the newsletter; she was advised that she would be on the April agenda to provide more comprehensive information so that the Board could make an informed decision.

Minutes: The Regular Meeting minutes for February 15, 2007 were read and **approved** with one pen and ink change.

Committee Reports

1. **Sports Park**: Mr. Ken Lemanski was unable to attend the meeting. Mr. Pat Mullen, past chair of the Sports Park Committee, unofficially filled in for Mr. Lemanski.

Treasurer's and Finance Committee's Report: The CM asked for questions about the financials. After brief discussion, the Board **approved** the report for filing and audit 5-0.

Management Report: The CM provided his report, and advised the Board that in the future, the reports from the Recreation Director (RD) and the Sports Park Committee would be attached to his report. Mr. Hoskins asked that every Board member read the packets – delivered to their respective homes – prior to the meeting. The CM asked for questions. After brief discussion, the Board **approved** the management report as written 5-0.

Unfinished Business

1. **Electricity and Water at the Clock Tower**: The CM reported that the work required to run electricity and water to the clock tower was stopped at the present time because of a discussion with CPS on the location of the electrical meter loop.

2. **Homebuilder Deficiencies**: Corrective actions on the deficiencies are expected to be submitted by the homebuilder to the ARC on March 17, 2007. If the proposals are not acceptable to the ARC, other more stringent action will be pursued.

New Business

1. **VWOA Personnel Manual**: The CM provided an overview of the proposed documentation. The Board requested several changes. The Board concurred with the need for the manual, and **unanimously approved** the proposed procedures contingent upon needed changes being made and final review thereof completed by the Board..

The Next Meeting: The next Regular meeting will be held on Thursday, April 19, 2007 at 6:00 p.m. at the Community Center.

ACTION Items – Communication Items for Newsletter/WC Alert: The deadline for the May – June newsletter is April 10, 2007.

- **Adjournment:** There being no further items before the Board, the meeting adjourned at 7:21 p.m.

- **Approved by:**

Ernest Felder, Secretary

Date: _____

Attested by:

-

Cornel Hoskins, President

Date: _____

Posted in the VWOA Book of Minutes by:

Darryl F. Richards
Community Manager, CMCA®
VWOA

Date: _____

**Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.
Thursday, April 19, 2007
6:00 p.m.
12354 Military Drive**

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-
Attendees

- **Board Members** – Cornel Hoskins, presiding; Heather Mallia, Liliane Castillo, and Rick Severs.

- **Staff** – Darryl Richards, CM

Mr. Hoskins called the meeting to order at 6:00 p.m.

- **Committee Members/Chairs**: Ken Lemanski, Sports Park Committee

- **Residents'/Guests' Forum**: Mr. and Mrs. Jay Mulford, Ms. Florence Hernandez, Mr. Tony Myrick were all at the meeting to observe. Ms. Tara McMeans, the *Westcreek Times* newsletter layout person, was at the meeting to give a presentation on the newsletter.

Minutes: The Regular Meeting minutes for March 15, 2007 were read and **approved** as written.

Committee Reports

1. **Sports Park**: Mr. Ken Lemanski provided a report on past and future events for 2007.

Treasurer's and Finance Committee's Report: The CM gave briefed the Board on the financials and the ebb and flow of assessments during the end of quarter month and the beginning of a quarter. The Board **approved** the report 4-0.

Management Report: After brief discussion, the management report was **approved** as written 4-0.

Unfinished Business

1. **Electricity and Water at the Clock Tower**: The CM reported that installation of water and electricity to the clock tower island is expected to be finished shortly, and that hook ups to the sprinkler system and power on the island would then be done.

-
2. **Homebuilder Deficiencies**: The CM asked that this subject be moved to Executive Session, and the Board concurred.

-
New Business

1. **Westcreek Times Improvements**: Ms. Tara McMeans made a presentation on the Association newsletter and how she proposed to improve it.

The Next Meeting: The next Regular meeting will be held on Thursday, May 17, 2007 at 6:00 p.m. at the Community Center.

ACTION Items – Communication Items for Newsletter/WC Alert: The May – June newsletter is at the printers as of April 19, 2007.

-
Adjournment: There being no further items before the Board, the meeting adjourned at 7:20 p.m.

-
Approved by:

Ernest Felder, Secretary

Date: _____

Attested by:

-

Cornel Hoskins, President

Date: _____

Posted in the VWOA Book of Minutes by:

Darryl F. Richards
Community Manager, CMCA®
VWOA

Date: _____

**Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.
Thursday, May 17, 2007
6:00 p.m.
12354 Military Drive**

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-
Attendees

- **Board Members** – Cornel Hoskins, presiding; Heather Mallia, Ernest Felder, Liliane Castillo, and Rick Severs.

- **Staff** – Darryl Richards, CM; Judy Monger, ACM; Sandy McManus, Recreation Director.

Mr. Hoskins called the meeting to order at 6:00 p.m.

- **Committee Members/Chairs**: Ken Lemanski, Sports Park Committee

- **Residents**: Mr. Robert Gardner, Ms. Cher Squillante; Mr. Clarke E. Young, Jr.; and Judy Cole.

- **Residents'/Guests' Forum**: Questions were asked and answered on various subjects re sidewalks, utility easements, lighting, and boulevard fences.

Minutes: The Regular Meeting minutes for April 19, 2007 were read and **approved** with two pen and ink changes 5-0.

Committee Reports

1. **Sports Park**: Mr. Ken Lemanski provided a report on past and future events for 2007, and advised that the 4th of July parade was cancelled.

Treasurer's and Finance Committee's Report: The CM briefed the Board on the financials and emphasized the ebb and flow of assessments during the end of quarter month and the beginning of a quarter. The Board **approved** the report 5-0.

Management Report: Events had overtaken the report on the status of the clock tower. The CM announced that the electricity to the clock tower had been restored on May 15, and the irrigation system was being evaluated. After brief discussion, the management report was **approved** as written 5-0.

Unfinished Business

1. **Electricity and Water at the Clock Tower**: The CM covered this issue with his management report.

2. **Homebuilder Deficiencies**: The CM advised the Board that the information had been provided to the VWOA attorney for action.

-
New Business

1. **Fence Project II**: The CM gave a brief overview of the proposed project, and the continuing problems inherent with retaining wooden fences along the boulevards.

2. **Texas Legislature Action Committee (TLAC)**: The CM briefly discussed the Texas legislative initiatives concerning homeowners' associations.

3. **VWOA Future Planning Considerations**: The CM discussed this document and recommended that it be the subject of a working group meeting composed of Board members to be held in the near future.

The Next Meeting: The next Regular meeting will be held on Thursday, June 21, 2007 at 6:00 p.m. at the Community Center.

ACTION Items – Communication Items for Newsletter/WC Alert: The May – June newsletter is at the printers as of April 19, 2007.

- **Adjournment:** There being no further items before the Board, the meeting adjourned at 7:27 p.m.

- **Approved by:**

Ernest Felder, Secretary

Date: _____

Attested by:

-

Cornel Hoskins, President

Date: _____

Posted in the VWOA Book of Minutes by:

Darryl F. Richards
Community Manager, CMCA®
VWOA

Date: _____

**Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.
Thursday, June 21, 2007
6:00 p.m.
12354 Military Drive**

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Attendees

- **Board Members** – Cornel Hoskins, presiding; Heather Mallia, Ernest Felder (arrived 6:19 pm), Liliane Castillo (arrived 6:07 pm), and Rick Severs.

- **Staff** – Darryl Richards, CM; Judy Monger, ACM; Sandy McManus, Recreation Director.

Mr. Hoskins called the meeting to order at 6:00 p.m.

- **Committee Members/Chairs**: Ken Lemanski, Sports Park Committee

- **Residents**: Mr. L. Eldridge

- **Residents'/Guests' Forum**: Questions were asked and answered on various subjects regarding mowing along sidewalks and mowing drainage and utility easements.

Minutes: The Regular Meeting minutes for May 17, 2007 were read and **approved** 3-0.

Committee Reports

1. **Sports Park**: Mr. Ken Lemanski provided a report on the 4th of July picnic and shared the Sports Park Committee's observations on the Tot Lot.
2. **VWOA Recreation Director**: Ms. Sandy McManus provided a report on present and future VWOA recreational activities.

Treasurer's and Finance Committee's Report: The CM briefed the Board on the financials. The Board unanimously **accepted** (5-0) the report for filing and audit.

Management Report: After brief discussion, the management report was **accepted** as written 5-0.

Unfinished Business

1. **Homebuilder Deficiencies**: The CM advised the Board that the homebuilder in question had responded to the letter from the VWOA attorney and that the issue was continuing to be worked.
2. **VWOA Future Planning Considerations**: The CM recommended that the Board meet and begin strategic planning for the future of the association. After discussion, a working session will be held on Saturday, July 14, 2007 from 10 am to 2 pm to include the Board of Directors and management.
3. **Fence Project II**: The CM recommended, and the Board concurred, that the subject of the fence project would be included in the strategic planning meeting.

New Business

1. **Approval of 2006 Audit**: After discussion, the 2006 audit conducted by Armstrong, Vaughan and Associates was **approved** 5-0.

The Next Meeting: The next Regular meeting will be held on Thursday, July 19, 2007 at 6:00 p.m. at the Community Center.

ACTION Items – Communication Items for Newsletter/WC Alert: The July - August newsletter is at the printers as of

June 21, 2007.

- **Adjournment:** There being no further items before the Board, the meeting adjourned at 7:16 p.m.

- **Approved by:**

Ernest Felder, Secretary

Date: _____

Attested by:

-

Cornel Hoskins, President

Date: _____

Posted in the VWOA Book of Minutes by:

Darryl F. Richards
Community Manager, CMCA®
VWOA

Date: _____

**Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.
Thursday, July 19, 2007
6:00 p.m.
12395 Military Drive**

-
-
Attendees

- **Board Members** – Cornel Hoskins, presiding; Heather Mallia, Liliane Castillo, Ernest Felder and Rick Severs.

- **Staff** – Darryl Richards, CM; Judy Monger, ACM; Sandy McManus, Recreation Director.

Mr. Hoskins called the meeting to order at 6:00 p.m.

- **Committee Members/Chairs**: Ken Lemanski, Sports Park Committee

- **Residents**: Mr. Jeff Parrott, Mr. Toby Burns, Jason Cornelison, Adaka Vicario, and Jonathan C.

- **Residents'/Guests' Forum**: Questions were asked and answered regarding mowing along sidewalks, mowing drainage and utility easements, and median islands on Grosenbacher.

Minutes: The Regular Meeting minutes for June 21, 2007 were read and **approved** 4-0.

Committee Reports

1. **Sports Park**: Mr. Ken Lemanski provided a report on the 4th of July picnic and shared the Sports Park Committee's observation on the Tot Lot.

2. **VWOA Recreation Director**: Ms. Sandy McManus provided a report on present and future VWOA recreational activities.

Treasurer's and Finance Committee's Report: The CM briefed the Board on the financials. The Board unanimously **accepted** (5-0) the report for filing and audit.

Management Report: After brief discussion, the management report was **accepted** as written 5-0.

Unfinished Business

1. **Homebuilder Deficiencies**: The CM advised the Board that the homebuilder is question had not provided Proposed Improvement Applications as required and that the VWOA attorney was following up with the homebuilder.

-
New Business

1. **2008 Draft Budget**: The Board pointed out some discrepancies in the Basis and Assumptions narrative. The CM stated the corrections would be made and corrected copies delivered not later than Tuesday.

The Next Meeting: The next Regular meeting will be held on Thursday, August 23, 2007 at 6:00 p.m. at the Community Center.

ACTION Items – Communication Items for Newsletter/WC Alert: The deadline for input to the September October newsletter is August 10, 2007.

- **Adjournment**: There being no further items before the Board, the meeting adjourned at 6:52 p.m.

- **Approved by:**

_____ Date: _____

Ernest Felder, Secretary

Attested by:

- _____

Cornel Hoskins, President

Date: _____

Posted in the VWOA Book of Minutes by:

Darryl F. Richards
Community Manager, CMCA®
VWOA

Date: _____

**Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.
Thursday, August 23, 2007
6:00 p.m.
12395 Military Drive**

-
-
Attendees

- **Board Members** – Cornel Hoskins, presiding; Heather Mallia, Liliane Castillo, Ernest Felder and Rick Severs.

- **Staff** – Judy Monger, CM; Sandy McManus, Recreation Director.

Mr. Hoskins called the meeting to order at 6:00 p.m.

- **Committee Members/Chairs**: Ken Lemanski, Sports Park Committee

- **Residents**: Lanell Forshey, Gerry Besecker, Dora Trosclair, Cheryl Cornelison, and Jason Cornelison,

- **Residents'/Guests' Forum**: Questions were asked and answered regarding trash along streets, covenants standards in the village of Quail Meadows, and recreation programs for older children.

Minutes: The Regular Meeting minutes for July 19, 2007 were read and **approved** 4-0.

Committee Reports

1. **Sports Park**: Mr. Ken Lemanski provided a report on planned activities in October and November and will bring a comprehensive report on the Tot Lot and Sports Park by the end of the year.

2. **VWOA Recreation Director**: Ms. Sandy McManus provided a report on present and future VWOA recreational activities and requested a part-time Recreation Assistance to do outdoor recreations..

Treasurer's and Finance Committee's Report: The CM briefed the Board on the financials. The Board unanimously **accepted** (5-0) the report for filing and audit.

Management Report: After brief discussion, the management report was **accepted** as written 5-0.

Unfinished Business

1. **Insurance Benefits Presentation**: SWBC gave out packets and explained two plans for employee benefits.
2. **2008 Budget**: Postponed until September to allow the new Community Manager to review and revise.

New Business

1. **MFR, Strategic Planning Meeting**: Synopsis of meeting.
2. **Special Resolution No. 11 – Annual Picnic**: Approved 5 – 0.
3. **General Resolution and Policy Statement – Sign Policy**: Postponed until September to be revised.
4. **Administrative Resolution No. 8 – Sports Park Committee Terms of Reference**: Postponed until December.
5. **Website**: Discussed the need for a person to monitor the website.

The Next Meeting: The next Regular meeting will be held on Thursday, September 20, 2007 at 6:00 p.m. at the Community Center.

ACTION Items – Communication Items for Newsletter/WC Alert: The September – October 2007 newsletter is at the printer's.

- **Adjournment**: There being no further items before the Board, the meeting adjourned at 8:28 p.m.

- **Approved by:**

Ernest Felder, Secretary

Date: _____

Attested by:

-

Cornel Hoskins, President

Date: _____

Posted in the VWOA Book of Minutes by:

Judy A. Monger
Community Manager, CMCA®, AMS®
VWOA

Date: _____

**Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.
Thursday, September 20, 2007
6:00 p.m.
12395 Military Drive**

-
-
Attendees

- **Board Members** – Cornel Hoskins, presiding; Heather Mallia, Liliane Castillo and Rick Severs.

- **Staff** – Judy Monger, CM; Elizabeth Jensen ACM; Sandy McManus, Recreation Director.

Mr. Hoskins called the meeting to order at 6:00 p.m.

- **Committee Members/Chairs**: Ken Lemanski, Sports Park Committee

- **Residents**: Lefty Besecker

- **Residents'/Guests' Forum**: Questions were asked and answered regarding repairs to the Sports Park track, picnic tables, other amenities and the maintenance of village entrances.

Minutes: The Regular Meeting minutes for August 23, 2007 were read and **approved** 4-0.

Committee Reports

1. **Sports Park**: Mr. Ken Lemanski provided a report on the Rummage Sale and the upcoming Turkey Trot in November and will bring a comprehensive report on the Tot Lot and Sports Park by the end of the year.

2. **VWOA Recreation Director**: Ms. Sandy McManus provided a report on present and future VWOA recreational activities and reported on the part-time Recreation Assistance's findings and duties with regards to the swimming pool contract and life guarding.

Treasurer's and Finance Committee's Report: The CM briefed the Board on the financials. The Board unanimously **accepted** (4-0) the report for filing and audit.

Management Report: After brief discussion, the management report was **accepted** as written 4-0.

Unfinished Business

1. **General Resolution and Policy Statement – Sign Policy**: this resolution and policy was referred to the ARC for further discussion and recommendation.
2. **2008 Budget**: Corrections were made and explanations were given and a FINAL DRAFT copy will be delivered within a week to the Board Members.
3. **Administrative Resolution No. 8**: Postponed Until Jan 08

-
New Business

1. **Assistant Community Manager**: The Board was introduced to and welcomed Elizabeth to VWOA.
2. **Annual Meeting and Nominating Committee for 2008**: Rick Severs was appointed to head the Nominating Committee and the staff was instructed to start planning the annual meeting.
3. **Rental vs. Building (landscaping shed)**: After a discussion, the Board instructed the CM to seek bids on building a wooden storage shed (20' x 20').
4. **Resolution 29, Permanent Sewer Easement in VWOA Sports Park**: Cornel Hoskins signed this resolution with the Board of Directors' **approval** (4-0)

The Next Meeting: The next Regular meeting will be held on Thursday, October 18, 2007 at 6:00 p.m. at the Community Center. The next Board Strategic planning meeting will be held on October 20, 2007 from 10:00 a.m. until 2:00 p.m. A light lunch will be provided.

ACTION Items – Communication Items for Newsletter/WC Alert: The November – December 2007 new format newsletter articles need to be in by October 1st.

- **Adjournment:** There being no further items before the Board, the meeting adjourned at 7:52 p.m.

- Approved by:

_____ Date: _____
Ernest Felder, Secretary

Attested by:
- _____ Date: _____
Cornel Hoskins, President

Posted in the VWOA Book of Minutes by:
_____ Date: _____
Judy A. Monger
Community Manager, CMCA®, AMS®
VWOA

**Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.
Thursday, October 18, 2007
6:00 p.m.
12395 Military Drive**

-
-
Attendees

- **Board Members** – Cornel Hoskins, presiding; Heather Mallia, Liliane Castillo, Ernest Felder and Rick Severs.

- **Staff** – Judy Monger, CM

Mr. Hoskins called the meeting to order at 6:00 p.m.

- **Committee Members/Chairs**: None

- **Residents**: None

- **Residents'/Guests' Forum**: There being no residents, the meeting continued.

Minutes: The Regular Meeting minutes for September 20, 2007 were read and **approved** 5-0.

Committee Reports

1. **Sports Park**: Mr. Ken Lemanski provided a written report and was unable to attend the meeting.

2. **VWOA Recreation Director**: Ms. Sandy McManus provided a written report and was unable to attend the meeting.

Treasurer's and Finance Committee's Report: The CM briefed the Board on the financials. The Board unanimously **accepted** (5-0) the report for filing and audit.

Management Report: After brief discussion, the management report was **accepted** as written 5-0.

Unfinished Business

1. **General Resolution and Policy Statement – Sign Policy**: **Postponed** – the ARC is still researching this issue.
2. **2008 Budget**: After discussion, the budget was **approved** (5-0).
3. **Administrative Resolution No. 8**: **Postponed** Until Jan 08.
4. **Annual Meeting & Nominating Committee for 2008**: The CM briefed the Board on plan for the Annual Meeting and Mr. Severs asked the Board for resumes if they wished to run in 2008.

-
New Business

1. **AR - 02**: Annual Assessments for the physical year 2008 were approved (4-1) at \$257 and signed.
2. **AR - 04**: Delinquent Assessment Collection resolution was approved (5-0) and signed.

The Next Meeting: The next Regular meeting will be held on Thursday, November 15, 2007 at 6:00 p.m. at the Community Center. The next Board Strategic planning meeting will be held on November 17, 2007 from 10:00 a.m. until 2:00 p.m. A light lunch will be provided.

ACTION Items – Communication Items for Newsletter/WC Alert: The November – December 2007 new format newsletter is at the printers.

- **Adjournment**: There being no further items before the Board, the meeting adjourned at 7:30 p.m.

- **Approved by:**

_____ Date: _____

Ernest Felder, Secretary

Attested by:

- _____

Cornel Hoskins, President

Date: _____

Posted in the VWOA Book of Minutes by:

Judy A. Monger
Community Manager, CMCA®, AMS®
VWOA

Date: _____

**Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.
Thursday, November 15, 2007
6:00 p.m.
12395 Military Drive**

-
-
Attendees

- **Board Members** – Cornel Hoskins, presiding; Heather Mallia, Liliane Castillo, and Rick Severs.

- **Staff** – Judy Monger, CM; Elizabeth Jensen, ACM

Mr. Hoskins called the meeting to order at 6:00 p.m.

- **Committee Members/Chairs**: Ken Lemanski, Sports Park Chair

- **Residents**: Cheryl Drupiewski and Bruce Shaffer

- **Residents'/Guests' Forum**: Residents spoke on issues of overgrown and unkempt back yards and the annexation issue in HighPoint.

Minutes: The Regular Meeting minutes for October 18, 2007 were read and **approved** 4-0.

Committee Reports

1. **Sports Park**: Mr. Ken Lemanski provided a written report and discussed several items, to include upcoming events, and short, mid and long term plans for the Sports Park.

2. **VWOA Recreation Director**: Ms. Sandy McManus provided a written report and spoke on the Christmas Bazaar and upcoming activities, Snacks with Santa, Annual Picnic and the V WOA Soccer Teams being formed.

Treasurers and Finance Committee's Report: The CM briefed the Board on the financials. The Board unanimously **accepted** (4-0) the report for filing and audit.

Management Report: After brief discussion, the management report was **accepted** as written.

Unfinished Business

1. **General Resolution and Policy Statement – Sign Policy**: After much discussion, the Signage Policy was referred back to the ARC for some revisions.
2. **Administrative Resolution No. 8**: The Board discussed the recommendation of the Sports Park Committee Chair to become a Committee under the Recreation Department and ask that Resolution 8 be rewritten to reflect this decision.
3. **Annual Meeting & Nominating Committee for 2008**: The CM briefed the Board on the program presenters for the Annual Meeting and Mr. Severs informed the Board that he had received three resumes for Board openings and a backup date for the Annual Meeting would be one week later on January 24, 2008.

The meeting agenda was suspended so the Board could talk with our attorney.

New Business

1. **New Fence Project**: A new fence project was discussed and will be worked on at the Nov. 17th Strategic Planning Meeting.
2. **Newsletter – Layout**: The problems with the newsletter layout and advertising were discussed. The CM was instructed to work with Tara to resolve these issues.
3. **Sidewalk at the Sports Park**: It was brought to the Boards attention that the sidewalk project was approved and funded in 2005. It was postponed and never completed. Management was given the task to obtain quotes for the sidewalk.

The Next Meeting: The next Regular meeting will be held on Thursday, December 13, 2007 at 6:00 p.m. at the Community

Center.

ACTION Items – Communication Items for Newsletter/WC Alert: The January - February 2008 newsletter deadline is December 10, 2007.

- **Adjournment:** There being no further items before the Board, the meeting adjourned at 9:29 p.m.

- Approved by:

Ernest Felder, Secretary

Date: _____

Attested by:

-

Cornel Hoskins, President

Date: _____

Posted in the VWOA Book of Minutes by:

Judy A. Monger
Community Manager, CMCA®, AMS®
VWOA

Date: _____

**Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.
Thursday, December 13, 2007
6:00 p.m.
12395 Military Drive**

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Attendees

- **Board Members** – Cornel Hoskins, presiding; Liliane Castillo, Ernest Felder and Rick Severs.

- **Staff** – Judy Monger, CM; Elizabeth Jensen, ACM, Sandy McManus, Oswald Willis and Charlie Wheeler

Mr. Hoskins called the meeting to order at 6:00 p.m.

- **Committee Members/Chairs**: Ken Lemanski, Sports Park Chair

- **Residents**: None present

- **Residents'/Guests' Forum**:

Minutes: The Regular Meeting minutes for November 15, 2007 were read and **approved** 3-0.

Committee Reports

1. **Sports Park**: Mr. Ken Lemanski provided an outline and discussed several items, to include past and upcoming events.

2. **VWOA Recreation Director**: Ms. Sandy McManus provided a written report and spoke on Snacks with Santa, Annual Picnic, V WOA Soccer, VWOA Swim Team and hiring lifeguards.

Treasurers and Finance Committee's Report: The CM briefed the Board on the financials. The Board unanimously **accepted** (4-0) the report for filing and audit.

Management Report: After brief discussion, the management report was **accepted** as written.

Unfinished Business

1. **General Resolution and Policy Statement – Sign Policy**: The Signage Policy was written and will be presented in February 2008.
2. **Administrative Resolution No. 8**: The Board and the Sports Park Committee agreed to become a sub-committee under the Recreation Department and ask that Resolution 8 be rewritten to reflect this decision. To be presented February 2008
3. **Annual Meeting & Nominating Committee for 2008**: The CM briefed the Board on the program for the Annual Meeting and Mr. Severs informed the Board that he had received four resumes for Board positions.
4. **Fence Project**: Oswald Willis briefed the Board on the progress of the Fence Project. The CM had stain colors to select from Olympic and Behr. Will be discussed at the next regular meeting.

New Business

1. **Newsletter – Advertising**: The Board discussed several advertising scenarios and asks Mr. Foyle to put together a proposal for them to consider in February 2008.

The Next Meeting: The next Regular meeting will be held on Thursday, February 21, 2008 at 6:00 p.m. at the Community Center.

ACTION Items – Communication Items for Newsletter/WC Alert: The January - February 2008 newsletter was being laid out and ready to send to the printers.

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Adjournment: There being no further items before the Board, the meeting adjourned at 7:31 p.m.

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Approved by:

Liliane Castillo, Secretary

Date: _____

Attested by:

-

Cornel Hoskins, President

Date: _____

Posted in the VWOA Book of Minutes by:

Judy A. Monger
Community Manager, CMCA®, AMS®
VWOA

Date: _____

**Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.
Thursday, January 17, 2008**

12395 Military Drive

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The Annual Owners' Meeting took the place of the January Board of Directors Meeting.

-
The Next Meeting: The next Regular meeting will be held on Thursday, February 21, 2008 at 6:00 p.m. at the Community Center.

Posted in the VWOA Book of Minutes by:

Judy A. Monger
Community Manager, CMCA®, AMS®
VWOA

Date: _____

**Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.
Thursday, February 21, 2008
6:00 p.m.
12395 Military Drive**

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Attendees

- **Board Members** – Cornel Hoskins, presiding; Liliane Castillo, Mark Cornell and Rick Severs.

- **Staff** – Judy Monger, CM; Elizabeth Jensen, ACM, Sandy McManus and Oswald Willis

Mr. Hoskins called the meeting to order at 6:03 p.m.

- **Committee Members/Chairs**: Ken Lemanski, Sports Park Chair and Renee Hayes, member

- **Residents**: Diane Girard

Residents'/Guests' Forum: Diane Girard spoke to the Board about the proposal to establish a recycle drop-off center in Westcreek and answered any questions the Board members had about the project

Minutes: The Regular Meeting minutes for December 13, 2007 were read and **approved** 4-0.

Committee Reports

1. **VWOA Recreation Director**: Sandy McManus brought the Board up to date on Breakfast with the Easter Bunny, Annual Picnic, Soccer and the Pool Personnel hiring.

2. **Sports Park**: Ken Lemanski spoke of present and future events, such as the Rummage Sale on March 1st and the Easter Egg Hunt on March 8th. The Sports Park Committee is getting ready to have Summer Basketball again and they are looking at having a Polar Bear Swim next year. New money handling procedures are being put into place to aid in accountability for moneys taken in at events.

Treasurers and Finance Committee's Report: The CM briefed the Board on the financials. The Board unanimously **accepted** (4-0) the report for filing and audit.

Management Report: After brief discussion, the management report was **accepted** with minor corrections.

Unfinished Business

1. **General Resolution and Policy Statement – Sign Policy**: The Board voted (4-0) to **accept** the newly written Signage Policy, once it was put into proper format. It should be published in the next Westcreek Times and put on the Website.
2. **Administrative Resolution No. 8**: AR #8 was rewritten to reflect the placement of the Sports Park Committee under the Recreation Director's Department. The Board voted to **accept** the new resolution (4-0)
3. **Fence Project**: The fence project is moving along with the re-evaluations of fences and obtaining quotes for the replacement or repair of fences.
4. **Newsletter – Advertising**: The VWOA Staff recommended that a cap be put on the number of advertisements taken in each category. The recommendation was as follows: Churches – 3; Realtors – 3; and Other Businesses – 9. There is no Wait List at the moment and the advertisers fall within this recommendation.
5. **Recycle Drop-Off Center**: After discussion the Board **declined** the proposal to establish a recycle drop-off center in the Villages of Westcreek.

New Business

No New Business

The Next Meeting: The next Regular meeting will be held on Thursday, March 20, 2008 at 6:00 p.m. at the Community Center.

ACTION Items – Communication Items for Newsletter/WC Alert: The March - April 2008 newsletter was sent to the printers before this meeting.

- **Adjournment:** There being no further items before the Board, the meeting adjourned at 8:16 p.m.

- Approved by:

Liliane Castillo, Secretary

Date: _____

Attested by:

-

Cornel Hoskins, President

Date: _____

Posted in the VWOA Book of Minutes by:

Judy A. Monger
Community Manager, CMCA®, AMS®
VWOA

Date: _____

**Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.
Thursday, March 20, 2008
6:00 p.m.
12395 Military Drive**

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Attendees

- **Board Members** – Cornel Hoskins, presiding; Liliane Castillo, Mark Cornell, Rick Severs and Ernest Felder.

- **Staff** – Judy Monger, CM; Elizabeth Jensen, ACM, Sandy McManus and Oswald Willis

Mr. Hoskins called the meeting to order at 6:02 p.m.

- **Residents**: Ken Lemanski (retiring Sports Park Committee Chair)

Minutes: The Regular Meeting minutes for February 21, 2008 were read and **approved** 4-0.

- **Residents'/Guests' Forum**: None to be heard.

Committee Reports

1. **VWOA Recreation Director**: The Recreation Director reported on profit for Breakfast with the Easter Bunny and plans for the Annual Picnic, new volunteer committee, new position for another Assistant Recreation Director and wish list for building for Recreation Department to house Recreation employees, storage and concession stand.

Treasurers and Finance Committee's Report: The CM briefed the Board on the financials. The Board unanimously **accepted** (5-0) the report for filing and audit.

Management Report: After brief discussion, the management report was **accepted** (5 – 0).

Unfinished Business

1. **Fence Project**: The fence project is moving along with additional quotes for the wash and stain, replacement or repair of fences.

-
New Business

1. **Mailbox areas – Maintenance** – The USPS will be consulted about repair. Otherwise the mailbox areas will be repaired on a case by case basis.
2. **Crime Stats** – The stats will be provided to the community every other month by the BCSO.
2. **Speed Bumps** – A letter will be written to the Infrastructure Service Department requesting a study be done on 4 or 5 of our streets.
3. **Additional Recreation Personnel** – The voted to accept the recommendation that a new Part-Time Assistant Recreation Director be hired so the Department can grow with sports leagues, teams and tournaments.
4. **Benefits for Volunteers** – The benefits for volunteers were cleared as to family status.

The Next Meeting: The next Regular meeting will be held on Thursday, April 17, 2008 at 6:00 p.m. at the Community Center.

ACTION Items – Communication Items for Newsletter/WC Alert: The newsletter is at the Design – Layout Center and being sent to print. Articles for the July-August newsletter are due June 10th 2008.

- **Adjournment**: There being no further items before the Board, the meeting adjourned at 7:26 p.m.

- **Approved by:**

_____ Date: _____

Liliane Castillo, Secretary

Attested by:

- _____

Date: _____

Cornel Hoskins, President

Posted in the VWOA Book of Minutes by:

Date: _____

Judy A. Monger

Community Manager, CMCA®, AMS®

VWOA

**Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.
Thursday, April 17, 2008
6:00 p.m.
12395 Military Drive**

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Attendees

- **Board Members** – Rick Severs, presiding; Liliane Castillo, and Mark Cornell,.

- **Staff** – Judy Monger, CM; Elizabeth Jensen, ACM, Sandy McManus and Oswald Willis

Mr. Severs called the meeting to order at 6:02 p.m.

- **Residents:** Robert & Selena Santana

Minutes: The Regular Meeting minutes for March 20, 2008 were read and **approved** 3-0.

- **Residents'/Guests' Forum:** Mr. & Mrs. Santana expressed concern over speeding in their neighborhood. We discussed the C.O.P.s program, Neighborhood Watch and the CM stated she had just written a letter requesting a speed study on five of our streets. The CM will write and add the streets discussed to the request letter.

Committee Reports

1. **VWOA Recreation Director:** The Rec. Dir. briefed the Board on the Annual Picnic (700 attendance), Westcreek Recreation Team (volunteers to meet once a quarter), Swim Team (coaches' costs, registration, and meet dates), Life Guards (hiring, recruiting and uniforms), Pool hours and Openings, Muffins for Mom (May 10th) and Soccer (63 players and end of season party May 17th). Mark Cornel thanked the Recreation Director for all the hard work on the Annual Picnic and the well organized volunteers. The Board authorized the opening of a bank account for the VWOA Swim Team. Graduation Bash was discussed and was decided that the homeowner should rent the facility.

Treasurers and Finance Committee's Report: The CM briefed the Board on the financials. The Board unanimously **accepted** (3-0) the report for filing and audit.

Management Report: After brief discussion, the management report was **accepted**.

Unfinished Business

1. **Fence Project:** Phase I is the Oaks and it was requested that the area be broken down in smaller pieces.
2. **Mailbox areas – Maintenance –**The USPS will not repair anything but the mailbox structure. VWOA will repair the mailbox Otherwise the mailbox areas will be repaired on a case by case basis.
3. **Crime Stats –**The stats will be provided to the community every other month by the BCSO.
4. **Speed Bumps –**A letter will be written to the Infrastructure Service Department requesting a study be done on 4 or 5 of our streets.

New Business

1. Electronic Payment Options – will check with bank as what is offered
2. New Procedures – Hiring/Firing. Tabled so all Board Members could have input.
3. Lighting the Sports Parks – Board approved the concept of Outdoor Lighting and cost.
4. Parking Lot Measurements – Mr. Severs looked at satellite view and gave measurements for the overflow parking lot at the Sports Park.
5. Flowerbeds at the Clock Tower – Lil is designing raised flowerbeds at the Clock Tower using RR ties.
6. Re-look at Monuments – Check for plumbing and wiring at Entrance to Westcreek Oaks and 1604.

The Next Meeting: The next Regular meeting will be held on Thursday, May 15, 2008 at 6:00 p.m. at the Community Center.

ACTION Items – Communication Items for Newsletter/WC Alert: The newsletter is accepting articles. Articles for the

July-August newsletter are due June 10th 2008.

-

Adjournment: There being no further items before the Board, the meeting adjourned at 8:29 p.m.

-

Approved by:

Liliane Castillo, Secretary

Date: _____

Attested by:

-

Cornel Hoskins, President

Date: _____

Posted in the VWOA Book of Minutes by:

Judy A. Monger
Community Manager, CMCA®, AMS®
VWOA

Date: _____

**Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.
Thursday, May 15, 2008
6:00 p.m.
12395 Military Drive**

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Attendees

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Board Members – Cornel Hoskins, presiding; Rick Severs and Liliane Castillo.

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Staff – Judy Monger, CM; Elizabeth Jensen, ACM, Sandy McManus, Oswald Willis, and Christopher Dietrich.

Mr. Hoskins called the meeting to order at 6:01 p.m.

-
Residents: None present.

Minutes: The Regular Meeting minutes for April 17, 2008 were read and **approved** 3-0 with corrections.

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Residents'/Guests' Forum

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Committee Reports

1. **VWOA Recreation Director:** The Rec. Dir. briefed the Board on the total lifeguards and gate guards hired for both pools this summer; the Soccer season and the year-end party on May 17th, 2008; 70 students signed up for Swim Team, practices to Monday, May 19th, 2008 and 1st swim meeting to be at WC June 9th; water aerobics will begin on June 2nd as long as the water temperature is 80 degrees; Swim lessons will begin June 9th; and Summer Pick-Up Basketball and Volleyball Leagues are being planned for July at the cost of \$8 a day for children and adults.

Treasurers and Finance Committee's Report: The CM briefed the Board on the financials. The Board unanimously **accepted** (3-0) the report for filing and audit.

Management Report: After brief discussion, the management report was **accepted**.

Unfinished Business

1. **Fence Project:** Meeting is scheduled with Quality Fence for a quote on the work. No other companies responded.
2. **Speed Bumps:** CM spoke with Mary Tentiente about the process in resolving the speed issue. The CM was advised that within 4 weeks a Speed Radar Cart would be brought out and set up at several streets and rotated around the community, an evaluation would be done and the next steps would be discussed and decided at that time.
3. **New Procedures for Personnel Manual:** The Board again reviewed the new procedures for hiring, disciplinary and termination; these procedures will be added to the Personnel Manual per the Board's instruction.
4. **Lighting in the Sports Park:** The 1st phase of the lighting in the park has been completed and a quote was requested for the next two phases.

New Business

1. **Landscape Issues** – Quotes have been obtained to shield the Community Center Swimming Pool with hedges and flowers to add security and beauty to the area. The Board accepted the bid for the work to be done.
2. **Security Issues** – C.O.P.S. – A meeting will be set up in June with the Bexar County Sheriff's Office to start the COPS program. We will advertise with signs and on the website for people to attend and help stop at the vandalism and graffiti in our community.
3. **Maintenance Supervisor** – Christopher (Chris) Dietrich introduced himself to the Board and outlined his vision for his department and what it would mean to our community.

The Next Meeting: The next Regular meeting will be held on Thursday, 19, 2008 at 6:00 p.m. at the Community Center. A Strategic Planning Meeting will be held May 31st from 10 am to 2 pm at the Community Center.

ACTION Items – Communication Items for Newsletter/WC Alert: The newsletter is accepting articles. Articles for the

July-August newsletter are due June 10th 2008.

-

Adjournment: There being no further items before the Board, the meeting adjourned at 7:55 p.m.

-

Approved by:

Liliane Castillo, Secretary

Date: _____

Attested by:

-

Cornel Hoskins, President

Date: _____

Posted in the VWOA Book of Minutes by:

Judy A. Monger
Community Manager, CMCA®, AMS®
VWOA

Date: _____

**Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.
Thursday, June 19, 2008
6:00 p.m.
12395 Military Drive**

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Attendees

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Board Members – Cornel Hoskins, presiding; Rick Severs and Mark Cornell.

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Staff – Judy Monger, CM; Sandy McManus, Recreation Director; and Oswald Willis, Standards Coordinator.
And VWOA Attorney, Tom Newton.

Mr. Hoskins called the meeting to order at 6:00 p.m.

-
Residents: Mrs. Besecker, Mrs. Forshey, Mr. Ninan, and Mr. Warren.

Minutes: The Regular Meeting minutes for May 15, 2008 were read and **approved** 3-0 as written and Minutes for the Special Meeting of May 31, 2008 were read and **approved** (3-0) with corrections.

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Residents'/Guests' Forum: Mrs. Besecker and Mrs. Forshey addressed issues of fence maintenance, appearance of entrances and islands, and lawns and covenants; Mr. Ninan and Mr. Warren addressed issues of the newsletter, website and mailings.

-
Committee Reports

1. **VWOA Recreation Director**: The Rec. Dir. briefed the Board on the Swim Team, both pools, Swim Lessons, Water Aerobics, Summer Pick-Up Basketball and Volleyball Leagues are being planned for July at the cost of \$8 a day for children and adults and a Back to School Safety Day for Sept. 13th.

The agenda was suspended to address the issue of a sub-association with our attorney, Tom Newton. Mr. Newton reported on his conversations with the McMillin Homes, their representative and attorney. He explained legal issues and pros and cons were discussed about sub-associations. On his recommendation, we will continue to talk with McMillin Homes about the plans and expectations for the Reserve.

The agenda was resumed upon Mr. Newton's leaving.

Treasurers and Finance Committee's Report: The CM briefed the Board on the financials. The Board unanimously **accepted** (3-0) the report for filing and audit.

Management Report: After brief discussion, the management report was **accepted**.

Unfinished Business

1. **Fence Project**: The quote was reported from Quality Fence and the CM recommended that the VWOA Maintenance Crew take the fence project on so lessen the cost impact and insure the quality of the construction. CM was asked to obtain price on cedar materials.
2. **Speed Bumps**: CM reported and had pictures of the Speed Radar put out on the streets by Mary Tentiente of Bexar County Traffic for the process in resolving the speed issue. The CM was advised that an evaluation would be done and the next steps would be discussed and decided at that time.
3. **Lighting in the Sports Park**: City Public Service will come out and give us a quote on installing security lights in the Park and the Community Center. The Outdoor Lighting has not gotten the quote for the next phase of lighting so that portion was postponed until July.
4. **Security Issues – COP Program**: The CM briefed the Board on the June 11th Cellular On Patrol meeting, given by Deputy Lopez and Deputy Flores. The meeting was well attended (38 – 40) and a training date will be scheduled in the near future by Deputy Lopez. All interested applicants will be notified and the meeting will be publicized on the website and signs will be posted.
5. **ARC Chair and Member**: The Board approved the appointment of Michael Newmyer as Interim Chair and Marshall

Geasler as an Alternate Member. An appointment letter will be written to that effect.

New Business

1. 2009 Budget – The figures are being gathered from Committees and Departments to start work on the 2009 Budget. A committee will develop the new budget along with the Treasurer and CM.
2. Priority Wish List – The Board approved (3-0) shifting of priorities of the Wish List so that pricing and purchasing an ice machine could be accomplished.
3. Credit Card – A request was made by the CM that the Maintenance Supervisor be given a Chase credit card with a limit attached. The Board accepted the request.
4. Environmental Issues (Green) – The Board discussed ways and ideas of how the association and its members could become involved in helping to save our environment. Some of the discussion items were; artificial turf, solar screening and power and the Board is going to do research on the subject for their knowledge and for direction to the ARC.

The Next Meeting: The next Regular meeting will be held on Thursday, July 17, 2008 at 6:00 p.m. at the Community Center.

ACTION Items – Communication Items for Newsletter/WC Alert: The newsletter was sent to the printer on June 17th.

- **Adjournment:** There being no further items before the Board, the meeting adjourned at 9:10 p.m.

- Approved by:

Liliane Castillo, Secretary

Date: _____

Attested by:

-

Cornel Hoskins, President

Date: _____

Posted in the VWOA Book of Minutes by:

Judy A. Monger
Community Manager, CMCA®, AMS®
VWOA

Date: _____

**Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.
Thursday, July 17, 2008
6:00 p.m.
12395 Military Drive**

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Attendees

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Board Members – Rick Severs, presiding; Liliane Castillo and Mark Cornell.

-
Staff – Judy Monger, CM; Elizabeth Jensen, ACM; Sandy McManus, Recreation Director; and Oswald Willis, Standards Coordinator.

Mr. Severs called the meeting to order at 6:07 p.m.

-
Residents: None in Attendance.

Minutes: The Regular Meeting minutes for June 19, 2008 were read and **approved** 3-0 as written.

-
Residents'/Guests' Forum: None in Attendance

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Community Reports

VWOA Recreation Director: The Rec. Dir. briefed the Board on Basketball Shoot Out, Volleyball, the Recreation Team Meeting (volunteers), and the plans for Safety Day, some concerns with the pool and lifeguards and discussed the timing and needs for the Recreation Buildings at the Sports Park were discussed.

ARC/Standards: Mr. Willis, Standards Coordinator, addressed several issues raised by the Board; Lennar's screening of the air conditioners, McMillin's purposed sub-association park/walking trail and the Cellular On Patrol project.

Treasurers and Finance Committee's Report: The CM briefed the Board on the financials. The Board unanimously **accepted** (3-0) the report for filing and audit.

Management Report: After a brief discussion and some explanation, the management report was **accepted**.

Unfinished Business

1. **Fence Project**: The quote was reported and accepted of \$25.00 per linear foot on the fence. The spreadsheet will be updated and letters will be sent.
2. **Speed Bumps**: CM reported on the Speed Radar put out on the streets by Mary Tentiente of Bexar County Traffic for the process in resolving the speed issue. The CM will check into the evaluation by BCT and when we can expect to receive it.
3. **Lighting in the Sports Park**: City Public Service came out and will give us a quote on installing security lights in the Park and the Community Center. To date, the quote has not been received. The Outdoor Lighting Company gave a quote for the next phase of lighting. During Executive Session, the Board voted to accept the quote from The Outdoor Lighting Company to put lights in three additional trees.
4. **Security Issues – COP Program**: Mr. Willis briefed the Board on the times and places of the training sessions.
5. **2009 Budget**: The Treasurer, CM and ACM will meet before the end of July to start working on the historical spending reports and the departmental wish lists for the new budget.
6. **Lennar A/C Fencing**: Mr. Willis discussed this subject with the Board in his ARC/Standards Briefing.

New Business

1. **Electronic Payment** - The Board discussed different ways to accept electronic payment and the costs and security issues of each. It was decided to let this issue expire and continue with Bill Pay and Credit Cards.

The Next Meeting: The next Regular meeting will be held on Thursday, August 21, 2008 at 6:00 p.m. at the Community Center.

ACTION Items – Communication Items for Newsletter/WC Alert: The deadline for the September – October newsletter will be August 10th.

- **Adjournment:** There being no further items before the Board, the meeting adjourned at 8:02 p.m.

- **Approved by:**

Liliane Castillo, Secretary

Date: _____

Attested by:

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Cornel Hoskins, President

Date: _____

Posted in the VWOA Book of Minutes by:

Judy A. Monger
Community Manager, CMCA®, AMS®
VWOA

Date: _____

**Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.
Thursday, August 21, 2008
6:00 p.m.
12395 Military Drive**

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Attendees

- **Board Members** – Cornel Hoskins, presiding; Rick Severs, Liliane Castillo and Mark Cornell.

- **Staff** – Judy Monger, CM; Elizabeth Jensen, ACM; Sandy McManus, Recreation Director; and Oswald Willis, Standards Coordinator.

Mr. Hoskins called the meeting to order at 6:00 p.m.

- **Residents**: None in Attendance.

Minutes: The Regular Meeting minutes for July 17, 2008 were read and **approved** 4-0 as written.

- **Residents'/Guests' Forum**: None in Attendance

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Community Reports

VWOA Recreation Director: The Rec. Dir. briefed the Board on the plans for Safety Day on Sept 13th, the Rummage Sale on Sept 27th, Oktoberfest on Oct 18th, Water Aerobics and the pool schedule were discussed for the rest of the year.

ARC/Standards: Mr. Willis, Standards Coordinator, addressed several issues raised by the Board; standardization of enforcement, Conduct of ARC members, Cellular on Patrol, builder's trash in High Point, status of The Reserve HOA (McMillan), Lennar Homes A/C screening and the fence project.

Treasurers and Finance Committee's Report: The CM briefed the Board on the financials. The Board unanimously **accepted** (4-0) the report for filing and audit.

Management Report: After a brief discussion and some explanation, the management report was **accepted**.

Unfinished Business

1. **Speed Bumps**: CM reported on the Speed Radar put out on the streets by Mary Tentiente of Bexar County Traffic for the process in resolving the speed issue. The CM reported the evaluation by BCT would be received after the full program was completed.
2. **Lighting in the Sports Park**: City Public Service dropped the ball and have no record of Janie Pace coming out so another person will have to come out and re-look at installing security lights in the Park and the Community Center. The quote will come after that process. The Outdoor Lighting Company gave a quote for the final phase of lighting. During Executive Session, the Board voted to accept the quote from The Outdoor Lighting Company to put lights in large tree in the center of the parking lot.
4. **2009 Budget**: The Treasurer, CM and ACM met on July 31st to start working and looking at the historical spending reports and the departmental wish lists for the new budget. More work is pending.
5. **Website**: The new website is up and not yet complete. The Webmaster is continuing to work on the completion.

New Business

1. **Landscape Design and Monument for the CC** - This was discussed in Executive Session.
2. **Maintenance Issues** - CM explained that in the last month we were without our Maintenance Supervisor due to health problems and the rains added to the overwhelming amount of grass and the Maintenance Dept. was on schedule to work and get caught up on the landscape mowing, edging and blowing.
3. **Recreation Building** - The Recreation Department and management has been looking at buildings for the Sports Park and reported the price given to the Board. This item was tabled for this year.

The Next Meeting: The next Regular meeting will be held on Thursday, September 18, 2008 at 6:00 p.m. at the Community

Center.

ACTION Items – Communication Items for Newsletter/WC Alert: The September – October newsletter was sent to the printer on August 15th. The deadline for articles for the November – December newsletter will be October 1th.

- **Adjournment:** There being no further items before the Board, the meeting adjourned at 7:31 p.m.

- Approved by:

Liliane Castillo, Secretary

Date: _____

Attested by:

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Cornel Hoskins, President

Date: _____

Posted in the VWOA Book of Minutes by:

Judy A. Monger
Community Manager, CMCA®, AMS®
VWOA

Date: _____

**Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.
Thursday, September 18, 2008
6:00 p.m.
12395 Military Drive**

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Attendees

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Board Members – Cornel Hoskins, presiding; Rick Severs, Liliane Castillo and Mark Cornell.

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Staff – Judy Monger, CM; Elizabeth Jensen, ACM; Sandy McManus, Recreation Director; Oswald Willis, Standards Coordinator; and Chris Dietrich, Maintenance Supervisor.

Mr. Hoskins called the meeting to order at 6:00 p.m.

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Residents: Mr. & Mrs. Shelledy, Mr. & Mrs. Bullington, Mr. Hoffman, Mrs. Ross, Mrs. Beeler, and Mr. Williams .

Minutes: The Regular Meeting minutes for August 21, 2008 were read and **approved** 4-0 as written.

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Residents'/Guests' Forum: Mr. & Mrs. Shelledy brought their concerns on the Fence Project cost being too high and the lack of information given to make a decision on their fence; Mr. & Mrs. Bullington spoke about the speeding issue on Sage Run and the speed bump process; Mr. Williams was concerned about the process of dealing with homeowners/tenants on covenants issues like lawn maintenance; Mr. Hoffman, Mrs. Ross and Mrs. Beeler came to speak to the Board about the dangers created by the driveway and overflow parking lot and their proximity to the Tot Lot and the lack of signage. The Board thanked all the homeowner for coming and said their issues would be addressed in the meeting.

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Community Reports

VWOA Recreation Director: Mrs. McManus, Recreation Director, answered the Board's questions regarding the Recreation Department's Report and accounting provided in the Board Packet.

ARC/Standards: Mr. Willis, Standards Coordinator, answered the Board's questions regarding the Standards/ARC Report provided in the Board Packet.

Maintenance Department: Mr. Dietrich, Maintenance Supervisor, answered the Board's questions regarding the Maintenance Department Report provided in the Board Packet.

Treasurers and Finance Committee's Report: The CM briefed the Board on the financials. The Board unanimously **accepted** (4-0) the report for filing and audit.

Management Report: After a brief discussion and some explanation, the management report was **accepted**.

Unfinished Business

1. **Speed Bumps**: CM spoke to Mary Tentiente of Bexar County Traffic about an evaluation on the speeding issue. The CM reported the evaluation by BCT would be received after the full program was completed.
 2. **Lighting in the Sports Park**: City Public Service provided a quote for lighting of the Sports Park track and parking lots and the Community Center parking Lots. These quotes will be discussed in Executive Session. The Outdoor Lighting Company has been progressing with the lighting in the trees and will be finished before the Oktoberfest.
 3. **2009 Budget**: The CM and ACM has been working with the bookkeeper to renumber the budget (Chart of Accounts) and work on balancing the 2009 Budget. More work is pending.
 4. **Website**: The new website is up and not yet complete. The Webmaster is continuing to work on the completion.
 5. **Landscape Design and Monument for the CC** - This was discussed in Executive Session.
 6. **Maintenance Issues** - CM explained that in the last month we were without our Maintenance Supervisor due to health problems and the rains added to the overwhelming amount of grass and the Maintenance Dept. was on schedule to work and get caught up on the landscape mowing, edging and blowing.
-

New Business

No New Business to discuss.

The Next Meeting: The next Regular meeting will be held on Thursday, October 16th, 2008 at 6:00 p.m. at the Community Center.

ACTION Items – Communication Items for Newsletter/WC Alert: The September – October newsletter was taken to the Post Office on Sept. 5th, 2008. The deadline for articles for the November – December newsletter will be October 1th.

- **Adjournment:** There being no further items before the Board, the meeting adjourned at 8:22 p.m.

- **Approved by:**

Liliane Castillo, Secretary

Date: _____

Attested by:

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Cornel Hoskins, President

Date: _____

Posted in the VWOA Book of Minutes by:

Judy A. Monger
Community Manager, CMCA®, AMS®
VWOA

Date: _____

**Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.
Thursday, October 16, 2008
6:00 p.m.
12395 Military Drive**

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Attendees

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Board Members – Cornel Hoskins, presiding; Rick Severs, Liliane Castillo and Mark Cornell.

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Staff – Judy Monger, CM; Elizabeth Jensen, ACM; Sandy McManus, Recreation Director; Oswald Willis, Standards Coordinator, Mrs. Kim Birchfield, Administration Assistant; Chris Dietrich, Maintenance Supervisor and VWOA contract bookkeeper, Belinda Casanova.

Mr. Hoskins called the meeting to order at 6:00 p.m.

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Residents: Mrs. Barbara Downing, Mr. Joseph Knops, Mr. Charles Harms, Mr. Paul Wilburn, Mr. Fred Garland, Mr. & Mrs. Mark Vasquez, Mrs. Hortencia Oriz, and Mr. & Mrs. Paresh Patel .

Minutes: The Regular Meeting minutes for September 18, 2008 were read and **approved** 4-0 as written.

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Residents'/Guests' Forum: All the residents that attended the meeting had concerns about the safety on their street. There have been threatening gestures made and a fire danger created from occupants of one house on their street. The Board listened to their concerns and thanked all the homeowner for coming and said their issues would be addressed in a meeting to be set up with the VWOA attorney, Tom Newton and Bexar County Sheriff Deputy, Steve Wood. A meeting is set up for Monday, October 20, 2008 at 6:00 pm to clarify what action(s) can be taken. All homeowners in attendance will be called and flyers put on doors to notify neighbors about the meeting, time and place.

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Community Reports

VWOA Recreation Director: Mrs. McManus, Recreation Director, answered the Board's questions regarding the Recreation Department's Report and accounting provided in the Board Packet.

ARC/Standards: Mr. Willis, Standards Coordinator, answered the Board's questions regarding the Standards/ARC Report provided in the Board Packet.

Maintenance Department: Mr. Dietrich, Maintenance Supervisor, answered the Board's questions regarding the Maintenance Department Report provided in the Board Packet.

Treasurers and Finance Committee's Report: The CM briefed the Board on the financials. The Board unanimously **accepted** (4-0) the report for filing and audit.

Management Report: After a brief discussion and some explanation, the management report was **accepted**.

Unfinished Business

1. **2009 Budget:** The Board, CM and ACM went over the 2009 Budget, line item by line item. Due to the length of the budget, the Board will digest the facts and figures of the 2009 Budget. A Special Meeting on Tuesday, October 21, 2008 to approve/disapprove the 2009 Budget.

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New Business

No New Business to discuss.

The Next Meeting: The next Regular meeting will be held on Thursday, November 20, 2008 at 6:00 p.m. at the Community Center Conference Room.

ACTION Items – Communication Items for Newsletter/WC Alert: The deadline for articles for the January – February newsletter will be December 10th.

- **Adjournment:** There being no further business before the Board, the meeting adjourned at 11:46 p.m.

- **Approved by:**

Liliane Castillo, Secretary

Date: _____

Attested by:

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Cornel Hoskins, President

Date: _____

Posted in the VWOA Book of Minutes by:

Judy A. Monger
Community Manager, CMCA®, AMS®
VWOA

Date: _____

**Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.
Thursday, November 20, 2008
6:00 p.m.
12395 Military Drive**

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Attendees

- **Board Members** – Cornel Hoskins, presiding; Rick Severs and Liliane Castillo. Mark Cornell came in after the Minutes were approved.

- **Staff** – Judy Monger, CM; Elizabeth Jensen, ACM; Sandy McManus, Recreation Director; Oswald Willis, Standards Coordinator and Chris Dietrich, Maintenance.

Mr. Hoskins called the meeting to order at 6:18 p.m.

- **Residents:** Carmen Oliva

Residents'/Guests' Forum: Mrs. Oliva spoke to the Board about the problem of barking dogs and owners' not picking up feces in the yard.

- **Minutes:** The Regular Meeting minutes for October 16, 2008 were read and **approved** 3-0 as written. The Budget Minutes of October 21, 2008 and October 30, 2008 were read and **approved** 3-0 as written.

- **Community Reports**

VWOA Recreation Director: Mrs. McManus, Recreation Director, answered the Board's questions regarding the Recreation Department's Report and accounting provided in the Board Packet.

ARC/Standards: Mr. Willis, Standards Coordinator, answered the Board's questions regarding the Standards/ARC Report provided in the Board Packet.

Maintenance Department: Mr. Dietrich, Maintenance Supervisor, answered the Board's questions regarding the Maintenance Department Report provided in the Board Packet.

Treasurers and Finance Committee's Report: The CM briefed the Board on the financials. The Board unanimously **accepted** (4-0) the report for filing and audit.

Management Report: The CM answered the Board's questions and after some discussion and explanation the management report was **accepted**.

Unfinished Business

1. Speed Bumps – no report has been obtain from Mary Teniente as to recommendation on our street speeding problems. The CM will write or call and get a timeline on the recommendations.
2. Lighting the Sports Park (CPS) – A contract has been signed with CPS to install lighting around the overflow parking lot and the extended walking trail. This should take place sometime after the holidays.
3. Website – the website is complete.
4. Fence Project – Another bid has been obtained for the staining of the fences. The contract will be discussed in Executive Session. A legal opinion will be obtained from the association's attorney before proceeding.

- **New Business**

1. Rummage Sale – The Board discussed the moving of the Rummage Sale to the Sports Park and holding it three (3) times a year. By consensus the Board wishes to have the Rummage Sale in March, June and September. The Rummage Sale will be held in March at the Sports Park and will re-evaluate any problems with the location after the March Rummage Sale.

- 2. Lease land to Alamo Fireworks – The Board reviewed the details of the proposition and after some discussion a motion was made and seconded that VWOA land **not** be leased to **any** fireworks company. The motion was **approved** (4-0).

The Next Meeting: The next Regular meeting will be held on Thursday, December 18, 2008 at 6:00 p.m. at the Community Center Conference Room.

ACTION Items – Communication Items for Newsletter/WC Alert: The deadline for articles for the January – February newsletter will be December 10th.

- **Adjournment:** There being no further business before the Board, the meeting adjourned at 8:43 p.m.

- Approved by:

Liliane Castillo, Secretary

Date: _____

Attested by:

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Cornel Hoskins, President

Date: _____

Posted in the VWOA Book of Minutes by:

Judy A. Monger
Community Manager, CMCA®, AMS®
VWOA

Date: _____

**Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.
Thursday, December 18, 2008
6:00 p.m.
12395 Military Drive**

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Attendees

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Board Members – Cornel Hoskins, presiding; Rick Severs, Liliane Castillo and Mark Cornell.

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Staff – Judy Monger, CM; Elizabeth Jensen, ACM; Sandy McManus, Recreation Director; Oswald Willis, Standards Coordinator and Chris Dietrich, Maintenance.

Mr. Hoskins called the meeting to order at 6:00 p.m.

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Residents: Mr. Kevin Drummonds, Mr. Sam Tomlinson, Jr., Mrs. Geraldine Besecker, Mr. Steve Sinatra, Mr. Scott Bullington, and Mr. & Mrs. Dennis Holloway.

Residents'/Guests' Forum: The residents spoke to the Board about the 2009 Budget, answers from prior meeting questions, i.e. 2 meetings a year, mowing of property, unreturned calls and getting rid of Call Notes, results of speed study, RR ties at the Sports Park and an incident of dog attack in the park. The Board listened to each homeowner and took their reported complaints and suggestions under consideration.

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Minutes: The Regular Meeting minutes for November 20, 2008 were read and **approved** 4-0 as written.

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Community Reports

VWOA Recreation Director: Mrs. McManus, Recreation Director, provided a report in the Board Packet.

ARC/Standards: Mr. Willis, Standards Coordinator, answered the Board's questions regarding the Standards/ARC Report provided in the Board Packet and showed a slide show of common and unusual covenants problems.

Maintenance Department: Mr. Dietrich, Maintenance Supervisor, answered the Board's questions regarding the Maintenance Department Report provided in the Board Packet.

Treasurers and Finance Committee's Report: The CM briefed the Board on the financials. The Board unanimously **accepted** (4-0) the report for filing and audit.

Management Report: The CM answered the Board's questions and after some discussion and explanation the management report was **accepted**.

Unfinished Business

1. Speed Bumps – The CM wrote a letter to Mary Teniente as to recommendation on our street speeding problems. The CM did not get a response from the County Infrastructure Department on the speed study.
2. Lighting the Sports Park (CPS) – The CM received a call from Janie Pace, CPS, to confirm the project was being scheduled for after the holidays.
3. Fence Project – A legal opinion has been obtained from the association's attorney about fence maintenance. The Board voted (4-0) to form an Ad Hoc Fence Committee to re-evaluate the fence project and appointed Mark Cornell to head that committee.
4. Rummage Sale – Postponed until March 2009. The Board will evaluate the new Rummage Sale site.

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New Business

1. Relocate the Tot Lot – The Board voted (4-0) to form an Ad Hoc Tot Lot Committee to get ideas for the relocation and moving of the Tot Lot. The Board appointed Rick Severs as head of that committee.
2. Point Summit (Executive Session – Legal)

3. Streets at High Point – The VWOA attorney and the CM have contacted the developer regarding the streets and other problems in High Point. It was reported that a meeting was held and the developer was waiting for a proposal from the site works company.
4. Crime Statics – The stats that are available are three (3) months old and cover all of our zip code, 78253.

The Next Meeting: The next Regular meeting will be held on Thursday, February 19, 2009 at 6:00 p.m. at the Community Center Conference Room. The next meeting will be the Annual Meeting on January 15, 2008 in the Activity Room of the Community Center.

ACTION Items – Communication Items for Newsletter/WC Alert: The deadline for articles for the April/May/June newsletter will be March 1st.

- **Adjournment:** There being no further business before the Board, the meeting adjourned at 8:44 p.m.

- **Approved by:**

Liliane Castillo, Secretary

Date: _____

Attested by:

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Cornel Hoskins, President

Date: _____

Posted in the VWOA Book of Minutes by:

Judy A. Monger
Community Manager, CMCA®, AMS®
VWOA

Date: _____

**Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.
Thursday, February 19, 2009
6:00 p.m.
12395 Military Drive**

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Attendees

- **Board Members** – Rick Severs, presiding; Cornel Hoskins, Liliane Castillo, Mark Cornell and Michael Wagon.

- **Staff** – Judy Monger, CM; Elizabeth Jensen, ACM; Sandy McManus, Recreation Director and Oswald Willis, Standards Coordinator.

Mr. Severs called the meeting to order at 6:01 p.m.

- **Residents**: Mr. and Mrs. Dick Vogels and Elaine Maurer.

Residents'/Guests' Forum: The residents spoke to the Board about accounting for moneys charged for Office Services, Office staffing, policies of collections and covenants, and full disclosure on the Board of Directors' e-mail account. The Board listened to each homeowner and took their reported complaints and suggestions under consideration. A **motion** was made and seconded that the covenants issue brought by the homeowner be followed through with the Texas Property Code 209 to the attorney. The motion was **passed** (5-0).

- **Minutes**: The Regular Meeting minutes for December 18, 2008 were read and **approved** 5-0 as corrected. The Organizational Meeting minutes of January 22, 2009 were read and **approved** 5-0 as written.

- **Community Reports**

VWOA Recreation Director: Mrs. McManus, Recreation Director, provided a report in the Board Packet and answered questions from the Board.

ARC/Standards: Mr. Willis, Standards Coordinator, brought to light the fact that Bexar County has never accepted some streets and drains in The Estates and Wynnwood. A letter has been sent to the builder/developer, the siteworks company and our county commissioner.

Maintenance Department: Mr. Dietrich, Maintenance Supervisor, was not present at the meeting but provided his report in the Board Packet. He made several suggestions and the Board made a **motion**, seconded, and **passed** (5-0) that Mr. Dietrich purchase and fabricate out of expanded steel (mesh) trash cans to replace the ones that have been melted by fire at the Sports Park and look into costs for video surveillance equipment for the Sports Park, also.

Treasurers and Finance Committee's Report: The CM briefed the Board on the financials. The Board unanimously **accepted** (5-0) the report for filing and audit.

Management Report: The CM answered the Board's questions and after some discussion and explanation the management report was **accepted**.

Unfinished Business

1. Speed Bumps –Mary Teniente of County Infrastructure Department sent eight (8) reports from the speed survey. The Board tabled the subject until all reports and recommendations could be obtained from Ms. Teniente.
2. Ad Hoc Fence Committee (Mark Cornell) – Mr. Cornell presented the minutes of the two meetings and discussed the problems the committee was having with the meaning of "maintenance". The minutes should be posted on the website and more homeowners were invited.
3. Rummage Sale – Postponed until March 2009. The Board will evaluate the new Rummage Sale site after the March 14th Rummage Sale.
4. Ad Hoc Tot Lot Committee (Rick Severs) – Mr. Severs explained the current plans the committee was discussing and the Committee has another meeting on Saturday. Recommendations will be brought to the Board as soon as possible

as the Committee would like for the Tot Lot to be moved before school is out for the summer.

5. Streets in High Point – The CM presented an e-mail from Michael Moore that said work on the streets in High Point should begin in two weeks (middle of February). Work has not begun yet.
6. Message Line - The CM brought to the Board the reasons why she had not turned of the message line before now so as to give all homeowners a viable phone number to call. The Board made and seconded a motion that the message on the message line would be changed before Monday February 23rd, the website and forms would be reviewed to identify all message line numbers (679-6617) and changed to the new office number (679-8761).
7. Christmas Tree – Ms. Castillo has proposed a live Christmas Tree in the raised bed at the side of the Community Center for holiday events. The Board discussed, made a motion and seconded that a live fir tree could be purchased and planted beside the Community Center with the price being kept within the price range Ms. Castillo stated.

New Business

1. **Calendar –Strategic Planning Meetings** were set on the Board’s Calendar for once a quarter beginning March 28th.
2. **Town Hall Meetings** (2) were planned for **May 11th** and **September 21st** as a way to present the 2007 audited budget to the homeowners. Town Hall Meeting will have 1 or 2 speakers, a slide show and Q&A session at the end. We will serve water and coffee only.
3. **Budget Planning** dates were deferred to the President and the Treasurer as soon as a committee could be set up.
4. **Annual Meeting** was discussed and moved back from January to **April 22nd, 2010** to accommodate the presentation of a more current audit. This will allow time for the accountant to do the audit and be present it in a timely manner.
5. **Nominating Committee** should be formed for the elections of 2010. Normally the vice-president is the chair of this committee. The Board was asked for homeowner names to be on this committee. Mr. Cornell said he would feel uncomfortable about presenting the slate of directors as he will be on that slate. Mr. Hoskins said he could present the slate at the meeting if the Board wanted.
6. **Employee Staffing** was discussed and it was suggested that a time study or business assessment be done, Mr. Cornell would see if UTSA Business School had a program that would help us with a time study. The CM and ACM were charged with contacting Windcrest to meet with them to see what problems they had growing from a small HOA to a city and check with Northwest Visa to see if they have a business department and could be of any help. We will continue to research this and discuss next month. (Mr. Hoskins left the meeting after this discussion)
7. **Board of Directors’ e-mail account** was discussed and it was decided that an explanation would be put on the website that the management was included on their e-mails so management could deal with the problems and respond. **Motion** as made, seconded and **passed** (4-0) that wording would be added to the website that stated “For questions and concerns please call the office at 679-8761 or you mail e-mail your issue(s) to the management and the Board at BoD/Mgmt@villagesofwestcreek.com. However if your issue(s) is not resolved please e-mail the Board at board@villagesofwestcreek.com.

The Next Meeting: The next Regular meeting will be held on Thursday, March 19, 2009 at 6:00 p.m. at the Community Center Conference Room. The next meeting will be the Annual Meeting on January 15, 2008 in the Activity Room of the Community Center.

ACTION Items – Communication Items for Newsletter/WC Alert: The deadline for articles for the April/May/June newsletter will be March 1st.

Adjournment: There being no further business before the Board, the meeting adjourned at 8:44 p.m.

Approved by:

Liliane Castillo, Secretary

Date: _____

Attested by:

- _____

Cornel Hoskins, President

Date: _____

Posted in the VWOA Book of Minutes by:

Judy A. Monger
Community Manager, CMCA®, AMS®
VWOA

Date: _____

**Special Amendment to February 19, 2009 Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.
Thursday, March 19, 2009
6:00 p.m.
12395 Military Drive**

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Attendees

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Board Members – Rick Severs, presiding; Cornel Hoskins, Liliane Castillo, Mark Cornell and Michael Wagon.

-
Staff – Elizabeth Jensen, ACM; Oswald Willis, Standards Coordinator; Christopher Dietrich, Maintenance Supervisor; Noelia White, Assistant Recreation Director.

A special amendment to February 19, 2009 regular meeting of the Board of Directors:

Effective February 26, 2009 Judy Monger, Community Manager resigned from Villages of Westcreek Owners Association.

Effective March 9, 2009 Sandy McManus, Recreation Director resigned from the Villages of Westcreek Owners Association.

The Villages of Westcreek Owners Association Board of Directors appointed Elizabeth V. Jensen position of Acting Community Manager; with all duties and responsibilities accorded the Community Manager effective immediately.

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Approved by:

Liliane Castillo, Secretary

Date: _____

Attested by:

Harold (Rick) Severs, President

Date: _____

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Posted in the VWOA Book of Minutes by:

Elizabeth V. Jensen
Community Manager, CMCA®, AMS®
VWOA

Date: _____

**Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.
Thursday, March 19, 2009
6:00 p.m.
12395 Military Drive**

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Attendees

- **Board Members** – Rick Severs, presiding; Cornel Hoskins, Liliane Castillo, Mark Cornell and Michael Wagon.

- **Staff** – Elizabeth Jensen, ACM; Oswald Willis, Standards Coordinator; Noelia White, Asst. Recreation Director.

Mr. Severs called the meeting to order at 6:00 p.m.

- **Residents**: Yolanda Fenstermacher, Jean Woodward, John Woodward, Cheryl Drupiewski, Diane Heinbokel, Debra J. Dietrich, Larry Avelar, Duane Bailey, Jackie Vogels, Kim Kolowicz .

Residents'/Guests' Forum: The residents spoke to the Board about their concerns regarding Recreation activities continuing i.e. Muscle Toning ,Water Activities, Seasoned Citizen Day, Pancakes w/Easter Bunny etc.; and how soon was the Board going to fill the Recreation Director position. Several residents spoke of the front desk customer service. Another HO bought to the BOD attention an area of concern on his street that has seen an increase in vandalism and graffiti. He mentioned insufficient lighting

- **Minutes**: The Regular Meeting minutes for February 19, 2009 were read and **approved** 5-0 as corrected with a special addendum added to February 19, 2009 minutes.

- **Community Reports**

VWOA Recreation Department: Mrs. White, Assistant Recreation Director, provided a report to the Board and answered questions from the Board. She expressed her concerns in filling the lifeguard positions; The Board tasked the ACM to inquire with Community Pool Management regarding their lifeguard program and its costs.

ARC/Standards: Mr. Willis, Standards Coordinator, provided graphs on property improvements and follow up inspections in the Board Packet and answered questions from the Board. Mr. Willis advised the Board that the Chair of the ARC Committee will be resigning. He suggested nominating Marshall Geasler to fill that position if he would accept it and moving Kim Kolowicz from Alternate to Primary.

Maintenance Department: Mr. Dietrich, Maintenance Supervisor, provided his report in the Board Packet. He reviewed his budget, and report and answered questions from the Board. Board requested additional bids for electrical repair at the Sports Park pool to be completed before the initial bid has expired. If unable to obtain competing bids, then the HOA will go forward with the original bid for the required electrical work.

Treasurers and Finance Committee's Report: The ACM briefed the Board on the financials. The Board unanimously **accepted** (5-0) the report for filing and audit.

Management Report: The ACM answered the Board's questions and after some discussion and explanation the management report was **accepted** with corrections to the message line. The Board requested issued I.D cards be reported on a monthly count verses an ongoing count.

Unfinished Business

1. Speed Bumps –Mary Teniente of County Infrastructure Department sent eight (8) reports from the speed survey. The Board tabled the subject until all reports and recommendations could be obtained from Ms. Teniente.
2. Ad Hoc Fence Committee (Mark Cornell) – There were two recommendations that were reported from the Fence Ad Hoc meeting. They were as follows: Mr. Cornell's recommendations to BOD was to attempt a "band-aid" fix to the fences and research and decide on a more long term solution to the fences on the main roads. Additionally, Mr. Cornell met with Quality Fence on a different type of fencing (composite) and pricing (\$35/linear ft).Mr. Cornell

recommended tabling this item for one month. The minutes from the three meetings were posted on the website. Mr. Hoskins recommended that Frank (maintenance personnel) survey fences and compose a cost analysis.

3. Rummage Sale – Was rained out on March 14, depending on insurance response to liability questions, it will be held as scheduled in August 2009. There was a brief discussion on scheduling a make-up date, prior to Aug. However, after reviewing the schedule for the month of April the BOD elected to discuss another date at the next meeting.
4. Ad Hoc Tot Lot Committee (Rick Severs) – Mr. Severs explained the current plans the committee was discussing and pricing on equipment. Depending on insurance response to liability question will determine how the committee will proceed with moving and installation of equipment. The committee will brief the BOD at the Strategic planning meeting on March 28.
5. Streets in High Point – Oswald provided a picture of a street in High Point (Point Breeze), is continuing to work with Michael Moore.
6. Message Line - The ACM informed the Board the message on the message line had been changed and all callers were informed to call the office number and were notified the message line would be disconnected on April 30, 2009; it was also posted on the website.

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New Business

1. **Budget Planning** Michael Wagnon –Treasurer, was appointed to chair the Budget Planning Committee; members are Elaine Mauer and Kim Kolowicz. ACM will be present to give advice. The committee is scheduled to start June 2009 and to have a draft prepared for the BOD in August 2009.
2. **Nominating Committee** Mark Cornell-Vice-President was appointed to chair the Nominating Committee; members are, Cornel Hoskins-Assistant Secretary and Michael Goodman.

HO Issues:

- The BOD asked the ACM to request David Panter to ensure that the COP group patrols the areas of HO concern, ask the Bexar Co. Sherriff’s office to patrol the area and will inquire as to the feasibility of placing a light in the area of concern.
- The BOD asked the ACM to ensure that customer service training is accomplished with the Association staff.

The Next Meeting: The next Regular meeting will be held on Thursday, April 16, 2009 at 6:00 p.m. at the Community Center Conference Room.

ACTION Items – Communication Items for Newsletter/WC Alert: The deadline for articles for the July/Aug/Sept newsletter will be June 1st.

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Adjournment: There being no further business before the Board, the meeting adjourned at 8:13 p.m.

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Approved by:

Liliane Castillo, Secretary

Date: _____

Attested by:

Rick Severs, President

Date: _____

Posted in the VWOA Book of Minutes by:

Elizabeth V. Jensen
Acting Community Manager, CMCA®, AMS®
VWOA

Date: _____

**Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.
Thursday, April 16, 2009
6:00 p.m.
12395 Military Drive**

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Attendees

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Board Members – Rick Severs, presiding; Cornel Hoskins, Liliane Castillo, and Michael Wagon.

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Staff – Elizabeth Jensen, ACM; Oswald Willis, Standards Coordinator; Chris Dietrich, Maintenance Supervisor.

Mr. Severs called the meeting to order at 6:00 p.m.

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Residents: Duane Bailey, G. Besecker, Anna Skoropad, Vince Krause, Glenna Jack, Elaine Maurer.

Residents'/Guests' Forum: The residents spoke to the Board about their concerns regarding the Tot-Lot what the status was and its progress. Another resident spoke of Seasoned Citizens Day and how the volunteers would like to continue this activity on their own, requested to use CC or SP the 4th Tuesday of every month and the 2nd Thursday of every month. Several residents voiced their concerns with the fence project, another resident spoke of a compliance issue regarding the home next to her.

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Minutes: The Regular Meeting minutes for March 19, 2009 were read and **approved** 4-0 as corrected.

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Community Reports

VWOA **ARC/Standards**: Mr. Willis, Standards Coordinator, provided graphs on property improvements and follow-up inspections in the Board Packet and answered questions from the Board. Oswald mentioned the CCR for The Reserve; the BOD requested a copy to be send to Mr. Newton for review. Mr. Willis showed pictures of the illegal dumping issue he is dealing with. He also spoke of the trial newsletter distribution method that was used this quarter. Oswald stated the attorney sent a letter to Greenboro Homes asking that the fence violation be corrected.

Maintenance Department: Mr. Dietrich, Maintenance Supervisor, provided his report in the Board Packet. He reviewed his budget, and report and answered questions from the Board. Chris spoke of the vandalism that continues to occur especially to the monument lightening. He briefed the board on the progress of the new playground equipment.

The Board adjourned at this time 7:02 p.m. to go into Executive session in order to hear invited guest on insurance and contractual issues. The Board reconvened at 8:38 p.m. and resumed its scheduled agenda.

Treasurers and Finance Committee's Report: The ACM briefed the Board on the financials. The Board unanimously **accepted** (4-0) the report for filing and audit.

Management Report: The ACM updated the board on contacts answered the Board's questions and after some discussion and explanation the management report was **accepted**.

Unfinished Business

1. Speed Bumps –Mary Teniente of County Infrastructure Department has not responded to e-mails send by Mr. Willis. The Board tabled the subject until all reports and recommendations could be obtained from Ms. Teniente.
2. Rummage Sale – Is set for August as scheduled; since currently no recreation staff is in place to facilitate a make-up date for the rummage sale cancelled in March.
3. Streets in High Point/Streets not taken over by Bexar County – Suggestion was made to create a Reserve account for streets that are owned by the VWOA for maintenance and upkeep. The following streets are in The Gardens: Kudu, Caravel, and Pinafore.

4. Ad Hoc Fence Committee- Discussed the new Fence Resolution Mark drafted, possibly rescinding AR17 Fence Maintenance on Major Roads; also spoke of time frame to be given to HO for minor repairs 30 days and major repairs 60 days.
5. House Rent/Insurance – Discussed house insurance; BOD approved quote and approved rental agreement for 12526 Point Summit;
6. Highpoint #4 Annexation – Discussed the recorded annexation document furnished by Tom Newton’s Office and Michael Moore. Volume10114 Pages 2044-2048 of the Bexar County deed records.
7. COP Issues/Security – Currently do not have active COP patrolling groups that target all villages. Oswald mentioned media had been here to do a live broadcast during the COP class.
8. Customer Service – Held our 1st meeting April 2nd and will hold a meeting quarterly.
9. Ad Hoc Tot Lot Committee (Rick Severs) – Mr. Severs explained the proposal the committee brought to the BOD and how the proposal was approved. He mentioned that next year the Tot-Lot will be moved to a different location closer to the Pavilion.
10. Dog Issues at Sports Park – Talked about purchasing hog traps; Chris had priced some traps but most were very large and expensive. Voiced his concern if traps were put out how a child might get caught in one of the traps

New Business

1. **Association’s Liability Insurance – Discussed in the Executive Session**
2. **Town Hall Meeting Planning – Tabled until a more appropriate time due to staff turnover**
3. **IT Policy – Implemented by vote (4-0)**
4. **Low Water Crossing Potranco – Re: Tom Rhode e-mail – BOD recommend ignore or tell Mr. Rhode not interested due to conflict of interest if he chooses to pursue the matter.**
5. **Increase in Sports Park Security Costs – Bexar County off duty officers requested an increase to monitor the Sports Park from \$22.00 to \$25.00. The BOD approved increase with detailed duties. Subject of moving Recreation Department to a modular office to the Sports Park was brought up and an analysis was brought to the Board by Rick for consideration.**

The Next Meeting: The next Regular meeting will be held on Thursday, May 21, 2009 at 6:00 p.m. at the Community Center Conference Room.

ACTION Items – Communication Items for Newsletter/WC Alert: The deadline for articles for the July/Aug/Sept newsletter will be June 1st.

Adjournment: There being no further business before the Board, the meeting adjourned at 9:41 p.m.

Approved by:

Liliane Castillo, Secretary

Date: _____

Attested by:

Rick Severs, President

Date: _____

Posted in the VWOA Book of Minutes by:

Elizabeth V. Jensen
Acting Community Manager, CMCA®, AMS®
VWOA

Date: _____

**Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.
Thursday, May 21, 2009
6:00 p.m.
12395 Military Drive**

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Attendees

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Board Members – Rick Severs, presiding; Cornel Hoskins, Liliane Castillo, and Michael Wagon.

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Staff – Elizabeth Jensen, CM; Oswald Willis, Standards Coordinator; Chris Dietrich, Maintenance Supervisor.

Mr. Severs called the meeting to order at 6:00 p.m.

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Residents: Duane Bailey, Elaine Maurer, John Steele.

Residents'/Guests' Forum: One resident spoke to the Board on reconsidering grandfathering in Karate students that are not VWOA residents. Another resident voiced her concerns on the website not being updated frequently enough. Another resident voiced his concerns with the fence project.

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Minutes: The Regular Meeting minutes for April 16, 2009 were read and **approved** 4-0 as corrected.

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Community Reports

VWOA **ARC/Standards**: Mr. Willis, Standards Coordinator, provided graphs on property improvements and follow-up inspections in the Board Packet and answered questions from the Board. Oswald briefed the Board on the COP meeting that was held May 13th. Mr. Willis presented the summary of data collected on the speed humps study provided by Bexar County Infrastructure Department. Oswald spoke on the hog issue; they have migrated to Highpoint and The Gardens. The Board requested to get quotes on hog trappers.

Maintenance Department: Mr. Dietrich, Maintenance Supervisor, provided his report in the Board Packet. He reviewed his budget, and report and answered questions from the Board. Chris spoke on the completion of the tot lot; the installation of a new piece of play equipment and new fence that encloses the tot lot. He mentioned obtaining a timer for the tree lights and power source for the vent fans in the pump room at the Sports Park pool; Davila Electric will be installing timer and power source for fans. Board approved erecting a cable fence at the end of Point Breeze to keep four wheelers and dirt bikes from going back in the greenbelt area. Board asked Mr. Dietrick to get an estimate from Walk in the Park on moving the tot lot next year.

Treasurers and Finance Committee's Report: The CM briefed the Board on the financials. The Board unanimously **accepted** (4-0) the report for filing and audit.

Management Report: The CM updated the board on the completion of contracts and payments made to Dumas Hardware for Sports Park Pool doors and Recreation Consultants of Texas for new play equipment. CM updated the Board on the Contract with Community Pool Management for additional services consulting for pool activities. After some discussion and explanation the management report was **accepted**.

Unfinished Business

1. Streets in High Point/ Streets not taken over by Bexar County- Discussed a Reserve Account to be set up for the streets in The Gardens. Determination of amount and schedule (monthly, quarterly, annually) to be set. Board requested 3 quotes from Paving Companies to determine cost.
2. Fence Project-Mr. Severs reviewed and explained the changes to AR31 and AR32. AR31 Rescission of AR17 was approved 4-0. AR32 Fence Maintenance on Major Roads was approved 4-0.

3. Highpoint #4 Annexation- Attorney has not said anything else on this matter.
4. Tot-Lot Update on Status- Chris update Board on completion of Tot-Lot.
5. Dog Issues at Sports Park- Mr. Willis updated the Board on the Pit Bull petition results, 233 petitions have been submitted. The Board requested to keep the petitions available to HO for one year.
6. House Rental- CM updated the Board on the rental property, the lease has been signed and the 1st month's rent has been collected. Insurance on the house has also been obtained and in effect.

New Business

1. **Nominating Committee – Mr. Severs suggested to stay with 4 members of the Board of Directors due to time frame before next annual meeting. The Board all agreed.**
2. **Decision on Greenboro Homes – Waiting on quotes from landscaping companies to maintain area behind backyard fence line.**
3. **Community Center Landscaping – Lil is in the process of developing a design. Funding to be determined.**

The Next Meeting: The next Regular meeting will be held on Thursday, June 18, 2009 at 6:00 p.m. at the Community Center Conference Room.

ACTION Items – Communication Items for Newsletter/WC Alert: The deadline for articles for the July/Aug/Sept newsletter will be June 1st.

Adjournment: There being no further business before the Board, the meeting adjourned at 8:49 p.m.

Approved by:

Liliane Castillo, Secretary

Date: _____

Attested by:

Rick Severs, President

Date: _____

Posted in the VWOA Book of Minutes by:

Elizabeth V. Jensen
Community Manager, CMCA®, AMS®
VWOA

Date: _____

**Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.
Thursday, June 18, 2009
6:00 p.m.
12395 Military Drive**

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Attendees

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Board Members – Rick Severs, presiding; Cornel Hoskins, Liliane Castillo, and Michael Wagon.

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Staff – Elizabeth Jensen, CM; Oswald Willis, ACM;

Mr. Severs called the meeting to order at 6:00 p.m.

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Residents: David Daniels, Charles Harms, Duane Bailey, John Steele.

Residents'/Guests' Forum: The residents spoke to the Board on the following: one resident requested authorization to donate a monument to the Sports Park in memory of his wife. Another resident voiced his concerns and suggestions on several issues: Cost of Newsletter – posting on website verses printing, Oktoberfest- liabilities, Landscaping – rock verses grass, Overflow Parking Lots – Asphalt verses base, I.D. Cards - Slide cards verse current system. Another resident requested the board to reconsider grandfathering in the 4 karate students that live outside of Westcreek. Another resident voiced his concerns with the Fence Project-The letters sent out did not have date on last page, spoke on definition of maintenance, disagreed with the homeowners portion of responsibility. The Board listened to each homeowner and took their reported concerns and suggestions under consideration.

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Minutes: The Regular Meeting minutes for May 21, 2009 were read and **approved** 4-0 as corrected.

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Community Reports

VWOA **ARC/Standards**: Mr. Willis, Superintendent of Standards, provided graphs on property improvements and follow- up inspections in the Board Packet and answered questions from the Board. Oswald informed the Board fence project letters were mailed to homeowners. Spoke on road repairs that were completed by Bexar County Public Works. Major road work will start June 22 on Kingsbridge at Kintbury. Mr. Willis updated the Board on the Pit Bull Petitions, Spoke on the wild hog situation and his meeting with Robert Goins from Texas Hog Trappers.

Maintenance Department: Elizabeth Jensen, Community Manager, updated the Board on the following maintenance projects: New stop signs installed at the entrance and exit points at the Sports Park overflow parking lot. The wooden fence on Westcreek Oaks at the CPS Easement has been rebuilt and stained. The “Welcome to Villages of Westcreek” sign has been repaired and repainted after been vandalized. Davila Electric installed power source and wired exhaust fans at pool #1 pump room, installed manual timer for tennis and basketball courts and installed a timer for park tree lighting system. Staff working on monuments.

Treasurers and Finance Committee's Report: The CM briefed the Board on the financials. Answered the Boards questions on individual line items; The Board unanimously **accepted** (4-0) the report for filing and audit.

Management Report: The CM updated the board on completed maintenance projects, personnel changes Derrick Foyle gong to Pt-time Administrative Assistant and Kim Birchfield going to Full-time Administrative Assistant; contracts, facilities control. Quotes received for phase I of CC landscaping project. After some discussion and explanation the management report was **accepted 4-0**.

Unfinished Business

1. Streets in High Point/ Streets not taken over by Bexar County- Streets in Wynnwood and The Estates have still not

been taken over by Bexar County due to punch list has not been completed by builders. Mr. Willis spoke with David from Bexar County Public Works and roads in High Point are scheduled to be taken over in April 2009. Discussion of Reserve Account created for streets owned by VWOA, Oswald will requests for bids to determine costs to seal streets in The Gardens.

2. Discussion on the dollar amount to place on the upkeep of draw area behind Greenboro homes, Amount of \$15,000 was discussed. Oswald suggested sending a letter to those homeowners whose properties backup to the draw area; inviting them to the Community Center for refreshments and to discuss their responsibilities and to bring their survey plots. The Board requested Oswald to draft a letter to send to these Greenboro homeowners.
3. Community Center Landscaping – Lil reviewed the Community Center Landscaping design she developed.

New Business

1. **Website-The Board, CM and ACM discussed the time line for keeping the website current.**
2. **Pool-The CM updated the Board on swim lessons start date June 22, Community Pool Management has been contacting HO on classes offered and times.**

The Next Meeting: The next Regular meeting will be held on Thursday, July16, 2009 at 6:00 p.m. at the Community Center Conference Room.

ACTION Items – Communication Items for Newsletter/WC Alert: The deadline for articles for the Oct/Nov/Dec. newsletter will be September 1st.

Adjournment: There being no further business before the Board, the meeting adjourned at 7:42 p.m.

Approved by:

Liliane Castillo, Secretary

Date: _____

Attested by:

Rick Severs, President

Date: _____

Posted in the VWOA Book of Minutes by:

Elizabeth V. Jensen
Community Manager, CMCA®, AMS®
VWOA

Date: _____

**Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.
Thursday, July 16, 2009
6:00 p.m.
12395 Military Drive**

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Attendees

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Board Members – Rick Severs, presiding; Liliane Castillo, and Michael Wagon.

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Staff – Elizabeth Jensen, CM; Oswald Willis, ACM; Ken Lemanski, Superintendent of Standards; Freddie Gavia, Superintendent of Maintenance

Mr. Severs called the meeting to order at 6:00 p.m.

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Residents: Duane Bailey, Cheryl Drupiewski, G. Beseciker, Lanell Forshey, George & Paula Roberts.

Residents'/Guests' Forum: The residents spoke to the Board on the following: one resident voiced her dissatisfaction on a courtesy notice she received. Another resident voiced her concern on the turn around time for the end of year audit to be completed. Another resident asked when Elizabeth's 90 day probation was up. The Board listened to each homeowner and took their reported concerns and suggestions under consideration. Mr. Severs explained to the homeowners the Community Center Phase I Landscaping Project due for completion in September 2009.

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Minutes: The Regular Meeting minutes for June 18, 2009 were read and **approved 3-0**.

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Community Reports

VWOA **ARC/Standards**: Mr. Lemanski, Superintendent of Standards, provided graphs on property improvements and follow-up inspections in the Board Packet and answered questions from the Board. Ken informed the Board on the completion of the Newsletter delivery July 15, by the Standard Monitors. Notified the Board of interviews he has set up for next week for two Standards Monitors. Ken informed the Board that he was assigned by the CM to head up the Rummage Sale and is in the process of recruiting volunteers. Ken is also working on Health/Safety day scheduled for October 17, 2009. Walgreens will come to the Community Center and set up a flu shot clinic at \$25.00/shot as a service to the community. The Board approved 3/0.

Maintenance Department: Elizabeth Jensen, Community Manager, updated the Board on the following maintenance projects: CM met with Tracy Suberg from Suberg Electric on the underwater pool lights at the Sports Park. Two new light fixtures were replaced and they separated pool lights, cabana and fan lights onto separate breakers. Entrance fence to the Gardens has been stained and looks good. Villarreal Landscaping started the planting of trees for the Phase I CC Landscaping Project. Maintenance staff has instituted early morning watering on Wednesday for monuments and Sports Park, they are watering between 6:00 am - 8 am.

Treasurers and Finance Committee's Report: The CM briefed the Board on the financials. Answered the Boards questions on individual line items; The Board unanimously **accepted (3-0)** the report for filing and audit.

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Management Report/Recreation Report: The CM updated the board on maintenance projects, swim activities, personnel, and facilities Control. ACM updated the Board on Recreation activities; Soccer Program ended June 3rd. Summer Volleyball and Tennis lessons are starting in August. After some discussion and explanation the management report was **accepted 3-0 with corrections**.

Unfinished Business

1. Discussed Greenboro homes situation, no response from Mr. Leonard as of yet. Letters to be mailed to Greenboro homeowners inviting them to attend meeting.
2. Discussed cost of rejuvenating process for streets in The Gardens, approximately \$3,000.00. Board approved contract 3/0 to start immediately. Expense to be applied to Street Sweeping 8230.05 and Parking/Street Repair 8320.06.
3. Reserve Account-(Capital Improvement) Board approved 3/0 to transfer \$5,000.00/month from Operating Account into our Reserve Account Capital Improvement with the stipulation if funds are not available in any particular month the CM can request the transfer not be made for that month. To start August 1, 2009.

New Business

1. **Website-** George and Paula Roberts spoke on the website and the different options available e-mail communication, designed newsletter, surveys. Cost for this service is \$1,800/year. Website to be updated weekly, contact person to be Oswald Willis. Oswald was asked to draft a cost analysis on our website.
2. **Phase 1 &2 of CC Landscaping-**Lil explained design for Phase 2, design of gazebo 15x15, not a permanent structure to be placed behind CC. Front of CC she spoke on plant materials, wall structure and monument. Board asked Lil to draft a drawing for Phase 2 of the CC
3. **Pool Activities, dates, hours, rates for activities-**Board discussed water aerobics and adult lap swim, rates for these activities comparable to Northside ISD and City of San Antonio. Possibility of extending pool hours until 10:00 pm if there are no pool parties scheduled. Discussed the purchase of pool furniture; Mr. Severs said he would contact Kim Kolowicz who works for a pool furniture company for a cost/product list and forward the website address and price list to the CM.

The Next Meeting: The next Regular meeting will be held on Thursday, August 20, 2009 at 6:00 p.m. at the Community Center Conference Room.

ACTION Items – Communication Items for Newsletter/WC Alert: The deadline for articles for the Oct/Nov/Dec. newsletter will be September 10th.

Adjournment: There being no further business before the Board, the meeting adjourned at 7:50 p.m.

Approved by:

Liliane Castillo, Secretary

Date: _____

Attested by:

Rick Severs, President

Date: _____

Posted in the VWOA Book of Minutes by:

Elizabeth V. Jensen
Community Manager, CMCA®, AMS®
VWOA

Date: _____

**Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.
Thursday, August 20, 2009
6:00 p.m.
12395 Military Drive**

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Attendees

Board Members – Rick Severs, presiding; Liliane Castillo, Cornel Hoskins, and Michael Wagon.

Staff – Elizabeth Jensen, CM; Oswald Willis, ACM; Ken Lemanski, Superintendent of Standards; Freddie Gavia, Superintendent of Maintenance, Jeremy Fewell, Superintendent of Parks and Recreation

Mr. Severs called the meeting to order at 6:09 p.m. He welcomed the numerous residents attending and introduced the Board and staff.

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Residents: Yolanda Fenstermacher, Dennis Johnston, John & Jean Woodward, Duane Bailey, Jan & Cheryl Drupiewski, Sharon Poe, Cher Squillante, John Steele, G.A. Besecker, Lanell Forshey, Doug Prather, Juanita Hernandez, Susan L. Edgeman, Yolanda Richards, Guy E. Oliver, Mavis Tuncap, Marjorie Vernon. There were others in attendance who did not sign in.

Residents'/Guests' Forum: The residents spoke to the Board on the following: Who made the choice on stain color for the fence project? Who is painting fences for vacant homes? Board meeting is not posted on website calendar. Mr. Severs explained the Board and ARC made the decision on the color of stain. The homeowner's of the vacant properties are responsible for their fences. Oswald is working with George our Webmaster to continue updating the website. Another resident asked if Elizabeth's probationary period was up and if Mrs. Woodward's complaint was going to be addressed? Mr. Severs responded yes, her probation period has expired and the complaint would be addressed in the executive session since it was a personnel issue. Another resident expressed his disagreement with homeowners having to pay the full expense for repairs/replacements of fences; he stated it was the Associations responsibility to maintain the fences. Other homeowners agreed, they claimed in the past the Association stated it would maintain the fences and it was in the By-Laws. They expressed their disapproval on the marking of the fences to identify boards that need replacement, stated it was graffiti. Mr. Severs explained Resolution 17 and the markings on the fences. Several residents were very upset with plans to built a Gazebo behind the Community Center, they asked who made the decision to build the Gazebo and incur that cost instead of putting that money into maintain the monuments and islands on the main streets. Mr. Severs and Mrs. Castillo explained it was the Board's decision to improve the esthetic beauty of the Community Center but a Gazebo had not been approved yet but was in the planning stage as an additional form of revenue for rental. Mrs. Castillo explained the type of drought resistant trees that were planted and reasons and ideas for building a Gazebo. There was some discussion on different types of fencing and the expense. The Board President addressed that issue as well citing the costs for a new wooden fence as an example and stating research indicated a far greater cost with a fence of other materials. Another concern is that homeowners felt there was not good communication from the Board to the Homeowners. They expressed a desire to have the website updated regularly. One resident asked if the newsletter is going to be placed on the website verses mailing or delivering them to homeowners. Another asked if Board minutes could be placed on the website even if they were not approved by the Board yet and if the financials could be also placed on the website? Mr. Severs explained that there might be some legal aspects of publishing unapproved Board minutes and financial data. He instructed Mrs. Jensen to check with the Association's lawyer for clarification. A concern form was mentioned to be placed on the website for homeowners to fill out or e-mail to the Board or Staff was discussed. Mrs. Jensen explained there are currently e-mail addresses listed on the website that go directly to the Board or Management and explained where they are located. Mr. Severs explained the Board has a monthly agenda and they need to adhere to it but would address issues brought before it through these means. Another homeowner voiced her issue with a Standard Monitor giving her a courtesy notice and stated other homeowners do not receive notices, she felt it was unfair and she was being picked on. Mr. Lemanski, Mr. Willis and Mr. Hoskins explained the responsibilities and the challenges of the Standards Monitors. Another homeowner voiced her concern on safety in her neighborhood; it was dark and asked about possible cameras. Mr. Severs reminded the residents of the three different surveys and cost projections of the proposed street light project. The limited response was a resounding opposition to having and paying for street lights. Mr. Oswald Willis and Mr. Ken Lemanski explained the COP program and asked for volunteers. Another homeowner questioned financials; Mr. Severs explained she can request for a copy of the financials and it can be picked up at the front office. Mr.

Wagnon also elaborated on the budget and the process to date. Several homeowners requested that the Board revisit the request for grandfathering in the four (4) Karate students that live outside of Westcreek. Another homeowner asked about the number of foreclosures in the community; Mr. Severs explained as of June 2009 there were 13 foreclosures. Also discussed was the number of homes that VWOA possesses and the costs incurred. Mr. Severs addressed the issue and provided answers as best he could. Another homeowner voiced his concern with the VWOA and Senior Citizens Agreement concerning the use of the Sports Park Facility; he felt the verbiage on holding the group responsible for cleaning the restroom and BBQ grill after use was too strong and should state "To be left in the same condition as when received" and that guest can accompany members. Mr. Severs asked Mrs. Jensen to re-draft the agreement.

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Minutes: The Regular Meeting minutes for July 16, 2009 were read and **approved with corrections 4-0**.

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Community Reports

VWOA ARC/Standards: Mr. Lemanski, Superintendent of Standards, provided graphs on property improvements and follow-up inspections in the Board Packet and answered questions from the Board. Ken reviewed the Rummage Sale after Action Report. The Rummage Sale was a successful event.

Maintenance Department: Mr. Gavia, Superintendent of Maintenance updated the board on maintenance projects; he spoke on the fence project progress.

Recreation Department: Mr. Willis, Assistant Community Manager updated the Board on the swim activities and the lifeguard situation; 13 lifeguards will be returning to school at the end of August and discussion on closing one pool after labor day weekend. The Board discussed and a motion was made to close the Community Center pool after Labor Day weekend and monitor the usage of the SP pool which will remain open on the weekends in September. If the usage is high then the Community Center pool may be reopened however there are some maintenance issues with the Community Center pool decking that needs addressing. A motion was made **4/0 approved**. Jeremy Fewell presented the Board with a Program Guide for VWOA Recreation Department and spoke on his plans for the department.

Treasurers and Finance Committee's Report: Elizabeth Jensen the CM briefed the Board on the financials. She answered the Boards questions on individual line items; The Board unanimously **accepted (4-0)** the report for filing and audit.

Management Report: The CM updated the board on the completion of the streets in Greenboro, the project started on Tuesday July 28th and completed on Wednesday July 29th. She also informed the Board that Phase I of the Community Center Landscaping project was completed. Mrs. Jensen reviewed the three quotes from phone companies, for cell phones for Management Staff, they have been using their personal phones to receive and address VWOA issues. After some discussion and explanation the Management Report was **accepted 4-0 with corrections**.

Unfinished Business

1. Greenboro homes: Letters were sent out to Greenboro Homeowners inviting them to meeting with the Board and Management to review plats. Mr. Leonard responded to VWOA request; The Board **approved 4-0** to have VWOA attorney Mr. Newton to write up the document covering all 30 lots.
2. Streets in the Gardens: Completed
3. Phase I & 2 of CC Landscaping, Design of Gazebo: Phase I completed. After some discussion a motion was made to place Phase 2 on hold at this time and instead focus will be placed on the Clock Tower. Board **approved the motion 4-0**.
4. The Board took up the issue of the 4 karate students mentioned in the Residents issues. After new information was revealed and after some discussion, a motion was made to allow the students back in, however if they missed a month's fees then they would not be allowed to continue. The motion carried **3-Approved and 1-Opposed, Mr. Hoskins opposed**.

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New Business

1. **Website-** Board reviewed the quote from Paula & George Roberts to create and maintain the newsletter on the

website, e-mails accounts for mass mail-outs and surveys as well as maintain VWOA website. **Board approved 4-0 to accept option 5.**

- 2. **Pool Activities**-Board discussed adult lap swim, motioned not to offer Adult Lap Swim this year. **Board approved 4-0.**
- 3. **Town Hall Meeting**- Board discussed date change of Town Hall Meeting to September 28, 2009. **Board Approved 4-0.** Two Speakers will be invited followed by a power point presentation of VWOA's accomplishments.
- 4. **Trash Pick-Up Day** – Board discussed requesting bids from Trash Vendors for a designated day for bulk pick up. Ken was assigned to gather some quotes. Trash day scheduled for November 7th.

The Next Meeting: The next Regular meeting will be held on Thursday, September 17, 2009 at 6:00 p.m. at the Community Center Conference Room.

ACTION Items – Communication Items for Newsletter/WC Alert: The deadline for articles for the Oct/Nov/Dec. newsletter will be September 10th.

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Adjournment: There being no further business before the Board, the meeting adjourned at 11:46 p.m.

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Approved by:

Liliane Castillo, Secretary

Date: _____

Attested by:

-

Rick Severs, President

Date: _____

Posted in the VWOA Book of Minutes by:

Elizabeth V. Jensen
Community Manager, CMCA®, AMS®
VWOA

Date: _____

**Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.
Monday, September 21, 2009
6:00 p.m.
12395 Military Drive**

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Attendees

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Board Members – Rick Severs, presiding; Cornel Hoskins, Liliane Castillo, and Michael Wagon.

-
Staff – Elizabeth Jensen, CM; Oswald Willis, ACM; Kenneth Lemanski, Superintendent of Standards; Freddie Gavia, Superintendent of Maintenance.

Mr. Severs called the meeting to order at 6:00 p.m.

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Residents: Guy & Joyce Oliver, Bill & Kim Cotter, Yolanda Richards, Duane Bailey, Ruth Shephard, Jan & Cheryl Drupiewski, Carol Flores, S. Fisher, Paul Collins, Bill Fenstermacher, Salvatore Schifano, Susan Huffman, Cher Squillante, Chuck Ham, J.D. Knops, Pam Spradley, Jason Cornelison, G.A. Besecker, Janet Creel, Empe Maldonado, Tracy Neal-Walden, Scott Sherrill, James Holmes, Jean Woodward, Eloise Forge, Pat Mullen, Al Harris

Residents'/Guests' Forum: The residents spoke to the Board on the following issues: Several homeowners voiced their concerns on the budget and financials, stated they were not informed on Board decisions and that annual audits take too long. Six homeowners voiced their opposition to the fence project and how the Association marked the fences that needed repair, stated it was graffiti. Three homeowners voiced their issues on 2-VWOA owned properties, and if the Association paid for these properties. Two homeowners and the complainant disagreed with the outcome of the Boards Investigation regarding Mrs. Woodward's complaint. Another homeowner voiced her opposition to the grandfathering in of the 4 Karate students that live outside of Westcreek. Another homeowner asked if the associations attorney could write up delinquent assessment procedures for homeowners to better understand, also was opposed to the Board paying for Security Officers to be present at meetings. Several homeowners voiced their concerns with the crime occurring in the community, would like to know if the Board is looking into security? Another homeowner spoke to homeowners and asked them to step up and volunteer on committees and help each other instead of placing blame. Another homeowner read her e-mail to Mr. Severs on communication and his response.

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Minutes: The Regular Meeting minutes for August 20, 2009 were read and **approved** 3-0 as Mr. Hoskins arrived late.

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Community Reports

VWOA ARC/Standards: Mr. Lemanski, Superintendent of Standards, provided his reports in the Board packet, which included graphs on property improvements and follow-up inspections; reviewed his reports answered questions from the Board. Spoke on Health & Safety Day scheduled for October 17, 2009 and Trash Pick Day scheduled for November 7, 2009, COP in need of volunteers.

Maintenance Department: Mr. Gavia, Superintendent of Maintenance, provided his report in the Board Packet. He reviewed spoke briefly on the progress of the fence project; spoke on sidewalks on Military Drive and Saxon hill, answered questions from the Board.

Treasurers and Finance Committee's Report: The CM briefed the Board on the financials. The Board unanimously **accepted** (4-0) the report for filing and audit.

Management Report: The CM briefed the board on the Community Managers report that was included in the Board packet. Notified the Board that the Management Certificate had been completed and filed; A motion to cancel the service with Waste Management in November was made and approved 4-0. CM answered the Board's questions. Management report was

accepted.

Unfinished Business

1. Clock Tower Landscaping- To be presented at the Town Hall meeting September 28, 2009.
2. Website production and delivery of newsletter-Discussed the website, to be updated weekly; criminal stats to be placed on website. Mr. Severs explained newsletter delivery and reasons as to why the Association is changing newsletter distribution. Cost of returned newsletters. October Newsletter will be the last color print newsletter that will be issued. Next year the Newsletter will be printed in black/white for those homeowners that would like a hard copy.
3. Trash Day- To be scheduled twice a year, household items. A motion was made, approved 4-0.
4. Town Hall Meeting Agenda- Mr. Severs reviewed tentative agenda. An invitation letter was sent to Nelson Wolff and Sheriff Ortiz.

Mr. Hoskins spoke on the process of assessment collections and the Texas Property Code process to homeowners. Mr. Severs spoke on the fence project and Resolution 32 and the letter that was sent to homeowners with the incorrect date. Mr. Severs gave the result of the investigation to Mrs. Woodward's allegation

New Business

1. Donated Land in Wynwood- Board discussed and voted against accepting property 4-0.
2. Office Video Surveillance- Discussed Security Cameras to be placed in front office, Board requested to obtain quotes.
3. Increased Security Concepts- Discussed Security Monitoring within the community due to crime; Board requested to obtain quotes.

The Board motioned to move the regular Board meeting from Thursday October 15, 2009 to October 19, 2009 due to the need to hold the meeting in the Community Center to accommodate the homeowners that may attend the meeting. Karate classes are held in the Community Center on Thursday evenings; Approved 4-0.

The Next Meeting: The next Regular meeting will be held on Monday, October 19, 2009 at 6:00 p.m. at the Community Center.

ACTION Items – Communication Items for Newsletter/WC Alert: The deadline for articles for the Jan/Feb newsletter will be December 1st 2010.

Adjournment: There being no further business before the Board, the meeting adjourned at 10:23 p.m.

Approved by:

Liliane Castillo, Secretary

Date: _____

Attested by:

Rick Severs, President

Date: _____

Posted in the VWOA Book of Minutes by:

Elizabeth V. Jensen
Acting Community Manager, CMCA®, AMS®

Date: _____

Meeting of

VWOA

**Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.
Monday, October 19, 2009
6:00 p.m.
12395 Military Drive**

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Attendees

-
Board Members – Rick Severs, presiding; Cornel Hoskins, Liliane Castillo, and Michael Wagon.

-
Staff – Elizabeth Jensen, CM; Oswald Willis, ACM; Kenneth Lemanski, Superintendent of Standards; Freddie Gavia, Superintendent of Maintenance.

Mr. Severs called the meeting to order at 6:05 p.m.

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Residents: Cyndi Lemanski, Suzanne Bridges, Jo & Bill Fenstermacher, Fred Rosin, John & Jean Woodward, Cheryl & Jan Drupiewski, Guy & Joyce Oliver, Elizabeth & Kent Pancake, Cher Squillante, Elaine & John Maurer, V. Wilburn, Duane Bailey, John Steele, Medrick Anthony, LaDeirdre McNutt, Otis Jones, Susan Edgeman, Jill Tamborello, Scott Bullington, Ramon Rios, Enrique Esparza, Frank Garcia, Joel Dorsey, A.J. Gonzalez, Judi Cannon, Greg Koonce, Roger Pfuntner, Richard Serrato, Lisa Bell, JoAnn Bolton, Diane De Jesus, Luis De, Jesus, Veronica Rodriguez, Michael & Wilhelmina Ramson, Mario Moreno, Hank Shannon, Spencer Berry, Scott Sherrill, Toni Miller, Calvin Taylor, Tony Daul, Eloise Forge, Mark Cornell, Ricardo Ramirez, Joe Trevino, Laurie Ramos, Shawn Coffin, William Harwell, Sam Tomlinson, Melanie Reed-Hall, Richard Munoz, Sandy McManus, Aaron Selinkoff, Jose Murillo, Irma Varela, Rick Ramirez

Residents'/Guests' Forum: The residents spoke to the Board on the following issues: Several homeowners voiced their concerns and how they were offended by a letter that was placed on a blog and accused a member of the Board of writing this letter. Another homeowner stated she had received flyers with wrong and untrue allegations against the Board and suggested to create an advisory committee or grievance committee. Another homeowner stated he was an attorney representing some homeowners; stated the current Board was not registered with the State of Texas therefore, had no legal authority to preside over the association or hold meetings. Several homeowners requested the resignation of Cornel Hoskins and Lil Castillo. Several homeowners spoke on the fence project, resolution 32 and why and how it had been changed? Several homeowners voiced their concern on homeowners having to pay for the full cost of repairs or replacement on fences. Another homeowner asked the Board to allow outside vendors to participate in Westcreek activities. Another homeowner spoke on foreclosures; asked why the association would foreclose on a military person that was deployed and what was the delinquent and foreclosure process. Some homeowner's voiced their opposition to the attorney being present at the Board meetings due to the costs. Several other residents voiced their concern on crime and graffiti in the association, spoke about lightening. Another homeowner shared history of Westcreek, he served on the Board in the past, he asked for volunteers from the association. Another homeowner spoke on yard sales, events in Sports Park not handicap accessible; recommended allowing yard sales in individual homes.

The Regular Meeting minutes for September 21, 2009 were not read; they had not been included in the Board of Directors packets. The minutes will be read at a special Board meeting.

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Community Reports

VWOA ARC/Standards: Mr. Lemanski, Superintendent of Standards, provided his reports in the Board packet, which included graphs on property improvements and follow-up inspections; Ken, gave his recommendation to the Board on the two volunteers that came forward to volunteer their services on the ARC committee, John Parson and Douglas Prather. He reviewed his reports answered questions from the Board.

Maintenance Department: Mr. Gavia, Superintendent of Maintenance, provided his report in the Board Packet. He reviewed spoke briefly on the progress of the fence project; their progress has slowed down a little due to the paint sprayer going down and placed in the shop for repair. Reviewed his report answered questions from the Board.

Treasurers and Finance Committee's Report: The CM briefed the Board on the financials. The Board unanimously **accepted (3-0)** the report for filing and audit. Mr. Hoskins arrived late to the meeting.

Management Report: The CM briefed the board on the Community Managers report that was included in the Board packet. Re-visited Jay Hanna's request to sign over deed to VWOA for easement at Wynwood and Groosenbacher; A **motion to disapprove** this request was made; **approved 4/0**. CM answered the Board's questions. Management report was **accepted**.

Unfinished Business

1. Clock Tower Landscaping- Lil to chair the Landscaping Committee, 7 volunteers signed up; Lil to check on assessments for these volunteers and report back to the Board. Landscape Committee will review improvements for the Clock Tower, Monuments, and Community Center.
2. Office Video Surveillance – Three quotes were collected for video camera surveillance. To be reviewed in the executive session.
3. Increased Security Concepts – Three quotes include commissioned and non-commissioned officers, some security companies are armed, some unarmed, with a magnet on side of vehicle identifying vehicles. To be reviewed in executive session.

Board Responses to Homeowners Questions:

Mr. Severs asked Blair to address procedures in foreclosure of homes to address the concerns the homeowners had. Blair explained the procedures from beginning of the collection process up to the foreclosure point. He answered questions from the homeowners. Mr. Severs explained the VWOA's collection procedures prior to forwarding files to the attorney.

Mr. Severs responded to the accusation of a Board member writing into a blog; as untrue and to his knowledge no Board member wrote that blog.

Mr. Severs asked Mark Cornel to explain the process of the ad Hoc fence committee since he was the Chair of the committee. Mark explained its lack of volunteer involvement; only 6 or 7 homeowners were involved in this committee. He explained their process and how a draft resolution was presented to the Board and he was no longer on the Board when they voted on it. Homeowners asked questions on the resolution and the interpretations of the By-Laws.

Ken explained the removal of trees by Bexar County; located at the bridge on Military Dr. at the clock tower. The trees were growing into the bridge and were causing damage to the bridge and also to prevent flood damage. They will be clearing out some trees by the bridge on Westcreek Oaks as well. Bexar County replaced the brackets on some of the bridges. The Association was not informed prior to the project taking place.

Speed Study Bexar county traffic control performed the study. The conclusive data did not call for speed bumps. We can ask for another study but it may take a long time coming. Oswald gave the homeowners the name and phone number of Mary Teniente, who is in charge of the studies.

The 2008 Audit is available at the office for homeowners if they are interested. The Audited financials will be mailed out in November with the Assessment letters, coupons and a portion of the TPC 209.

Street Lights- This has been an on going issues. Two surveys have been conducted, last one was in 2005 a survey was mailed to all homeowners only 100 came back and 5 wanted street lights two wanted to pay for them. The cost of installation was substantial and to pay for electricity would have called for a special assessment to be voted on. It was approx. \$451,000.00 just for installation and only for selected corners in selected locations.

Replacement and Reserve Fund – The statement that there is only \$500.00, in the reserve fund is incorrect, we currently have \$48,438.00. Michael answered questions from the homeowners on the Capital Improvements and Capital Replacement funds. The \$500 mentioned is the bank interest projected.

A request for the resignation from Lil Castillo and Cornel Hoskins; Mr. Severs asked both Board members if they had any intention of resigning; they both responded "no". Mr. Severs explained the process of a petition with 50 % of homeowner's signature for a special meeting to be called. Mr. Steele again asked if Mr. Severs was going to ask for their

resignation, he responded he was not going to ask for their resignation nor was he intending to resign. Mr. Severs also stated that he had no intention of calling a Special meeting of the homeowners at this time.

New Business

1. 2010 Budget Review:

Michael Wagon reviewed the proposed 2010 Budget; gave thanks to the Budget Committee Elaine Maurer and Kim Kolowitz for volunteering their time and efforts and the CM, Elizabeth Jensen for answering their questions and providing the committee with the necessary information. He answered homeowner's questions.

A motion was made for the Board to **accept the 2010 proposed Budget** from the Budget committee **Approved 4/0.**

The treasurer motioned to delegate the preparation duties of the 2011 Budget be assigned to the CM, and Budget Committee will have oversight over the Budget, BOAC will meet monthly. He asked the Board for their consideration; **Approved 4/0.**

The Board will consider a grievance committee and/or an advisory committee.

Town Hall meeting some improvements can be improved on, but overall met Board's objectives. Discuss Town Hall meeting scheduling in January's meeting.

Rummage Sales are taking place once a quarter, yard sales have been a continuous suggestions but is actually prohibited in the Standards, The Standards would have to be changed or make a resolution, and at the next Board meeting discuss how to fund yard sales, proposed dates, monitors and length of time.

The By-laws have not been changed just a resolution was made.

Crime: A motion was made to place the crime report to be placed on the website. **Approved 4/0.**
Discussing of a link placed on the webpage for crime, Elizabeth to ask the webmaster and get back with the Board.

Communication: Behooves the Board and Staff to be open and forthright to be open and encourage all to be that way. We are attempting this through the website but this does not include all residents.

Rummage Sale Vendors: Charitable organizations to sell water, soda and commercial prepared products. **A motion was made and approved 4/0.**

ARC committee volunteers: Both volunteers have been provided with CCR's, By-Laws and Standards; contingent on successful background checks and assessments update and not in violation of any standards issues. Ken to get back with Mr. Severs on outcome. **A motion was made and approved 4/0.**

CM asked the Board on a Vendor that would like to offer dance classes in the Community Center, she is a resident. Mr. Severs suggested tabling this request until further investigation.

The CM informed the Board that a non-resident would like to offer an exercise class to VWOA; Mr. Wagon said we would have to bring her in as a contract laborer.

Christmas Bazaar: The CM asked if non-residents were be able to set up and sale items as we did last year? As long as residents of VWOA had first preference; the Monday before Thanksgiving would be the dead line for signing up before opening up to non-residents.

Galm Elementary is requesting donations to help support their PTA, a motion was made to **deny this request, approved 4/0.**

The Next Meeting: The next Regular meeting will be held on Thursday, November 19, 2009 at 6:00 p.m. at the Community Center. Sandy McManus will be notified to make other arrangements for her Karate class on that day.

ACTION Items – Communication Items for Newsletter/WC Alert: The deadline for articles for the Jan/Feb newsletter will be December 1st 2010.

A Special Board Meeting for Executive Session was scheduled for Thursday October 22, 2009 at 5:00 pm in the conference room at the Community Center.

Strategic Planning meeting is scheduled for Saturday October 24, 2009 at 10:00 am in the conference room at the Community Center.

- **Adjournment:** There being no further business before the Board, the meeting adjourned at 1:25 a.m.

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Approved by:

Liliane Castillo, Secretary

Date: _____

Attested by:

-

Harold (Rick) Severs, President

Date: _____

Posted in the VWOA Book of Minutes by:

Elizabeth V. Jensen
Community Manager, CMCA®, AMS®
VWOA

Date: _____

**Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.
Thursday, November 19, 2009
6:00 p.m.
12395 Military Drive**

-

Attendees

-

Board Members – Rick Severs, presiding; Cornel Hoskins, Liliane Castillo.

Michael Wagon was attending a Bond presentation for Northside, this was an excused absence.

-

Staff – Elizabeth Jensen, CM; Oswald Willis, ACM; Kenneth Lemanski, Superintendent of Standards;

Mr. Severs called the meeting to order at 6:04 p.m. notified the homeowners that meeting was being recorded.

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Residents: David Daniels, Cyndi Lemanski, Dr. Tricia Hall, Buck Beverley, Duane Bailey, Lanell Forshey. G.A. Besecker, G.A. Miller, Bill Fenstermacher, Guy E. Oliver, Kevin Drummonds, Cher Squillante, John Woodward.

Residents'/Guests' Forum: The residents spoke to the Board on the following issues: One homeowners asked questions on the Sports Park Security and a slide card system. The \$8,000 that was not spent on the Oktoberfest and can it be spent on some of the security ideas. Also can the Board consider doing away with Oktoberfest all together, since it is historically known as a celebration for drinking beer and can the community be liable? Another homeowner asked on the minutes of the last Ad Hoc Fence Committee. Also the resident asked why the vacant seat on the board hasn't been filled. Also said the Administration Resolution is still incorrect where it states VWOA does not own any fences when the association does according to Bexar county. He wanted to know how the error occurred on the date of the original fence project that was sent out on the fence project. One of the dates was not entered on the fence project letter and was signed by Board members. Another homeowner spoke on the budget increases and reductions that were made.

The Regular Meeting minutes for October 19, 2009 were read and **approved 3/0** as Mr. Wagon was not present at the meeting.

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Community Reports

Recreation Department: Mrs. Harston, Superintendent of Parks and Recreation, provided her report in the Board packet, she reviewed the upcoming events. Spoke on the Soccer programs with new registration date for the new season. Mrs. Harston then answered questions from the Board.

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VWOA ARC/Standards: Mr. Lemanski, Superintendent of Standards, provided his reports in the Board packet, which included graphs on property improvements and follow- up inspections. Mr. Lemanski mentioned letters that were going to be resent to homeowners that have not complied with the fence project requests. Bexar County Public Works will be looking at repairing sidewalks in the community. Ten Hogs have been trapped so far since the Hog Trappers set the traps; still having problems with people walking up and disturbing the traps. COP, the crime stats are now on the website. Trash Day was a success, had to shut down early due to two 30 yd dumpsters were filled within 90 minutes. Mr. Lemanski also answered questions from the Board.

Maintenance Department: Mr. Gavia, Superintendent of Maintenance, provided his report in the Board Packet. He was unable to attend the Board meeting so Mrs. Jensen, Community Manager, briefed the Board on the progress of the fence project; reviewed the maintenance report answered questions from the Board.

Treasurers and Finance Committee's Report: The Community Manager briefed the Board on the financials. The Board unanimously **accepted (3-0)** the report for filing and audit. Mr. Wagon was not present at the meeting.

Management Report: The Community Manager briefed the board on the Community Managers report that was included in the Board packet. Briefed the board on the property located on 12526 Point Summit is in foreclosure by the mortgage company. Introduced new hire DeAdra Harston Superintendent of Parks and Recreation, and notified the board the full-time maintenance position had been filled by Rudy Aleman. Community Manager answered the Board's questions. Management report was **accepted 3/0**.

Unfinished Business

1. Clock Tower Landscaping- Mrs. Castillo, briefed the Board on the minutes for the Landscape Committee that met November 18, 2009. Mrs. Castillo is to get with maintenance on the water and lightening issues with the monuments.
2. Office Video Surveillance – Narrowed it down to two bids and that will be discussed in the executive session.
3. Increased Security Concepts – Board looked at several options, 3 bids were reviewed and came in between \$37,000 – \$39,000. That money is not in the budget and assessments would have to be increase by \$11.00 annually. The Board decided against raising assessments again due to the opposition that was made with the \$4.00 increase.

Board Responses to Homeowners Questions:

Mr. Severs commented that the Park Security is under investigation and the Board has not come to a resolution on it yet. This would entail changing our whole system and unsure of the time frame. The funds budgeted for the Oktoberfest fest is part of the operating fund. The Board will look at the HO request on cancelling the Oktoberfest all together.

Mr. Severs explained to HO the reasons why a surveillance camera is being looked at.

Mr. Severs apologized to Mr. Bailey and the Association for his misinterpretation of filling the 5th seat on the board. Also explained the Board is in the process of correcting this action and that seat will be filled by the next Board of Directors meeting.

What is the nominating process? Mr. Severs explained what the nominating committee function will be, the process they go through to collect bios and presented there recommendations to the Board. He was unable to give a time frame. If you have someone you would like to nominate right away you can bring it to Mrs. Jensen and she will forward it to the committee. Mr. Hoskins, mentioned in the past photos were taken of candidates and posted with their Bios in the newsletter. Another homeowner suggested having a meeting where homeowners can meet and speak with the candidates that are running for the Board. Mr. Severs said it would be taken under consideration.

Several homeowners expressed their concern with the Decembers closed meeting. One homeowner stated it was against the Texas law to have a closed meeting and the association was under the Sunshine Act. Mr. Severs explained the Open Meeting Law does not apply to certain Homeowner Associations.

New Business

1. Grievance/Advisory Committee- Still in discussion will consist of 3-5 members, knowledgeable in the CCR's, By-laws and Standards. The committee will present the issues to the staff, if not resolved issues can be submitted to the Board of Directors. Several homeowners voiced their opinion on the grievance committee. Mr. Severs explained the process of the grievance committee selections and a volunteer sign up sheet was passed around.
2. Nominating Committee – We had one individual appointed for the Nominating Committee, who was a previous Board Member but the individual resigned. We are drafting another committee.

The Next Meeting: The next Regular meeting will be held on Thursday, December 17, 2009 at 6:00 p.m. in the Conference room and the meeting will be a closed meeting, only for the Board and Staff.

ACTION Items – Communication Items for Newsletter/WC Alert: The deadline for articles for the Jan/Feb newsletter will be December 1st 2010.

- **Adjournment:** There being no further business before the Board, a motion for **adjournment** was made; all approved **3/0**, the meeting adjourned at 7:14 pm.

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Approved by:

Liliane Castillo, Secretary

Date: _____

Attested by:

-

Harold (Rick) Severs, President

Date: _____

Posted in the VWOA Book of Minutes by:

Elizabeth V. Jensen
Community Manager, CMCA®, AMS®
VWOA

Date: _____

**Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.
Thursday, December 17, 2009
6:00 p.m.
12395 Military Drive**

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Attendees

-
Board Members – Rick Severs, presiding; Cornel Hoskins, Danita Anderson-Richards, Kevin Drummonds, Liliane Castillo excused absence due to previous commitment.

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Staff – Elizabeth Jensen, CM; Oswald Willis, ACM; Kenneth Lemanski, Superintendent of Standards; DeAdra Harston, Superintendent of Parks and Recreation

Mr. Severs called the meeting to order at 6:10 p.m. announced the meeting was being recorded.

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Residents: None Closed Meeting

Residents'/Guests' Forum: None

The new appointees Danita Anderson-Richards and Kevin Drummonds were sworn in by Tom Newton Jr., they will be replacing two Board members that resigned, Mark Cornel and Michael Wagon. Kevin Drummonds will be added on as a signatory on VWOA bank accounts and Michael Wagon will be removed.

The Regular Meeting minutes for November 19, 2009 were read and **approved 4/0** with corrections.

-
Community Reports

Recreation Department: Mrs. Harston provided a written report, see attached, which she reviewed with the Board. The Christmas Bazaar and Snacks with Santa went well; due to the weather, requests were made to move the date, the Christmas Bazaar will be scheduled a few months earlier. Mrs. Harston reviewed her annual event calendar; asked if the Board wanted the Oktoberfest to be scheduled this year, due to a homeowners concern on drinking alcohol. She also informed the Board of a request she received from a Girl Scout den to put on an event in the Sports Park which will be open to VWOA and the public and invite approximately 700 visitors; the request was made for the same day as the Annual Picnic. After some discussion, a motion was made to offer another date for the Girl Scout event, and not on the same day as the annual picnic. **Approved 3/ Opposed 1**, Kevin Drummonds opposed. Motion was made to schedule the Oktoberfest in 2010 w/out alcohol, **Approved 4/0**. Open bids for contractors to offer recreation classes, advertise on the website and newsletter.

-
VWOA ARC/Standards: Mr. Lemanski, Superintendent of Standards, provided a written report, see attached, which included graphs on property improvements and follow- up inspections. The street survey was completed for the Gardens. He is in the process of sending out 3rd notices to those homeowners that have not complied with the fence repairs. Asked the Board what is the next process if homeowners refuse to comply? After the 3rd letter has been sent, the Board recommended going through with a TPC letter which will give an additional 30 days. Motion was made to issue a TPC letter with an additional 30 days after the 3rd notice is issued, **Approved 4/0**. Bexar County has been placing the flags out to mark the areas where utilities and sidewalks will be placed. He also informed the Board that one volunteer resigned from the ARC; Mr. Severs asked if he had any recommendations? Mr. Lemanski said he would speak with the current alternate on the ARC. He asked the Board on his next course of action on one particular property that has not responded to numerous courtesy letters as well as two letters sent from the attorney office. The Board recommended Mr. Lemanski to research the infraction dates which need to be less than four years. A motion was made to check the infraction dates then to follow the legal process with the attorney, **Approved 4/0**. Mr. Lemanski briefed the Board on three properties that have not responded to numerous courtesy letters asking the homeowner/resident to cut and maintain the yard. He recommended that our maintenance department cut the grass on these three homes and bill the homeowner. Mr. Lemanski reviewed his report and answered the Boards questions.

Maintenance Department: Mr. Gavia, Superintendent of Maintenance was not present due to illness. The Mrs. Jensen

provided a written report, see attached. She reported on the progress of the fence project 3.85 miles have been completed. The maintenance department has been working on the monument lighting; they have completed the lighting at the Gardens and Wynwood. Waiting on a quote for the relocation of the tot-lot; also waiting on a quote for the resealing of the surface of the deck at the CC pool. Mrs. Jensen reviewed the maintenance report answered questions from the Board.

Treasurers and Finance Committee's Report: Mrs. Jensen briefed the Board on the financials, which is attached. Mrs. Jensen also briefed the board on the meeting that took place between herself, Mr. Drummonds, and Mr. Willis to review the Financials. The Auditor was contacted on some questions she was out of the office, Mrs. Jensen will call tomorrow. Mr. Severs informed the Board of an Essentials Class that will be coming up in January. Mr. Drummonds and Ms. Anderson-Richards will inform Mrs. Jensen if they will be able to attend. The Board unanimously **accepted 4/0** the report for filing and audit.

Management Report: Mrs. Jensen provided a written report; see attached; which she reviewed with the board Mr. Drummonds asked about the Bios and when they are due. Bios are due by February 15th in order to go into the newsletter and we will list on website. Annual meeting is April 22, 2010. Oswald to ensure it is posted on the website. A motion was made to accept the CM report, **accepted 4/0**.

Unfinished Business

1. Grievance/ Advisory Committee, Names of volunteers that signed up for the committee were announced. Mr. Drummonds recommended naming the committee "Advisory Committee". Mr. Severs suggested 3 to 5 volunteers to be chosen for this committee. Some discussion on the responsibilities of this committee were discussed, Mrs. Anderson-Richards recommended sending a list out to all homeowners to select the volunteers they would like to serve on the Advisory Committee, it can be advertised on the website. A working draft of Rules and Responsibilities for this committee will be determined by the Board.: Open
2. Office Video Surveillance – Bids to be discussed in the executive session.

New Business

1. The Gardens Street Survey- Results from survey: Speed Bumps, Changing the monument, Fire Lane, homeowners were against these options and did not want any of these changes to be done. A motion made to accept the street survey and no subsequent action to be taken **approve 4/0**.
2. Mr. Drummonds asked Mr. Newton to look into the litigation that took place when the gate was removed and Bexar County accepting the streets in the Gardens. Mr. Newton will check his files; if he cannot find anything he will call Mr. Weber, the previous VWOA attorney. To check if the developer was suppose to bring the streets up to standards in order for Bexar County to accept. There is a four year statute of limitations.: Open
3. Mr. Severs entered Michael Wagnon's resignation. : Closed
4. Holiday/ Office Schedule for 2010- CM briefed the Board on the 2010 Holiday schedule and the office opening the 2nd Saturday of every quarter instead of the 1st Saturday of every quarter. A motion was made to accept the Holiday schedule, **approved 4/0**. A motion was made to have the office open the 2nd Saturday of every quarter, **approved 4/0**.
5. Nominating Committee- Only had one volunteer which is Kevin Drummonds, two more volunteers are needed. Mr. Severs asked Mr. Hoskins to provide the Board with the names of two other volunteers.: Open

The Next Meeting: The next Regular meeting will be held on Thursday, January 21, 2009 at 6:00 p.m. in the Community Center Activity Room.

ACTION Items – Communication Items for Newsletter/WC Alert: The deadline for articles for the April/May newsletter will be March 1st 2010.

- Adjournment: There being no further business before the Board, a motion for **adjournment** was made; all approved **4/0**, the meeting adjourned at 8:24 pm.

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Approved by:

Liliane Castillo, Secretary

Date: _____

Attested by:

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Harold (Rick) Severs, President

Date: _____

Posted in the VWOA Book of Minutes by:

Elizabeth V. Jensen
Community Manager, CMCA®, AMS®
VWOA

Date: _____