



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

Regular Board of Directors Meeting Agenda
Thursday, 7 PM, August 27, 2015 @ Community Center

- **Call to Order and Pledge of Allegiance to the Flag**
- **Review/approve previous minutes**
- **Members/Guest forum**
- **State Representative Galindo** Update on recent legislative updates
- **Department/Committee reports**
 - Recreation Department
 - Maintenance Department
 - Standards Department
 - Administrative Department
 - Community Management Department
 - Architectural Review Committee
 - Standards review/update Committee
 - Finance Committee
 - Landscaping Committee
 - Nominating Committee
 - Communications Committee
 - Public Safety Committee
 - Sports Park Committee
 - Sports Committee
 - Strategic Planning Committee
 - Ad Hoc Fence Committee
- **Unfinished Business**
 - Status of sidewalk At Saxon Hill and Military Dr., West. **OPEN**
 - Installation of equipment for tot lot 2 to Five-year-old **OPEN**
 - Installation of Additional toys for tot lot. **OPEN**
 - Restrooms for Sports Park. **OPEN**
 - Website improvements. **OPEN**
 - Top Dressing Sports Park Fields **CLOSED**
 - Community Center Baby Pool leak detection **CLOSED**
 - Basketball Court repair Under contract **OPEN**
 - Electronic Voting staff is reviewing vendors **OPEN**
 - Leaning brick columns and fences. AR 32 ad hoc Fence Committee **OPEN**
 - Purchase of AED equipment: **OPEN**
 - Clarification of AR 20 **TABLED**
 - Upgrading Security Systems at the Community Center **OPEN**
- 6. **Executive/Emergency Session Results**
 - Report of Foreclosures: See administrative report
 - Report of Release of Liens: See administrative report
 - Report of Lien Filings: See administrative report
 - Notice of Trustee's Sale: See administrative report
- 7. **New Business**
 - **Restroom Design Details**
 - **Marquee Sign**
 -
- 8. **Schedule next monthly meeting**
- 9. **Adjournment.**

Regular Meeting of the Board of Directors

Thursday, July 16, 2015

Open Meeting: The Regular Meeting of the Board of Directors was called to order by the President, at 7:02 PM on July 16, 2015. The purpose of the meeting was to conduct regular business as identified in the pre-announced agenda. Following the Pledge of Allegiance, the minutes for the previous months' meeting were reviewed and approved. The motion to approve the minutes was made by Christopher Bell. The motion was seconded by Guy Oliver. Motion carried 4-0.

Board members present:

Richard Gentry, President
Kevin Drummonds, Vice President

Guy Oliver, Secretary
Christopher Bell, Treasurer

Board Members Absent:

Anthony Hoffman, Assistant Secretary

Staff present:

Jennifer Bell, Community Manager
Sylvia Mennel, Assistant Community Manager
Melynda Porter, Administrative Superintendent
Adrian Suttles, Superintendent of Standards
Jamie Esquivel, Superintendent of Maintenance

Members Present:

Mr. Besecker	Mrs. Besecker	Gene Hopkins	Barb Hopkins
Bill Fenstermacher	Joyce Oliver	Sam Tomlinson	Roger Torres
Steven Zajchowski	Joanne McCall	Francis Lomax	Ann Lomax
Rick Severs			

Guests Present:

None

II. Open Forum:

Mr. Gentry opened the members and guest forum. Mr. and Mrs. Besecker stated that the Standards Department had removed a sign in their yard and placed it up by their porch, but had left one in a neighbor's yard. They felt that it was selective enforcement. The Beseckers said that limbs that were hanging too low on Military Drive, which they had reported on June 22, had not been removed. Mr. Gentry directed the Maintenance Contractor to trim up all low hanging branches and shrubs by the next meeting.

Sam Tomlinson asked to have the new business items regarding AR-20 moved to the open forum section. Mr. Gentry informed Mr. Tomlinson that we could not move the item from new business; however, we would consider it the first item in new business.

Rick Severs apologized to the board for his tone while making statements to the Board at the previous meeting, but felt all the statements he made were correct.

Roger Torres asked if the Sports and Sports Park Committees should be combined. Mr. Gentry explained that the committees should remain separate at the present time.

III. Committee/Department Reports:

- a. Recreation Department. A written report was provided and is attached to these minutes. Mrs. Menell reported that the refinishing of the basketball court should be complete in the next day or so.

- b. Maintenance Department. A written report was provided and is attached to these minutes. The Maintenance Contractor submitted a proposal to redo the walking trails in the Park. The maintenance contractor was told to repair the fountain at the Sports Park by removing that fountain and bricking it up the same as the other one.
- c. Standards Department. A written report was provided and is attached to these minutes. It was suggested that the Standards Department put an article in *This Week in Westcreek* as to what it takes to get a thank you notice.
- d. Administrative Report (Assessments collected). A written report is provided and attached to these minutes.
- e. Community Management Department. A written report was provided and is attached to these minutes. Mrs. Bell gave the managers' report and financial report.
- f. Architectural Review Committee. A written report was provided and is attached to these minutes. Mr. Gene Hopkins, Chairman of the ARC, nominated Joanne McCall as a regular member of the ARC. Mr. Drummonds made a motion to that effect. The motion was seconded by Mr. Bell. The motion carried 4-0.
- g. Standards Review/Update Committee. A verbal report was given by Mr. Gene Hopkins. The committee is getting very close to finishing.
- h. Finance Committee. The Treasurer, Mr. Bell, stated that the first Finance Committee meeting was held on June 3 at 6 PM and the next meeting would be July 1 at 6 PM.
- i. Landscaping Committee. Mr. Gentry appointed René Schmidt as Chairman of the landscaping committee.
- j. Nominating Committee. No activity
- k. Communications Committee. Mr. Fenstermacher stated that the communications committee was working with the web developer on restoring the website after a virus corrupted it. Mr. Bell asked the communications committee to look into an electronic sign to be located at the Community Center.
- l. Public Safety Committee. See attached report.
- m. Sports Park Committee. See attached report.
- n. Sports Committee. See attached report.
- o. Strategic Planning Committee. Mr. Drummonds, Chairman of this committee, stated that the quarterly meeting had not been scheduled at this point.

IV. The Unfinished Business:

- a. Status of sidewalk at Saxonhill and Military Dr., West. Bexar County's contractor is working on installing the sidewalk. The Contractor had run into some problems and had to redo portions prior to approval by the County. **OPEN**
- b. Installation of equipment for tot lot for 2 to 5-year-olds. Waiting on installation. **OPEN**
- c. Additional toys for tot lot. **OPEN**
- d. Restrooms for Sports Park. **OPEN**
- e. Website improvements. See Communications Committee report above. **OPEN**
- f. Top Dressing the Sports Park fields. The top dressing was put on the fields by the maintenance staff. **CLOSED**
- g. Community Center Baby Pool leak detection. The water level is holding at the present time and they believe they have solved the problem. **CLOSED**
- h. Basketball Court repair. See Recreation Department report above. **OPEN**

- i. Electronic voting: Referred to the communications committee. Staff has given additional vendors and committee is looking at these vendors and will make a proposal to the Board **OPEN**
- j. Additional toys for tot lot. Mr. Gentry informed the board that the installation costs for the additional toys done by the manufacturer would be \$11,000. A motion was made by Mr. Gentry to approve this amount and the motion was seconded by Guy Oliver. The motion passed unanimously. **OPEN**
- k. Leaning brick columns and fences. Mr. Richard Gentry made a motion to establish an ad hoc Fence Committee. Mr. Kevin Drummonds seconded the motion. The motion carried unanimously. Mr. Francis Lomax was appointed chairman of the committee. Mr. Oliver will be the board member for that committee. **OPEN**
- l. National Night out. **OPEN**
- m. Purchase of AED equipment. The cost was \$75 per unit higher than was approved. After a brief discussion, the additional cost was approved unanimously. **OPEN**

V. Executive/Emergency Session Results

- **Report of Foreclosures:** See administrative report
- **Report of Release of Liens:** See administrative report
- **Report of Lien Filings:** See administrative report
- **Notice of Trustee's Sale:** See administrative report
- The board voted electronically to approve a contract with J&J Construction to install a sidewalk around the new toys and mulch under them. The contract amount was \$8185.97 this has to be done before we could open the tot lot. Vote: 3 in favor, 1 against, 1 on vacation. Richard Gentry, Christopher Bell, and Guy Oliver voted in favor. Kevin Drummonds voted against because he wanted to have more bids. Anthony Hoffman was on vacation.

VI. New Business:

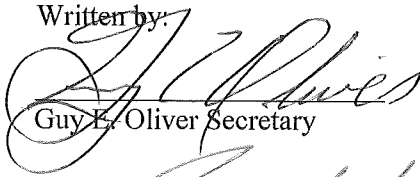
- Clarification of AR 20. Mr. Sam Tomlinson stated that he and Mr. Drummonds had been on the board when AR 20 was started and adopted and they had accepted the property from K&B in order to ensure it would be maintained in accordance with the standards. K&B had completed the build-out of the neighborhood and no longer wanted to, nor were they doing a very good job of maintaining it. The intent was also to ensure the homeowners adjacent to the easement had the right of access in perpetuity as stated in the AR. Mr. Drummonds read the definition of access from the Webster dictionary and Mr. Oliver read from Article III, Section 3.02.c from the CC&Rs. Mr. Tomlinson stated that if anything was done to make AR 20 more restrictive that he would consider legal action. Mr. Gentry told Mr. Tomlinson that whatever was done with AR 20 would be done in accordance with our CC&R's and threatening legal action would not change anything.
 - a. The Board is looking at this to clarify the wording and intent of AR 20 and to make sure that it was in accordance with the CC&R's and Bylaws.
 - b. Mr. Drummonds stated that they were not trying to limit access to only the residents living along the easement but were trying to make sure that no future boards could remove the ability to access the easement.
 - c. Mr. Gentry stated that the Board will look at rewording AR 20 to make sure that it is clear all residents have access to the easement and do so in accordance with the CC&R's and Bylaws.
 - d. Mr. Gentry made clear that the easement would not be used for storage of any kind.
 - e. There was some question as to whether or not the easement north of Sage Run was covered under the quitclaim deed. Mr. Drummonds stated that it was intended to be included by the Board at that time. Mr. Gentry asked Mrs. Mennel to verify the deed to see that it included that portion of the easement. **OPEN.**

- Update Security System for the community center. A motion was made by Mr. Drummonds to upgrade the security system as recommended by Mrs. Mennel. The motion was seconded by Mr. Bell. The motion carried 4-0. The upgrade includes installing/replacing up to eight cameras around the Community Center at a cost of \$4200.00. **OPEN**
- Contract with J&J Construction to repair and resurface the walking trails in the Park. The Maintenance Contractor quoted \$6106.99 for the decomposed granite for the walking trails and \$1429.30 for labor. The motion was made by Guy Oliver and seconded by Christopher Bell. After a discussion, which included Mr. Esquivel assuring the Board that this would not interfere with his normal work contracted by the Association and that he would use separate resources or do the work after normal working hours, the Board approved the motion unanimously. **OPEN**

VII. Scheduled next monthly meeting: August 27, 2015, in the Community Center

VIII. Adjournment: There being no further business before the Board, the meeting was adjourned at 8:56 PM.

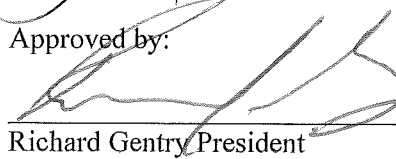
Written by:


Guy E. Oliver Secretary

Date

8-27-15

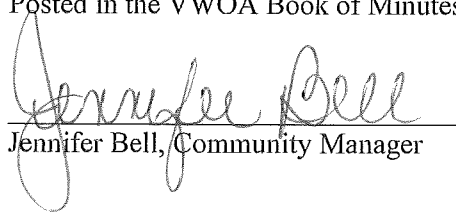
Approved by:


Richard Gentry President

Date

27 Aug 15

Posted in the VWOA Book of Minutes by:


Jennifer Bell, Community Manager

Date

Aug 27, 2015

PARKS & RECREATION August 2015 Report

I. Current Programs/Classes

- a) **Soccer:** Meet & Greet Aug 29th, Practice begins Aug 31st, Games begin Sept 12th, Ends with Nov 7 Tournament. 351 kids registered, 22 teams

II. Improvements:

- a) Tot lot in Sports Park has new play equipment items installed. Rain will delay completion, but scheduled to be done sometime next week
- b) SP Pool stair railing repaired
- c) Basketball Court surface refinished, new nets installed and back boards painted
- d) Needs:
 - ~ Tennis court needs resurfacing and nets need repair
 - ~ Parking lot potholes need repair, and parking lot lines need repainting

III. Past Events:

- a) SA Soccer Academy (partnered with SA Scorpions) provided a free Coach Soccer Clinic on August 15th. Low attendance due to time of year as well as rain, but great feedback from those that went

IV. Upcoming Events

- a) SA Scorpions are providing a free Soccer Clinic for all registered players. Event is Sept 3rd, 6-8 p.m., open to the first 120 in age groups 3-8, and 9-14 (240 kids total)
- b) SA Scorpions tickets on sale, discounted price of \$10 each
- c) Pools and Park going to fall schedule 24 Aug:
 - ~ SP Pool: Open T-F from 5-9 p.m. and weekends 10-8, through Oct 4th
Closed Mondays for cleaning
 - ~ CC Pool: Open on weekends only after Aug 23rd, through Sep 6th
 - ~ * Both pools open Labor Day, Sep 7th

J & J CONSTRUCTION

RESIDENTIAL & COMMERCIAL

PO BOX 762349

SAN ANTONIO, TX 78245

(210)722-5609

Jamiejconst@aol.com

August Maintenance Report

Total work orders opened: 8

Total work orders closed: 7

Open work orders for July:

1- Light at pool- Waiting for pool closure to address safely

Upcoming Projects--

Community Center building stucco cracking

Community Center floor needs redone

Asphalt for CC and SP parking lots need repair

Tennis court repairs

Daily Tasks:

*Mowing all needed areas and trim along fence lines and curbs is on a schedule that is only deviated from on an emergency basis, such as weather.

*Pick up trash along main road ways.

*Walk around Community Center for trash and debris.

*Clean and hose down sidewalks around building.

Mowing:

*Mow all needed areas, and trim along fence lines and curbs.

*Spraying herbicide for weeds.

* Staining fences are homeowners replace/repair them.

Land:

*Daily trash pick-up and inspection of property for hazards.

* We have been trimming trees that obstruct sidewalks, and road ways

* Repair/replace monument lights

* We have been adding new mulch to community center and clock tower

* We have been spraying weed as needed

Park:

*Mowing all needed areas and along the creek.

*Inspecting existing park fixtures.

*Addressing vandalism.

*Repaired all water fountains

*The track at SP was repaired and new crushed granite was added

Community Center:

*Maintain the centers exterior grounds.

*Transplanting some trees and shrubs in flower beds.

STANDARDS DEPARTMENT MONTHLY REPORT

From: Adrian Suttles, Superintendent of Standards

To: VWOA Board of Directors

Subject: Monthly Report

Presented to the Board of Directors on

July 2015

August 27, 2015

TOPICS	ACTION AND/OR NOTES	STATUS	
ARC Committee Membership:	The ARC is staffed with five (5) community residents who volunteer their time on a weekly basis.	Info	
Property Improvement Applications (PIA): (see ARC Committees' report)	Submitted to ARC: Approved: Disapproved:	78 62 16	79% 21%
Staffing/Personnel:	Staffed with six (6) part time Standards Monitors for approx. 1/2 the month, and only 4 monitors the remainder of the month.	Info	
		Number	Pct. +/-
Standards Violations Documented:	Violations of our standards were noted this month:	424	-52%
	Violations of our standards were noted last month:	888	
		-464	
		Number	Pct. +/-
Thank You Notices:	This Month:	219	4%
	Last Month:	211	
	Increase / Decrease from last month:	8	
		Number	Pct. +/-
Personal Contact:	This Month:	40	-25%
	Last Month:	53	
	Increase / Decrease from last month:	-13	
		Number	
Re-Sale Inspections:	This Month:	27	
	Last Month:	12	
	Increase / Decrease from last month:	15	
		Number	
Yard/Garage Sales:	This Month:	44	
	Last Month:	87	
	Increase / Decrease from last month:	-43	

PROJECT MANAGEMENT

PUBLIC SAFETY REPORT

Graffiti reported:	Military Dr.~AT&T buliding behind apartments	7/7/15
	Wynwood~Macey Trail~Side of house-Police report filed	7/9/15
	Wynwood~Hollow Grove~Mailbox	7/20/15

Crime reported:	Estates~Creek Knoll~American flag ripped off of pole and tossed onto front yard	7/9/15
	Oaks~Stanton~Work truck broken into over night	7/14/15
	Royal Oaks~Back yard broken into over night	7/16/15
	Oaks~Stanton~Work vehicle broken into again, cooler stolen.	
	Neighbor observed a Black Mazda 4 door car driving in the area at the time	7/21/15
	Oaks~Barkston~Paint & eggs thrown on car. Officers called	7/29/15
	Country Oaks~Theft of possessions from automobile and attempted home break-ins.	7/29/15



Villages of Westcreek
Owners' Association
12395 Military Dr. W
San Antonio, TX 78253
Office phone: 210-679-8761

Administrative Board Report-27 August, 2015

- Collections Break Down for July-2015
- Break down of release of Liens \$538.84, \$ 831.56
- 4 Files were opened in July, 2015
- Total number of open accounts with ASD is 30-\$26,061.51
- Total number of open accounts with PCPB&J-7-\$2575.44
- Report of Lien Filings \$934.43
- Total monies collected From 1 July-20 August 2015-\$193,333.13
- Paypal money collected in the 3rd quarter-\$14,391.20
- Paypal YTD-\$84,399.87
- Total money collected this Fiscal Year- \$1,002,745.66



Villages of Westcreek
Owners' Association

Community Managers Report for July 2015
Presented to the Villages of Westcreek Board of Directors August 27, 2015

Physical Plant

- Over \$80,000 has been collected via PayPal online payment system.
- We are continuing to work towards erecting a new bathroom facility in the Sports Park.
- The new tot-lot equipment from Game Time, as well as the Caterpillar and Race Car have been installed. The new sidewalk and ground cover are under construction.
- The 4 AEDs (defibrulators) have been delivered. Training of specified staff will be on Sept 8.
- The basketball resurfacing has been completed.
- The Sports Park walking track has been resurfaced with decomposed granite.
- The installation of the 8 new security cameras at the Community Center is complete. The cost was \$4200.00.

Personnel

- Welcome to Ms. Dawn Garza who is the Interim Parks and Rec Superintendent.
- Farewell to Jim, Isaac and Kevin, Park Monitors, who have moved on to other endeavors.
- Welcome to Yisrael and Easton who have been hired as Park Monitors.
- We are accepting applications for Parks and Recreation Superintendent.

Other Items

- Welcome Phillip Zavala of Z Community Fitness and Tennis, a new contractor at VWOA. He offers fitness classes and will start tennis clinics in September.
- Registration for Soccer is complete. We have 351 registered participants.
- The Finance Committee has begun working on the 2016 Budget. The Superintendents and Management were provided Budget classes per the recommendation of the committee and approved by the Board. The Superintendents and Management are working directly with the committee to restructure the budget per Department. The cost of the training was \$1194.00.
- The Ad-Hoc Fence committee has been holding meetings with various fence product representatives to offer different materials and pricing to the BOD for the anticipated fence project.
- The Public Safety Committee continues to work on plans for National Night Out, Tuesday, October 6.
- We would like to thank all of our Committees and volunteers for their hard work and dedication to VWOA.

ID Cards (includes replacement reprints)

- 401

Exclusive Usage Contracts

- Pavilion Parties 6
- Community Center 8
- Pool Parties 8

Closings

- New 0 Resale 24

Constant Contact Email Status Report

- 1983 subscribers

Facebook “likes”

- 1336 likes

VILLAGES OF WESTCREEK ARCHITECTURAL REVIEW COMMITTEE

REPORT FOR THE BOARD OF DIRECTORS---8-27-2015

Meetings held during the weeks of: 7/7/15 7/14/15 7/21/15 7/28/15

Applications reviewed: 62--approved 16--disapproved

The 16 disapprovals were for:

- 2---Driveway extensions on both sides of driveway and cement walkway on side of house (Assessments not current).**
- 2---Brick and mortar walkway in front yard exceeded the width requirement. After being disapproved twice, the homeowners came before the ARC and agreed to modify the width from 6 feet to 4 feet.**
- 1---Patio in rear yard requires additional information and a Plat/Lot Survey showing the location of the patio.**
- 1---Removal of patio stones and install stained and textured concrete in rear yard requires additional information. It was re-submitted and approved.**
- 1---An above ground pool with wooden decking and a pergola requires additional information. It was re-submitted and approved.**
- 1---Modifying playground equipment to add a cage for birds. The appearance was not acceptable. The homeowner came before the ARC and was provided with appropriate guidelines that would be acceptable. The homeowner agreed to re-submit another request.**
- 1---Installing a gray metal roof on the dwelling. The homeowner was informed that the roofing must have the appearance of shingles.**
- 1---Replacing the dwelling's roofing with Spanish red colored shingles. Color is not acceptable and does not compliment the house *.**
- 1---Replacing the shingles on the storage shed with Spanish red coloring. Color is not acceptable for the same reason as shown in the previous disapproval above*.**
- 1---Painting the house and chimney Maroon red. Color sample is required.**
- 1---Kennel/coop for chickens.**
- 1---Fence staining. Stain sample is required.**
- 1---Xeriscaping with artificial grass, river rock, limestone, blocks and plants. The PIA was not signed by the homeowner and additional information is required.**
- 1---Painting the dwelling's trim and chimney. Color sample(s) is required.**

The 62 approvals were for:

- 15---Xeriscaping, landscaping, etc.**
- 10---Walkways.**
- 4---Repainting the dwelling and other extremities of the dwelling.**

- 4---Patios in rear yard.
- 3---Pergolas in rear yard.
- 3---Replacing roof shingles.
- 2---Wooden storage sheds.
- 2---Decks in rear yard.
- 1---New house construction in Jacob Pond with paint colors, fencing and landscaping.
- 1---Fence staining.
- 1---Staining upper deck & pergola in rear of dwelling.
- 1---Furniture for front porch.
- 1---Security glass front door with screen.
- 1---Decorative metal security front door with screen.
- 1---Above ground pool behind the dwelling.
- 1---Roof covering over existing slab in front of house.
- 1---Modification of front entry enclosure with aluminum fence and gate.
- 1---Resurfacing and staining of multiple areas of cement patio in rear yard.
- 1---Storage area under enclosed patio in rear yard.
- 1---Driveway extension.
- 1---Cinder block retaining wall in rear yard.
- 1---Rock and mortar pond in rear yard.
- 1---Steel tubing fence in rear yard.
- 1---Moving fence forward within 5 feet of the front of the garage.
- 1---Decorative metal star on front of fence.
- 1---Additional fence to section off rear yard.
- 1---Ventless A/C unit for sunroom in rear yard.

NOTE: There were 33 applications for improvements/changes that were not submitted to the ARC for prior approval. The majority resulted from Property Resale requests for those homeowners who failed to request ARC approval.

**Gene Hopkins
Chair, Architectural Review Committee**



Villages of Westcreek
Owners' Association

Finance Committee Report

Presented to the Villages of Westcreek Board of Directors August 27, 2015

Open Meeting

- Mr. Christopher Bell opened the meeting at 6 p.m. on 17 August.
- 4 of 5 superintendents and Manager were in attendance
- 6 homeowners present

Discussion

- Each Superintendent presented a line by line budget of their department for the upcoming year.
- Manager presented a line by line budget for the upcoming year
- Committee members asked questions about furniture and replacement of items.
- Committee members also asked questions about what department should handle this line item.
- The Chair raised questions about Bonuses
- The Chair raised questions about salary increase
- Discussed the possibly of standards monitors looking more professional. i.e. wearing dry fit polo shirts instead of t-shirts
- Discussed moving forward with technology for standards monitors and placing all paperwork in a data base and removing the monthly storage fee.
- The Chair asked them to go back and look at differences from previous year and place percentages alongside each line item. No matter if it was an increase or a decrease.
- The superintendents have clear direction from the committee on what is expected at the next meeting.

Previous Meeting

- The Manager, Asst Manager and Superintendents where provided funding for them to attend an on line course concentrating on business budgeting
- The current board has funded an excess of 70K+ in items this year that were not on the budget from last year.
- First time the Superintendents are in control of making their on department's budget.

Closing the Meeting

- Mr. Christopher Bell adjourned meeting at 7:03 pm
- Next meeting is 2 Sep at 6 p.m.

Monies Spent Since April 2015- Non-Budgeted

Tot-Lot Equipment	\$17,552.73
AEDs	\$5,700.00
Basketball court resurfacing	\$6,690.00
Crushed Granite	\$7,536.29
Security Cameras	\$4,200.00
Platting/restroom	\$6,000.00
Legal Expenses	\$31,500.00
Ice Machine	\$3,200.00
Top Dressing	\$2,700.00
	\$85,079.02

Communication Committee Minutes

August 3, 2015

The meeting was called to order by Bill Fenstermacher at 10:00 am.

In attendance

Bill Fenstermacher, Guy Oliver, Joyce Oliver, Gene Hopkins, Barb Hopkins, Jean Woodward, Michelle de Jongh

Special guest: Bob Bozarth with Signtronix

Old Business

Bill Fenstermacher said he met with Community Manager Jennifer Bell about changes that still have not been made to the web site. He said she apologized for dropping the ball and will follow-up with the webmaster to update the site by the end of the week. Bill Fenstermacher also said the committee should consider adding a Help Page to the web site. He said it could say something like, "If you are having trouble viewing this page, try this" and possible solutions could be listed.

New Business – Electronic Signs

After the July meeting, Joyce Oliver had researched electronic signs as requested by the Board of Directors and the costs involved in putting one in front of the community center. A representative from one company, Signtronix, was present at today's meeting to explain the process and what they offer. Bob Bozarth set up a demo LED sign to illustrate how they work and what they can do. Bob Bozarth explained that the actual sign would be bigger than the demo, with 4 lines of print, three colors, wireless, and measure 6'x31." He demonstrated the "easy software" for the committee. His price was \$15,355.13 for 2 one-sided signs. It was pointed out to Bob Bozarth that the VWOA is non-profit so the sales tax (\$1,060.13) should not be included in the price. He said he would remove it when he saw the non-profit status certificate.

Guy Oliver said he had spoken to Community Manager Jennifer Bell about having Maintenance Superintendent Jamie Esquivel run electricity to the pole, install a base and set bolts so the pole just has to slide in, similar to what was done for the flagpole. This would be an additional cost that would have to be considered.

- Bill Fenstermacher asked if more signs are added throughout the community, would the staff be able to access the wireless signal from the office. Bob Bozarth said the signal probably wouldn't reach, but we could use a satellite booster and take a laptop near each sign so that it could receive the updated messages. He said it would not take long to do that.
- Gene Hopkins asked if the electricity goes out, would the sign and software reboot automatically. Bob Bozarth said yes, it would.
- Bill Fenstermacher asked Guy Oliver how many signs would be needed to cover the Westcreek community. Guy Oliver said probably five, plus the original two.
- Bill Fenstermacher asked if there are any of the signs nearby that we could see. Bob Bozarth said there is a dentist's sign at Loop 410 @ Blanco Rd., and a veterinarian sign near Bandera @ Grissom.
- Barbara Hopkins expressed several concerns such as:
 - why do we need electronic billboards,
 - The location of the sign in front of the Community Center and its potential impact on public safety such as driver distraction since the area being considered for placement is where we have pedestrian and bike lane traffic.
 - How will we determine if using electronic billboards will increase participation at Board of Director and Committee Meetings and Community events etc. when compared to current methods of

advertisement?

- There was discussion if signs are just posted just in front of the Community Center we would still need to continue to place signage throughout the community since only a limited number of residents travel past the Community Center.

Joyce Oliver motioned that we forward the proposal from Signtronix Signs to the Board of Directors as requested. Jean Woodward seconded the motion. Motion passed.

New Business - Email addresses

The Safety Committee has asked Bill Fenstermacher if the Communications Committee can explore ways to get email addresses of more residents registered on the Constant Contact email list at the National Night Out Event in October. He explained to our committee that Constant Contact is not linked to properties listed in Quick Books so we do not know which residents have not registered their email addresses with the office/Constant Contact. He said we need to see if Quick Books can put addresses/emails into an Excel spreadsheet so that we could identify who doesn't have email addresses on Constant Contact. Prior to the meeting, he discussed this with the Community Manager and she was going to look to see if this could be done.

New Business – Comment Box

Bill Fenstermacher reported that a homeowner/member of the staff suggested having a comment box at the front desk where residents can provide feedback such as kudos, suggestions, comments, concerns etc. to the staff and Board of Directors. Committee members were asked to be thinking about some ideas for future discussion and consideration

Adjournment

Barbara Hopkins motioned to adjourn at 11:02 am. Joyce Oliver seconded. The meeting was adjourned.

Public Safety Committee Minutes

The focus of the meeting included tasks remaining for National Night Out the coordination and execution of said tasks. In summary, most everything looks good; however, the committee will need help with finishing planning and execution.

Some particulars include,

Sheriff

Band

Food trucks

To mention some of the more important examples.

Public Safety Committee Minutes

In attendance:

Francis Lomax

Ann Lomax

David Pater

Guy Oliver

Nick Giardino

Absent:

Cristina Barton

Mary Bentley

Chief Khalaf

The Public Safety Committee discussed the confirmation of volunteers and vendors to attend National Night Out.

The following volunteers have been confirmed:

Walgreens

Red Cross

ROTC

Rep. Galindo

D2 Fire

Volunteers yet to be confirmed:

Boyscouts (popcorn)

Seaworld

The Texas Two Step Band - Dominic's brother - he was volunteered and willing to do it...

Bexar Co. Sheriff

Suicide Prevention

San Antonio Rape Crisis Center

Medical Whole Sale

The following vendors have been confirmed:

General Air

Fitness

Dance

Vendors yet to be confirmed

Food trucks

Ozarka

Security Systems

Cleaning Service and Home Repair

The Public Safety Committee hopes to enlist the aid and support of the BOD and staff in order to complete this list, and we thank you.

With kindness,

Nick

SUBJECT: Sports Park Committee Minutes

DATE: August 13, 2015

Meeting began at 7:00 PM.

Committee Members in attendance: Guy Oliver, Joyce Oliver, Gene Hopkins, Roger Torres

Chair: Steve Zajchowski

Updates:

- 1. The additional toilets for the Sports Park are currently being platted.**
- 2. The resurfacing of the basketball court has been completed.**
- 3. The installation of the three (3) play toys in the Children's Playground will begin on August 13 (Thursday).**
- 4. Installation of the two (2) sets of horseshoe pits behind the Community Centers swimming pool is pending.**

Board approval is requested for the following projects in the Sports Park:

- 1. Cameras like those currently being used in and around the Community Center. The number of cameras will be based on the locations selected for surveillance. (Once the cameras are installed, the fake cameras are to be removed.)**
- 2. To comply with the ADA, replace the rock pathway that leads from the over- load parking area to the Pavilion with asphalt.**
- 3. Install additional lighting to allow for complete illumination of the walking trail and back of the park.**
- 4. Provide adequate ventilation to the Pavilion Toilets due to the unpleasant odor that appears to be coming from these facilities.**
- 5. Update the sign that is attached to the basketball court fencing in accordance with the newly revised Sports Park Rules.**

There was no further discussion, therefore the Committee adjourned at 8.30 PM.

These Minutes will be provided to the Board of Directors for discussion at the August 27, 2015 Board meeting.

**Gene Hopkins
Secretary**

VWOA Ad Hoc Fence Committee Minutes: Meeting Held On 07/21/2015

Meeting Time: 6:00 PM – 7:15 PM

Attendees:

Francis Lomax (Chairperson)	Nick Giardino
Guy Oliver	Joyce Oliver
Gene Hopkins	Barb Hopkins
Bill Fenstermacher	Sylvia Mennel
Maribelle Serna-Hewitt	Lydia Tolle

Contact List

A contact list was provided and updated to allow the members contact phone numbers and/or Email addresses. They could indicate how they prefer to be notified of Fence Committee items. The Chairperson will set up notification groups based upon the member's preferences. Mr. Hopkins requested that the Chairperson send out notices of the meetings a couple of days prior to a committee meeting. The notification groups will be used to satisfy this request.

Review of Previous Meeting Notes

A special thanks to Guy Oliver, Gene Hopkins, and Nick Giardino. Nick was kind enough to take some of our research printouts to the meeting and take notes when I had to leave town on short notice. Guy and Gene stepped up and conducted the meeting. Thanks to all the members who attended and got the new committee started.

Discussions

The goal is to choose fence material that is low cost, low maintenance, graffiti resistant or economical to remove, and in line with the CCR's. Pricing needs to be done by linear foot.

We also discussed some advantages of the fences might be noise reductions and light reductions from passing cars.

We also discussed advantages/disadvantages of fixing or removing existing columns. The thinking is that the existing columns should be removed. However, there are a large number of columns. Sylvia Mennel reported that there were over 500 columns on Military Dr. and Westcreek Oaks area alone not taking into account the fence line at The Park nor the area west of Grosenbacher Rd. Either way, removing or repairing them will have a substantial cost.

VWOA Ad Hoc Fence Committee Minutes: Meeting Held On 07/21/2015

With the upcoming Texas Sound Wall to be placed along Loop 1604 about two feet from our main fences there, we do not think those fences will need to be replaced.

Results of Research on Fences and Costs

Thanks to Maribelle Serna-Hewitt and Sylvia Mennel for doing the initial research on fences.

Maribelle contacted Fencecrete America, a local company. Fencecrete America, Inc precast concrete products consist of concrete posts and panels that are steel reinforced with integrated color. Their special manufacturing process creates a textured pattern on both sides of the 1'x5' panels. These 5000 psi precast panels slide between a "I" shaped post to create an interlocking system. This unique wall system is available in a variety of architectural designs which include: woodstyle; brickstyle; stuccostyle; rockstyle; and a combination of wrought iron with any of their styles. The "I" shaped posts are set five feet apart in 18" diameter holes, a minimum of two feet deep. The interlocking panels slide between these posts. The bottom panel keys into and is supported by the post piers. Depending on the style, the fences come in 6', 7', and 8' heights. The cost per linear foot ranges between \$65 and \$79 per linear foot. The cost to remove the old fence and set up a temporary fence while the new fence is installed costs about \$5 per linear foot. One of their fences located near us can be seen at the El Sendero Subdivision located at Hunt Lane and Tres Caminos (Brickstyle) and Tausch Farms (woodstyle no lattice).

Sylvia found a source of a vinyl fencing examples. The following link for Ply Gem the vinyl fence manufacturer for the product we reviewed yesterday at our meeting. If you go into the gallery starting with the 4th selection page, it will show you the types of privacy fencing that they produce:

<http://outdoor.plygem.com/wps/portal/outdoor/outdoorroot/discover/fencerail101/>

She says that it appears that the company they mentioned in Schertz, this particular branch does not carry the product. She has placed a call into the company to see if they can give us contact information for someone here in Texas. This web page does give very good insight as to the quality and durability of their product and what to look for in comparing other similar products to this.

VWOA Ad Hoc Fence Committee Minutes: Meeting Held On 07/21/2015

Items for Next Meeting

For the next meeting, we will try to get presentations from two different companies to explain the following items of their fences:

Advantages of their material	Ease of maintenance
Capabilities to support gates	Resistance to Graffiti or ease to remove
Warranties	Time needed to install a given length of fence
Ease to repair section of fence	Cost ranges for different types/styles per linear foot.

The chairman of the Fence Committee will try to get presentations from two vendors. We would like to allocate 30 minutes for the presentation and 15 minutes for questions and answers. We would like to have the first one start at 6:00 PM and the second one to start at 7:00 PM. Thus, we would like to schedule a two hour meeting for the next meeting.

Next Meeting:

We have scheduled the next meeting at 6:00 PM on Tuesday August 4, 2015.

VWOA Ad Hoc Fence Committee Minutes: Meeting Held On 08/20/2015

Meeting Time: 6:00 PM – 8:00 PM

Attendees:

Francis Lomax (Chairperson)	Rick Severs
Guy Oliver	Joyce Oliver
Gene Hopkins	Barb Hopkins
Maribelle Serna-Hewitt	Bill Fenstermacher
Jessica Flores	
Roger Torres	

Contact List

A contact list was provided and updated to allow the members to provide contact phone numbers and/or Email addresses. They could indicate how they prefer to be notified of Fence Committee items. The Chairperson will set up an Email notification group based upon the members' Email addresses. Two people were added to the Fence Committee Email List.

Review of Previous Meeting Minutes

The previous meeting (8/04/2015) minutes was accepted with no additional changes.

Results of Research on Fences and Costs

We have currently gathered information about the following four types of fences:

1. Vinyl Fence (e.g. PlyGem).
2. Linear Low Density Polyethylene Plastic (LLDPE) (e.g. SimTek).
3. Interlocking mortarless concrete blocks (e.g. Allan Block (AB)).
4. Precast concrete sections (e.g. FenceCrete).

To learn more about the differences between these different types of fences, we have been requesting vendors from these different types of fences to give a presentation with a question and answer period. We asked them to focus on the following 10 topics:

- Advantages of their material.
- Expected longevity of each fence.
- Capabilities to support gates (Size limitations, etc.).
- Warranties.
- Ease to repair a section of fence.
- Ease of maintenance.
- Resistance to Graffiti or ease of removal.
- Time needed to install a given length of fence.

VWOA Ad Hoc Fence Committee Minutes: Meeting Held On 08/20/2015

- Cost ranges for different types/styles per linear foot, to include installation and removal/disposal of old fencing materials.
- Process of installation such as temporary fencing and coordination with homeowners whose fences will be replaced

So far we have had two vendor presentations and have learned a lot about the different fences and issues involved. We discussed what kind of information would be most helpful to the Board in helping them come to a decision about our current fence situation. I was recommending that we create a rating scale for each of the topics listed above. The committee could then assign a rating number to each of the topics. This allows the committee to come up with an average number for each topic for each vendor. The board could then come up with a weighting for each topic, and we could then have a number to help in deciding which type of fence to choose. The board would then have a recommendation from our committee based on the combinations of the committee evaluations weighted by what the Board thought were the most important topics/features.

In looking at this idea, I brought up the fact that we did not have wooden fences on our list. That's when the Mr. Oliver informed us that VOWA was spending \$50,000 a year to stain the fences and that was why these other kinds of fences would be so much better in the long run. I therefore said that the wooden fence would then get a low rating on ease of maintenance, but it might get high ratings in other areas -- such as cost. Thus, I think that maybe we should also include the wooden fence in our rating system. Thus, the board would have that information for their decision making process.

Then, we discussed the question of whether or not we should include similar information on the column issue. We have several columns that are starting to tilt quite a bit. Some fences can easily go from column to column but others by their design do not interface as well with them. The issue becomes, should we also provide information to the Board to help decide if the columns should be kept and maintained or should they be removed when the new fences are installed? One of the committee members has volunteered to look into this to get an idea of how much it costs to jack up the columns into their vertical position, how many need work, etc. It would be good to know how the Board feels about this. **Should this be part of the Fence Committee's current effort?**

Finally, we were wondering how soon the Board wanted to know this information. That is when Mr. Oliver provided the guidance that the association budget work is done in October or November. He thought that the Board may like to be able to start the fence project in the beginning of next year. Based on that information, I was going to try to get the information together by the end of September. It is our desire to gather the information in time for it to be most useful for the Board. **Can the Board provide us guidance as to when they would like the final information and recommendations from the fence committee?**

Since as chairman of the committee, I will not be able to attend the next Board meeting, I will be asking Mr. Oliver and/or Mr. Drummonds if they can bring the two highlighted questions above to the Board's attention. It would be very helpful to get guidance from the Board on these two questions.

VWOA Ad Hoc Fence Committee Minutes: Meeting Held On 08/20/2015

Vendor Presentation

Mr. Matt Booth from Fencecrete America, 15089 Tradesman Drive, San Antonio, TX 78249, came and discussed the advantages of their product. We had a sample product to examine. Their product is a precast concrete section which comes in 5'x1' rectangles that fit into posts spaced about 5' apart. Thus, for a 5' section going 8' high requires 8 of these rectangles weighing approximately 80 pounds each. He discussed the color chart that they use and how the same color is mixed throughout the concrete mixture. The product has galvanized steel included in it. Thus, sometimes, cracking/breaking can allow water in and some rust staining can occur. He talked about the standard warranty is 12 years, but he will do some research and thinks he can get 20 year warranty for ours. The warranty covers rusting, cracking, and shifting. Currently, for gates, they usually install Wrought Iron gates. He says they can install a panel over them for privacy if needed. They can remove one of the posts and thus create an opening of about 10 feet. The fence is designed to withstand wind loading to about 90 MPH. The sound barrier for this fence would be about the same as a concrete block wall. HEB has used these to create 18' foot high fences. The issue of existing trees coming through the current fence was brought up. He said that they often build a V or a rectangle around them, but boxing them would be an issue. Once they start a section of fencing, they can normally install about 200 feet of fence in a week. They have procedures for notifying the affected home owners and setting up a temporary fence. They make their own product and have their own installers (they do not use subcontractors for the installation).

The price per linear foot that he provided was:

Type	6' Cost/Foot	7' Cost/Foot
Horizontal Wood with Lattice (Total Height with 1 Foot lattice on top.	N/A	\$71
Rock Style Precast or Stucco Style Precast	\$65	\$71
Vertical Wood Precast	\$69	N/A

From his presentation, it sounded to me that they can stack the Rock Style/Stucco Style Precast to 8 feet by adding an extra panel. **Mr. Lomax will clarify this and get the prices for an 8' fence for our next meeting.**

Here is a link to their web site: <http://www.fencecrete.com>

Items for Next Meeting

The chairman will work on trying to get a presentation from SimTek for the next meeting.

Mr. Roger Torres volunteered to get information about the cost of repairing/removing the existing columns. There was some data from about three years ago for the number that were leaning and needing repairs which may be of use for him.

VWOA Ad Hoc Fence Committee Minutes: Meeting Held On 08/20/2015

Next Meeting:

We have scheduled the next meeting at 6:00 PM on Thursday September 10, 2015. Again, we will schedule 2 hours for the meeting and presentation.

5:10 PM

08/27/15

Accrual Basis

Villages of Westcreek Owners Association

Balance Sheet

As of July 31, 2015

	Jul 31, 15
ASSETS	
Current Assets	
Checking/Savings	
Due From Bank	0.02
1010 · Operating Accounts	323,427.64
1011 · Reserve Accounts	408,312.69
Total Checking/Savings	731,740.35
Accounts Receivable	
1020 · Accounts Receivable	-29,875.68
Total Accounts Receivable	-29,875.68
Other Current Assets	
1021 · Interest Receivabl	34.19
1030 · Other Current Assets	18,186.90
1040 · Undeposited Funds	5,614.77
1071 · Allowance For Doubtful A...	-18,000.00
Total Other Current Assets	5,835.86
Total Current Assets	707,700.53
Fixed Assets	
1050 · Fixed Assets	-146,384.15
1056 · Community Center^	2021505.24
1057 · Community Center Furniture	18,841.84
1058 · Software	4,673.91
1059 · Vehicle	22,996.00
Total Fixed Assets	1921632.84
Other Assets	
1037 · Chase CD	2,676.43
1190 · Prepaid Expense	20,962.50
Total Other Assets	23,638.93
TOTAL ASSETS	2652972.30
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 · Accounts Payable	9,223.38
Total Accounts Payable	9,223.38
Credit Cards	
2040 · Credit Card	1,745.96
Total Credit Cards	1,745.96
Other Current Liabilities	
2020 · Other Current Liabilities	25,725.94
2100 · Payroll Liabilities	4,601.06
Total Other Current Liabilities	30,327.00
Total Current Liabilities	41,296.34
Long Term Liabilities	
2200 · Long Term Notes Payable	1027195.44
Total Long Term Liabilities	1027195.44
Total Liabilities	1068491.78
Equity	
2031 · Retained Earnings	148,424.59
3000 · Fund Balance	1136400.83
Net Income	299,655.10
Total Equity	1584480.52
TOTAL LIABILITIES & EQUITY	2652972.30

5:10 PM

08/27/15

Cash Basis

Villages of Westcreek Owners Association
Balance Sheet
As of July 31, 2015

	<u>Jul 31, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
Due From Bank	0.02
1010 · Operating Accounts	323,427.64
1011 · Reserve Accounts	408,312.69
Total Checking/Savings	731,740.35
Accounts Receivable	
1020 · Accounts Receivable	-121,491.80
Total Accounts Receivable	-121,491.80
Other Current Assets	
1021 · Interest Receivabl	34.19
1030 · Other Current Assets	18,186.90
1040 · Undeposited Funds	5,614.77
1071 · Allowance For Doubtful A...	-18,000.00
Total Other Current Assets	5,835.86
Total Current Assets	616,084.41
Fixed Assets	
1050 · Fixed Assets	-146,384.15
1056 · Community Center^	2021505.24
1057 · Community Center Furniture	18,841.84
1058 · Software	4,673.91
1059 · Vehicle	22,996.00
Total Fixed Assets	1921632.84
Other Assets	
1037 · Chase CD	2,676.43
1190 · Prepaid Expense	20,962.50
Total Other Assets	23,638.93
TOTAL ASSETS	<u>2561356.18</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 · Accounts Payable	-11.50
Total Accounts Payable	-11.50
Credit Cards	
2040 · Credit Card	1,745.96
Total Credit Cards	1,745.96
Other Current Liabilities	
2020 · Other Current Liabilities	25,725.94
2100 · Payroll Liabilities	4,601.06
Total Other Current Liabilities	30,327.00
Total Current Liabilities	32,061.46
Long Term Liabilities	
2200 · Long Term Notes Payable	1027195.44
Total Long Term Liabilities	1027195.44
Total Liabilities	1059256.90
Equity	
2031 · Retained Earnings	94,094.85
3000 · Fund Balance	1136400.83
Net Income	271,603.60
Total Equity	1502099.28
TOTAL LIABILITIES & EQUITY	<u>2561356.18</u>

4:25 PM

08/27/15

Cash Basis

Villages of Westcreek Owners Association

Profit & Loss Budget vs. Actual

January through July 2015

	Jan - Jul 15	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense				
Income				
4150 · Miscellaneous Income	545.36	291.65	253.71	187.0%
4170 · Program Fees	59,971.60	30,975.00	28,996.60	193.6%
4180 · Swim Team	0.00	437.50	-437.50	0.0%
4181 · Wahoo Swim Team	490.00			
4190 · Reimbursed Expenses	0.00	1,166.65	-1,166.65	0.0%
5000 · Revenue	774,675.62	599,683.05	174,992.57	129.2%
5100 · Newsletter Advertisement	0.00	58.35	-58.35	0.0%
5200 · Rumage/Yard Sales	3,525.00	2,916.65	608.35	120.9%
5400 · Pavilion Rental	5,615.00	3,500.00	2,115.00	160.4%
5600 · Fence Repair Reimbursem...	50.00			
5800 · Community Center	25,422.50	9,041.70	16,380.80	281.2%
5900 · Concession Stand	721.55	2,333.35	-1,611.80	30.9%
Total Income	871,016.63	650,403.90	220,612.73	133.9%
Gross Profit	871,016.63	650,403.90	220,612.73	133.9%
Expense				
8000 · Operating Expenses	210,492.40	169,230.90	41,261.50	124.4%
8200 · Administration	309,727.73	317,703.90	-7,976.17	97.5%
8300 · Maintenance	12,854.85	17,208.25	-4,353.40	74.7%
8400 · Recreation Department	85,990.06	95,374.95	-9,384.89	90.2%
8500 · Misc. & Contingency	2,528.61	4,958.35	-2,429.74	51.0%
8980 · Depreciation Expense	17,500.00			
Total Expense	639,093.65	604,476.35	34,617.30	105.7%
Net Ordinary Income	231,922.98	45,927.55	185,995.43	505.0%
Net Income	231,922.98	45,927.55	185,995.43	505.0%