

seems high considering the total cost for the entire community thus far has been approximately \$24,000 in 2009 and \$14,000 in 2010. Mr. Gavia stated this estimate was based on manufacturer recommendations. Mr. Gavia also brought up the issue of painting the interior of the pool house at the Sports Park. Mrs. Tate asked the Board to provide a decision on proceeding on staining the fences. Mr. Steele asked that the staff provide the plan to include how much is in the budget and whether it is over/under the budget. No decision was made on painting the pool house. **OPEN.**

- c. Standards Department: A written report was provided and is attached to these minutes. Mr. Severs asked when the trees around the bridge at Westcreek Oaks Drive would be trimmed. Mr. Lemanski stated it would be this week and next. Mr. Steele announced that the National Honor Society at Stevens High School and some Eagle Scout Candidates have started the nature trail behind and between the Community Center and the creek. This project is approximately 90% complete and should be ready by the Christmas break. Mr. Drummonds suggested the ribbon cutting ceremony be held immediately preceding the Town Hall meeting on January 8th. **CLOSED.**
- d. Community Management Department: Mrs. Tate provided a written report and is attached to these minutes. She stated that our constant contact list for Homeowners with a goal of 800 by the end of December 2010 and 2000 by April 15th. Currently we have 717 email addresses. Mrs. Tate reported that the 2011 assessment announcements (postcard) was mailed out as well as notification of the Town Hall meeting and special meeting notice. Mr. Steele stated that we currently have delinquent assessments of \$67,479, with the majority of this number over 90-days past due. He asked that we talk to our neighbors and fellow Homeowners to get the word out that the Association will work with them to set up a plan in the event they are going through financial difficulties. Our goal is to prevent further charges (i.e., legal fees) from making a bad situation worse. Mr. Foss stated that we are not doing enough to inform the Homeowners of the process (i.e., what happens when dues become delinquent and when standards are not met). He suggested the process and the repercussions be outlined in the newsletter. Mr. Steele stated that he has put this information in several of his articles in the newsletter and will do so again. He also stated he would discuss it and the timeline at the Town Hall meeting. Mr. Steele gave a final statement touting the constant contact list and Mrs. Tate gave an example of the mountain lion notification which was opened by 392 members. Mr. Steele reiterated this list will not be shared with any unauthorized individuals or used to spam anyone. **CLOSED.**
- e. Architectural Review Committee. Mr. John Parson briefed from the written report that are attached to these minutes. No questions were raised on the report. A total of 31 submissions were received with 25 being approved and six (6) disapproved. Disapprovals were primarily lack of information or for requests outside the standards. Mr. Steele asked the ARC to report on the instances of granting waivers (variances) and in what situations they are granted. Mr. Severs stated that the recent hail storm brought about a large number of roof replacements. It was noted that Members need not submit PIA paperwork for these as long as they use like materials and colors; however, Mr. Willis stated it would still be a good idea to run it past the ARC to ensure no problems are encountered. **CLOSED.**
- f. Finance Committee: Mrs. Cannon was not present, but Mr. Steele gave a report of the budget surplus (see new business). **CLOSED.**
- g. Landscaping Committee. A contractor is working from a VWOA plan to install a rock wall, monuments, and landscaping in front of the Community Center. Mr. Steele made a motion that we approve the completion of the project by the existing contractor in the amount \$8,825.19 out of the 2010 capital improvement fund. The motion was seconded and an amendment was suggested by Mr. Drummonds to approve only if it includes the monuments that were in the plan. Mr. Steele accepted the amendment and it was seconded. The amended motion was approved 4/0 (Judi Cannon absent). **CLOSED.**
- h. Nominating Committee. No report. Mr. Steele reminded everyone that any Member in good standing is eligible to be nominated or self-nominate for the two open positions on the Board. Mrs. Tate stated that as of today only one individual has declared his intention to run for one of the positions, Mr. Richard Gentry. **CLOSED.**
- i. Communications Committee. A written report (attached) was provided. Mr. Lemanski briefed on the progress of the Committee and the recommendations that were beginning to come from the Committee.

Some of the recommendations are signs on the truck, a video for the website, ways to improve the constant contact list. **CLOSED.**

- j. Public Safety Committee. No report. **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: Still pending outcome of special meeting and results of nomination committee. **TABLED.**
- m. Strategic Planning Committee: Nothing new to report. **CLOSED.**

III. UNFINISHED BUSINESS:

- a. Swim Team Status. Mrs. Tate stated the Swim Team representative was informed of the storage space available, but that the VWOA could not guarantee there would be no rodents. **CLOSED.**
- b. Amending the Articles of Incorporation. To be discussed at the special meeting announced in the postcard and in conjunction with the Town Hall meeting. **TABLED.**
- c. 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.**
- d. Park Proposal. Mr. Severs provided a written package which included three options (attached). Mr. Severs briefed the proposal. A lengthy discussion ensued which included comments from the Members present. It was decided that more information is needed and that we need to look into the flood plain issues. **TABLED.**

V. NEW BUSINESS:

- a. ARC Members. Mr. Drummonds brought up an issue that had been brought to his attention by Mr. Hopkins. It was stated that Mr. Benefield, being active duty military, could not make the meetings as much as he had hoped and it would be better for all concerned if he could swap positions with Mr. Foyle, who is an alternate member. Mr. Steele asked Mr. Parsons if he was aware of the situation and if this was acceptable. Mr. Parsons stated he was aware and if the parties involved were agreeable, he would see it as a positive due to Mr. Foyle's experience. Mr. Steele said he was inclined to leave things as originally decided by the Board and the fact that Mr. Benefield's experience is not a prerequisite to serve and that he has six years to gain that experience. Mr. Steele asked Mr. Parsons to inform Mr. Benefield that the Board has faith in his ability to do the job and that if he feels he cannot meet the commitment, to let the Board know and he has the right to resign. **CLOSED.**
- b. Mr. Steele announced the results of the Executive Board meeting from the previous night, which approved the distribution of surplus funds from the current year's budget as follows:
 - 1) Pay-off of the VWOA maintenance truck in the amount of \$13,045.04;
 - 2) Apply the remaining \$46,380 to the capital improvement, replacement reserve, and pay-back for loan from the replacement reserve.

VI. The Next Meeting: The next regular meeting will be held on Thursday, January 20, 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 8:10 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: _____

REGULAR BOARD OF DIRECTORS MEETING

AGENDA

Thursday, 7 p.m.,
December 16, 2010
Community Center

1. **Call to order.**
2. **Review/approve previous minutes.**
3. **Member/Guest Forum.**
4. **Department/Committee reports.**
 - a. Recreation Dept
 - b. Maintenance Dept
 - c. Standards Dept
 - d. Community Management Dept
 - e. Architectural Review Committee
 - f. Finance Committee
 - g. Landscaping Committee
 - h. Nominating Committee
 - i. Communications Committee
 - j. Public Safety Committee
 - k. Adhoc Pool Committee
 - l. Adhoc By-Law Review Committee
 - m. Strategic Planning
5. **Unfinished Business.**
 - a. Swim Team storage availability -- Mrs. Tate
 - b. Amending Articles of Incorporation – special meeting notice to be sent with annual mail-out – Tabled.
 - c. Ad Hoc Pool Committee proposal for 2011 (Kevin Drummonds)
 - 1) Electronic gates/key cards - tabled
 - 2) Electronic Gate for park - tabled
 - 3) Gate guard/Deputy change to Facility Monitor's - tabled
 - 4) Pool Rules – tabled
 - d. Park proposal for 2011 (Rick Severs)
 - 1) Purchase/Lease a trailer for the Park & move Recreation Dept to Park – tabled
 - 2) Combine several positions (i.e., pavilion monitor/Deputies) into Park monitor - tabled
6. **New Business.**
 - a. Requested by ARC to swap Mr. Benefield and Mr. Foyle
 - b. _____
 - c. _____
 - d. _____
7. **Schedule next monthly meeting.**
8. **Adjournment.**



Villages of Westcreek
Owners' Association

December 2010 Managers Report
Presented to Board of directors

Total Delinquent Assessments \$67,479.00

Physical plant

- Renewed Management liability insurance SWBC (D&O).
- Clock tower power washing completed.
- One property lien originally filed for nonpayment of assessments has been paid and released.
- Mail out of 2011 assessments post cards completed.
- New Constant contact e-mail campaign.

Personnel

- Perry turner Maintenance technician has completed his ninety day probationary period. His review was very favorable.

Exclusive usage contracts

- Community center 6
- Pavilion party 4
- ID card Transactions 28

Home Transactions

- New 5
- Resale 11

Villages of Westcreek Constant Contact Email Status Report
November 2010

Date	Email	# of recipients	# of opens	# of website click-thru
11/1	Triathlon Cancelled	715	217	4
11/10	Christmas Bazaar	705	261	5
11/11	Happy Veterans Day	705	257	4
11/15	Weekly Announcements	710	331	10
11/16	Snacks With Santa	710	284	4
11/17	BOD Meeting Agenda	709	238	3
11/18	Camp Rock	709	254	4
11/19	Mountain Lion	709	392	13
11/22	Holiday Decorations	711	344	6
11/29	Weekly Announcements	713	352	9
11/30	BOD Nominations	717	246	4

As of Nov 30, 2010, there were 717 **subscriber** email addresses.

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Brenda Tate
Community Manager

Maintenance Department Monthly Report
December 2010
Maintenance Supervisor
Freddie Gavia

Equipment Status- No issues at this time.

Fence Staining:

- Westcreek View length is 6326 ft. x 7 ft. tall.
- Grossenbacher length is 2080 ft. x 7 ft. tall.
- Total length is: 8406 linear ft. or 1.6 miles.
- Total square feet is: 58,842
- Lowe's will discount the stain at \$115 per five gallon can. Regular price is \$153.
- Tax included: **\$14,650.**

Maintenance Schedule for the month of November:

November 1-5

Monday

- Picked up trash on the major roads.
- Monument maintenance.
- Sports Park lawn maintenance.
- Community Center lawn maintenance.
- Minor repair to riding mower.
- Replaced light bulbs in the Community Center hallway.

Tuesday

- Removed tagging on Scarlet Sage mailboxes.
- Fence Staining.
- Continued with Sports Park lawn maintenance.
- Picked up supplies and stain at The Home Depot.
- Cleaned equipment.
- Watered remaining trees.

Wednesday

- Tailgated the fence staining.
- Sports Park lawn maintenance.
- Repaired weed trimmer.
- Conducted preventative maintenance on the lawn equipment.
- Began tree planting at the Knoll Creek islands.

Thursday

- Checked lighting in the Community Center employee kitchen.
- Picked up trash on the major roads.
- Picked up more stain and supply's at Lowe's.
- Fence staining.
- Tree planting at the Sports Park and the Knoll Creek Island.

Friday

- Replaced light ballast in the Community Center employee kitchen.
- Fence staining.
- Continue with tree planting.

November 8-12

Monday

- Pick up trash on the major roads.
- Monument maintenance.
- Continue with tree planting.
- Water all new trees that have already been planted.

Tuesday

- Fence Staining.
- Monument maintenance.
- Lawn maintenance at Lodge Arbor house

Wednesday

- Removed tagging at the Vistas, Birchwood Bay-mailboxes.
- Refuel equipment and the truck.
- Picked up the trash on the major roads.
- Set up flags the Clock Tower.

Thursday

- Veterans Day-VWOA observed Holiday.

Friday

- Retrieve the flags posted at the Clock Tower.
- Check all entrances for VWOA signs.
- Sports Park clean up for weekend activities.
- Coordinated with Recreations for tomorrow's event.
- Retrieved the X-mas tree from storage and assembled in the Community Center.
- PM'd all equipment.

November 15-19

Monday:

- Monument maintenance
- Worked on x-mas tree lights in the Community Center.
- Picked up trash on major roads.
- Fabricated frame for welcome sign at Point Bend and Talley Rd.
- Watering of new trees.
- Greenbelts lawn maintenance.
- Clock Tower lawn maintenance.

Tuesday:

- Installed frame to welcome sign at Point Bend and Talley Rd.
- Monument maintenance.
- Continue with watering of the new trees.
- Repaired sprinkler water leak at High Point.
- Brought in and assembled the x-mas tree in the Community Center.

Wednesday:

- Continue with monument maintenance.
- Picked up trash on the major roads.
- Picked up supplies at The Home Depot.
- Trimmed hedges at the Community Center.
- Removed the metal pickets from the new tree near the pergola and replaced with bamboo poles.
- Assisted with the x-mas decorations within the Community Center.

Thursday:

- Staff meeting.
- Picked up the trash on the major roads.
- Removed signage from Talley Rd.
- Replaced bulbs at monuments.
- Cut down and trimmed the hedges on County's greenbelt.
- Brought out of storage and cleaned the x-mas tree picket railing and installed.
- Begin work / repairs to the large xmas wreaths.
- Set in the ground two posts, for cable barrier, behind the Community Center.
- Set up the chairs and tables for the evenings Board meeting.

Friday:

- Put away the chairs and tables from the previous evenings Board meeting.
- Stored extra shelving.
- Leaf blew the entrance to the Community Center.
- Continue to check on a credit card charge.
- Repaired the VWOA welcome sign at the Westcreek Oaks / 1604 entrance.
- Watered new trees.

November 22-26

Monday:

- The Trimming of the Crate Mertiles begin.
- Monument maintenance.
- Continued with the repairs to the x-mas wreaths.
- Wynwood monument at Grossenbacher, meter is missing.
- Move xmas boxes into the Community Center attic.
- Forward an email from the Partstore to Brenda.

Tuesday:

- Continue with monument maintenance.
- Completed repairs to xmas wreaths.
- Picked the trash on the major roads.

Wednesday:

- Winterize operations for the upcoming colder weather.
- Check all water meters to ensure that they are off.
- Pick up trash on the major roads.
- Community Center lawn maintenance.
- Willow Brooks-replaced light bulbs.
- Fabricated small signs for the Recreation Department.
- Replaced battery's in the Sports Park security cameras.
- Picked up the trash at the Sports Park in preparation for the weekend.
- Turned the electricity back on to the Clock Tower and reset the time.

Thursday and Friday

- Thanksgiving Holidays.

29-30 November

Monday:

- Removed tagging at "The Park" monument and a mailbox also.
- Begin power washing the walls and concrete at the Clock Tower.
- Repaired a small portion of the brick wall at the Clock Tower.
- Lighting in the Clock Tower in need of repairs.
- Picked up new light at The Home Depot and other supplies.
- Hung the large wreaths on the Clock Tower.
- Resolved the credit card charge, emailed the invoice to the Community Manager.

Tuesday

- Picked up trash on the major roads.
- Leaf blow the entrance to the Community Center.
- Continue with the maintenance at the clock tower.
- Replaced light bulbs at Quail Meadow, Country Oaks.
- Replaced light fixture at the Woods.

Future Projects:

- Installation of the ceiling in the Sports Park Pool Lifeguard office is currently in progress.
- Removal and re-installation of new expansion material of the Sports Park Pool deck.
- Installing a shower at the Community Center Pool.

Recommendation:

- Repaint the Sports Park Pool building office and bathrooms the same color as the exterior. Currently those rooms are dark blue and yellow. It will require about 10 gallons of paint. We have on hand 5 gallons of primer if necessary.

Parks and Recreation November 2010 Report

Board of Directors Meeting – December 16, 2010

Submitted by: DeAdra Harston - Superintendent of Parks and Recreation

I. Contractors:

- a. We currently have 3 contractors who renewed their contracts for 2011.
 - i. SMASH
 - ii. Olympic Karate
 - iii. PiYo & Turbo Kick

II. Programs/Classes

- a. **Cardio Kickboxing** – Monday & Wednesday nights @ 6:30 pm, 7.
- b. **Olympic Karate** - Class running Tuesday and Thursday evenings with 17.
- c. **PIYO** – Tuesday and Thursday mornings and Tuesday evening with 7.
- d. **SMASH (School of Modern Arts, Salsa & Hip-Hop)** Camp Rock over Thanksgiving break was a big hit with 22 participants. Now preparing for Wizards of Waverly during Christmas break. We have 53 enrolled in the programs this month.
- e. **Soccer** – Great season ending this week. We had the parents vs. players on Wednesday, December 08, 2010. Soccer Pot luck Banquet on Saturday, December 11 with trophies passed out by coaches and games played with players. Coaches vs. players on Wednesday, December 15. On Wednesday, December 15, we had a coach's appreciation dinner to discuss the Spring 2011 Season: changes, opportunities, and opponents.
- f. **Muscle Toning** – going great. We had bring your spouse day on Friday, November 19. Great laughs and fun. Bring your friend day will be held Friday, December 17. 7 enrolled.

III. Events

- a. **Snack with Santa**
 - i. Saturday, December 4
 - ii. Enrollment started slow, ended up with 57 coming and having a great time. Great new Santa Clause booked for next year, Jerry Williamson.
 - iii. One member wrote: We attended the Snacks with Santa. My children really enjoyed themselves and had a great time. I enjoyed the price! We loved the pictures, crafts, and snacks. You did a great job!
 - iv. We will hold next year.
- b. **Christmas Light Contest**
 - i. Judging to take place on one of the following nights: December 16, 17, or 18th.
 - ii. Three judges from outside of VWOA Community.

IV. We have a busy 2011 ahead of us.

STANDARDS DEPARTMENT REPORT

REPORT FOR THE VWOA BOARD OF DIRECTORS FOR THE MONTH OF NOVEMBER 2010

Presented to the BOD on December 16, 2010.

Kenneth M. Lemanski Sr., BA, CEM.

Superintendent of Standards

<u>Topics</u>	<u>ACTION AND OR NOTES</u>	<u>STATUS</u>
STANDARDS		
ARC Committee Membership	The ARC is fully staffed with five community members who volunteer their time on a weekly basis.	Open
Property Improvement Applications	Twenty-five (25) were approved and six (6) were not approved for November.	Info Only
Staffing/Personnel	Fully staffed with six (6) part time Standards Monitors. I'm going to start the hiring process for the seventh monitor soon.	Closed
Texas Property Code Letters	Six (6) TPC Letters were mailed. This is a decrease of nine (9) from Oct.	Open
Attorney Referral for Action	I have two property owners whom I want to refer to our Attorney for action.	Open
Courtesy Notices Issued	488 were issued for the month of November. This is a decrease of 84 from the 572 that were issued in October..	Info Only
Verbal Courtesy Notices Given	102 for November. This is a decrease of 48 from October.	Info Only
Re-Sale Inspections	Four (4) were completed for the month of November by the Standards Dept.	Info Only
Yard/Garage Sales	Fifty-Four residents participated in November.	Info Only

PROJECT MANAGEMENT

SA Tree Challenge	This project is closed. The final report was mailed on December 1, 2010.	Closed
Public Safety Report	The section of fence on Westcreek Oaks Drive has been repaired by the young man who struck the fence. The crime data for November has been sent to the web master for the web site. Graffiti is starting to become a problem again. I have spoken with Officer Rogules from Luna MS and we have a possible lead on one of the taggers from some of the pictures I have sent him.	Info Only
End of Westcreek Oaks Drive	We have had some more illegal dumping at the dead end area of this street. Bexar County has contacted the property owners in the area and has ordered the materials to build the gate and the barricades.	Pending
Nature Trail	This project started on December 11, 2010 with the Eagle Scout Candidates and community volunteers.	Open
Westcreek Oaks Drive Bridge	The trees and the brush in the creek bed were causing problems with water drainage and with the integrity of the bridge structure. Bexar County Public Works was contacted and they came out and removed the brush and several large trees from the creek bed.	Closed