



**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 1:10 p.m., Saturday, June 26, 2010. The purpose of the meeting was to conduct regular business as identified in the pre-approved Agenda. Meeting minutes for the May Regular Monthly Meeting (dated May 22) 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:

Oswald Willis, Asst. Community Manager	Freddie Gavia, Maintenance Superintendent
Ken Lemanski, Standards Superintendent	DeAdra Harston, Recreation Superintendent

Members Present:

Eugene Hopkins	Jimmy A. Mendoza	Cindy & Buck Beverley	Duane Larkin
Angela Van Beveren	Brenda Cornell	Mike Kolowicz	Christy Vasko
Mike Goodman	Terri Longoria	Darci Ringen	Jackie Quinn
Heather Mallia	Jane Honermann	Curtis & Tracy Hoopes	Cher Squillante
Bill Fenstermacher	Kim Cotter	Ruth Funari	DeAnna Hayward
Eugene Patillo	Joyce Oliver	Jean Woodward	Mavis Tuncap
David Panter	Michael & Melanie Hall	Derrick & Lynn Foyle	G.A. Besecker
P.M. Collins	Glenn & Anna Larson	Susan Tharp	Tahita Guerrero
Eloise Forge	Karen Mathias	Jerry & Megan Erwin	

II. COMMITTEE/DEPARTMENT REPORTS:

- a. Recreation Department: A written report was provided and is attached to these minutes. Mrs. Harston provided clarification on the 'clothes party' comment and explained her recommendation on the pool rule change (i.e., Pool Rule #14-see new business below).
- b. Maintenance Department: A written report was provided and is attached to these minutes. Mr. Gavia also presented several options for chipper/shredders. The options are attached to these minutes as well. After much discussion, it was decided to table this issue until the Board could discuss at a meeting in the next week. Mr. Lemanski and Mr. Gavia gave an update on the status of the fences along the main streets. It was determined that none of the Homeowners had been contacted in person, but had been given written notices only. The Board expressed a desire to contact each of these Homeowners personally prior to any further legal action. In addition, Mr. Gavia explained his issues with going onto Members' property to mow their grass or do other similar type actions when a property is in disrepair. Mr. Steele described the issue, specifically Homeowners that continually disregard notices and refuse to care for their property. Mr. Gavia was asked to provide the realistic/actual costs of the Association to send our employees out to do this work.
- c. Standards Department/Architectural Review Committee: A written report was provided and is attached to these minutes. Mr. Lemanski responded to questions. Mr. Steele told Mr. Lemanski that he was going to forward a list of questions from a Homeowner that he would like Mr. Lemanski to answer. Mr. Steele again stated that the Board wants to see a list of Homeowners be provided to the Board when the TPC letters are sent out. A discussion was held on the standards violation process and the process as outlined in the Texas Property Code 209. Mr. Drummonds made a motion that for violations of the standards a single courtesy notice be sent, and after the pre-determined time frame to comply (as established by the ARC), a TPC-Notice

then be sent to the Homeowner. In addition, the Homeowner is charged for the cost of the TPC notice. After much discussion, the question was called and the Board approved the motion by a vote of 4 to 1 with Mr. Severs being the dissenting vote.

- d. Community Management Department: Mr Steele explained that Mrs. Jensen resigned and that Mr. Oswald Willis was the acting Community Manager. A written report was provided and is attached to these minutes. Mr. Steele explained that we are currently accepting resumes for the Community Management position and the Assistant Community Manager, as Mr. Willis has also resigned effective the end of the month. He has graciously agreed to stay until we can find a replacement. A question was brought up about Homeowners having access to the restrooms in the Sports Park. The schedule of the Deputy was brought up since they have a key to the restroom. The Board authorized Homeowners to sign out keys to the restroom from the Community Center office. The Homeowner must assume responsibility for the key, to lock the doors back, and resultant damage. Mr. Willis identified an issue with Id Cards for family members that own property but do not live in the Community. This only applies to those with family members living in the homes within the Community and not renters. In this case, all members in the family should be given Id Cards.
- 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.
- f. Finance Committee: Mrs. Cannon stated that the Committee met last week. No minutes were available; however, a written summary of the balance sheet/P&L statements and issues with the statements were provided and is attached to these minutes. Mrs. Cannon brought up the proposal from Mrs. Bri Ralston on the costs associated with upgrading the Association's computer systems. A report on the status of the signature card updates from the banks/credit cards. Mr. Steele brought up the importance of every Member paying their assessments. Failure on each of Members' part to pay our part of the bill to run the programs, maintenance of the facilities/grounds, and upgrade the Community for ourselves and our neighbors. A motion was made to accept the finance report and associated reports. Motion was approved by a vote of 5/0.
- g. Landscaping Committee. Nothing to report.
- h. Nominating Committee. Mr. Drummonds attempted to contact Mr. Hoskins on several occasions with no results. We can only assume that no report will be forthcoming. Members of the Nominating Committee were recruited to be on the committee tasked with developing an elections process in the By-Laws. Mrs. Cannon explained that the first meeting of the Committee met the day before the Board meeting and therefore, no minutes were available. The members are Mrs. Judi Cannon, Mrs. Jean Woodward, and Mrs. Joyce Oliver. Mr. Drummonds attended the meeting and explained that the process should be developed to be included in the By-Laws versus creation of an Administrative Resolution. The members discussed several ideas and some of the lessons learned from the election this year.

III. UNFINISHED BUSINESS:

- a. Swim Club: Mrs. Harston gave a report on the swim club and outlined the schedule. The swim club coach now has insurance and will begin operations immediately. **CLOSED.**
- b. HOA facility usage: This issue was tabled from the last meeting. Several groups have asked to use the Community Center (i.e., Weight Watchers, Alcoholics Anonymous, local school band). After discussion and Homeowner input, a motion was made to close the facilities to all outside groups except local schools, specifically those that provide service to the Villages of Westcreek (e.g., Ott, Galm, Luna, etc). All groups will have to pay any associated expenses. Homeowners may rent the facilities as always. The motion was approved by a vote of 4-1 with Mr. Severs being the dissenting vote. **CLOSED.**
- c. Insurance Review: This issue was tabled at the previous meeting until this month. Mr. Drummonds presented a written report at the May meeting. Mr. Steele went over the details of the report. See attached report. Our current cost for liability insurance is \$29,665 for the VWOA with life guards. SWBC quoted an additional \$1500 for insurance without life guards for a total of \$31,165. Our insurance carrier stated that there would a slight increase in our general liability. The issue was heatedly discussed among the Members

and it was decided that a committee would be formed that would further research this issue. A list was passed around for Members to volunteer to be on the committee. **OPEN.**

- d. Administrative Resolutions on the Website: To date the ARs are not on the website. Mr. Willis said the Webmaster has the files and it will be posted soon. **OPEN.**
- e. Schedule of walk-through of the facilities for the new Board: Mr. Foss has not scheduled this to date. Mr. Steele asked Mr. Foss organize this during the day when the entire staff is available and he agreed to take the action. **OPEN.**
- f. Communications Project: Mr. Steele provided a written Administrative Resolution for the Board to review and comment on prior to the next meeting. He asked that the Board be prepared to vote and/or amend it. Mrs. Bri Ralston was asked to provide a brief summary of where the IT evaluation is at this point. She explained that the service contract is an issue and the physical infrastructure is antiquated that needs to be updated immediately. Mrs. Ralston asked that her work plan be approved. Mr. Steele asked her to meet with himself and Mr. Willis to approve the plan. **OPEN.**
- g. By-Law and Administrative Resolution review: Mr. Drummonds briefed the Board that the Committee had a meeting in which the Members agreed to review the existing By-Laws and be prepared with ideas at the next meeting. The Members are Mr. John Woodward, Mr. Bill Fenstermacher, and Mr. Guy Oliver. Minutes were not available but would be provided at the next meeting. Mr. Drummonds asked for an electronic copy of the Administrative Resolutions in order to distribute to the Members and work on. Mr. Fenstermacher created a schedule which the Committee adopted and it includes meeting each week to discuss portions of the documents. The plan is to have a proposal ready for the Board at the next meeting. **OPEN.**
- h. Strategic Planning: Nothing to report. **OPEN.**
- i. Oath (update): Mr. Severs reported a draft was sent around to each of the Board Members. Several of the Board Members had responded, but Mr. Severs was not aware of all of them. Mr. Steele asked that Mr. Severs review all the suggested changes and report back at the next meeting. **OPEN.**
- j. Personnel/Staffing: Nothing to report. **OPEN.**
- k. Public Safety Committee: Mr. Foss had nothing to report; however, Mr. Harston reported that Mr. David Daniels had dropped by the office and asked that the Board Representative for this Committee contact him as he would like to volunteer. **OPEN.**
- l. Builder Flag Pole: Mr. Drummonds contacted Mr. Dave Keeland of McMillin Homes and was given a name of an individual to contact: John Teeple (210-490-1798). A message was left for Mr. Teeple but no response was received. **OPEN.**

IV. OPEN FORUM:

- a. Ms. Eloise Forge brought a concern to the Board on the lights on the corner of Military Drive West and Saxonhill Drive. The Board agreed to look into the issue and get back to Ms. Forge. **OPEN.**
- b. A Homeowner asked a question about the availability and notice provided by the Staff/Board on the new standards. The Homeowner said many of her friends and neighbors had no idea that new standards had been created. It was stated by the Board that the information was placed on the website, in the newsletter and announced in the annual meeting notice that was mailed out to every Homeowner. Mr. Steele asked Mr. Lemanski to create a binder and place it in the lobby with the new standards in it for review by any Homeowner that comes in to the office. **CLOSED.**
- c. A question was brought up by a Homeowner about chairs in the pool area. Mrs. Harston addressed the issue and stated that new chairs were being purchased. Also, Members may bring their own chairs if they wish. **CLOSED.**
- d. Mr. Hopkins suggested we get fake cameras for the park that have a light on them, but out of reach of anyone, to help deter tagging in the Sports Park. Mr. Steele asked Mr. Willis to look into this issue. A Member of the audience volunteered to donate two camera's to the Association. **OPEN.**

- e. Mr. Hopkins also requested that we look at the easement behind and across the street from Galm Elementary. This easement has a pile of used fence boards and parts that were placed there by a Homeowner. The owner of the easement does not mow that area because they will not remove the pile. There are also some boulders there that we might consider removing and using to block off the Sports Park under the bridge. **OPEN.**
- f. Mr. Hopkins asked if the Board would look at replacing the expensive Deputy Sheriff's we use to monitor the park with our own monitors. He was asked to work with the Public Safety Committee to come up with options. **OPEN.**
- g. Mr. Hopkins asked if we could look into getting electronic sign(s) for strategic locations within the Community. Mr. Severs and Mr. Drummonds had both researched this and explained it would cost somewhere between \$5000 and \$10,000, not counting installation. Mr. Steele asked the Communications Committee to look at this as one of these options. **OPEN.**
- h. The Swim Team representative, Mrs. Brenda Cornell, asked to use the Community Center Pool between 8 am - 10 am, Monday through Friday, and on Monday nights from 5 until 10 pm. In addition, Mrs. Cornell asked that they be given some time on a couple Saturday's in May of next year to conduct registration and swim trials. Mr. Steele asked that Mrs. Cornell put a proposal together and submit it to the Board for a decision. Mr. Severs also suggested that a contract be signed where the Association waived the 25% fee for contractors. Mrs. Cornell asked if the Swim Team could store some equipment in the Association Sports Park storage area. She was asked to provide an approximate size of storage requirements with the proposal. **OPEN.**
- i. Ms. Kim Cotter raised a question about window-unit air conditioner units being allowed/not allowed within the community. Mr. Hopkins (of the ARC) responded that the request be made via Property Improvement Application (PIA) to the ARC and request a variance. Several recommendations were discussed. **CLOSED.**
- j. Mrs. Melanie Reed-Hall asked several questions about the yard sales, specifically about why the signs were not available as promised. Mr. Lemanski stated that the signs did not come in as promised; however, they are available now. The Board agreed to give these individuals credit for their yard sales (i.e., this one did not count against them) and they still have two remaining for the year. **CLOSED.**
- k. Mrs. G.A. Besecker stated a standards monitor had actually approached her during her authorized yard sale and stated that yard sales were not allowed. Mrs. Besecker just wanted us to be aware. **CLOSED.**
- l. Mr. Jerry Erwin asked a question about dead trees and how the Board is handling these issues. The Standards Department handles using the same process as all other CC&R violations. **CLOSED.**

V. NEW BUSINESS:

- a. Pool Rules: At the last regular meeting of the Board, it was decided to change the age of Members allowed to bring under age family members from 12 to 18 years old. Mr. Steele stated he had talked to several Members and as a result, would like to return the age back to 12 as it was before. After considerable heated discussion with individuals arguing pro's and con's on both sides. Several issues were discussed, including children caring for children, lifeguards and gate guards being baby-sitters for under age children, and many other issues. Mr. Steele made a formal motion to change the age of Members to 12 that are authorized to escort their younger siblings, and if they are less than 16 years old or do not have driver's license, they must have a card with emergency contact information with them when they attempt to get access to either pool. If either child (Member) violates the rules and are asked to leave the pool, and that will serve as their one warning. On the second offense, the family will lose their pool privileges for 30 days. A list of offenders will be maintained by the Recreation Superintendent and kept at each of the pool gate guards. The motion was approved by a vote of 4-0 with Judi Cannon abstaining. **CLOSED.**
- b. Pool Rules: Pool Rule #14 currently states: "No glass facemasks, goggles, or water weapons will be allowed in the pool. Only Coast Guard approved floating devices attached to the swimmer for safety are allowed. Floating toys, balls, etc., will be allowed at the discretion of the lifeguard." After much discussion, the Board voted 5/0 to change the statement to read: No glass facemasks or goggles will be allowed in the pool. Only

Coast Guard approved floating devices attached to the swimmer for safety are allowed. Floating toys, balls, etc., will be allowed at the discretion of the lifeguard.” It was also moved and approved by a 5/0 vote of the Board that individuals violating the pool rules will be asked to leave the pool and in the event of a second offense during the pool year, the family will forfeit their pool privileges for 30 days. A list will be created by the Recreation Superintendent that will identify the items (floating devices) that will not be permitted in the pools. **OPEN.**

- c. Pool Rules: A question was brought forth by a Homeowner about family members and valid Id cards. The current pool rules require all ID card eligible members of a family to have valid stickers on each card. Mr. Steele explained how a situation had occurred with him where the gate guard refused him entry because he did not have his ID card yet Mr. Steele’s wife had her valid ID Card. Mr. Steele made the following statement to the effect: if a member of the family shows up at any of our pools with other members of the family and one member of that family has a current ID card, that is valid to get all of them into the pool. All individuals in the family eligible to enter a pool (i.e., 12 or over) must present an ID card; however, only one member of the family need to have an Id card with a current sticker in order to gain access to a pool. All ID cards must have the same resident number on them. **CLOSED.**

VI. The Next Meeting: After considerable discussion, it was determined that the next regular meeting will be held on Thursday, July 15, 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 5:15 p.m.

Written by:

Kevin M. Drummonds, Secretary

Date: _____

Approved by:

John B. Steele, President

Date: _____

Posted in the VWOA Book of Minutes by:

Oswald Willis
Assistant Community Manager, CMCA®, AMS®
VWOA

Date: _____



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

Regular Meeting of the Pool & Insurance Cost Ad Hoc Committee
Wednesday, June 30, 2010 at 6:00 p.m.

Attendees

Committee Members:

Present: Kevin Drummonds, presiding; Jerry Erwin; Guy Oliver; Cheryl Drupiewski; and Brenda Cornell.

Absent: Michael Funari; Eloise Forge.

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

Purpose: Each member of the Committee present was given a copy of the insurance cost analysis that had previously been submitted to the Board. Mr. Drummonds explained why the analysis had been done (i.e., at the urging of several Homeowners). The purpose and direction of the Ad Hoc Committee was discussed. It was determined that all members would gather more information and ideas and meet again next week.

Action Item: All members will gather information on pool safety with/without lifeguards as well as ideas for increasing accessibility of the pools, while keeping in mind the financial restrictions of the Community. OPEN.

Action Item: Nominate and elect a Chair and Secretary. OPEN.

The Next Meeting: The next meeting was scheduled for July 7, at 6:00 p.m. in the Community Center conference room.

Adjourned: Meeting was adjourned at 6:50 p.m.

Attested by:

Kevin Drummonds

Date: _____

1 Atch:
Insurance Cost Analysis

Presentation to VWOA Board of Directors on May 22, 2010

Insurance Cost Analysis:

SouthWest Business Corporation (SWBC) -

Current Cost of Liability Insurance:

With lifeguards: \$29,665

Without lifeguards: \$31,165

Potential Savings:

Increase in Liability Insurance:	\$ -1,500
Workers compensation insurance:	\$ 2,200
Head Lifeguard payroll expenses:	\$ 7,060
Lifeguard payroll expenses:	\$ 28,000
Gate Guards payroll expenses:	\$ 12,500
Pool / Park Monitor expenses:	\$ -15,000
Electronic Gate expenses:	\$ -6,000
<u>Employee's payroll taxes (est.):</u>	<u>\$ 2,800</u>

TOTAL: \$ 30,060 (first year)

Discussion:

We could potentially convert our pools to not having lifeguards and Homeowner's assume personal responsibility, with the following provisions:

1. Invest in an electronic key card entry into the pool. Individuals with key cards would sign liability waiver and agreement to only allow authorized individuals into the pool. They would also agree to only enter the premises during designated pool hours (which could be established by the Board). In addition, only children over a certain age may be allowed in the pool without parental supervision. The entry card could serve as the VWOA ID Card in the future and could be tied to the Homeowner's account. There would be no reason to have stickers anymore. Replacement cards would be provided at a fee, as we do now, depending on their cost.
2. To maintain safety standards (i.e., reduce horseplay in/around the pool), we maintain pool / park supervisor(s) @ approximately same cost as Gate Guards during normal pool hours.
Note: this person would not be a 'child care provider', but rather responsible for ensuring safety practices are followed.
3. Combine the pool/park monitor and the pavilion attendant/monitor. Additional savings of at least \$2000, but may be as much as \$8k
4. Security presence in park could be replaced and perhaps have the Deputy used in other places or not at all. Potential savings \$18k

The savings may not be that much this year, but it would be huge going forward, not to mention the increase in service provided to our Community.

The pools are maintained year-round and they could be opened earlier and kept open later in the year.

STANDARDS DEPARTMENT REPORT

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

Presented to the BOD on July 15, 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	Seven (07) TPC letters and four (04) Pre-TPC letters were mailed.	Open
TPC Attorney Referral	For action during Executive Session.	Open
Courtesy Notices Issued	632 were issued for the month. This is down from 1,077 for May.	Info Only
Staffing/Personnel	Fully staffed with six part time Standards Monitors.	Open
New S/M Job description*	See attached proposed (new) job description.	Open
Courtesy Notice Guidelines* (*Board briefing on new proposal)	See new suggested Courtesy Notice timelines	Open
Quail Meadow Issues	Report will be given.	Open
Abandoned Properties	See attached list for action.	Open
PROJECT MANAGEMENT		
Fence Project	Personal contact was made with three of the owners. Three more sections of fence have been marked for staining. At two of the homes I did not get an answer at the door.	Open

Crime Stats Page

Please refer to the attached report.

Info Only

Maintenance Department Monthly Report
Superintendent
Freddie Gavia

Monument's without sprinkler systems/ water supply nor lighting:

- The Point x2
- The Oaks (Westcreek Oaks)
- The Bluffs x2
- The Summits x2

Monuments Without lighting but with sprinkler systems/ water supply:

- The Hills
- The Hollow
- The Woods (CastleHill / Westcreek Oaks)
- The Estates x2

Monuments with lighting but no water supply:

- The Woods (Kingsbridge / Military Drive)
- Westcreek Forsets

Monuments with lighting and sprinkler systems:

- Clock Tower
- VWOA Westcreek Oaks / 1604 entrance
- **Vistas**
- Wynwood x4 (Macey Trail)
- Wynwood (Westcreek View / Grossenbacher)
- High Points x4
- Westcreek Gardens
- Royal Oaks
- The Oaks
- Country Oaks
- Willowbrook
- Quail Meadow

Bold indicates a fully automated functioning watering system with lighting.

Monument plats are being created and will illustrate the current state of the watering systems and lighting of each monument and will also outline the requirements for repairs and for fully automating the watering systems and also to upgrade existing lighting. For consideration for the next years budget.

Fence Staining:

- Stained one full panel and a portion of another one. 4 Panels remain to complete the project.
- Plenty of stain still on-hand.

Equipment:

- Riding mower tire arrived (finally)- fully operational.
- Self-propelled mower front tire will need replacing, gear cover damaged.
- Husquevarna weedtrimmer inoperable and unrepairable.

Maintenance Shop:

Materials required for the repairs and reinforcement of the structure.

- | | | |
|--------------------------------------|-----|----------------|
| • Studs 2x4x16 ft. @ \$5.67 ea. | X8= | \$45.36 |
| • Angle Iron 3x3x20ft. @ \$37.70 ea. | X4= | \$150.80 |
| • Angle iron 2x3x20ft. @ \$31.66 ea. | X4= | \$126.64 |
| • Deck screws 3" @ \$28.94 per 5lbs. | x2= | <u>\$57.88</u> |

Total (not including taxes) \$378.69

Tree Trimming:

We expect to begin this project by the middle of the month of July and progress through the rest of the month until complete.

PIA Chart for June 2010

