



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

I. OPEN MEETING: The Regular Meeting of the Board of Directors was called to order by the President at 7:00 p.m., Thursday, November 18th, 2010. The purpose of the meeting was to conduct regular business as identified in the pre-announced Agenda. Meeting minutes for the October Regular Monthly Meeting (dated October 21, 2010) were reviewed and approved by a vote of 4/0 (Alan Foss was not present at this time).

Board Members Present:

John Steele, President	Alan Foss, Vice President
Rick Severs, Asst. Secretary	Judi Cannon, Treasurer
Kevin Drummonds, Secretary	

Board Members Absent: None.

Staff Present:

Brenda Tate, Community Manager
 Oswald Willis, Asst. Community Manager
 DeAdra Harston, Recreation Superintendent
 Freddy Gavia, Maintenance Superintendent
 Ken Lemanski, Standards Superintendent

Members Present:

Bill Fenstermacher	Gene Hopkins	Dennis Renfro	Richard Flaherty
Gerry Besecker	Derrick Foyle	Carl Anderson	Cher Squillante
James Holmes	Paulina Welch	Paul Collins	Michelle Bekhor
Robert Martinez			

II. OPEN FORUM:

Mr. Steele again explained the process for the open forum. He asked for the Members to keep their comments brief, direct their comments to the President, and to shape their comments in the form of a question or statement as to the action they expect from the Board. The following individuals spoke:

- a. Mrs. Gerry Besecker started off by giving kudos to Ken Lemanski for fixing the tree in their neighbor's back yard that had fallen. She was pleased to see quick action upon notifying the Association. She continued by asking a question on the garage sales and who provided the signs and what color they were. Mrs. Tate explained the process, including how the signs are supposed to be and how the Association monitors to signs. She believes the signs look terrible and there are some home-made signs. Ken Lemanski stated that the home-made signs are being removed and the Homeowners are being notified by letter. Mr. Foss asked what was so bad about the garage sale signs? He stated this was better than the alternative of having lots of "for sale" signs and that people want to have yard sales at their home versus having to haul their stuff to the park. Mrs. Besecker stated that the version of the standards she has may not be valid or at least not being followed by the Association. Mr. Lemanski explained that the standards were updated this year to include permitting yard sales, per advice of our legal counsel. The new standards were announced at the annual meeting and copies were provided then and are available at the Community Center Office. Kevin Drummonds explained that Texas Law allows Homeowners to hold garage sales and the best that we can hope to do is control how they will be conducted. **CLOSED.**
- b. Mr. Dennis Renfro asked about the Triathlon and why the latest one had been cancelled and why it was not going to continue in the future as one of our sponsored programs. Mrs. Tate explained that the Sheriff's Department had expressed some concerns, namely safety when crossing streets and traffic issues. It was noted that some of the participants did not observe traffic laws. The fact that we, the Association, could not close streets without hiring Deputies at a big cost or control the actions of participants and this presents an

unacceptable liability. This was discussed at length and it was stated that the Triathlon would not be a VWOA program until we can find a solution to these issues. **CLOSED.**

- c. Mr. Richard Flaherty suggested the VWOA establish groups for 'freezing' assessments (i.e., keeping assessments at current rates). He suggested the groups be set by age or by number of years in the community. Mr. Steele stated the Board would take the suggestion under consideration. **OPEN.**
- d. Mr. Gene Hopkins recommended closing the Sports Park by either installing the electronic gate or at least locking the swing bar gates already there. He suggested closing/locking the gates no later than 10 pm in the evening. Mr. Hopkins stated he knew of one individual that had volunteered to lock the gates. Mr. Steele noted that it would also include opening the gate in the morning. **OPEN.**
- e. Mr. Carl Anderson asked if the VWOA had any success in contacting Sheriff Ortiz and having him attend a Homeowner's meeting. He asked if the Board had tried pressure by explaining the size of our Association and the voter base. Mr. Steele noted that the Sheriff had accepted our invitation to attend our recent Town Hall meeting; however, he did not show. Mr. Steele explained that the County Commissioner and most of his staff attended and they nearly outnumbered the number of Homeowners that showed-up. Had the Sheriff actually attended it would have been even more damaging to our credibility as an involved Community group and voting block than his absence provided. **CLOSED.**
- f. Ms. Paulina Welch asked about the dumping that is going on at the back of the park and on the end of Westcreek Oaks Drive. Mr. Lemanski explained that the County is getting ready to install another bridge next to the existing one and they are also going to block off Westcreek Oaks Drive at the end of the Community fence. Hopefully this will help prevent dumping. Unfortunately, these are low light areas and unscrupulous individuals will take advantage of this situation. The only recourse we have is to catch these individuals in the act and to report them to the Bexar County Sheriff's Office or the County Constable. The Constable will respond very quickly.

Ms. Welch also stated that trying to regulate everything will drive Homeowners away. **CLOSED.**

III. COMMITTEE/DEPARTMENT REPORTS:

- a. Recreation Department: A written report was provided and is attached to these minutes. Mrs. Harston briefed the highlights of the report. She stated that the Christmas Bazaar had quite a few vendors and we advertised heavily; however, the turn-out by the Community was lower than expected. She stated that the vendors had requested this date but there were garage sales scheduled the same day and it was held two weeks before Thanksgiving. Several members of the Board believed these factors contributed to the low turn-out. **CLOSED.**
- b. Maintenance Department: A written report was provided and is attached to these minutes. Mr. Steele asked about the status of the fences along Talley Road and Westcreek View. The Talley Road portion of the fence staining has been completed. The work has not begun on Westcreek View/Grosenbacher Road fences, but the cost should be a total of \$6000, which is already covered in the budget. Mr. Steele asked if the chain saws had been fixed and Mr. Gavia confirmed they had. Mr. Steele noted that the three damaged monuments had been repaired and that we had some money left over from the settlement from the insurance companies. **CLOSED.**
- c. Standards Department: A written report was provided and is attached to these minutes. Mr. Steele stated that the Association had forwarded two (2) Homeowner's to the Attorney for action. These homes are abandoned. Members of the Board are attempting to contact another three (3) Homeowner's to see if we can resolve the issues internally prior to taking legal action. The Board is working hard to resolve these issues with the Homeowner's face to face first, but are taking a stronger stance on ignored requests for action by Homeowner's than in the past. This is especially true for repeat offenders. Mr. Steele asked that if the Homeowner would simply contact the Board or the staff to let them know what the issue is as to why they are not responding to our repeated requests. **CLOSED.**
- d. Community Management Department: Mrs. Tate provided a written report and is attached to these minutes. Mr. Steele stated that we currently have delinquent assessments of \$93,663, with the majority of this number over 90-days past due. Mr. Foss suggested that we publish the delinquent Member's names and addresses; however, other Board members stated they believed this to be a privacy issue and this is inappropriate. Our legal counsel has advised us that such action opens us to law suits for violation of privacy rules. **CLOSED.**

- e. Architectural Review Committee. Mr. Gene Hopkins briefed from the written report that are attached to these minutes. No questions were raised on the report. Mr. Steele stated that Mr. Derrick Foyle had been nominated to be an alternate member of the ARC. A motion was made and seconded to appoint Mr. Foyle as an alternate member of the ARC. Mr. Foyle was appointed by a vote of 4 to 1, with Mr. Drummonds being the dissenting vote. **CLOSED.**
 - f. Finance Committee: Mrs. Cannon stated that the Committee had not met since the last Board meeting. She stated that financially we are doing very well year-to-date with our expenses (as of the end of October) \$130,000 less than budgeted, our income is \$48,000 more than budgeted, and a net income of \$182,000. This should allow us to make scheduled contributions to our reserve funds and still have money available for potential strategic planning initiatives. These notices were posted on-line, at the office, and at previous Board meetings. **CLOSED.**
 - g. Landscaping Committee. No action. **CLOSED.**
 - h. Nominating Committee. Mrs. Cannon provided an update, which included two (2) meetings and a timeline for the election process. The Committee is working on the timeline and developing announcements for the elections. Deadlines for newsletter submission, communiques, and the meet-the-candidate event have been included in the timeline. Mr. Bill Fenstermacher created a notice to post to the website with all the information necessary for potential candidates. Mrs. Cannon briefed the timeline and asked, in the form of a motion, for the Boards approval of the draft absentee ballot, proxy, notification's for the website and newsletter, and timeline. The motion was seconded and passed by a vote of 5-0. **CLOSED.**
- Mr. Steele made a motion to appoint the following individuals to the Nominating Committee: Chair-Judi Cannon, Vice Chair-Jean Woodward, Bill Fenstermacher, Guy Oliver, Joy Oliver, Cheryl Drupiewski, and John "Woody" Woodward. The motion was seconded and approved by a vote of 5-0. **CLOSED.**
- i. Communications Committee. Mr. Ken Lemanski provided a written report (attached) and briefed on the progress of the Committee. The Committee is currently working on a communications plan and some ideas associated with that, such as a bulletin board in the Community Center, converting the old Centex sign into a billboard, newsletter articles, putting website lettering on the VWOA vehicle, etc. Mr. Steele asked that anyone interested in serving on the Committee contact Mr. Lemanski. **CLOSED.**
 - j. Public Safety Committee. Mr. Foss provided a list of recommendations for improving security and read the list aloud at the meeting. He asked that it be posted to our website. The Chair of the Committee-David Daniels was not present and did not provide a report. Mrs. Cannon noted that item #4 of the list recommended Westcreek stickers for Homeowners' vehicles; however, this initiative had been voted on and disapproved by the Board at a previous meeting. Mr. Foss was asked to remove item #4 from the list before posting it to the website. **CLOSED.**
 - k. Ad Hoc Pool Committee: Mr. Drummonds stated that the tabled items are still being researched. **OPEN.**
 - l. Ad Hoc By-Law and Administrative Resolution Review Committee: Mr. Drummonds stated that these tabled items were pending the special meeting mail-out and the outcome of the Nominating Committee (i.e., should they propose something that is not in line with the proposed updates to the By-Laws). If this occurs, the Committee would have to work with Nominating Committee to realign the proposals. **OPEN.**
 - m. Strategic Planning Committee: Mr. Severs stated that the Committee met earlier in the month, but the minutes are not available yet. He stated that a draft of a survey was sent to the Board and is scheduled to be sent to the Homeowner's between 1 January and 15 February 2011. Mr. Steele explained to the Member's present that this survey was very important in determining the priorities for the Community in the future. Our hope is that everyone will make their thoughts, ideas, and priorities known to the Board. **OPEN.**

III. UNFINISHED BUSINESS:

- a. Mr. James Holmes made a proposal to the Board to hold a class on drugs, alcohol and gangs for our Community's youth. The challenge was for the Staff to provide an acceptable time and date around our very busy schedule for the Community Center. Mrs. Tate was able to offer Tuesday evenings and Mr. Holmes stated that was acceptable. **CLOSED.**

- b. Swim Team Status. Mrs. Brenda Cornell, at a previous Board meeting, requested we look into facilities for storage of some swim team equipment (i.e., pop-up canopies), which does not have rodents. The Staff stated that we have room for storage of the equipment, but we could not guarantee there would be no rodents. The Staff was instructed to provide storage space in the facility behind the Community Center with the stipulation that the VWOA did not assume responsibility for rodent damage. **CLOSED.**
- c. Amending the Articles of Incorporation. Mr. Steele explained that a postcard notification had been mailed out to all Homeowner's, which meets the requirement for U.S. Mail notification of special meetings. The special meeting will be held in conjunction with the January 8th Town Hall meeting at 10:00 am. At this special meeting, the Member's present will vote on amending the Articles of Incorporation, which affect the process for amending the By-Laws. **OPEN.**
- d. Visa Fees. Mr. Steele explained the reason for implementing a fee for individuals using Visa Credit Cards to pay their assessments, specifically the cost to the VWOA of approximately \$6000 each year. After several communications with our legal counsel and hearing from Homeowner's it was determined that a convenience fee (\$8) could only be charged to individuals that did not appear in person to use their Visa Cards (i.e., phone, on-line, or by mail). Therefore, the previously approved amount was no longer viable and the new fee amount would either have to be approved or the process would have to be rolled back to the VWOA assuming the cost of the transactions. After an extended discussion, a motion was made to rescind the credit card fee and the VWOA resume absorbing the fee. The motion was seconded and approved by a vote of 3-2 with Rick Severs and John Steele opposed. **CLOSED.**
- e. Ad Hoc Pool Committee proposals for 2011:
 - 1) Electronic Gates/key cards. Cost being researched. **TABLED.**
 - 2) Electronic Gate for Sports Park. Cost being researched. **TABLED.**
 - 3) Gate Guards/Deputy change to Facility Monitor's. Dependent upon electronic gates/key cards. **TABLED.**
 - 4) Pool Rules. **TABLED.**
- f. Sign for Point Bend entrance to the Villages of Westcreek from Talley Road. A sign has been put up in this location. **CLOSED.**

V. NEW BUSINESS:

- a. Mr. Steele announced the results of the Executive Board meeting from the previous night, which:
 - 1) Approved a contract for cleaning of the clock tower at a cost of \$583. **CLOSED.**
 - 2) Approved the purchase of a sheet feeder/3lb digital postal scale for \$1416.97. The cost versus leasing made this an easy decision. The equipment has an on-going maintenance contract. **CLOSED.**
 - 3) Approved Christmas bonuses for the staff was approved in the amount of \$1650 total to be distributed among all the staff. **CLOSED.**
 - 4) Approved the sale of an old VWOA-owned trailer for \$100 to an individual from the staff that made an offer and agreed to pay the transfer of license/title. **CLOSED.**
 - 5) Approved the Boy Scouts-Eagle Scout project, with help from the Honor Society, to construct a nature trail behind the Community Center. The total cost to the VWOA will be approximately \$100. **CLOSED.**
- b. Mr. Foss brought up an initiative where he is trying to develop a Block Captain program where these individuals would address Community issues. Mr. Drummonds suggested Mr. Foss contact Mr. David Panter as he had already attempted to put such an initiative together. He may be able to provide some assistance in this area. Mr. Foss stated that he would contact Mr. Panter. **OPEN.**

VI. The Next Meeting: The next regular meeting will be held on Thursday, December 16, 2010 at 7:00 p.m. in the Community Center.

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

Written by:

Kevin M. Drummonds, Secretary

Date: _____

Approved by:

John B. Steele, President

Date: _____

Posted in the VWOA Book of Minutes by:

Brenda Tate
Community Manager
VWOA

Date: _____