



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

I. OPEN MEETING: The special meeting of the Board of Directors was called to order by the President at 6:04 p.m., Thursday, April 15, 2010. The purpose of this meeting was to conduct business for the month since no opportunity would be available to do so at the annual meeting scheduled for the next week. An agenda was presented to each member at the start of the meeting. The March meeting minutes were not reviewed at this meeting.

Board Members Present:

Rick Severs, President
Liliane Castillo, Secretary
Cornel Hoskins, Asst. Secretary

Danita Anderson-Richards, Vice President
Kevin Drummonds, Treasurer

Board Members Absent: None

Staff Present:

Elizabeth Jensen, Community Manager

Oswald Willis, Asst. Community Manager.

Members/Visitors Present:

David Kanter, VWOA IT Contractor

Bill Fenstermacher, VWOA Member

II. OPEN FORUM:

- a. Mr. Kanter presented the Board with cost quotes for several of Panda's desktop and server anti-malware (virus/spyware), specifically, Panda Security for Business and Panda Cloud Protection (Cloud Office Protection, Cloud Internet Protection). The Association is currently using Panda Security for Business; however, the licenses are up for renewal. He recommended Panda's solution (Panda Security for Business). The solution will cost \$495 for a one-year license. The cost for implementation would be three hours of labor. Mr. Drummonds obtained a quote from Symantec for its Protection Suite product, which costs \$535 for three years. The implementation costs would be the same for either product. The Symantec solution was selected by the Board by a vote of 5/0. **CLOSED.**
- b. Mr. Fenstermacher proposed that a video be provided for the members at the Annual Meeting on the 22nd. The Board was given a choice of four videos on leadership and motivational issues. He proposed that one be offered at some time during the meeting and a discussion ensued. It was decided that the video on change be presented at the end of the meeting for those who wish to stay and see it. Mr. Fenstermacher and Mr. Willis will meet on Thursday at noon to work-out the logistics. **CLOSED.**

III. SPECIAL MEETING BUSINESS:

- a. Annual Meeting Presentation. Mr. Drummonds presented the slide presentation to the Board Members in order to ensure accuracy and completeness. Comments/changes were made as necessary. **CLOSED.**
Issues/suggestions resulting from the presentation discussion:
 - 1) Update mission statements for each department. **OPEN.**
 - 2) Update oath. A recommendation was provided to the Board. **OPEN.**
 - 3) Investigate options for paying assessments on-line. **OPEN.**
 - 4) Post the Administrative Resolutions on the website with the CC&Rs/By-Laws. **OPEN.**
 - 5) Investigate options for establishing a secure website for the Community. **OPEN.**
 - 6) Update the constant contact – emergency notice email list. **OPEN.**
 - 7) Research options and costs for moving from life guards to no life guards, considering insurance costs and liability. **OPEN.**
 - 8) Research methods for conducting regular Community Trash Day. The cost for two large dumpsters was \$1500-\$1700. **OPEN.**

Adjournment: There being no further business before the Board, a motion for adjournment was made; all approved 5/0, the meeting adjourned at 8:06 p.m.

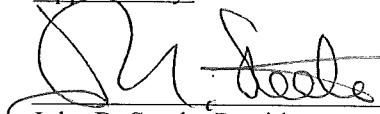
Written by:



Kevin M. Drummonds, Secretary

Date: 05/22/2010

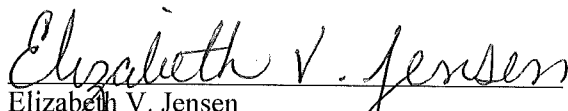
Approved by:



John B. Steele, President

Date: 20100522

Posted in the VWOA Book of Minutes by:



Elizabeth V. Jensen
Community Manager, CMCA®, AMS®
VWOA

Date: 5/22/10



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

I. OPEN MEETING: The special meeting of the Board of Directors was called to order by the President at 7:39 p.m., Thursday, April 29, 2010. This meeting followed immediately after the organizational meeting and was the first meeting of the newly elected Board Members. The purpose of the meeting was to conduct pressing business. A notice of meeting was presented to each Board Member at least five days in advance of the meeting. No prior meeting minutes were reviewed at this meeting.

Mr. Steele introduced the new VWOA Officers to all present.

Board Members Present:

John Steele, President
Kevin Drummonds, Secretary
Rick Severs, Asst. Secretary

Alan Foss, Vice President
Judi Cannon, Treasurer

Board Members Absent: None

Staff Present:

Elizabeth Jensen, Community Manager

Members/Visitors Present:

Cher Squillante, VWOA Member
Bill Fenstermacher, VWOA Member
Cheryl Drupiewski, VWOA Member
Guy Oliver, VWOA Member
Joyce Oliver, VWOA Member

Jo Fenstermacher, VWOA Member
Carl Anderson, VWOA Member
Sandy McManus, VWOA Member
Deputy Richard V. Munoz, Sr., VWOA Member
Jean Woodward, VWOA Member

II. OPEN FORUM:

- a. Mr. Oliver thanked the Board for allowing the Seniors Group to use the Community Center as a meeting place. However, he raised concern that the Group could not advertise in the newsletter as it the Group was not considered an official organization within the VWOA. Mr. Steele stated that the Board would check with the Staff and get an answer on this issue by the next Board Meeting. **OPEN.**
- b. Mr. Oliver offered to assist and to approach the Seniors Group to get volunteers to assist the Board in its initiatives. Mr. Steele stated that the Board is committed to improving communications between the Staff, Board and VWOA Members. All our options must be weighed and examined, not the least of which is cost. The Board's email (board@villagesofwestcreek.com) and other communications media will be updated as soon as possible to give everyone the opportunity to volunteer. A renewed emphasis will placed on attracting even more volunteers.

III. COMMITTEE/DEPARTMENT REPORTS:

- a. Recreation Department: NA
- b. Architectural Review Committee: NA
- c. Standards Department: NA
- d. Maintenance Department: NA
- e. Finance Committee: NA
- f. Community Management Department: NA

IV. UNFINISHED BUSINESS:

- a. Advisory Committee. Mr. Drummonds provided a draft Administrative Resolution on this subject to each of the Board Members. The AR included the proposal made to the Board by Mrs. Lemanski and those

comments from the March Board meeting. The Board agreed to review the document and be ready to discuss at the next Board meeting. **OPEN.**

- b. Swim Team: Mrs. Cannon brought up the issue of having a swim club as it was considered too late to have a swim team this year. There would be no meets this year, but the members could keep practicing with the swim team coach at the VWOA Pool. Mrs. Cannon asked if the Board could investigate the possibility of letting them do this until they can reorganize the team next year. Mr. Severs stated that Mr. Drew Rodriguez (swim coach) requested a meeting to sign a contract to accomplish this task. Mr. Rodriguez met with Elizabeth on the 26th at 10:00 a.m. and would be getting back with the Staff to work out the logistics. **OPEN.**

V. NEW BUSINESS:

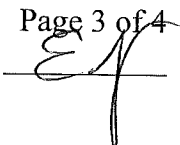
- a. 2011 Annual Meeting. A suitable time for the next annual meeting was discussed. The Board was reminded that the two factors to consider are the audit availability and the 120-day requirement from the beginning of the fiscal year. The Board agreed to look at the third week of April and have a firm date at the next monthly meeting. **OPEN.**
- b. Strategic Planning. Mr. Severs stated that the strategic planning meetings are held by the Board members only, quarterly, and from 10:00 a.m. to 2:00 p.m., on a Saturday. Mr. Severs also stated the intent of the meeting was to discuss new improvements, contracting decisions and contractors. Mr. Drummonds asked where this direction could be found in the CC&Rs, By-Laws or Administrative Resolution. Currently, the only reference was in AR-6, as part of the Finance Committee. Mr. Severs stated that a previous Board decided to make it a Board only function and since it was not a Committee, it was covered in the minutes. After discussion, it was agreed that an Administrative Resolution should be developed to return this responsibility to a Committee, which should include Homeowners in the process. It was identified that a strategic plan exists currently and the Board would be given a copy by the Community Manager prior to the next Board meeting. **OPEN.**
- c. Town Hall meetings. A proposal was made to hold Town Hall meetings quarterly going forward. The motion was seconded and approved by a vote of 5-0. No logistics were discussed. **OPEN.**
- d. National Night Out. Mrs. Cannon brought up the issue of having the VWOA promote the National Night-Out. It was decided that the project be submitted to the Recreation Director and that a plan be put together for the Board. **OPEN.**
- e. Meet-the-Candidates event. Mr. Drummonds suggested the Board make the Meet-the-Candidates event an annual event. The event would be organized, set-up and worked by the Candidates with the Association only providing the facility and advertisement in the newsletter/website. Mrs. Cannon so moved and the motion was seconded. The motion was approved by a vote of 5-0. Mr. Severs suggested that the Saturday in April, preceding the vote in which the office is open, be selected as it worked well this year. It was agreed by all Members present. **CLOSED.**
- f. Financial Management.
 - 1) Financial Management. Mrs. Cannon stated that a Finance Committee exists, albeit small. They would begin updating the property records as well as standardizing monthly reports. Mr. Drummonds will meet with Mrs. Cannon and turn over all financial documents and assist in any way possible to shorten the process. It was also noted that the Reserve Fund is currently not being managed in accordance with the Administrative Resolutions, specifically: how the expenditures are being accomplished. Mrs. Cannon will also look into this and provide a recommendation to the Board. **OPEN.**
 - 2) Reserve Fund Management / Reserve Study. Mrs. Cannon discussed the need to do another Reserve Study. It was noted that these are normally done every 3-5 years. Our last one was conducted in 2008. Mr. Steele asked that the Committee look at the current reserve study and make a recommendation to the Board as to whether it can be updated in-house or requires an independent contractor perform the task. **OPEN.**

- 3) Signature Cards. Mr. Steele requested that the Community Manager change the signature cards as soon as possible to include all the Board Members. **OPEN.**
- g. Committees. A call for volunteers would go out via the website and to the constant contact email list. Members simply need to send an email to the Board and the designated representative will contact the volunteers for their specific initiative.
 - 1) By-Law and Administrative Resolutions. Mr. Drummonds volunteered to be the Board representative on this initiative. **OPEN.**
 - 2) Election Process. Mrs. Cannon volunteered to be the Board representative. The Chairman of the Nominating Committee was not present to provide an after action report for this year's elections. It was recommended that the Nominating Committee volunteers be contacted to assist in this effort, given their experience this year. **OPEN.**
 - 3) Updating the Oath. Mr. Severs was designated the Board representative. A proposed oath was provided. **OPEN.**
 - 4) Personnel / Staffing. Mr. Steele volunteered to look at the job descriptions, policies, procedures and Homeowner/Member/Constituent service procedures. **OPEN.**
 - 5) Communications. Mr. Steele volunteered to be the Board representative for this initiative. He will be looking for volunteers with expertise in Information Technology and other areas to improve communications. **OPEN.**
 - 6) Security. Mr. Foss volunteered to be the Board representative for this initiative. Mr. Steele asked that Mr. Foss contact Mr. David Daniels, Mr. Scott Rosario, Mr. Ed Garcia, and Mr. Roberto Romero. Several ideas were discussed, including options for lights, notification of security alerts (i.e., break-ins, tagging). **OPEN.**
 - 7) Landscaping. Mr. Severs stated there was a plan in the strategic plan for the front of the Community Center. The community islands/monuments were also brought up. Mrs. Cannon volunteered to serve as the Board representative. **OPEN.**
 - 8) Letter to Sheriff. Mr. Steele stated he would draft a letter to Sheriff Ortiz expressing our displeasure with his inability to make the annual meeting of the VWOA as he had agreed to do. **OPEN.**
- h. Staff Introductions/Facilities Review. The Board discussed doing a walk-through of the facilities and meeting the staff. In addition, it was proposed that the staff provide the Board with a brief on the initiatives they are working on. A date and time for this initiative will be set up in the weeks to come. **OPEN.**
- i. McMillin Builder flag pole. Mr. Steele stated he would contact McMillin to see if they would be willing to donate the flag pole to the Community. **OPEN.**
- j. Mrs. McManus requested the Board re-open an investigation into an incident that occurred in December. She was asked to remain to discuss this issue when the Board goes into executive session. **OPEN.**


VI. The Next Meeting: The next regular meeting will be held on Saturday, May 22, 2010 at 1:00 p.m. in the Community Center Assembly Hall.

VII. ACTION Items – Communication Items for Newsletter/WC Alert: The deadline for articles for the July/August/September newsletter will be June 10, 2010.

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

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Written by:

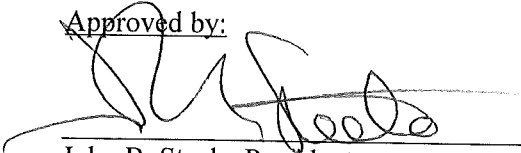


Kevin M. Drummonds, Secretary

Date:

5/22/10

Approved by:

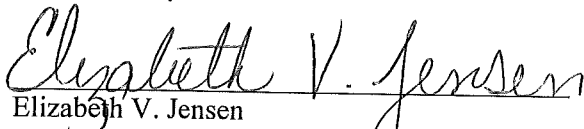


John B. Steele, President

Date:

20100522

Posted in the VWOA Book of Minutes by:



Elizabeth V. Jensen
Community Manager, CMCA®, AMS®
VWOA

Date:

5/22/10



The Villages of Westcreek Owners' Association, Inc.

Est. 1994

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

April 29, 2010

I. OPEN MEETING: The special (organizational) meeting of the Board of Directors was called to order by the President at 7:10 p.m. The purpose of this meeting was to elect Officers for the Association and to determine the one-year term for one of the new Board Members. An agenda was provided and agreed upon by the Members prior to the meeting.

Board Members Present:

Judi Cannon

Kevin Drummonds

Alan Foss

Rick Severs

John Steele

Board Members Absent: None

Staff Present:

Elizabeth Jensen, Community Manager

Members/Visitors Present: NA

II. DISCUSSION:

- a. Mr. Drummonds presented the Board Members with a proposal that the one-year term be decided by the individual with the fewest votes of the four elected Members. The Nominating Committee chair had the election results and would be providing the information upon arrival.
- b. Mr. Steele proposed that whoever is elected as President be given the one-year term. It was noted that this precluded Mr. Severs from being elected President and therefore it was rejected as an option.
- c. Per agreement from all Members present, the Board Member filling the one-year term from those newly elected is Mr. Alan Foss.
- d. Rules of Engagement. Each Board Member was given an opportunity to discuss their ideas on how the Board Members would conduct business going forward.
- e. Elections.
 - 1) The President (Mr. Severs) opened the floor for nominations. Mr. Severs, Mr. Foss and Mr. Drummonds self-nominated for the position of President. The vote was called with two votes for Mr. Foss, two votes for Mr. Drummonds, and one vote for Mr. Severs. A second vote was taken and Mr. Foss received two votes and Mr. Drummonds received three votes.
 - 2) Mr. Drummonds assumed the role of President and opened the floor for nominations for Treasurer. Mrs. Cannon was nominated and no other nominations were offered.
 - 3) The President opened the floor for nominations for Vice President. Mr. Foss and Mr. Steele were nominated for this position with no further nominations received. The vote was 4-1 for Mr. Steele.
 - 4) The President opened the floor for nominations for Secretary. Mr. Severs stated that he would not be able to serve as Secretary due to his disabilities; however he would serve as Assistant Secretary. Mr. Foss refused the nomination. The CC&Rs and By-laws were consulted as to whether the Treasurer could serve as Secretary/Treasurer. This resulted in the following discussion:
 - i. Mr. Drummonds suggested that he would step-down as President if John Steele (as the Vice President) would agree to be the President. After discussion, it was decided that Mr. Steele would be the President, Mr. Foss would be the Vice President, and Mr. Drummonds would be

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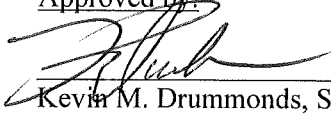
the Secretary. The President (Mr. Drummonds) asked if there were any objections. Given no objections, the Officer's are:

1. John Steele – President.
2. Alan Foss – Vice President
3. Judi Cannon – Treasurer
4. Kevin Drummonds – Secretary
5. Rick Severs – Asst. Secretary

5) A brief discussion was held on regular monthly meeting times and dates. It was decided that the next regular meeting would be held on Saturday next month, pending further discussion.

III. Adjournment: A motion for adjournment was made and approved 5/0 at 7:35 p.m., to be followed by a special Board meeting with VWOA Members invited.


Approved by:



Kevin M. Drummonds, Secretary

Date: 5/22/2010

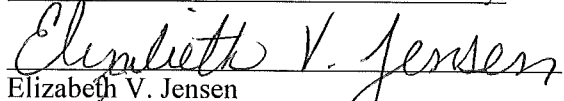
Attested by:



John B. Steele, President

Date: 2010 05 22

Posted in the VWOA Book of Minutes by:



Elizabeth V. Jensen
Community Manager, CMCA®, AMS®
VWOA

Date: 5/22/10