

**SUPERINTENDENT OF STANDARDS**

REPORT FOR THE VWOA BOARD OF DIRECTORS

3/10/2010

Kenneth M. Lemanski Sr., BA, CEM

<b><u>TOPICS</u></b>	<b><u>ACTION/NOTES</u></b>	<b><u>STATUS</u></b>
<b><u>PROJECT MANAGEMENT</u></b>		
Crime/Incident Report	See attached report for the month of February 2010.	Info Only
Security Camera for Community Ctr.	The equipment was installed on March 1, 2010.	Closed
Fence Project	Several more TPC Letters have been mailed. One case has been turned over to the attorney for further action.	Open
Road Repairs/Sidewalk Repairs	I have sent the Community Manager a copy of the quotes I have received for the ADA Pavers.	Open
Sports Park Damage	Damage to the pool gate door knob and graffiti to the basketball court. I have found a source for large boulders at no cost to the association. No reply yet from the San Antonio River Authority.	Open
City of San Antonio Tree Challenge	This is an opportunity for the association to receive 25 trees at no cost. We are eligible for this program because we are in the ETJ of San Antonio. I have provided you with copies of the information from the application packet.	Open
Knox Box	BC Fire Marshall requires the Knox Box for commercial locations.	Open
<b><u>STANDARDS DEPT. ACTIVITIES</u></b>		
ARC Committee	Standards are scheduled to make their debut at the Annual Meeting in April.	Open
Property Improvement Applications	See attached graph for those that were approved and not approved.	Closed
Texas Property Code Letters	Nine (9) TPC letters and Fifteen (15) Pre-TPC letters were mailed.	Closed
TPC Attorney Referral	I have three more cases for Attorney Referral that need board approval.	Open
Staffing/Personnel	Fully staffed with six part time Standards Monitors.	Info Only
Courtesy Notices Issued	766 were issued for the month of February 2010	Info Only



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

*Est. 1994*

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

**Attendees**

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

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

Mr. Severs called the meeting to order at 6:04 p.m.

The Regular Meeting minutes for February 18, 2010 were read and **approved 3/0**.

Residents: Cher Squillante, Bill Fenstermacher, Scott Sherrill, John Steele, Guy Oliver, Cheryl Drupiewski.

Residents'/Guests' Forum: Questions on the Nominating Committee and proxy procedures; posting the candidates running for the Board of Directors on the website. A request the treasurer review last months Treasurer's report again. A request for copies of Certificate of Liability Insurance for all Contractors be provided to homeowner to check validity. Another homeowner voiced his concern on the Nominating Committee process. Another homeowner requested the fence be repaired on a house that backs up to Military Drive, also voiced his concern on monitors not being consistent. Another homeowner asked about process of abandoned homes is there a process reporting these homes in place. Homeowner requested if homeowners come up with a process of reporting abandoned homes and break-ins, tracking crime stats. Mr. Severs explained Mr. Lemanski tracks all incidents that are reported to the Association and places the crime stats on the website. Homeowner volunteered her services to assist on this issue. Another homeowner requested a Meet the Candidates Night where homeowners can ask the candidates running for the Board of Directors questions. Another homeowner voiced his annoyance regarding the fence on Military Drive. Mr. Severs explained this property is going through the process and has been turned over to the attorney's office. Mr. Hoskins explained Texas Property Code 207 and Texas Code states you cannot trespass on someone's property. Another homeowner stated that her husband will buy the boards and will fix the fence this weekend. The Board made it known they do not approve this action and will not be responsible.

Mr. Drummonds stated that the Board has the authority to waive the 7 day period in regards in accepting assessments prior to voting. He requested that the Board wave the 7 day period of paying assessments prior to voting. Mr. Severs responded that he is in favor of keeping the 7 day period that are stipulated in the By Laws. Cornel Hoskins made a motion to accept assessments payments up until one day before the Annual Meeting as long as the homeowner is not at the attorney's office. **Approved 3/0, Opposed – 1- Kevin Drummonds.**

## Community Reports

Recreation Department: Mrs. Harston provided a written report, see attached, which she reviewed with the Board. She explained the labor cost to open the Pool for three days a week, for 2 ½ weeks in May. Labor cost would be approximately \$1,478 additional dollars not budgeted. Board will discuss in the executive sessions.

VWOA ARC/Standards: Mr. Oswald Willis, Assistant Community Manager presented the ARC/Standards report in Mr. Lemanski's absence. He provided a written report, see attached, which included graphs on property improvements and follow-up inspections. Mr. Severs asked about the tree application and recommended Liliane Castillo oversee this project (number, location and type of trees) the Association can request. Liliane Castillo has resigned from the Landscaping Committee; volunteers are still needed for this committee.

Maintenance Department: Mr. Gavia, Superintendent of Maintenance provided a written report, see attached. Mr. Severs questioned the one additional employee needed for the application of the second coat of stain on the fences. To be discussed in the Executive Session.

Treasurers and Finance Committee's Report: Mr. Kevin Drummonds (Treasurer) and the Finance Committee provided a written report, see attached. He reviewed and explained last months February's Finance Report. Mr. Drummonds reviewed March's Finance Report and Modified Budget. The Board unanimously **Accepted 3/0** the report for filing and audit. He explained the bookkeeper took the budget and divided by 12 which is not going to portray a true picture on a monthly and quarterly reports when reporting variances, it will show a higher percentage in certain line items like (swimming pool, maintenance, insurance policies, etc.) in our Reservation Funds, Mr. Drummonds, Mrs. Jensen and Mr. Willis met and agreed on the Capital Replacement Fund Contributions, CM agreed with the Replacement Fund Contribution amounts Mr. Drummonds stated only certain reports be provided by the Belinda the bookkeeper on a monthly basis. Mr. Drummonds furnished a copy of the Treasurer's report and Contributions schedule to Mrs. Jensen to file in the Book of Minutes. A motion was made to accept Treasurer Report. **Approved 3/0**

Management Report: Mrs. Jensen provided a written report; see attached; which she reviewed with the board, Mr. Severs asked if John Cortez the new owner of Greenboro Homes had met with the ARC Committee to go over building plans. Mrs. Jensen explained herself, Mr. Willis and Mr. Lemanski had met with Mr. Cortez and he mentioned he was going to use the same plans Greenboro Homes did. The Board requested that Mr. Cortez submit all his plans to the ARC Committee due to Mr. Cortez is building under a new name and must be placed under his name. Mr. Severs voiced his concern on who is going to maintain the area behind the fence line that runs into the ditch behind the Greenboro Homes. Mr. Cortez mentioned he was aware of the agreement made between Mr. Leonard from Greenboro Homes and the Board of Directors in regards to the maintenance of the draw area behind the fence line. Mr. Severs asked what the cost of the ARMARK buy was out. Mrs. Jensen stated \$669.00. A motion was made to accept the CM report, **Accepted 4/0.**

## Unfinished Business

1. Advisory Committee: Mr. Severs asked the Board if they wanted an Advisory Committee, if not we need to close this issue, Mr. Drummonds recommended putting the proposal in the form of an AR, Mr. Drummonds volunteered to draft this AR. Ms. Anderson-Richards disagreed with the comment regarding family members cannot participate on this committee if they are related to a staff member of Board member. 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. Blockage of Sports Park Easement: Mr. Willis gave the report for Mr. Lemanski has still not spoken with anyone from San Antonio River Authority. Open
4. Fence Warranty/estimates on completion/cost estimates on second coat of stain: Mr. Drummonds made a motion not to proceed with applying the second coat of stain on the fences, discussion ensued; Mr.

Drummonds stated it is not in the Association best interest to re-stain the fences with a second coat if both sides of the fence are not stained and the boards were not all replaced with new ones. Mr. Severs asked who is in favor of this motion, **Approved 4/0**

5. Reviewing/AR's: Board reviewed AR's and made the following amendments: AR 3 - motion was made to amend AR 3 to reflect new address and the type O. Approved 4/0, AR 5 - motion was made to rescind, there is no longer a covenants committee Approved 4/0, AR 6 - proposed to replace the Membership paragraph with: The Finance and Reserve Study Committee shall consist of a Chair and any other member of the Association in good standing and wishing to serve. Input shall be obtained from all Committees, Department Superintendents and Association Management when potential changes to the budget will pertain to their area of responsibility. Any member may join the Committee by attending two out of three successive Committee meetings and maintaining regular attendance thereafter. Motion was made to amend this paragraph. Approved 4/0. AR 7 - motion made to rescind, Approved 4/0. AR 8 - motion made to rescind, Approved 4/0. AR 9 - has already been rescinded. AR 11 - amend to reflect \$250,000 in place of \$100,000 and list the Reserve Fund account names, motion made and approved 4/0. AR 12 - motion made to amend, to reflect our current standards and Texas Property Code 209 process and bring back to the Board. AR 22 - motion made to amend include the staff will notify the member by letter or written format. Approved 4/0. AR 25 - discussion on Exception I.D.s, recommended no changes the board agreed it was an office policy.
6. Annual Meeting Agenda: Ms. Jensen advised the board that an invitation to speak at the Annual Meeting was mailed to Sheriff Ortiz and to Tom Rhode. No response as of yet from Sheriff Ortiz's office, Tom Rhode has confirmed that he will be present. If no response from Sheriff Ortiz's office is received by next week an invitation will be extended to Ronnie Shoue from Bexar County Public Works. A time limit was discussed and agreed upon to ten to fifteen minutes. Place of Annual Meeting will be at the VWOA Community Center, Luna Middle School has an event already scheduled for that date and Ott Elementary holds only 250. The Community Center will hold 295 with chairs only. Additional chairs will be borrowed from Geronimo Fire Department. Mr. Drummonds volunteered to give the PowerPoint presentation at the Annual Meeting.
7. Nominating Committee: Mr. Hoskins advised the Board Ms. Zissimos resigned due to personal obligations and Ms. Woodward volunteered for the committee. Mr. Hoskins explained the accountability procedures for the proxy box and nomination process, two padlocks and a medical lock will be placed the proxy box. Elaine Mauer, a member of the Nominating Committee will hold the key to one lock and Elizabeth Jensen, Community Manager will hold the key to the other lock. The proxy box will be in view of the camera at all times. Members in good standing will only reflect on assessments only. Mr. Hoskins explained term limits, due to consensus of the community they decided not to list the term limits, the organization meeting will determine the positions. There will be two different raffle ticket drawings, where two homeowners will be chosen to be present during the counting of the proxies and two for the counting of the ballots. Members are welcome to register for a raffle ticket the week before the counting of the proxies, which will be April 15<sup>th</sup>, the same process will be done at the Annual Meeting, also for gifts.

#### New Business

1. Pavilion Attendants: Ms. Jensen explained to the Board the difficulties the office is experiencing attaining monitors to monitor the Pavilion parties due to hours paid to do a party (currently paying 1 1/2 hours per party. Motion made to raise \$25.00 flat rate per party for monitors and raise the Pavilion rental rate to \$20.00 for the first three hours and \$17.50 for additional hours. Approved 4/0. Motion made to amend contracts to reflect Certificate of Liability Insurance is needed for vendors supplying moonwalks, pony rides etc. Approved 4/0.
2. Meet the Candidates: Mr. Drummonds recommended a Meet the Candidates Night, any homeowner can come to the meeting and ask the candidates questions. Mr. Drummonds volunteered to set up the event. Mr. Severs requested Mr. Hoskins be present for the Meet the Candidates event for the

presentation. VWOA will send out this announcement on the Website and through Constant Contact e-mail list. A motion was made to approve the Meet the Candidates Event, Approved 4/0.

3. Lennar homeowners to use the Community Center free of charge to meet with Lennar due to the two fires in the community. Ms. Jensen explained Mr. Lemanski spoke with the homeowner that was inquiring and recommended to wait until the investigation to the second fire was complete. Mr. Hoskins recommended the builder pay for the usage fee for renting the Community Center.
4. Standards Revisions: Mr. Drummonds expressed his concern on the audit standards, 4.0 Arc review committee, in addition to have the authority to hire specialize consultants and incur reasonable expenses to aid in reviewing plans, change to read “the community also has the authority to hire specialized consultants and incur expenses within the annual budget designated for the ARC by the Board of Directors”. Mr. Drummonds submitted his changes to the ARC. Discussion on yard sales pursued; Ms. Anderson-Richardson voiced her concern on the yard sale regulations.

**The Next Meeting:** The next meeting will be held as the Annual Owners Meeting on Thursday, April 22, 2010 at 6:30 p.m. in the Community Center Assembly Hall.

**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 **4/0**, the meeting adjourned at 9:45 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: \_\_\_\_\_