



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

**Regular Board of Directors Meeting Agenda
Thursday, 7 PM, September 17, 2015 @ Community Center**

- **Call to Order and Pledge of Allegiance to the Flag**
- **Review/approve previous minutes**
- **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 Basketball court **OPEN**
 - Combining Sports and Sports Park committees **OPEN**
- 6. **Executive/Emergency Session Results**
 - View attached Administrative Report for Foreclosures, Release of Liens, Lien Filings, and Trustees Sale reports
- 7. **New Business**
 - Restroom Design Details
 - Marquee Sign
 -

- 8. **Schedule next monthly meeting**
- 9. **Adjournment.**

**Regular Meeting of the Board of Directors
Thursday, August 27, 2015**

Open Meeting: The Regular Meeting of the Board of Directors was called to order by the President, at 7:05 PM on July 16, 2015. The purpose of the meeting was to conduct regular business as identified in the pre-announced agenda. Following the Pledge of Allegiance, the President suspended business to allow our State Representative, Mr. Rick Galindo, to speak and take questions. After approximately 20 minutes of discussion with Mr. Galindo, the President called the meeting to resume regular business and the minutes for the previous months' meeting were reviewed and approved. The motion to approve the minutes was made by Kevin Drummonds. The motion was seconded by Christopher Bell. Motion carried 4-0.

Board members present:

Richard Gentry, President
Kevin Drummonds, Vice President
Anthony Hoffman, Assistant Secretary

Guy Oliver, Secretary
Christopher Bell, Treasurer

Board Members Absent:

None

Staff present:

Jennifer Bell, Community Manager
Sylvia Mennel, Assistant Community Manager
Melynda Porter, Administrative Superintendent
Adrian Suttles, Superintendent of Standards
Dawn Garza, Interim Superintendent Parks and Recreation
Jamie Esquivel, Superintendent of Maintenance

Members Present

Harold Severs
Barbara Hopkins

Bill Fenstermacher

Gene Hopkins

Guests Present:

State Representative Galindo.

District Director for State Representative Galindo, Mr. Rey Saucedo.

Mr. Galindo reported on recent legislative updates and talked about annexation. He will talk more about annexation at the September 19 Legislative Session review meeting at the Community Center at 9 AM.

II. Open Forum:

Mr. Gentry opened the members forum.

None of the members wished to speak.

III. Committee/Department Reports:

- Recreation Department. A written report was provided and is attached to these minutes.
- Maintenance Department. A written report was provided and is attached to these minutes.
- Standards Department. A written report was provided and is attached to these minutes
- Administrative Report. A written report is provided and attached to these minutes.
- Community Management Department. A written report was provided and is attached to these minutes. Mrs. Bell gave the managers' report and financial report.
- Architectural Review Committee. A written report was provided and is attached to these minutes.

- Standards Review/Update Committee. A verbal report was given by Mr. Gene Hopkins. The committee is getting very close to finishing.
- Finance Committee. The Treasurer, Mr. Bell, stated that the next Finance Committee meeting on September 2 at 6 PM the minutes of the last meeting are attached to these minutes
- Landscaping Committee. No report no activity
- Nominating Committee. No activity
- Communications Committee. The minutes of the August meeting is attached to these minutes
- Public Safety Committee. See attached report. \$200 was requested to pay the Elaine Garcia band. The Public Safety committee had never formally voted on submitting this request. The request was sent back to committee for a formal vote.
- Sports Park Committee. See attached report.
- Sports Committee. See attached report.
- Strategic Planning Committee. Mr. Drummonds, Chairman of this committee, stated that the quarterly meeting had not been scheduled at this point. He plans to schedule one for the middle to late September and will let everyone know when that occurs.
- VWOA Ad Hoc Fence Committee. The July and August minutes are attached to these minutes

IV. The Unfinished Business:

- Status of sidewalk at Saxon Hill and Military Dr., West. Bexar County's contractor is working on installing the sidewalk. The Contractor ran in to some problems and had to redo portions prior to approval by the County **CLOSED**
- Installation of equipment for tot lot for 2 to 5-year-olds. Waiting on installation. **CLOSED**
- Additional toys for tot lot. **CLOSED**
- Restrooms for Sports Park. **OPEN**
- Website improvements. See Communications Committee report above. **OPEN**
- Electronic voting: Referred to the communications committee has given staff additional vendors. Staff is looking at these vendors and will make a proposal to the Board **OPEN**
- Leaning brick columns and fences. AR 32 ad hoc Fence Committee Mr. Gentry tasked the staff to get a bid to repair the leaning columns on Talley Road and throughout the Villages of Westcreek. **OPEN**
- National Night out. **OPEN**
- Clarification of AR 20. **TABLED**
- Purchase of AED equipment. The cost was \$75 per unit higher than was approved. After a brief discussion, the additional cost was approved unanimously. **CLOSED**
- Upgrading Security System at the Community Center. **CLOSED**
- New sidewalk around the new toys and mulch under them. **OPEN**

V. Executive/Emergency Session Results

- **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
- The board voted on electronically to approve a contract with J&J construction to install a sidewalk around the new toys and mulch under them. The contract amount was \$8185.97 this had to be done before we could open the tot lot. The vote was 3 in favor 1 against and 1 on vacation. Richard Gentry, Christopher Bell, and Guy Oliver voted in favor. Kevin Drummonds voted

against because he wanted to have more bids, but stated that he understood the reasoning behind doing it the way it was done. Anthony Hoffman was on vacation.

VI. New Business:

Mr. Gentry made a motion to remove the barbed wire from the top of the fence and to lower the chain-link fence back to five (5) feet around the basketball court. The motion carried 5-0


Mr. Gentry made a motion to combine the Sports Park and Sports Committee's. The motion was seconded by Mr. Hoffman. The motion carried 4-1 with Mr. Drummonds voting against the motion.

VII. Schedule next monthly meeting: September 17, 2015, at 7 PM in the Community Center.

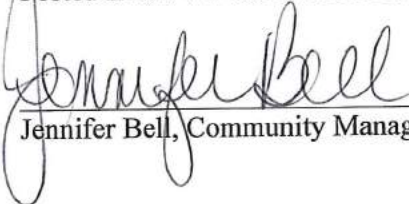
VIII. Adjournment: There being no further business before the Board, the meeting was adjourned at 8:45 PM.

Written by:

_____ Date _____
Guy E. Oliver Secretary

Approved by: _____ Date _____

Richard Gentry President

Posted in the VWOA Book of Minutes by:

 _____ Date 9.18.2015
Jennifer Bell, Community Manager

PARKS & RECREATION September 2015 Report

I. Current Programs/Classes

a) **Soccer:** Games begin Sept 12th, ends with Nov 7 Tournament. 351 kids registered, 22 teams. Our 12-14 year old age group has only 2 teams, and playing each other each week. They are unable to play GNW this year due to their reorg of program. They may do an occasional scrimmage at GNW to break it up

II. Improvements:

a) Tot lot in Sports Park has new play equipment items installed. Completed, other than building up the area next to sidewalk, and laying sod. Looks great and many, many compliments have been received.

b) Needs:

~ Tennis court needs resurfacing and nets need repair. Quotes are being obtained for this project

~ Parking lot potholes need repair, and parking lot lines need repainting. Quotes are being obtained for this project.

III. Past Events:

a) SA Scorpions are provided a free Soccer Clinic for all registered players. Event was Sept 3rd, 6-8 p.m., open to the first 120 in age groups 3-8, and 9-14 (240 kids total). Had a great turn out, and positive feedback

IV. Upcoming Events

a) SA Scorpions tickets on sale, discounted price of \$10 each

b) Fall Festival is Nov 14th, budget is \$4,500. We are working on quote for carnival rides, hay ride, and DJ. Discussing whether or not porta-potty rental is necessary. More to come on this next meeting.

J & J CONSTRUCTION

RESIDENTIAL & COMMERCIAL

PO BOX 762349

SAN ANTONIO, TX 78245

(210)722-5609

Jamiejjconst@aol.com

August Maintenance Report

Total work orders opened-August: 7

Total work orders closed- August: 6

Open work orders August:

1-Pavilion gutter to be removed

Upcoming Projects--

Community Center building stucco cracking

Community Center floor needs redone

Asphalt for CC and SP parking lots need repair

Daily Tasks:

- * Mowing all needed areas and trim along fence lines and curbs is on a schedule that is only deviated from on an emergency basis, such as weather. We have to maintain our schedule because subdivision is so large.
- * Pick up trash along main road ways
- * Walk around Community Center for trash and debris
- * Clean and hose down sidewalks around building.
- * Addressing vandalism throughout the community.
- * Provide professional feedback on areas of concern noted through observations.

Mowing:

- * Mow all needed areas, and trim along fence lines and curbs.
- * Spraying herbicide for weeds.
- * Spraying rock areas for weeds.

Land:

- * Daily trash pick-up and inspection of property for hazards.
- * Worked on lights at monuments
- * We have been trimming trees that obstruct sidewalks ,and road ways
- * We have been spraying weed as needed
- * Removing items that have been illegally dumped.

Park:

- *Mowing all needed areas and along the creek.
- *Inspecting existing park fixtures.
- * Repaired water fountains, all working at the end of August.
- *Addressing vandalism.
- *Blowing rocks in tot lot on a daily base
- * Installed 2 new playground equipment pieces. Installed drainage, sidewalk, and mulch in the new tot-lot area.

Community Center:

- * Maintain the centers exterior grounds.
- * Transplanting some trees and shrubs.

STANDARDS DEPARTMENT MONTHLY REPORT

From: Adrian Suttles, Superintendent of Standards

To: VWOA Board of Directors

Subject: Monthly Report

Presented to the Board of Directors on

August 2015

September 17, 2015

TOPICS	ACTION AND/OR NOTES	STATUS	
ARC Committee Membership:	The ARC is staffed with five (5) community residents who volunteer their time on a weekly basis.	Info	
Property Improvement Applications (PIA): (see ARC Committees' report)	Submitted to ARC: Approved: Disapproved:	72 62 10	86% 14%
Staffing/Personnel:	Staffed with six (6) part time Standards Monitors.	Info	
		Number	Pct. +/-
Standards Violations Documented:	Violations of our standards were noted this month:	656	55%
	Violations of our standards were noted last month:	424	
		232	
		Number	Pct. +/-
Thank You Notices:	This Month:	168	-23%
	Last Month:	219	
	Increase / Decrease from last month:	-51	
		Number	Pct. +/-
Personal Contact:	This Month:	117	193%
	Last Month:	40	
	Increase / Decrease from last month:	77	
		Number	
Re-Sale Inspections:	This Month:	16	
	Last Month:	27	
	Increase / Decrease from last month:	-11	
		Number	
Yard/Garage Sales:	This Month:	46	
	Last Month:	44	
	Increase / Decrease from last month:	2	

PROJECT MANAGEMENT		
PUBLIC SAFETY REPORT		
Graffiti reported:	WC Oaks near Dwyerbrook~Fence~Black spray paint of a heart	8/7/15
Crime reported:	Highpoint~Point Sound~Vehicles written on with fire extinguisher	8/3/15
	Estates~Creek Knoll~House egged during the night	8/4/15
	Estates~Creek Knoll~Solar lights stolen from front yard	8/5/15
	VWOA~Military Dr. & Grosenbacher intersection~Stop sign removed from ground after just being reinstalled	8/12/15
	Highpoint~Park Point~Ipad & Ipod stolen from truck parked in driveway at 2 am. Police called	8/19/15



Villages of Westcreek
Owners' Association
12395 Military Dr. W
San Antonio, TX 78253
Office phone: 210-679-8761

Administrative Board Report-17 September, 2015

- Collections Break Down for August-2015
- Break down of release of Liens \$1754.27, \$2793.64, \$736.84, \$776.80, \$623.79, \$573.71, \$370.83, \$ 573.71
- Total number of open accounts with ASD is 23-\$26,113.97
- Total number of open accounts with PCPB&J-7-\$2575.44
- Report of Lien Filings \$934.43
- Total monies collected From 1 July-9 September 2015-\$229,284.84
- Paypal money collected in the 3rd quarter-\$16,366.11
- Paypal YTD-\$73,727.29
- Total money collected this Fiscal Year- \$1,038,533.37



Villages of Westcreek
Owners' Association

Community Managers Report for August 2015
Presented to the Villages of Westcreek Board of Directors September 17, 2015

Physical Plant

- Over \$87,000 has been collected via PayPal online payment system.
- We are continuing to work towards erecting a new bathroom facility in the Sports Park.
- The new tot-lot equipment from Game Time, as well as the Caterpillar and Race Car have been installed. The new sidewalk, drainage, and mulch have been completed. The tot-lot has been reopened.
- The Superintendents have been trained on the 4 AEDs (defibrulators). The AEDs have been placed in the front office and Rec. staff has one to use for soccer games and events. The additional ones will be implemented once additional training for more staff has been conducted.

Personnel

- We are accepting applications for Parks and Recreation Superintendent.
- We have an opening for a Standards Monitor.

Other Items

- **The Villages of Westcreek will be hosting a meeting with our District 117 State Representative Rick Galindo on Saturday September 19th at 9:00am. We encourage residents to attend this meeting. Representative Galindo will speak with the community regarding recent legislative bills, along with discussion on the topic of the City of San Antonio's acceleration of additional areas considered for Annexation. Please tell your neighbors about the meeting and invite them to attend.**
- Soccer games have begun.
- The Finance Committee has begun working on the 2016 Budget. The Superintendents and Management were provided Budget classes per the recommendation of the committee and approved by the Board. The Superintendents and Management are working directly with the committee to restructure the budget per Department. Additional meetings have been set throughout September. All are welcome to attend.
- The Ad-Hoc Fence committee has been holding meetings with various fence product representatives to offer different materials and pricing to the BOD for the anticipated fence project.
- The Public Safety Committee continues to work on plans for National Night Out, Tuesday, October 6. Mr. Giardino has resigned his position.
- We would like to thank all of our Committees and volunteers for their hard work and dedication to VWOA.
- The pools have changed to Fall hours. The CC pool is closed for the season. The SP pool will be open, new hours, until October 4, 2015. Please visit our office or website for pool hours.

ID Cards (includes replacement reprints)

- 95

Exclusive Usage Contracts

- Pavilion Parties 7
- Community Center 8
- Pool Parties 10

Closings

- New 0 Resale 19

Constant Contact Email Status Report

- 1992 subscribers

Facebook "likes"

- 1353 likes

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 09/17/15
 Accrual Basis

Villages of Westcreek Owners Association
Balance Sheet
 As of August 31, 2015

	<u>Aug 31, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
Due From Bank	0.02
1010 · Operating Accounts	246,828.97
1011 · Reserve Accounts	427,750.48
Total Checking/Savings	<u>674,579.47</u>
Accounts Receivable	
1020 · Accounts Receivable	-60,527.92
Total Accounts Receivable	<u>-60,527.92</u>
Other Current Assets	
1021 · Interest Receivabl	34.19
1030 · Other Current Assets	36,801.71
1040 · Undeposited Funds	3,813.81
1071 · Allowance For Doubtful A...	-18,000.00
Total Other Current Assets	<u>22,649.71</u>
Total Current Assets	636,701.26
Fixed Assets	
1050 · Fixed Assets	-148,884.15
1056 · Community Center^	2021505.24
1057 · Community Center Furniture	18,841.84
1058 · Software	4,673.91
1059 · Vehicle	22,996.00
Total Fixed Assets	<u>1919132.84</u>
Other Assets	
1037 · Chase CD	2,676.43
1190 · Prepaid Expense	20,962.50
Total Other Assets	<u>23,638.93</u>
TOTAL ASSETS	<u>2579473.03</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 · Accounts Payable	10,846.97
Total Accounts Payable	<u>10,846.97</u>
Credit Cards	
2040 · Credit Card	1,924.06
Total Credit Cards	<u>1,924.06</u>
Other Current Liabilities	
2020 · Other Current Liabilities	25,725.94
2100 · Payroll Liabilities	4,513.32
Total Other Current Liabilities	<u>30,239.26</u>
Total Current Liabilities	43,010.29
Long Term Liabilities	
2200 · Long Term Notes Payable	1017111.62
Total Long Term Liabilities	<u>1017111.62</u>
Total Liabilities	1060121.91
Equity	
2031 · Retained Earnings	148,014.84
3000 · Fund Balance	1136400.83
Net Income	234,935.45
Total Equity	<u>1519351.12</u>
TOTAL LIABILITIES & EQUITY	<u>2579473.03</u>

12:56 PM
 09/17/15
 Cash Basis

Villages of Westcreek Owners Association

Balance Sheet

As of August 31, 2015

	Aug 31, 15
ASSETS	
Current Assets	
Checking/Savings	
Due From Bank	0.02
1010 · Operating Accounts	246,828.97
1011 · Reserve Accounts	427,750.48
Total Checking/Savings	674,579.47
Accounts Receivable	
1020 · Accounts Receivable	-128,881.58
Total Accounts Receivable	-128,881.58
Other Current Assets	
1021 · Interest Receivabl	34.19
1030 · Other Current Assets	36,801.71
1040 · Undeposited Funds	3,813.81
1071 · Allowance For Doubtful A...	-18,000.00
Total Other Current Assets	22,649.71
Total Current Assets	568,347.60
Fixed Assets	
1050 · Fixed Assets	-148,884.15
1056 · Community Center^	2021505.24
1057 · Community Center Furniture	18,841.84
1058 · Software	4,673.91
1059 · Vehicle	22,996.00
Total Fixed Assets	1919132.84
Other Assets	
1037 · Chase CD	2,676.43
1190 · Prepaid Expense	20,962.50
Total Other Assets	23,638.93
TOTAL ASSETS	2511119.37
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2040 · Credit Card	1,924.06
Total Credit Cards	1,924.06
Other Current Liabilities	
2020 · Other Current Liabilities	25,725.94
2100 · Payroll Liabilities	4,513.32
Total Other Current Liabilities	30,239.26
Total Current Liabilities	32,163.32
Long Term Liabilities	
2200 · Long Term Notes Payable	1017111.62
Total Long Term Liabilities	1017111.62
Total Liabilities	1049274.94
Equity	
2031 · Retained Earnings	94,094.85
3000 · Fund Balance	1136400.83
Net Income	231,348.75
Total Equity	1461844.43
TOTAL LIABILITIES & EQUITY	2511119.37

Villages of Westcreek Owners Association
Profit & Loss Budget vs. Actual
 January through August 2015

12:12 PM
 09/17/15
 Cash Basis

	Jan - Aug 15	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense				
Income				
4150 · Miscellaneous Income	713.66	333.32	380.34	214.1%
4170 · Program Fees	62,445.80	35,400.00	27,045.80	176.4%
4180 · Swim Team	0.00	500.00	-500.00	0.0%
4181 · Wahoo Swim Team	490.00			
4190 · Reimbursed Expenses	0.00	1,333.32	-1,333.32	0.0%
5000 · Revenue	795,386.94	685,352.04	110,034.90	116.1%
5100 · Newsletter Advertisement	0.00	66.68	-66.68	0.0%
5200 · Rummage/Yard Sales	4,185.00	3,333.32	851.68	125.6%
5400 · Pavilion Rental	5,875.00	4,000.00	1,875.00	146.9%
5600 · Fence Repair Reimburse...	50.00			
5800 · Community Center	27,292.50	10,333.36	16,959.14	264.1%
5900 · Concession Stand	860.05	2,666.68	-1,806.63	32.3%
Total Income	897,298.95	743,318.72	153,980.23	120.7%
Gross Profit	897,298.95	743,318.72	153,980.23	120.7%
Expense				
8000 · Operating Expenses	208,699.59	193,406.72	15,292.87	107.9%
8200 · Administration	350,167.15	363,090.12	-12,922.97	96.4%
8300 · Maintenance	14,419.98	19,666.60	-5,246.62	73.3%
8400 · Recreation Department	105,170.87	108,999.96	-3,829.09	96.5%
8500 · Misc. & Contingency	2,444.35	5,666.68	-3,222.33	43.1%
8980 · Depreciation Expense	20,000.00			
Total Expense	700,901.94	690,830.08	10,071.86	101.5%
Net Ordinary Income	196,397.01	52,488.64	143,908.37	374.2%
Net Income	196,397.01	52,488.64	143,908.37	374.2%

Villages of Westcreek Owners Association

9/17/2015 12:58 PM

Register: 1011 · Reserve Accounts:1011.9 · Mutual of Omaha MM Rep & Repla

From 01/01/2015 through 08/31/2015

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
01/31/2015			5000 · Revenue:5040 · ...	Interest		X	12.77	100,271.88
02/28/2015			5000 · Revenue:5040 · ...	Interest		X	11.53	100,283.41
03/31/2015			5000 · Revenue:5040 · ...	Interest		X	12.77	100,296.18
04/30/2015			5000 · Revenue:5040 · ...	Interest		X	12.36	100,308.54
05/31/2015			5000 · Revenue:5040 · ...	Interest		X	12.77	100,321.31
06/30/2015			5000 · Revenue:5040 · ...	Intercrest		X	12.36	100,333.67
07/31/2015			5000 · Revenue:5040 · ...	Interest		X	12.78	100,346.45
08/31/2015			5000 · Revenue:5040 · ...	Intercrest		X	12.78	100,359.23

Villages of Westcreek Owners Association

9/17/2015 12:57 PM

Register: 1011 · Reserve Accounts:1011.7 · Mutual Of Omaha Repair & Replac

From 01/01/2015 through 08/31/2015

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/31/2015			5000 · Revenue:5040 · ...	Interest		X	22.08	128,852.47
02/25/2015	37422		1010 · Operating Acco...			X	23,750.01	152,602.48
02/25/2015	37421		1010 · Operating Acco...			X		152,602.48
02/28/2015			5000 · Revenue:5040 · ...	Interest		X	19.77	152,622.25
03/10/2015	1060		1010 · Operating Acco...	Reimburse ac f...	1,145.49	X		151,476.76
03/27/2015		Intuit	9500 · Reserved Funds...	quickbooks up...	3,571.17	X		147,905.59
03/27/2015	1061		1010 · Operating Acco...	Gametime- Tot ...	1,299.66	X		146,605.93
03/31/2015			5000 · Revenue:5040 · ...	Interest		X	25.43	146,631.36
04/30/2015			5000 · Revenue:5040 · ...	Interest		X	24.10	146,655.46
05/19/2015	37720	Mutual of Omaha Bank	1010 · Operating Acco...			X	23,750.01	170,405.47
05/31/2015			5000 · Revenue:5040 · ...	Interest		X	26.21	170,431.68
06/30/2015			5000 · Revenue:5040 · ...	Interest		X	28.02	170,459.70
07/21/2015	1062	Jamie Esquivel	9500 · Reserved Funds...		3,768.15	X		166,691.55
07/23/2015	1063	JJK Security Enterpri...	9500 · Reserved Funds...		2,100.00	X		164,591.55
07/27/2015	1064	Jamie Esquivel	9500 · Reserved Funds...		3,768.14	X		160,823.41
07/30/2015	1065	JJK Security Enterpri...	9500 · Reserved Funds...		2,100.00	X		158,723.41
07/31/2015			5000 · Revenue:5040 · ...	Interest		X	28.62	158,752.03
08/05/2015	1066	Coastal Plains Sales ...	9500 · Reserved Funds...		6,690.00			152,062.03
08/20/2015	37765	Mutual of Omaha Bank	1010 · Operating Acco...				23,750.00	175,812.03
08/20/2015	1067	Jamie Esquivel	9500 · Reserved Funds...		1,949.04			173,862.99

Villages of Westcreek Owners Association

9/17/2015 12:58 PM

Register: 1011 · Reserve Accounts:1011.8 · Mutual of Omaha-Imp (1127)

From 01/01/2015 through 08/31/2015

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/31/2015			5000 · Revenue:5040 · ...	Interest		X	22.05	129,821.38
02/25/2015	37420		1010 · Operating Acco...			X	12,500.01	142,321.39
02/28/2015			5000 · Revenue:5040 · ...	Interest		X	19.92	142,341.31
03/31/2015			5000 · Revenue:5040 · ...	Interest		X	24.04	142,365.35
04/30/2015			5000 · Revenue:5040 · ...	Interest		X	23.40	142,388.75
05/19/2015	37721		1010 · Operating Acco...			X	12,500.01	154,888.76
05/31/2015			5000 · Revenue:5040 · ...	Interest		X	24.87	154,913.63
06/19/2015	1025	Property Advanceme...	9500 · Reserved Funds...		5,750.00	X		149,163.63
06/30/2015			5000 · Revenue:5040 · ...	Interest		X	25.24	149,188.87
07/31/2015			5000 · Revenue:5040 · ...	Interest		X	25.34	149,214.21
08/17/2015	1026	Jamie Esquivel	9500 · Reserved Funds...		4,092.98			145,121.23
08/20/2015	37764	Mutual of Omaha Bank	1010 · Operating Acco...				12,500.00	157,621.23
08/31/2015	1028	Jamie Esquivel	9500 · Reserved Funds...		4,092.97			153,528.26

September 14, 2015

Communication Committee Minutes

The meeting was called to order by Bill Fenstermacher at 10:01 am.

In attendance

Bill Fenstermacher, Guy Oliver, Joyce Oliver, Gene Hopkins, Jean Woodward, Michelle de Jongh

Excused: Barb Hopkins

Old Business

Web Site Updates/Changes

Bill Fenstermacher said he met with Community Manager Jennifer Bell last Thursday (Sept. 10) regarding making changes to the web site's About section, which contains Departments and Committees. Unfortunately, Ms. Bell had not made the changes yet. Guy Oliver said she should be able to get to it sometime this week.

Bill Fenstermacher went over the sections in question and explained to the committee what recommendations were being made. He recommends that each Committee page be modeled after the Communications Committee page, to include:

- Responsibilities of the committee.
- A link to the AR regarding that committee's meeting schedule.
- A list of any standing agenda items.
- How to join the committee.
- A link to that committee's minutes from the Board Meeting.

Bill Fenstermacher made special note that the Finance Committee links to AR6A (amended). But it doesn't include the original AR as other committees did. He said we should look into why only the amended part was listed. Bill Fenstermacher also noted that the Election Committee doesn't have an AR, but just a statement in the By Laws. He said he thinks it should have an AR. He added that after the Community Manager makes the necessary changes to the web site, the Communications Committee will need to review them.

Board of Directors page: Bill Fenstermacher recommends each officer have the same size photo with their name under it and a description of their office to the right, which would include: their position and responsibilities (can be copied from the CCRs or By Laws). He also recommended to Jennifer Bell that all the Board members' photos be retaken, perhaps with a flag in the background, and that they all be the same size.

About tab with Committees and Departments: Bill Fenstermacher said the About Section pulldown lists the words "Committees" and "Departments." He said that currently, clicking on those words takes you to a page that lists the Committees and Departments, but they are not complete. He said the word should have general statements about committees and then list them. There should also be a fly-out menu of the various committees (and the same for Departments).

Contact Us: Bill Fenstermacher said he doesn't like that the Contact Us section lists all the same information that is in the right column of the main web site page. He said it seems redundant to him, but the webmaster told him it was necessary for search engines.

Documents page: Bill Fenstermacher said the standards are not linked to anything. The web master created the page but it only says "Coming soon," when it should link to the standards.

Facility Rentals: Bill Fenstermacher said we would have to look at the content of the forms and descriptions and then include a link to the rental contracts.

Maps: This section contains inconsistencies that we will have to look into.

Office page: Similar to the Contact Us section, the Office page lists much of the same information that is in the right column of the site, such as office hours. Bill Fenstermacher suggested keeping office staff descriptions generic so that any changes would just have to be the name and photo.

Volunteers: Bill Fenstermacher said this section needs to be reworked. He suggested perhaps listing the committees with links as well as having an online form that a resident could submit, rather than having to print it out and take it to the office.

Documents: All the links go to the documents, but the standards link to a page that just says "coming soon." This should link to the standards, not the Standards Committee.

There was discussion about how much easier it would be if the office staff could make a change in one place rather than having to manually do that in numerous places. Currently, for example, changing a meeting date on the web site does not affect the date on the calendar or This Week in Westcreek. Someone has to go to each of those documents to change the date. And often the changes are not made in all locations so there are discrepancies. Bill Fenstermacher and Gene Hopkins said they prefer looking at calendar for information. Guy Oliver said he always looks at This Week in Westcreek because the calendar is often incorrect. But the calendar can't link to the website or even to flyers, Guy Oliver explained. Bill Fenstermacher told the committee about a program that was used when he worked at the VA. It was called Web Event and he said it allowed them to post events, documents and links. He said the Board might want to look into it if Google Calendar isn't meeting the Association's needs.

Jennifer Bell came into the meeting and confirmed that we use Google Calendar and it is completely separate from the web site. But she said she would prefer to keep the number of changes to a minimum. She said it might be better if we make all the content changes then then look into the calendar at a later date. Guy Oliver asked Bill Fenstermacher if he could check into the price for a Web Event subscription. Bill Fenstermacher said he would.

New Business – Electronic Signs

The Board has asked the Communications Committee to vote on whether it recommends the Board invest in the electronic billboard that was presented by Bob Bozarth with Signtronix at the Communications Committee's August meeting. Guy Oliver said they just want to know if the

committee recommends this particular sign. Gene Hopkins said he thought the Communications Committee should have some say as to where the sign goes. Guy Oliver said the Board had already decided on the location, but wanted our recommendation on the actual sign.

There was much discussion about placement, benefits of an electronic sign and how would its effectiveness be measured.

Joyce Oliver motioned to recommend that the Board purchase the Signtronix sign.

Jean Woodward seconded.

The committee voted: 3 for, 3 against the proposal.

There was more discussion. The committee debated other types of signage that could be used. Standards Superintendent Adrian Suttles came into the room to explain that about half of the blue frame sign holders are damaged or corroding and would have to be replaced if we continued with them. The committee took no action on the vote and will take additional time to look into other signs.

Guy Oliver made a Motion that the Association does NOT put multiple stacked cardboard sign holders or signs anywhere in the community. Joyce Oliver seconded. Motion passed.

Adjournment

Joyce Oliver motioned to adjourn at 11:27 am. Gene Hopkins seconded. The meeting was adjourned.

VILLAGES OF WESTCREEK ARCHITECTURAL REVIEW COMMITTEE

REPORT FOR THE BOARD OF DIRECTORS---9/17/2015

Meetings held during the weeks of: 8/4/15 8/11/15 8/18/15 8/25/15

Applications reviewed: 62--approved 10--disapproved (5 were resubmitted and approved)

The 10 disapprovals were for:

- 2---Repainting portions of the house with colors that did not meet with the Standards. One (1) was resubmitted with an alternate color and approved.
- 2---Storage sheds that exceeded the allowed dimensions. Both were resubmitted with required modifications and approved.
- 2---Roof shingles with colors that do not meet with the Standards. One (1) was resubmitted with an alternate color and approved.
- 1--- Fence gate from residential property to a major thoroughfare. Resubmitted and approved.
- 1---Patio not allowed in front yard.
- 1---Wooden lattice propped up against front porch.
- 1---Water mister over garage door.

The 62 approvals were for:

- 13---Replacing roof shingles.
- 9---Repainting the dwelling and other extremities of the dwelling.
- 8---Xeriscaping, landscaping, etc.
- 4---Wooden decks behind the dwelling.
- 3---Wooden pergolas behind the dwelling.
- 3---Fence staining.
- 2---Wooden storage sheds behind the dwelling.
- 2---New front doors.
- 2---Window A/C units on side of house.
- 2---Vivint home security and wireless internet.

- 1—Above ground pool with wooden deck behind the dwelling.**
- 1---Greenhouse behind the dwelling.**
- 1---Solar panels on house roof.**
- 1---Steel and aluminum gazebo behind the dwelling.**
- 1---Mortared flagstone patio behind the dwelling.**
- 1---Mortared brick and stone walkway in front yard.**
- 1---Mortared pebbled: a. driveway extension; b. walkway from driveway to the fence gates on both sides of the house; and c. front porch extension. Also resurfacing the front walkway with pebble finish.**
- 1---Concrete pad behind fence gate along with a mortared flagstone patio behind the dwelling.**
- 1---Brick patio next to rear cement patio that leads to the storage shed behind the dwelling.**
- 1---Vertical posts and horizontal beams above wooden deck with a retractable sunscreen mounted on the side.**
- 1---Fence gate from residential property to a major thoroughfare.**
- 1---Fence extension.**
- 1---Wooden bench on front porch.**
- 1---Handicap ramps to each entrance to the house.**

NOTE: Eighteen (18) of these applications are from homeowners who failed to request prior ARC approval. The majority were found during Property Resale inspections.

**Gene Hopkins
Chair, Architectural Review Committee**

