



*The Villages of Westcreek Owners' Association, Inc. Est.
1994*

**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 7:05 p.m., Thursday, July 15, 2010. The purpose of the meeting was to conduct regular business as identified in the pre-announced Agenda. Meeting minutes for the June Regular Monthly Meeting (dated June 26) were reviewed and approved by a vote of 5/0.

Board Members Present:

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

Board Members Absent: None

Staff Present:

Brenda Tate, Community Manager (eff: July 19, 2010)	
Oswald Willis, Asst. Community Manager	Freddie Gavia, Maintenance Superintendent
Ken Lemanski, Standards Superintendent	DeAdra Harston, Recreation Superintendent

Members Present:

Eugene Hopkins	Robert Felt	Guy Oliver	Joyce Oliver
Bill Fenstermacher	G.A. Besecker	John Woodward	Jean Woodward
Cheryl Drupiewski	Dora Trosclair		

II. OPEN FORUM:

Mr. Steele explained the process for the open forum. Each Member that wishes to address the Board will step forward to the podium and speak. They may address one issue at a time and return to the end of the line until they have addressed all issues they wish to address. All comments should be addressed to the Chair and no back-and-forth conversations should be conducted during the open forum period. Mr. Steele went through the sign-in list to give everyone a chance to speak. After everyone had a chance to speak, the floor was opened to anyone that failed to sign up or wished to speak again. The following individuals spoke:

- a. Mr. Eugene Hopkins asked for the status of the camera's suggested at the previous months Board meeting. Mr. Willis stated that the camera's that were donated were the dome type and not for use outside. Mr. Drummonds stated that the camera's and signs are very inexpensive at Harbor Freight. Mr. Steele asked Mr. Gavia to look into this and make a judgment call as to whether these would work for us. **OPEN.**
- b. Mr. Eugene Hopkins asked about the VWOA using Deputies to monitor the park and whether or not we have a contract that could/could not be cancelled. Mr. Steele stated that we would look at our options and the Deputies would be informed of our decision if it changed the way things were done. Mr. Severs stated that there was a proposal pending (in new business) to discuss this as part of it. **CLOSED.**
- c. Ms Dora Trosclair addressed the Board on the subject of speeders in Westcreek, especially around the Park area. A discussion ensued about speeding and the speed limits within the Community overall. Mr. Steele asked that we contact the County about a new speed study on some of our specific streets (i.e., Westcreek Oaks, Military Drive West, Kingsbridge, etc). He also asked if the residents within the Community can request the speed limit be reduced to 20 or 25. Speed bumps were also discussed. **OPEN.**
- d. Ms. Trosclair requested information on why the Board decided to allow non-Members to participate in Community activities (i.e., Soccer, etc). Mr. Steele explained the new process and how no Members will be turned away and they have priority over non-Members. The intent is to keep the programs available and viable by bringing additional revenue to the Community. **CLOSED.**

- e. Mrs. Besecker asked a question about trees/shrubbery or other vegetation coming over the fences in the back of homes that interfere with sidewalk traffic or vision. The Homeowner is responsible for trimming these and the Standards Coordinator's should be notifying Homeowners of these issues as part of their normal duties. **OPEN.**
- f. Mr. Steele introduced Ms. Brenda Tate, our new Community Manager, and explained that her first day would be Monday of the next week. **CLOSED.**

III. COMMITTEE/DEPARTMENT REPORTS:

- a. Recreation Department: A written report was provided and is attached to these minutes. Mr. Drummonds pointed out that rule #14 of the pool rules had not been updated correctly to exclude a statement which prohibited water sprayers, guns, etc., in the pool and other changes as outlined in the minutes for the June meeting of the Board. A question was brought up by a Homeowner about a shuffleboard game for the Community and Mr. Steele asked Ms. DeAdra Harston to look into this. **OPEN.**
- b. Maintenance Department: A written report was provided and is attached to these minutes. Mr. Gavia gave an update on the status of the fences along the main streets. It was brought up that the areas being cleaned after graffiti were not being stained because the new stain did not match. Since the Association has a responsibility to maintain this area, we should stain whatever needs to be stained. Every effort should be made to match the stain. AR-32 is the standing order to stain where necessary.
- c. Standards Department: A written report was provided and is attached to these minutes. Mr. Lemanski responded to questions and a discussion was held on abandoned homes, specifically those things being done to correct these issues. The number of notices and time frames were discussed again. Mr. Steele made a motion to accept the written timelines (attached to these minutes) presented by the Standards Department. The motion was seconded. After discussion, the motion was amended to say that the first notice would be written or verbal (with verbal preferred), the second notice will be a written courtesy notice, and the third notice will be a TPC letter. The notice process and timeline standards were approved by a vote of 5/0.
- d. Community Management Department: Mr. Willis did not provide a report, but did provide a spreadsheet of issues and answered questions. Members of the Board and Mrs. Tate addressed a Homeowner concern about responses via telephone by office Staff and Board. The Staff and the Board are committed to responded as quickly as possible to phone, email and other requests. Any specific issues where answers have not been received should be addressed to the Board.
- e. Architectural Review Committee. Mr. Lemanski represented the ARC and provided a written report of property improvement applications that were reviewed during the past month. The report is attached to these minutes. Mr. Drummonds asked if we could have a member of the ARC attend the meeting to respond to Board questions and represent the ARC versus the Standards Superintendent. Mr. Steele tasked the Secretary to notify the ARC Members that the Board would like to have a voting Member of the ARC attend the Board Meeting to represent the ARC. Mr. Lemanski stated the Chair of the ARC is probably going to be resigning soon and volunteers will be solicited when that happens. **OPEN.**
- f. Finance Committee: Mrs. Cannon stated that the Committee did not have a meeting; however a verbal report was given to summarize the monthly financial reports from the Bookkeeper. A Homeowner asked about the volleyball net and if one will be put back up. The Recreation Superintendent stated that it was broken by people pulling on it and that they have not purchased another a new one. Mr. Steele asked that this be added to the budget for next year. Mr. Drummonds recommended that since we are very close to a new fiscal year, we should have the staff begin looking at a budget for the next year. Mrs. Cannon stated that no timeline for budget preparation existed as of yet, but this would be looked at very soon.
- g. Landscaping Committee. A call was made for volunteers. Nothing to report.
- h. Nominating Committee. No committee has been appointed.

III. UNFINISHED BUSINESS:

- a. Administrative Resolutions on the website: The AR's have been posted to the website. **CLOSED.**

- b. Schedule of walk-through of the facilities for the new Board: Mr. Foss asked if everyone could make it on a week from Tuesday (the 27th of July). While not everyone could make it, it was determined that the walk-through would be held at 1 pm on Tuesday, 27 July. **CLOSED.**
- c. Communications Project: Mr. Steele had provided a written Administrative Resolution for the Board to review and comment on prior to the meeting. After a brief question and discussion period, the AR was approved by a vote of 5/0. No other information was discussed. **OPEN.**
- d. By-Law and Administrative Resolution review: Mr. Drummonds briefed the Board that the Committee had been having meetings each week and should have an input for the Board at the August Board meeting. It was noted that the election process committee and its' Members were merged into this committee after consultation and approval of Mrs. Judy Cannon. Minutes were not available but would be provided at the next Board meeting. **OPEN.**
- e. Pool Adhoc Committee: Mr. Drummonds briefed those present that this committee had been progressing with several suggestions on hours, situations, and ideas for the pools. The committee is meeting regularly each week and must meet with the Recreation Superintendent to de-conflict the schedule for aquatic activities. Since this could not be implemented until next year and is a heated issue, it was suggested that the proposal be put on the website and presented to the Members of the Community to solicit their feedback. **OPEN.**
- f. Strategic Planning: As the Administrative Resolution was rescinded in 2003, Mr. Severs stated he was working on a new one. He stated he would have a something for the Board to review at the next meeting. **OPEN.**
- g. Oath (update): Mr. Severs provided a recommendation on changes to the Oath as follows: "I, <name>, having been elected to the Villages of Westcreek Owners Association Board of Directors promise to fully execute to the best of my ability, fairly and equally for all residents the duties and responsibilities of a Director as set forth in the governing documents of the Association. I will continually strive to increase my knowledge by taking advantage of information provided by professional organizations and will perform my duties in a professional and conscientious manner." Mrs. Cannon made a motion to accept the proposed changes and it was seconded by Mr. Severs. After discussion, an amendment to the motion was made by Mr. Steele that the motion read: "I, <name>, having been elected to the Villages of Westcreek Owners Association Board of Directors promise to fully execute to the best of my ability, fairly and equally for all residents the duties and responsibilities of a Director as set forth in the governing documents of the Association. I will perform my duties in a professional and conscientious manner." The amended motion was accepted by Mrs. Cannon, seconded by Mr. Foss and approved by a vote of 4/1 with Mr. Severs as the lone dissenting vote. **CLOSED.**
- h. Personnel/Staffing: A new Community Manager was hired and we are still looking at a new Asst. Community Manager. **OPEN.**
- i. Public Safety Committee: Mr. Foss provided two written proposals to the Board.
 - 1) The first motion being a recommendation to Homeowners that all vehicles be parked on owner's driveway or the garage between the hours of 11 pm to 7 am versus parking in the street. The motion failed by a vote of 3-2; however, it was noted that no motion is required for a recommendation to be put on the website from the committee. **CLOSED.**
 - 2) The second motion is to have a brightly colored and numbered windshield sticker made for each Homeowner in the VWOA. All vehicles of members in the Association must have a sticker which will enable our security patrols to identify the vehicle as one of our Member's instead of outsiders. In addition, the Members should be charged a nominal fee (approximately \$5) for the stickers and the vehicle registered with the Association. Sizing and location of the sticker will be decided after design. The program is designed to be cost neutral. After discussion, the motion received no second. **CLOSED.**
 - 3) Mr. Foss stated that an attempt would be made to contact each Homeowner and to get current contact information. The Board discussed methods for obtaining the information. Mr. Steele stated that the staff should attempt to gather the information as Members contact the office and also during the next major mailing. **OPEN.**
- j. Flag Pole: Mr. Drummonds contacted the representative from McMillin Homes and he was very open to the idea of donating the flag pole to the VWOA when they sell out the subdivision. We should make

arrangements to get our new Community Manager and the McMillin representative (Mr. Teeple) together and work out the details. **OPEN**.

- k. Lights on the corner of Military Drive West and Saxonhill. This issue was discussed at length with no resolution. Mr. Steele asked the staff to look into the situation more and find out who truly is responsible for the lights on this corner. **OPEN**.
- l. Easement behind/across street from Galm Elementary. There is a brush pile in the easement that needs to be cleaned up. The Homeowner's grandson claims he did not put it there. **OPEN**.
- m. Swim Team Proposal. The swim team will provide a proposal for when they need the pool. No proposal was provided at this meeting. **OPEN**.

V. NEW BUSINESS:

- a. Proposal for relocating the Recreation Department: Mr. Severs presented a written proposal to the Board that relocated the Recreation Department to the Sports Park in a single-wide modular office. According to Mr. Severs, it would increase surveillance of the Park, provide emergency notification, open the restroom, check id's, sell sodas and stacks, store sports equipment, issue/sign out sports equipment. The cost would be offset by eliminating the Deputy and Pavilion Attendant. The initial setup and first month is \$1000 with rent thereafter is \$495. Electricity and water hookups are there are already. After discussion it was decided to table this until the next meeting. Mr. Steele asked that Mr. Severs work with the Adhoc Pool Committee. **TABLED**.
- b. Town Hall Meeting: It was decided to have the Town Hall Meeting in September and December. Mr. Drummonds will work with the staff to schedule this event on a Saturday in these months. **OPEN**.
- c. National Night Out: The Board asked the Recreation Superintendent to organize this event and advertise it on the website. **CLOSED**.
- d. Advanced Essentials. Mr. Severs asked that the Board approve him taking this class and that Mrs. Tate be encouraged to take the class as well. A motion was made, seconded, and approved unanimously. **CLOSED**.

VI. The Next Meeting: After considerable discussion, it was determined that the next regular meeting will be held on Thursday, August 19, 2010 at 7:00 p.m. in the Community Center. Mrs. Harston was asked to place signs at strategic locations in the Community prior to the next Board meeting.

VII. Adjournment: There being no further business before the Board, the meeting was adjourned at 9:52 p.m.

Written by:

Kevin M. Drummonds, Secretary

Date: _____

Approved by:

John B. Steele, President

Date: _____

Posted in the VWOA Book of Minutes by:

Date: _____

Brenda Tate
Community Manager
VWOA

STANDARDS DEPARTMENT REPORT

REPORT FOR THE VWOA BOARD OF [OF DIRECTORS FOR THE MONTH OF JULY 2010

Presented to the BOD on August 19, 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	Fully staffed with three regular members and two alternate members.	Closed
Property Improvement Applications	See attached graph for those that were approved and not approved.	Info Only
Texas Property Code Letters	Eight (8) TPC Letters were mailed.	Open
Courtesy Notices Issued	1,081 were issued for the month of July.	Info Only
Staffing/Personnel	Staffed with five (5) part time Standards Monitors. One has resigned. All of the areas of assignment were changed on August 1 for each monitor. As of August 11, 2010 I have received three applications for the open position. The monitors are also using the new spread -	Open
Yard/Garage Sales	There were eighteen (18) yard sale permits sold for July. Nine (9) were sold for June.	Info Only
PROJECT MANAGEMENT		
Fence Project	Three sections of fence still need to be repaired before they can be stained.	Open
Crime Stats Page	See attached report for July. As we have been receiving information that is time sensitive it has been forwarded to the Web Master for the web site and also to the constant contact email program. We have received a positive response from this program from the residents.	Info Only

Side Walk Project	Our maintenance crew has begun to move the sprinkler heads next to the curbs at the corner of Military Dr. W. and Saxonhill. One homeowner has also been contacted on Radcliff Ct and he is moving his three sprinkler heads also. All of this sprinkler heads are in the right of way for Bexar County. Once they are moved Bexar County will be able to come in and build the new sidewalks.	Open
Sport Park Trail	Two large boulders were placed on the trail on August 10, 2010 to block vehicle access into the Sports Park from the greenbelt area north of the Sports Park.	Closed
San Antonio Tree Challenge	We have been approved for twenty-five (25) trees from the City of San Antonio at no cost to the VWOA. These trees will be arriving in early November and will be planted the weekend of November 13-14.	Open

Parks and Recreation June 2010 Report

Board of Directors Meeting – July 15, 2010

Submitted by: DeAdra Harston

Superintendent of Parks and Recreation

I. Programs/Classes

- a. **Basketball** – Cancelled, 3 signed up.
- b. **Cardio Kickboxing** – Monday & Wednesday nights @ 6:30 pm, 10.
- c. **Cycle Ride 25 Miles** – Will be held July 23. Members will meet at the Community Center at 6:00 pm.
- d. **Lap Swim** – In progress, 2 enrolled.
- e. **Flag Football** – Have 51 enrolled.
- f. **Water Aerobics Class** – Night classes: 18 Morning Classes: 8
- g. **Mid-night Water Aerobics** – to be held July 16 if get participants.
- h. **Olympic Karate** - Classes running Tuesday and Thursday evenings with 14.
- i. **SMASH (School of Modern Arts, Salsa & Hip-Hop)** -Classes run Monday/Wednesday mornings & Monday/Thursday nights. 33
- j. **Swim Lessons** – in second week of Session 3. Cancelled July 1 & 2 of Session 2 due to heavy rain. Make up lessons will be held Monday, July 19 & 26 at Community Center Pool.
- k. **WC Scrap Bookers Get Together** – Second Tuesdays and fourth Fridays at Community Center. It is by session, not a continual monthly enrollment.

II. Events

- a. **Tri-athlon**
 - i. Saturday, August 17
 - ii. Swim – 300 yards, Bike 10 miles, Run 2 miles
 - iii. Cost \$20 per participant
 - iv. Capped at 100 participants

III. Rummage Sale Rules Posted on the Web

- a. Number 8, 9, & 10 have wording added, highlighted, and underlined below. Will be added to Rummage Sale Rules Posted on the Web.

Rummage Sales

This is a great opportunity for you to sell your wares to the community and public at large. The rummage sales are scheduled twice this year and will take place in the Sports Park. These rummage sales are advertised to the VWOA community and public at large through the San Antonio Express News.

Mark your Calendar and join us!

Saturday, May 8, 2010 & Saturday, October 2, 2010
7:00 - 11:00 am

Rummage Sale Rules

1. Each spot is 10' x 10'.
2. Cost: \$5 per vehicle, loaded with wares to be sold.
3. Due to popularity of event and long waiting lines to set-up, you must pre-register at the VWOA office to receive your ticket and assigned selling space.
4. You must have your current VWOA I.D card and pre-bought ticket with you at all times.
5. Set-up time: 5:00 – 7:00 am. Vehicles will be allowed to drive beyond Overflow Parking Lot on marked road to unload or park and tailgate.
6. Those arriving to set-up after 7:00 am may park in the marked area next to the railroad ties to unload. The vehicle will then need to be moved to the Overflow Parking Lot.
7. Sellers may not drive vehicles beyond Overflow Parking Lot or exit the area after 7:00 am due to buyer congestion. Sellers may exit the area with their vehicles, through the Overflow Parking Lot, starting at 11:15 am.
8. **Seller may tailgate and park their car next to the walking/jogging trail from the Pavilion to the South end of the soccer field up to the memorial table. All other vendors must park their car along the back road. No driving your car next to the walking/jogging trail north of the Pavilion.** No Parking is allowed on the packed walking/jogging trail. **Absolutely no driving your car past the walking/jogging trail.** No driving vehicles within the railroad ties area near Pavilion and Picnic tables. No driving vehicles on grass area between Pavilion and packed trail and grove of trees.
9. Each Seller is responsible to pick up their entire area of all trash that was brought into the park. **The selling space is to be left clean of all trash small and large.**
10. Buyers and Sellers alike must park in a designated parking spot **if not parking as designated in #8 above.** Please keep in mind that any illegal parking can cause major congestion in our parking lot and persons are subject to receive a citation.

Special Condition for Items to be Sold:

1. No animals, birds, or reptiles are to be sold.
2. Temporary food permits must be obtained and displayed at all times in order to sell any type of prepackaged foods and drinks.
3. All foods must be from an approved source and/or licensed facility or prepared in the temporary food establishment. An approved source is considered an establishment that is under inspection and/or licensed by a health authority. No homemade cakes, cookies, beans, tacos, or other preparations made at home are permitted to be sold. We cannot approve or license a private home.
4. Food items made in your own kitchen are not to be sold. All foods and drinks sold must be from a reputable dealer (prepackaged food and drink) or made in a temporary location at the park that can be inspected by a Bexar County Food and Environmental Services Inspector.
5. Please use the link below to do research on restrictions and allowances.
6. Temporary food permits may be obtained through the following:

Bexar County Food and Environmental Services:
1901 South Alamo
San Antonio, Tx
(210) 207-0135

Online information at: <http://www.sanantonio.gov/health/Food-TempFoodEvents.html>

Those selling food without a permit will be asked to leave the park and escorted off the premises.

IV. Pool Rules Changed: see attached

- a. 7. b
- b. 14
- c. 22



Villages of Westcreek
Owners' Association

Community Managers Report
July 2010

Physical plant/Personnel

- Spoke with H&E Janitorial services regarding cleanliness of Community center. We should see improvement in the quality of cleaning.
- Reviewed and Cancelled Carl's storage. Resulting in \$1188.00 annual savings.
- Reviewed and adjusted AT&T phone contract resulting in \$179.40 annual savings.
- Became aware of emergency line at CC pool being inoperable. Addressed this issue and now 911 phone line is working.
- Met with Dave Kantar, Kevin Pane the helpful computer guy. TMs computer service. To discuss server issue upgrades and collect bids.
- Met with Northwest Raiders Football team regarding use of the sports park for football.
- Met with Belinda QuickBooks along with Judi Cannon for report clarification.
- Modified standards monitor routes to foster a new customer service attitude. As a result one monitor Doug Helms Tendered his resignation.

Exclusive usage contracts

1. picnic pavilion booked _____
2. Sports Park pool booked _____
3. Community Center pool booked _____
4. Community Center booked _____

Third quarter statement mail out total 713 total cost \$313.72

Total Identification cards issued June _____

New home closings _____

Resale homes _____

Maintenance Department Weekly Schedule

Monday:

- Clean up Sports Park after weekend activities.
- Sports Park Pool Lawn maintenance.
- Pick up trash on the main roads.
- Begin monument maintenance.

Tuesday:

- Continue with monument maintenance.
- Greenbelt lawn maintenance.

Wednesday:

- Complete monument maintenance.
- Begin Sports Park lawn maintenance.
- Pick up supplies as needed.

Thursday:

- Staff meeting.
- Continue with Sports Park lawn maintenance.
- Check water softener.

Friday:

- Community Center Lawn maintenance and wash down patios.
- Clean Pavilion and restock for weekend activities.
- Ensure Sports Park trash cans are empty.
- Clean all equipment and conduct preventative maintenance.

Remarks:

- Pick up trash on the main roads as necessary.
- Pick up trash at the Sports Park as needed.
- Remove tagging / graffiti.
- Make any and all repairs as necessary.
- Special projects.
- Empty Sports Park trash cans as needed.

Maintenance Department Monthly Report
July 2010
Maintenance Superintendent
Freddie Gavia

Tree Challenge: The VWOA's request was approved and will be receiving our trees in November. There is a class that two VWOA personnel must attend as part of the agreement that is scheduled in late October.

Fence Staining Project: Less than three panels remain to be stained. They still require repairs and approval from Standards. The tagged fence on Talley Road has been re-stained with a semi-transparent (red wood) stain and sealer to preserve the exposed wood surface.

Monument Plats: still in progress. Lighting on Saxon Hill and Military Dr. is now fully operational. The meter, although in a homeowner's backyard, belongs to the VWOA.

Carl's Storage Facility: Has been emptied and all remaining items have been moved to various storage locations within the VWOA storage rooms and the maintenance shop. Deadline for emptying the facility was 10 Aug.

Tree Trimming: In Progress-The priority is the overhanging shrubbery and tree branches along the county sidewalks on Military Dr. and Westcreek Oaks that hinder normal pedestrian traffic. Next is the Sports Park in time for the Annual Picnic. And finally, the trees in the medians on the major roads. The brush is being stored behind the Community Center's overflow parking lot.

Annual Picnic Maintenance Department preparations (Sports Park):

- Complete the tree trimming.
- Broadcast ant bait within the Tot Lot and the pool and where necessary.
- Paint touch up of the Pavilion bathrooms and power wash the pavilion deck.
- Lawn maintenance.
- Track maintenance.
- Parking lot maintenance.
- Re-paint barriers and crosswalks.

Sports Park Security and Camera's: see attachment.

Pergola proposal: See attachment.

BobCat (FastCat) Riding Mower 36": This piece of equipment was ideally suited for its original intention when the VWOA was performing all the lawn maintenance on the major roads. Since the development of the maintenance department, that task was turned over to a contractor and the mower's new role is primarily in the Sports Park. As of now, it takes one person three full days to completely cut all the grass of the 18(+) acres of the Sports Park. Typically, we begin this process on Wednesday and that leaves only two personnel for the remainder of the routine weekly maintenance tasks. A larger mower could do the same job in roughly half the time. Less time cutting grass reduces the machines operating hours, wear and tear, and man hours. And also allows for maximum man hour dedication for the rest of the VWOA.





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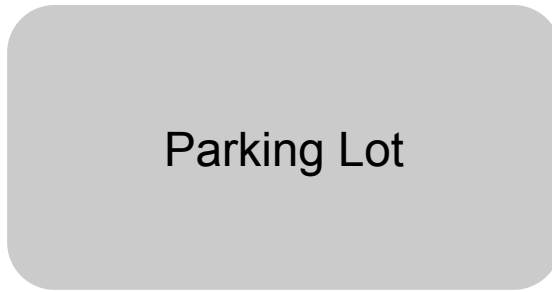
Camera Placement



Pavilion



Picnic Area



Parking Lot

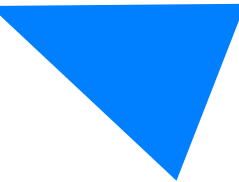
Basketball Ct.



Tennis Cts.



Pool



Tot Lot



Proposal to use existing Cedar material to Construct a Pergola 16'x16'x8'

Projected Location for this Structure is at the Sports Park Picnic Area. One table is situated away from the Natural shade of the large oak trees which shade the other Tables quite nicely.

On Hand:

- 35-2"x6"x16' (Cedar)
- 6-4"x4"x10' treated post

Additional Materials Required :

- 12-10" galvanized bolts
- 8-8" galvanized bolts
- 30 T-brackets
- 1-10lb box 1 1/2" deck screws
- 1-10lb box 3" deck screws
- 10-bags of concrete



This picture illustrates the six support posts and overhead style crisscross pattern. The first row of rafters are 2"x6" and 8" off center. The material for the top row will be 2x6's ripped into thirds and placed 2" off center. Instead of notching, galvanized T-brackets will be used which eliminates toe-nailing. As in this photo, the ends of the rafters and top rails will also be decoratively cut for esthetic purposes.



The Villages of Westcreek Homeowners' Association, Inc.
Est. 1987

Regular Meeting of the Pool & Insurance Cost Ad Hoc Committee
Wednesday, July 7, 2010

Attendees

Committee Members:

Present: Kevin Drummonds, presiding; Guy Oliver; Cheryl Drupiewski; Greg McManus; Sandy McManus; Jean Woodward; John Steele; and Mark Cornell.

Absent: Michael Funari; Eloise Forge; Brenda Cornell; and Jerry Erwin.

Mr. Drummonds called the meeting to order at 6:05 p.m.

The minutes of the previous meeting, dated 30 June, 2010, were reviewed and corrected as necessary.

Discussion: At the previous meeting, each member was asked to come up with ideas and do research to suggest things to help save the Association money as well as potentially increase access to the pool by our Members. The meeting began by going around the table and asking each person present to give their ideas. After much discussion, it was decided that a proposal be drafted which included:

- 1) electronic key access to the pools (as well as other facilities);
- 2) hours of operation with extended hours for adult swim and Members of all ages with lifeguards and at risk times. The proposal/recommendations for the Board will include hours for the pool as follows:

<u>POOL</u>	<u>HOURS</u>	<u>TYPE OF ACCESS</u>
Sports Park Pool	7 am – 10 am	Adult Swim (18+) at risk/no lifeguards
	10 am – 8 pm	Members of all ages/escorted children—with lifeguards (2)
	8 pm – 10 pm	Adult Swim (18+) at risk/no lifeguards
Community Center Pool	7 am – 2 pm	Adult Swim – at risk/no lifeguards
	2 pm – 10 pm	Members of all ages/escorted children-with lifeguards (2)
	10 pm – 12 pm	Adult Swim (18+) at risk/no lifeguards

- 3) monitors for the pools and other facilities, which includes replacing the Sheriff Deputies at the Park in favor of more coverage by less expensive personnel; and
- 4) charge guests \$3 per person per day for entry into the pool.

Action Item: Kevin Drummonds will prepare the proposal/recommendations for the Board and send to each member of the Committee. OPEN.

Action Item: Each Committee Member will review the proposal/recommendations and bring comments to the next meeting, with the intent being to submit the plan to the Board at the next Board meeting on 15 July. OPEN.

Action Item: Nominate and elect a Chair and Secretary. No action was taken on this at this meeting. OPEN.

The Next Meeting: The next meeting was scheduled for July 14, at 6:00 p.m. in the Community Center conference room. Kevin Drummonds will notify all Members of the time/date of the next meeting.

Adjourned: Meeting was adjourned at 7:30 p.m.

Attested by:

KEVIN M. DRUMMONDS

Date: _____



The Villages of Westcreek Homeowners' Association, Inc.
Est. 1987

Regular Meeting of the Pool & Insurance Cost Ad Hoc Committee
Wednesday, July 14, 2010

Attendees

Committee Members:

Present: Kevin Drummonds, presiding; Jerry Erwin; Guy Oliver; Mark Cornell; and Michael Funari.

Absent: Eloise Forge; Cheryl Drupiewski; Greg McManus; Sandy McManus; Jean Woodward; and John Steele

Mr. Drummonds called the meeting to order at 6:10 p.m.

Discussion: The members of the committee discussed the plan (sent to them a few hours prior to the meeting) as outlined below:

1. Purchase and install an electronic (proximity key card) system for all facility gates (pools, basketball court, tennis court, pavilion restroom(s)). It was suggested that a test case be done to see if the system will work without unacceptable costs due to vandalism. No decision was made on this suggestion.
 - Estimated Cost - \$6000
2. Install electronic entry gate at the Sports Park. No cost information was available.
3. Adjust Pool hours:
 - Pools opened Saturday, April 30th through Sunday, 2 Oct 2011.
 - **Community Center Pool: CLOSED TUESDAY After 10 am.**
 - Has Lap Swim Lane.
 - **April 30, 2011 – Last day of School:**
 - 7 am – 8 am Adult Swim (at risk). Monday – Sunday.
 - 8 am – 4 pm Adult Swim (at risk). Monday, Wednesday-Friday.
 - 4 pm – 8 pm: All Ages Swim (with lifeguards). Monday, Wednesday – Friday.
 - 10 am – 2 pm: Adult Swim (at risk). Saturday & Sunday.
 - 2 pm – 10 pm: All Ages Swim (with lifeguards). Saturday & Sunday only.
 - 10 pm – 12 pm: Adult Swim (at risk). Monday, Wednesday – Sunday.
 - **Day after the last day of school – Day before the first day of school (School Summer vacation):**
 - 7 am – 8 am: Adult Swim (at risk). Monday – Sunday.
 - After 10 am on Tuesday: Pool closed for cleaning.
 - 8 am – 2 pm: Adult Swim (at risk) – Monday, Wednesday – Sunday.
 - 2 pm – 10 pm: All Ages Swim (with lifeguards). Monday, Wednesday – Sunday.
 - May be closed 8-10 pm for parties. Monday, Wednesday – Sunday w/lifeguards–paid by private party.
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 - **First Day of School – October 2, 2011**
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• **Sports Park Pool: CLOSED MONDAY After 10 am.**

- No lap swim lane.
- **April 30, 2011 – 15 May:**
 - 7 am – 4 pm: Adult Swim (at risk). Tuesday – Friday.
 - 4 pm – 8 pm: All Ages Swim (with lifeguards). Tuesday – Friday.
 - 7 am – 10 am: Adult Swim (at risk). Saturday & Sunday. (Except - 7 & 14 May)
 - **Saturday - May 7th and 14th** @ 8 am – 10 am: Swim Team Registration & Try-outs.
 - 10 am – 8 pm: All Ages Swim (with lifeguards). Saturday & Sunday.
 - 8 pm – 10 pm: Adult Swim (at risk). Tuesday – Sunday.
- **16 May – Last day of School:**
 - 7 am – 10 am: Adult Swim (at risk). Monday – Sunday.
 - 10 am – 3:30 pm: Adult Swim (at risk). Tuesday – Friday.
 - 3:30 pm– 5:30 pm: Swim Team Practice (at risk). Monday – Friday.
 - 5:30 pm – 8 pm: All Ages Swim (with lifeguards). Monday – Friday.
 - May be closed 8-10 pm for parties. (Monday – Sunday [with lifeguards – paid by private party]).
 - 8 pm – 10 pm: Adult Swim (at risk). Monday – Sunday.
- **Day after the last day of School - Day before the first day School (School Summer vacation):**
 - Open 7 am – 8 am: Adult Swim (at risk). Monday–Sunday.
 - 8 am – 10 am: Swim Team (at risk). Monday-Friday.
 - After 10 am on Monday: Closed for cleaning.
 - Swim meets: 5 pm each Monday. When no swim meet – 5-8 pm: All Ages Swim (w/lifeguards).
 - Open 10 am – 8 pm: All Ages Swim (with lifeguards) Tuesday – Sunday.
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4. Modify Gate Guard/Deputy positions to be Pool / Park Monitor:

(Upon installation of electronic gates) - combine duties of Pool Gate Guard & Bexar County Deputy to be a Pool/Park Monitor. Responsibilities include monitoring entry into pool, park and other Association facilities to ensure safe operation, no overcrowding, and to prevent destruction of Association resources. This position must be filled by responsible adults who work well with the public and in tough situations. Additionally, the individual must be able to work independently, while ensuring a high level of member service is maintained.

Note: All individuals must sign a waiver/release of liability prior to being issued electronic key card and using any facility, including but not limited to: pools, basketball and tennis courts, pavilion restrooms.

Attested by:

KEVIN M. DRUMMONDS

Date: _____

Minutes of the Pool/Insurance Review Ad Hoc Committee

July 22, 2010

Attendees: Guy Oliver, Cheryl Drupiewski, Joyce Oliver, Jean Woodward, and Kevin Drummonds

Absence: Jerry Erwin Mark Cornell Michael Funari

The members of this committee discussed the following recommendations:

New changes to the schedule.....

1. Purchase and install an electronic (proximity key card) system for all facility gates (pools, basketball court, tennis court, pavilion restroom(s)). It was suggested that a test case be done to see if the system will work without unacceptable costs due to vandalism. No decision was made on this suggestion.
 - Estimated Cost - \$6000
2. Install electronic entry gate at the Sports Park.
3. Adjust Pool hours:
 - Pools opened Saturday, April 30th through Sunday, 2 Oct 2011.
 - **Community Center Pool: CLOSED TUESDAY After 10 am.**
 - Has Lap Swim Lane.
 - **April 30, 2011 – Last day of School:**
 - 7 am – 8 am Adult Swim (at risk). Monday – Sunday.
 - 8 am – 4 pm Adult Swim (at risk). Monday, Wednesday-Friday.
 - 4 pm – 8 pm: All Ages Swim (with lifeguards). Monday, Wednesday – Friday.
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 - 10 pm – 12 pm: Adult Swim (at risk). Monday, Wednesday – Sunday.
 - **Sports Park Pool: CLOSED MONDAY After 10 am.**
 - No lap swim lane.
 - **April 30, 2011 – 15 May:**
 - 7 am – 4 pm: Adult Swim (at risk). Tuesday – Friday.

- 4 pm – 8 pm: All Ages Swim (with lifeguards). Tuesday – Friday.
- 7 am – 10 am: Adult Swim (at risk). Saturday & Sunday. (Except - 7 & 14 May)
- **Saturday - May 7th and 14th @ 8 am – 10 am:** Swim Team Registration & Try-outs.
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 - 3:30 pm– 5:30 pm: Swim Team Practice (at risk). Monday – Friday.
 - 5:30 pm – 8 pm: All Ages Swim (with lifeguards). Monday – Friday.
 - May be closed 8-10 pm for parties. (Monday – Sunday [with lifeguards – paid by private party]).
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- **Day after the last day of School - Day before the first day School (School Summer vacation):**
 - Open 7 am – 8 am: Adult Swim (at risk). Monday–Sunday.
 - 8 am – 10 am: Swim Team (at risk). Monday-Friday.
 - After 10 am on Monday: Closed for cleaning.
 - Swim meets: 5 pm each Monday. When no swim meet – 5-8 pm: All Ages Swim (w/lifeguards).
 - Open 10 am – 8 pm: All Ages Swim (with lifeguards) Tuesday – Sunday.
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(Upon installation of electronic gates) - combine duties of Pool Gate Guard & Bexar County Deputy to be a Pool/Park Monitor. Responsibilities include monitoring entry into pool, park and other Association facilities to ensure safe operation, no overcrowding, and to prevent destruction of Association resources. This position must be filled by responsible adults who work well with the public and in tough situations. Additionally, the individual must be able to work independently, while ensuring a high level of member service is maintained.

Note: All individuals must sign a waiver/release of liability prior to being issued electronic key card and using any facility, including but not limited to: pools, basketball and tennis courts, pavilion restrooms.

Attendees: Guy Oliver, Joyce Oliver, Jean Woodward, John Woodward, Bill Fenstermacher, and Kevin Drummonds.
 Absent: Michael Funari, Jerry Erwin, Greg & Sandy McManus, Cheryl Drupiewski, John Steele, Mark Cornell, and Brenda Cornell. Note: Meeting minutes and all other correspondence has been sent to all individuals with an expressed desire to serve on the Committee; however, only individuals that have attended at least one meeting are included above.

The members of this committee discussed the following recommendations:

1. Purchase and install an electronic (proximity key card) system for all facility gates (pools, basketball court, tennis court, pavilion restroom(s)).
 - Estimated Cost - \$6000

Committee Recommendation: Approved – unanimous.

2. Install electronic entry gate at the Sports Park. Committee Recommendation: Approved – unanimous.

3. Adjust Pool hours:

- Pools opened Saturday, April 30th through Sunday, 2 Oct 2011.
- **Community Center Pool:** (Closed Tuesday After 10 am.)
 - **Has Lap Swim Lane** (as necessary for aquatic programs, adult swim, and adult accompanied swim. No swim lane will be present during all ages swim periods).
 - **April 30, 2011 – Last day of School:**
 - 5 am – 6 am: Adult Swim (at risk) – Monday – Sunday.
 - 6 am – 11 am: Aquatic Programs. Monday - Friday.
 - 11 am – 4 pm: Adult Accompanied Swim (at risk). Monday, Wednesday - Friday.
 - 4 pm – 8 pm: All Ages Swim (with lifeguards). Monday, Wednesday – Friday.
 - 7 pm – 8 pm: Aquatic Programs. Mondays & Wednesdays .
 - 6 am – 8 am: Adult Swim (at risk). Saturday & Sunday (and Holidays).
 - 8 am – 10 am: Adult Accompanied Swim (at risk). Saturday & Sunday (and Holidays)
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- **Sports Park Pool:** (Closed Monday After 10 am.)
 - **No Lap Swim Lane**
 - **April 30, 2011 – 15 May:**
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 - 8 am – 10 am: Swim Team (at risk). Monday-Friday.
 - Swim meets: 5 pm each Monday (closed otherwise).
 - 10 am – 10 pm: Adult Accompanied Swim (at risk) Tuesday – Sunday.
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NOTE:

- **Adult Accompanied Swim** - All children under eighteen (18) years of age must be accompanied by an Adult Member. Accompanying Adults must monitor their children/guests at all times. Anyone asked to leave the pool for poor behavior or failure to monitor their children/guests are subject to removal of their privileges for at least 30 days.
- **All Ages Swim (with Lifeguards)** – Adult Members and Members under the age of eighteen (18) and over the age of eleven (11) may enter the pool without an adult accompanying them when lifeguards are present ONLY. Same rules apply as are currently in force.
- **Adult Swim** – Only Members eighteen (18) years or older are permitted in the pool.

Committee Recommendation: Approved - unanimous.

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Committee Recommendation: Approved – unanimous.

Note: All individuals must sign a release of liability prior to being issued electronic key card and using any facility, including but not limited to: pools, basketball and tennis courts, pavilion restrooms.

Written by:

Kevin M. Drummonds