

**The Villages of Westcreek  
Community Manager's Report  
For February  
March 10, 2010**

**1. Physical Plant/Personnel**

**a. Sports Park/Community Center/Common Area Issues/Management Issues:**

1. Community Center Pool House alarm went off, unable to turn alarm off. San Antonio Security was called and found a short on keypad wire. Had to replace keypad and 7 amp battery.
2. Worked on budget adjustments; met with Board of Directors on Modified Budget.
3. Intruder Alert installed two security cameras one in the CC foyer and one in the front office.
4. Bought out Aramark contract.
5. Met with Attorney February 25<sup>th</sup>
6. Met with Safesite (cold storage) representative, set us up to place order requests to be picked-up or delivered on line.
7. Met with John Cortez from J.R.S. Custom Homes Inc. he purchased the Greenboro lots in the village called The Park. Discussed his style of homes and updated him on Standards.
8. E-mailed Mr. Newton on the Greenboro settlement, he e-mailed Mr. Leonard again. Also e-mailed him on the Streets in Gardens, he has not had an opportunity to look through the large file that was sent to him from previous VWOA attorney Mr. Weber.

**b. Exclusive Usage Contracts:**

- 1.The Picnic Pavilion booked five (5) time during February.
- 2.The Sports Park Pool booked Zero (0) times during February.
- 3.The Community Center booked Six (6) times during the month of February.
- 4.The Community Center Pool booked Zero (0) times during February.

**c. Newsletter: Articles for July issue of the newslettered are due by June 10, 2010.**

d. Delinquent Assessments: One hundred and three (103) statements mailed in February 2010

e. Facilities Control: A total of 111 Identification Cards were issued in February 2010 ( replacement cards included).

## **2. Specific Committee Support**

**Architectural Review Committee:** Standards Coordinator attended all meetings and drafted all approval/disapproval letters.

## **3. Number of Home Closings**

For the period 2/01/10 to 2/28/10 we received closing documents on 16 homes; 6 new homes and 10 re-sale homes.

Respectfully submitted,

Elizabeth Jensen, CMCA®, AMS®  
Community Manager

Oswald Willis, CMCA®, AMS®  
Assistant Community Manager



*The Villages of Westcreek Owners' Association, Inc.*

*Est. 1994*

**Regular Meeting of the Board of Directors  
Villages of Westcreek Owners' Association, Inc.  
Thursday, February 18, 2010  
6:00 p.m.  
12395 Military Drive**

**Attendees**

Board Members – Rick Severs, presiding; Liliane Castillo, Danita Anderson-Richards, Cornel Hoskins absent excused, Kevin Drummonds absent excused.

Staff – Elizabeth Jensen, CM; Oswald Willis, ACM; Kenneth Lemanski, Superintendent of Standards; DeAdra Harston, Superintendent of Parks and Recreation; Freddie Gavia Superintendent of Maintenance.

Mr. Severs called the meeting to order at 6:00 p.m.

**Board's Discussion:**

The Regular Meeting minutes for January 21, 2010 were read and **approved 3/0**.

Residents: Cher Squillante, Bill Fenstermacher, Julio Aguilera, John Steele, Cyndi Lemanski, Cheryl Drupiewski, Sam Tomlinson

Residents'/Guests' Forum: Questions on the Nominating Committee; how are written proxy votes handled? Where does it state that a Board member can cast a vote for a homeowner? Another homeowner asked what does it mean being a member in good standing? Another homeowner stated he was experiencing a personal situation with his neighbor and is concerned with security and was surprised the way the meeting went, it sounded like a political meeting between Democrats and Republicans instead of just speaking about bettering the Community. Another homeowner spoke on delinquent assessments that homeowners owe, possibly wiping out the lower balances and focus on the larger balances. Possibly creating a secure website where homeowners can go on line and see their outstanding balances. Another homeowner voiced his concern with the homeowner that was experiencing issues with his neighbor and if there is something the Board can do about his situation. He also asked if the Board could wave delinquent assessments of \$10.00 or less or notify homeowners they have a small outstanding balance. Another homeowner recommended if the office could put a notice in with the proxy notifying the homeowner to check with the office to see if they are in good standings. Another homeowner spoke in regards to her daughter's property; she claimed her daughter only paid \$65.50 every quarter all last year which would make her delinquent and not a member in good standing and if the CM could check on this.

Board Response to Forum: Mr. Severs responded Cornel Hoskins is the Chair of the Nominating Committee and Elaine Maurer and Michelle Zissimos were appointed at the last meeting to serve on the committee. Proxies are placed in a locked box and opened 7 days prior to the election to verify that homeowners are in good standing. The Community Manager and anyone she designates will have access to the box to check the assessments. The request if a homeowner can be present when the proxy box is open to check assessments? Mr. Severs explained that has never been done in the past. Also he explained it is delineated on the proxy that the Secretary may cast a vote for a homeowner if the homeowner does not specify a candidate.

Mr. Severs explained it states in the By Laws Article V section 5.02 explains membership, member in good standing. Mr. Severs explained that the Board is unaware of the situation regarding the homeowner that was experiencing a personal situation with his neighbor. Mr. Severs stated the Board responds to situation if they are aware of it. Mr. Severs asked the Mrs. Jensen to check on homeowners account. Mr. Severs said the Board will format an AR to form the Advisory Committee.

### **Community Reports**

**Recreation Department:** Mrs. Harston provided a written report, see attached, which she reviewed with the Board. She explained the Born to Run event has been re-scheduled for May. Explained we are a class C pool so there are no water temperature requirements. Pool Openings recommended May 15th for the next 3 weekends and opening June 16<sup>th</sup>. Aqua Aerobics will be start May 10<sup>th</sup>. Mr. Severs asked for the number of participants in each event that is being offered. Mrs. Harston expounded on the different events and participants.

**VWOA ARC/Standards:** Mr. Lemanski, Superintendent of Standards, provided a written report, see attached, which included graphs on property improvements and follow-up inspections. Mr. Severs asked if crime stats were being placed on the website. Mr. Lemanski said he had been forwarding statics to Oswald who in turn forwards to the webmaster. He updated the Board on the road repairs on Point Bell; the asphalt had been laid as well as Point Cannon. Mr. Lemanski passed out a copy of draft of new Standards, and spoke briefly on some of the changes made. Mr. Severs asked the Board to review these Standards and give their input to the Arc by next Board meeting.

**Maintenance Department:** Mr. Gavia, Superintendent of Maintenance provided a written report, see attached. He briefed the Board on applying the second coat of stain for the fence project. Olympia gives an 8 year warranty on the product with two coats; second coat is required to be applied with a brush. The Board discussed the possibility of using committees or community service to help in this second application of stain.

**Treasurers and Finance Committee's Report:** Mr. Sam Tomlinson briefed the Board on the Treasurer Report and financials as submitted by Mr. Kevin Drummonds (Treasurer) and the Finance Committee see attached. He discussed the meeting that was held between Kevin Drummonds (Treasurer), Elizabeth Jensen (CM), Oswald Willis (ACM) and Belinda Casanova (Bookkeeper). He also explained the reasons adjustments were made on the budget. The Board unanimously **accepted 3/0** the report for filing and audit.

**Management Report:** Mrs. Jensen provided a written report; see attached; which she reviewed with the board, she informed the Board that all invoices and financials were taken to Armstrong & Vaughn, Ms. Roach (the auditor) said a draft should be ready the first week of April. Commercial Insurance policy is coming up for renewal February 24<sup>th</sup> which has already been submitted. Met with David Villa and Robert Delaney from Bexar County Public Works on the new sidewalks, new sidewalks will require handicap ramps which take pavers which are not in Bexar County's budget. VWOA would need to fund the pavers for handicap ramps if ramps are requested. Mr. Lemanski will get some costs estimates on the pavers. A motion was made to accept the CM report, **accepted 3/0**.

### **Unfinished Business**

1. Advisory Committee: Cyndi Lemanski presented her recommendations on the process and responsibilities of this committee. Mr. Severs said the Board would format an AR forming the Advisory Committee. Open
2. Streets in the Gardens, Mr. Newton has received files from previous VWOA attorney Mr. Weber; he will be reviewing and notify us when complete. Open
3. Community Pool Deck Repair: Quotes on repair will be reviewed in the Executive Session.

4. Blockage of Sports Park Easement: Mr. Lemanski is still waiting on San Antonio River Authority to get back with him. SAWS will start construction in 2012 on the water line along the drain north of the bridge. Mr. Lemanski also spoke with Sowell on this issue. Open
5. Swimming Pool Hours, Dates/Temperature: Mrs. Harston listed her pool recommendations on opening the pools, the third weekend in May. Mr. Severs suggested opening the pool from 4:00 – 8:00 p.m. after school is out. Mrs. Harston replied it would impact her budget due to the lifeguard payroll, possibly opening one pool twice a week. The Board agreed with Mrs. Harston's initial request on pool openings. Closed
6. Fence Warranty/estimates on completion/cost estimates on second coat of stain: Mr. Severs requested estimate on cost of stain to brush it on and the cost of labor. Possibly request homeowners to come out and stain the fences on a Saturday to reduce the cost. Open
7. Reviewing/AR: Mr. Severs asked if the Board members had an opportunity to review the AR's. He asked the Board to review AR's and sent their suggestions to him and he will consolidate them and the staff can review these AR's as well. Open

#### New Business

1. Exterior Fire Sprinkler System (Insulate), Knox Box for Fire Department: Maintenance Department can install the insulation but they need a ladder to extend that high. Freddie to look into cost of renting a ladder or cherry picker. Mr. Lemanski explained the purpose of the Knox Box to the Board, Mr. Severs requested, to obtain pricing on Knox Box. Open
2. Agenda for Annual Meeting: Mr. Severs asked the Board if they had any ideas whom to invite to speak of the Annual Meeting, suggestions made were Mr. Rhode, Mr. Shoue from Bexar County Public Works, Mr. Cortez the new builder that brought out Greenboro Homes, Sheriff Ortiz. Open
3. Place for Annual Meeting: Mr. Severs suggested asking Ott elementary or Luna middle school to use their cafeterias due to the occupancy. Open
4. Swim Team: Mr. Severs received an e-mail from Brenda Cornel that provided him with the following information: the money left over from last season is \$50.00, he read off the supplies that were purchased by the swim team. Mr. Severs asked Mrs. Harston what was her experience in Swim Team, he said Brenda Cornel and Sandy McManus cannot do the Swim Team any longer. Mrs. Harston informed the Board of her qualifications; she voiced her concerns on taking over the Swim Team this late in the season as well as it was not budgeted in this year's budget. A motion was made not to accept the Swim Team this year due to the budget. **Approved 3/0.** Mr. Severs will write an article to place on the website explaining why the Board could not accept the Swim Team this year.
5. Easter Egg Hunt: Unbudgeted item due to lack of volunteers in previous years. Mrs. Harston stated last year Breakfast with the Easter Bunny lost money, so she has did away with that event and will use that money to offer the Easter Egg Hunt along with games in the park and pot luck. Closed
6. Modified Budget: Mr. Severs asked the Board if they had any questions on the modified budget, a motion was made to accept the modified budget, **Approved 3/0.**
7. Appointment of Finance Committee: Mr. Severs appointed Sam Tomlinson and Karl Neumann to the Finance Committee; he asked if they would review AR 6, there needs to be more volunteers for on this committee. He suggested to Mr. Tomlinson to submit the names of additional volunteers for this Committee and he would make the appointments. Open

**The Next Meeting:** The next Regular meeting will be held on Thursday, March 18, 2009 at 6:00 p.m. in the Community Center Activity Room.

**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, a motion for **adjournment** was made; all approved **3/0**, the meeting adjourned at 8:45 pm.

Approved by:

\_\_\_\_\_  
Liliane Castillo, Secretary

Date: \_\_\_\_\_

Attested by:

\_\_\_\_\_  
Harold (Rick) Severs, President

Date: \_\_\_\_\_

Posted in the VWOA Book of Minutes by:

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

Date: \_\_\_\_\_

# **Parks and Recreation February 2010 Report**

Board of Directors Meeting - March 18, 2010

Submitted by: DeAdra Harston

Superintendent of Parks and Recreation

## **I. Programs/Classes**

- a. **Cardio Kickboxing Class** – Working on Contract to start April 5, Monday/Wednesday evenings.
- b. **Flag Football** – Ages 4 – 16. Coed. Registration will open, April 1<sup>st</sup> and close May 6<sup>th</sup>. Start date: May 12. End date: July 31 with Banquet.
- c. **Missions Baseball** – Reserved 300 seats for VWOA members @ \$6.50 a ticket for two different games. No obligation for VWOA to purchase any tickets. If not all 300 tickets are bought, remaining will be sold at the gate at regular price. Kate Modrovsky, Missions Account Executive, is our contact. She will collect monies and deliver tickets to the office.  
  
GAME: Saturday, June 19, Section 203 upper deck in shade. Monies due from members by Thursday, June 3.  
GAME: Saturday, August 7, Section 205 upper deck in shade. Monies due from members by Thursday, July 22.
- d. **Muscle Toning Class** - Continuing Monday, Wednesday, Friday mornings @ 9:00 am.
- e. **Olympic Karate** - Classes running Tuesday and Thursday evenings.
- f. **SMASH (School of Modern Arts, Salsa & Hip-Hop)** -Classes run Monday/Wednesday mornings & Monday/Wednesday/Thursday nights.
- g. **Soccer** – Games started. Going great. Volunteer coaches doing a fantastic job. Players are having fun.
- h. **WC Scrap Bookers Get Together** – Second Tuesdays and fourth Fridays at Community Center.

## **II. Events**

- a. **Easter Egg Hunt with Bunny – Saturday, March 27, 9:00 am @ Park**
  - i. Received excellent support from the VWOA members. Eggs are stuffed.
  - ii. VWOA Residents only. Must show/have current ID to enter Park.
  - iii. Breakfast Potluck, members bring breakfast item for potluck in the Pavilion.
  - iv. Egg Hunt & Easter Bunny roaming Park
  - v. Egg toss, family races, tug of war
- b. **Annual Picnic Theme – Good Ol’ Texan Bar-b-Que, Saturday, April 17, 11:00 am – 3:00 pm @ Park**
  - i. Grady’s Bar-b-que

- ii. Jump House, tug of war, sack races
- iii. Seeking bids from DJ's
- iv. Seeking donations/sponsorships from Community and San Antonio vendors

**III. Member Survey** – will be mailed in election kit to VWOA members.

- a. Questions, Program, and Class interests?
  - i. Close CC Pool one hour early Wednesday nights for Water Aerobics, 7:00 – 8:00 pm.
  - ii. What time for Adult Lap Swim – Learn the proper swim techniques, increase speed and lung capacity while getting a superb cardio workout, 8:00 – 9:00 am or 9:00 – 10:00 am, other time?

**IV. Miscellaneous**

- a. Cost Analysis for opening Community Center pool after school, 4 – 6 pm, third week of May.
  - i. 3 days/week, for 3 weeks, additional 54 hours of salary



**SUPERINTENDENT OF STANDARDS**  
**REPORT FOR THE VWOA BOARD OF DIRECTORS**  
 2/10/2010  
 Kenneth M. Lemanski Sr., BA, CEM

<u>TOPICS</u>	<u>ACTION/NOTES</u>	<u>STATUS</u>
<b><u>PROJECT MANAGEMENT</u></b>		
Crime/Incident Report	See attached report for the month of January 2010. (9) new COP signs have been installed by Bexar County Public Works to the entrances of W/C.	Info Only
Security Camera for Community Ctr.	Management met with Intruder Alert on February 10 for a demonstration of the equipment we are going to purchase for the front office.	Open
Fence Project	The TPC letters that were sent out last month were effective. There are only several homeowners left who have not completed their part of the project. I am asking for one homeowner to be referred to the attorney for non-compliance.	Open
Road Repairs/Sidewalk Repairs	The only work being accomplished at this time is to existing sidewalks that need to be connected or ones that are in need of repair. Some issues have come up with the ADA requirements for the curb aprons and the money that the county has budgeted is not there to cover this work.	Open
Sports Park Damage	I'm still waiting to hear from the Real Estate Manager for the San Antonio River Authority on what they are willing to do to block off access to the creek bed. There has also been some more graffiti in the park.	Open
SAWS Pipeline Easement Access	We have received a request for SAWS for access adjacent to the Sports Park for the survey work to be completed on a new water line they are going to build. The construction is scheduled to start in 2012 and completed in 2015.	Info Only
<b><u>STANDARDS DEPT. ACTIVITIES</u></b>		
ARC Committee	You will be receiving your copy of the new proposed Standards soon.	Open
Property Improvement Applications	See attached graph for those that were approved and not approved.	Closed
Texas Property Code Letters	Six (6) TPC letters and nineteen (19) Pre-TPC letters were mailed.	Closed
TPC Attorney Referral	XXXXX XXXXXbridge. The attorney has filed the lawsuit on this case.	Open
Staffing/Personnel	Fully staffed with six part time Standards Monitors.	Info Only
Courtesy Notices Issued	785 were issued for the month of January 2010	Info Only

**Maintenance Department Monthly Report**  
**February 2010**  
**Maintenance Superintendent**  
**Freddie Gavia**

**Weekly Duties:**

- Community Center and Sports Park lawn maintenance and clean up.
- Prepare the Community Center and Sports Park pavilion for weekend activities.
- Trash pick up along the major roads.
- Monument maintenance throughout the VWOA.
- Lawn maintenance of the Greenbelts.
- Maintenance on all lawn equipment.
- The general upkeep of the Sports Park and the Community Center.

**Projects:**

- Fence Staining
  - Approximately 4.75 miles of fence.
  - 75 weekdays to apply a second coat.
  - The cost for materials will approximately be the same as the first coat.
  - Maintenance Dept. will require at least one additional full time employee for this project.
- Community Center pool deck: Sundek will begin work 22 March.
- Sports Park pool building: The Carpenter will begin work as early as Friday, 19 March. Once their work is complete, the Maintenance Dept. will paint the new repairs.
- Community Center improved drainage: The work is held up until the completion of the pool deck project, because we anticipate much debris to be generated from the pool deck project.

**Future Projects and Repairs:**

- The "Rock Face Block" has been ordered and awaiting there arrival to complete the repairs to the Community Center pool bathroom partition.
- Applying a liner to all monuments:
  - This will inhibit the growth and spread of unwanted weeds and grass but that will allow for water penetration.
  - It will require 20 rolls of 4'x100'.
- Adding new mulch to the trees within the medians of the major roads.
- Adding new mulch to all the VWOA monuments to include the Community Center and the Sports Park.
- Resealing a majority of the expansion joints of the pool deck at the Sports Park pool.
- Community Center landscape: The rocky bed directly between the main parking lot and the road.(9'x235')
  - Top soil, sod, and/or sprinkler system.
  - Also flowers and plants for the existing beds.