

**Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.
Thursday, January 21, 2010
6:00 p.m.
12395 Military Drive**

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Attendees

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

- **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.

Mr. Severs informed residents Ms. Danita Anderson-Richards was appointed as Vice-President of the Board and Mr. Kevin Drummonds was appointed as Treasurer of the Board in the December's meeting.

Board's Discussion:

Mr. Severs addressed request to include the Superintendents' and Community Managers reports on website and newsletter. Mr. Drummonds recommended placing reports that are attached to the minutes on website and newsletter. Mr. Hoskins recommended placing the reports on the website but not in the newsletter due to printing cost. Mrs. Castillo recommended not publishing on the website or newsletter. It was agreed upon by the Board to place Superintendents reports and minutes on the website and only the minutes in the newsletter.

Missing from January's Agenda was the residents' forum, to be corrected.

Mr. Severs had two additions to add on the Agenda under New Business: A new Administrative Resolution making property behind Highpoint, (the 11 acres accepted from Gehan) designated common area; and to discuss rescinding AR 7, Welcome and Communications Committee.

The Regular Meeting minutes for December 17, 2009 were read and **approved 4/0** with corrections.

Residents: Duane Bailey

Residents'/Guests' Forum: Why was the fence project letter signed by two members of the board if there was an error on the letter. Mr. Severs responded that it had been an oversight and an apology was given and the letter was corrected. Also, request as to how the Ad/Hoc committee came up with the definitions of the word "maintenance" for the fence project. He requested why the third set of minutes on the Ad/Hoc Fence Committee, have not been posted on website?

Community Reports

Recreation Department: Mrs. Harston provided a written report, see attached, which she reviewed with the Board. She asked the Board about closing one of the pools at 7:00 pm in order to offer Water Aerobics 2 days a week, some homeowners had requested an earlier time for evening Water Aerobics. Discussed pool openings in May and potential water temperature standards were brought up by Mr. Harston. Mr. Severs requested more information on the water temperature standards and a survey to be conducted as to what the residents would like to see as far as hours before the Board can make a decision.

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 when the meeting with Intruder Alert will be scheduled. Mr. Lemanski explained first week in February. Mr. Severs asked if the two volunteers for the ARC Committee were up to date with assessments. Mr. Hoskins asked if a cost estimate had been done to move the boulders to block access to Sports Park from the under the south side of the bridge. Mr. Lemanski is speaking with SAWS and San Antonio River Authority on this matter. San Antonio River Authority will be contacting Mr. Lemanski next week. Mr. Lemanski, will inquire if San Antonio River Authority will cover the cost. ARC Committee is very close to having a final draft of the re-written Standards ready to present to the Board.

Maintenance Department: Mr. Gavia, Superintendent of Maintenance provided a written report, see attached. He reported on the fence staining warranty, Olympia gave an 8 year warranty on the product with two coats. The Board discussed using the \$24,000 forecasted for Major Fence Repair 2010 to re-stain with the second coat. Mr. Drummonds recommended not re-staining with a second coat. Mr. Severs explained the Associations responsibility to stain the fences for appearance but the homeowners have the responsibility for the integrity of the fences. The Board requested Mr. Gavia to acquire more information on the warranty from Olympia. Mr. Drummonds asked if tot-lot project and the re-sealing of the CC pool deck had already approved. Mr. Severs explained both of these projects had been discussed, the Board was waiting on bids. Mr. Drummonds asked if the funds were coming from Capital Replacement Fund and Capital Improvement Fund; Mr. Severs replied, yes.

Treasurers and Finance Committee's Report: Mr. Drummonds briefed the Board on the financials as submitted by the Community Manager (CM), see attached. Mr. Drummonds identified a few issues being researched by the CM, himself, and the bookkeeper and the auditor. Specifically, these issues included, but not limited to prepaid assessments, construction in process and accumulated depreciation lines on the 31 Dec 09 Balance Sheet. The Board will be kept apprised of their findings and any adjustments will have to be made in the coming months. The Board unanimously **accepted 4/0** the report for filing and audit.

Management Report: Mrs. Jensen provided a written report; see attached; which she reviewed with the board, she spoke on the broken mirrors in the Community Center and asked the Board if they would like to have them replaced. A motion was made to replace the smaller mirror that belongs to Mrs. McManus and return the mirror to her and not to replace the large mirror, and to remove it from the Community Center, **Approved 4/0**. Mrs. Jensen notified the Board of three homes that have been deeded to VWOA, they were auctioned on the court house steps and there were no bidders. Annual meeting is April 22, 2010. Oswald to ensure it is posted on the website. A motion was made to accept the CM report, **accepted 4/0**.

Unfinished Business

1. Advisory Committee: Board suggested Cyndi Lemanski draft her suggestions on the responsibilities of this committee and present it to the Board. A motion was made, **Approved 4/0**. 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. Nominating Committee: Mr. Hoskins has two names and will be setting up a meeting; he also received another name that is interested. Recommended anyone running for the Board of Directors to submit Bios and picture, so candidate can be placed on website and newsletter. Bios to be submitted by February 16, 2010. Closed

New Business

1. CC Pool Deck Repair: Bids will be discussed in Executive Session.
2. Blockage of Sports Park Easement: Discussed during the Superintendent of Standards report. Open

- 3. Administrative Resolution: Mr. Severs requested draft an Administrative Resolution designating the eleven acres behind Highpoint as VWOA Common Area. Also, to rescind AR 7, Communication Committee. Mr. Severs asked the Board to bring suggestions on updating the AR's. Open

The Next Meeting: The next Regular meeting will be held on Thursday, February 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 April/May/June newsletter will be March 1st 2010.

Adjournment: There being no further business before the Board, a motion for **adjournment** was made; all approved **4/0**, the meeting adjourned at 8:00 pm.

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Approved by:

Liliane Castillo, Secretary

Date: _____

Attested by:

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Harold (Rick) Severs, President

Date: _____

Posted in the VWOA Book of Minutes by:

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

Date: _____

**Maintenance Departments Monthly Report
For the month of January**

**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.

On Going Projects:

- Fence staining is almost complete:
 - Pending the board's decision to apply a second coat or to move on to West Creek View, Grossenbacher area.
- Community Center Pool deck and removal of the existing textured surface.
 - Two contractors will bill by the square foot.
 - The entire deck area measures approximately 7100 sq.ft.
 - It will cost approximately \$13000.00
 - Limit the removal of the surface to only the damaged areas.
- Sports Park building repair. Bids and photos to follow.
- The Tot Lot bid from the "Walk in the Park Construction" company is still in the development process as of 11February.
- Community Center Pool wrought iron fence solutions:
 - In each scenario, the posts will require reinforcement and sealing with an epoxy.
 - Install a linear drainage system that will wrap around the pool, under the sidewalk and drain into the graveled area between the pool and the community center, which is the lower area.
 - Excavate a trench the entire width of the pool below the level of the concrete deck surface about one foot.
 - Utilizing a drainage pipe and / or liner to capture the overflow.
 - Tamp with a washed rock or peat gravel.
 - Construct a retaining wall system of stone or timbers to keep the contents of the landscape away from the new drainage system.

Issues:

- The foot path connecting the subdivision "The Reserve" leading into the Sports Park was constructed in a manner that is impeding the natural flow of the water, creating standing water on both sides of the foot path.
 - Breeding grounds for mosquito's
 - Stagnant water and smell.
 - Children playing in or near the water.