



The Villages of Westcreek Owners' Association, Inc. Est. 1994

**Regular Board of Directors Meeting Agenda
Thursday, 7 PM, October 15, 2015 @ Community Center**

- **Call to Order and Pledge of Allegiance to the Flag**
- **Review/approve previous minutes**
- **All other Business and Reports may be suspended contingent on 2016 budget**
- **Members/Guest forum**
- **Department/Committee reports**
 - Recreation Department
 - Maintenance Department
 - Standards Department
 - Administrative Department
 - Community Management Department
 - Architectural Review Committee
 - Standards review/update Committee
 - Finance Committee
 - Landscaping Committee
 - Nominating Committee
 - Communications Committee
 - Public Safety Committee
 - Sports Park Committee
 - Sports Committee
 - Strategic Planning Committee
 - Ad Hoc Fence Committee
- **Unfinished Business**
 - Restrooms for Sports Park. **OPEN**
 - Website improvements. **OPEN**
 - Electronic Voting staff is reviewing vendors **OPEN**
 - Leaning brick columns and fences. AR 32 ad hoc Fence Committee. Staff to get bids for the repair of leaning columns on tally and throughout the Villages of Westcreek **OPEN**
 - National Night out **OPEN**
 - Clarification of AR 20 **TABLED**
 - Removal of barb wire and modification of fence around tennis court **OPEN**
 - Restroom Design Details **OPEN**
 - Marquee Sign **OPEN**
- 6. **Executive/Emergency Session Results**
 - An electronic vote was taken to add more mulch in the tot lot under the new equipment. The measure passed 4 -0 with Mr. Hoffman ill.
 - Report of Foreclosures: See administrative report
 - Report of Release of Liens: See administrative report
 - Report of Lien Filings: See administrative report
 - Notice of Trustee's Sale: See administrative report
- 7. **New Business**
 - Budget 2016
 - _____
 - _____
- 8. **Schedule next monthly meeting**
- 9. **Adjournment.**

VWOA 2016 Budget Draft

INCOME		
Account Description	2015 Budget	Proposed 2016 Budget
Miscellaneous Income	500	750
Recreation Dept. Program Fees		
Soccer	30,000	35,000
FALL FEST	500	350
Swim Lessons	10,000	10,200
Kickboxing/Water Aerobics/Yoga/Zumba	6,000	7,000
Smash	1,200	1,200
Mardi Gras	2,000	1,500
Annual Picnic	300	500
National Night Out	100	50
Community Fitness & Tennis	0	2,000
Swim Team	750	500
Revenues		
Owner Assessments (based on \$360 x 3401 Homes)	1,115,528	1,224,360
Builder Asmnts - Improved Lots (\$284 x 10 lots)	0	0
Collections Past Due	15,000	
Bank Interest		
Cash Account Interest	1,000	500
Late Fee Finance Charges	6,500	7,000
Collection/NSF Fees	4,000	12,000
Pool Revenue		
Pool Usage Fee	3,000	2,500
Photo IDs	1,500	2,000
Pool Party Lifeguard/Gateguard	3,500	3,500
Pool Guest Pass	5,500	4,500
Resale Revenues		
Resale Certificate Fees	22,500	25,000
Transfer/Refinance Fees	10,000	10,500
Website/Newsletter Advertisements	100	0
Estate/Yard Sales	5,000	5,000
Pavilion Usage Fees	6,000	6,250
Fence Repair Reimbursement	0	0
Community Center Usage Fees	10,000	14,000
SO Monitor	3,000	4,500
Community Center Cleaning	2,500	6,000
Concession Stand	4,000	1,000
PROJECTED OPERATING INCOME	1,271,978	1,387,660

DESCRIPTIONS	2015 ANNUAL BUDGET	2016 ANNUAL BUDGET
Expense		
ADMIN DEPT.		
Postage * meter contract	new	1,825
Postage	6,000	6,000
Office Supplies	10,000	7,000
Office Furniture, equipment	new	1,500
Specialty Printing	new	2,400
Copier Contract with b/w and color ink printing		11,700
Bulk Mail outs	new	3,250
ID Card Expense	new	1,500
Copy Paper for Entire Office	new	2,200
STANDARDS DEPT		
Uniforms	new	500
Standards Supplies	new	500
Printer	new	100
Courtesy Notices-printing	new	1,100
SD Cards	new	25
Furniture	new	500
Computer	new	500
Signs	new	1,000
MAINTENANCE DEPT		
Plumbing	1,500	2,000
Irrigation	1,500	2,000
Landscaping	5,000	6,000
Electrical/Lighting	2,500	3,000
Clock Tower Maintenance	1,000	1,000
Parking Lot/Street Repair	600	1,000
Vandalism Expenses	7,500	5,000
Park Fence/Gate Maintenance	500	750
Major Street Fences	5,000	5,000
Natural Area Maintenance	500	1,000
Improved Area Maintenance	2,400	8,000
Maintenance Supplies	new	3,000
Maintenance Truck	new	1,000
Comm Ctr HVAC Maintenance	1000	1000
Pest control	new	1000
REC DEPT		
Uniforms	new	500
Pool supplies	new	750
Printer and ink	new	300
Furniture	new	400
Special Events and Monthly Activities	1,500	1,400
Signs		1,000
Pool Facilities		
Pump Maintenance	1,000	1,500
Pool/Deck	500	250
Bath House/Cabana	500	500
Misc. Exp/Furniture	2,000	1,000
Programs- Existing		

Soccer	28,000	28,000
Mardi Gras	4,500	6,000
Easter Egg Hunt	500	650
Fall Festival	4,500	6,500
Summer Jubilee	7,500	7,750
Angel Tree		300
Lighting Contest	300	300
Sports Equipment	1,000	750
National Night Out	1,000	300
Programs- New		
New Programs		1,000
SALARIES		
CM	46350	47509
ACM	41200	42,230
Sup of Admin		33210
Sup of Rec	33000	33000
Sup of Standards	32700	33518
Standards Monitor (6)	56200	56200
Admin FT		22067
Admin PT		8518
Rec Asst	15000	12000
Park Monitors		30000
Head Lifeguard	4000	4500
Lifeguards	25500	29000
Gate Guards	15000	15000
Swim Lesson Instructors	6200	4500
Pool Party Payroll	3500	2500
Payroll Expenses	900	1100
CONTRACTS		
Landscape/ Maintain		
Pest Control	1500	750
Trash Removal	3500	4500
Street Sweeping	1020	1300
Pool Maintenance & Management	34000	36000
Janitorial Contract - Special Cleanings - CC	2500	7500
Weekly Janitorial Control - Comm Ctr	7500	7000
Comm Ctr Fire/Burglar Alarm Maint Contract	2800	6200
Computer Contract	4500	3500
Drug Testing	300	300
Hog Trapper	300	500
UTILITIES		
Electric	42000	44500
Water/Sewer	25000	15000
Phone	8000	8000
Insurance Liab and Prop Damage	40000	44000
Insurance Workman's Comp	8000	5000
Insurance Corp and Prop Taxes	3000	8500
Employer Payroll Taxes	34000	25000
Business Auto	2200	2200
OTHER OPERATING EXPENSES		
Bank Charges	7500	13400
Dues & Subscriptions	200	200
Record Storage	660	700
Acct Services	18000	20000

A/R Legal Services	3250	3250
Other Legal	3000	3000
Audit and Tax Prep	4000	4100
Other Prof Consult	100	100
Notes Payable Interest	80000	80000
Current Portion Note Payable (Community Center Principal)	88000	88,000
Licenses & Permits	400	500
Travel Expenses (Mileage)	6500	5000
Parking	100	100
Meals	175	300
Education Expenses	1500	2000
Staff Performance Incentive	12000	12000
Equipment Rental	4000	4000
Software	1000	1000
Community Center Maint/Repair	8000	8000
Newsletter Layout & Maint	3500	500
Website Development and Maint	1500	1500
Services CC (contract services)	3000	4500
Party Monitoring	2500	4000
Depreciation Expense		20,000
Miscellaneous Contingency	8500	5000
Total Projected Operational Expenses		1,212,252

Projected Annual Operating Revenue at current rate of \$328 x 3401		1,278,828
Less Budgeted Operating Expenses		-1,212,252
Projected Surplus/Deficit		66,576

Projected Annual Operating Revenue with proposed increase of \$32.00 annually- (\$360.00x3401)		1,387,660
Less Budgeted Operating Expenses		-1,212,252
Total for Reserve Contributions		175,408

Projected Projects for 2016	Estimated Costs
Repair Fence Pillars	\$85,000.00
Tennis Courts	\$17,000.00
Monuments	\$40,000.00
SP Trash receptacles, benches, additional amenities	\$30,000.00
SP Bathroom	\$130,000.00
SP Fitness Equipment	\$15,000.00
SP Security and Lighting	\$30,000.00
Parking Lots Resurfacing	\$17,000.00
Total	\$364,000.00