



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

Regular Board of Directors Meeting Agenda
Thursday, 7 PM, March 24, 2016 @ Community Center

- **Call to Order and Pledge of Allegiance to the Flag**
- **Review/approve previous minutes**
- **Meet the Candidates**
- **Review/approve previous minutes**
- **Members/Guest forum**
- **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
 - Elections/Nominating Committee
 - Communications Committee
 - Communications Ad Hoc Technology Committee
 - Public Safety Committee
 - Sports Park Committee
 - Strategic Planning Committee
 - Ad Hoc Fence Committee
- **Unfinished Business**
- Restrooms for the sports Park: **OPEN**
- Website Improvements: **OPEN**
- Electronic Voting: Staff is working with vendor **OPEN**
- Leaning Brick Columns along Talley Road: Contract was awarded to Masonry Arts to repair these 39 columns. **OPEN**
- Marquee Sign: **OPEN**
- Handicapped Lift for Community Center Pool: **OPEN**
- Sports Park Improvements: **OPEN**
- Community Mapping Program: **OPEN**
- Standards Revisions: The Board and the ARC will have to meet to reconcile one item. **OPEN**
- Staff was directed to get bids for clearing the property by the Community Center as the first stage to building more sports fields. **OPEN**
- A suggestion was made to build a skateboard park. Staff was directed to check with our insurance to see what it would do to our premium. **CLOSED**
- Banner for Community Center to increase attendance at board meetings.
- 6. **Executive/ Session Results**
 - see Administrative Report
 - The BOD met with the ARC to discuss specific verbiage in relation to specific verbiage in the upcoming revised Standards to permit residents more accessibility in their backyards.
- 7. **New Business**
 - Swim Team
 - Speed Bumps on Sage Run
 - 2016 Pool Schedule
- 8. **Schedule next monthly meeting**
- 9. **Adjournment.**

Regular Meeting of the Board of Directors
Thursday, February 18, 2016

Open Meeting: The Regular Meeting of the Board of Directors was called to order by the President, at 7:07 PM on February 18, 2016. 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 January 21, 2016 were reviewed and approved unanimously by the members of the Board present. Motion to approve the minutes was made by Mr. Christopher Bell and seconded by Mr. Kevin Drummonds. Approved 5-0

Board members present:

Richard Gentry, President
Kevin Drummonds, Vice President
Christopher Bell, Treasurer

Guy Oliver, Secretary
Anthony Hoffman, Assistant Secretary

Board Members Absent: N/A

Staff present:

Jennifer Bell, Community Manager
Sylvia Mennel, Assistant Community Manager
Melynda Porter, Administrative Superintendent
Dawn Garza, Superintendent Parks and Recreation
Jamie Esquivel, J & J Construction, Maintenance Department

Members Present

Barb Hopkins	Gene Hopkins	Gene Bridges	Randy Bond
Joyce Oliver	Francis Lomax	Ryan Haskins	Ann Lomax
Dee Dee Valerio	Varnell Johnson		

Guests Present:

None

II. Open Forum:

Mr. Gentry opened the member's forum. Dee Dee Valerio ask for the Associations help on getting the county to install a guard rail or some other type of barrier to keep vehicles crashing through her back fence and into her house. Mr. Gentry directed staff to see what could be done to help.

III. Committee/Department reports

- Recreation Department. A written report was provided and is attached to these minutes
- Maintenance Department. A written report was provided and is attached to these minutes
- Standards Department. A written report was provided and is attached to these minutes.
- Administrative Report. A written report is provided in attached to these minutes.
- Community Management Department. A written report was provided and is attached to these minutes.
- Architectural Review Committee. A written report was provided and is attached to these minutes. Mr. Gene Hopkins Chairman of the ARC went over the report for the Board. Mr. Hopkins nominated Mr. Francis Lomax and Mr. Gene Bridges to fill the vacancies on the ARC. Mr. Oliver moved that the board approve Mr. Hopkins nominations Mr. Bell seconded the motion. The motion was approved unanimously 5-0

- Standards Review /Update Committee Guy Oliver asked the committee to consider allowing patios and decks at grade to be built up to the fence and that structures be allowed up to 2 feet of the fence. The Board agreed and the proposed Standards was sent back to committee.
- Finance Committee. No meeting has been held.
- Election Committee. Mr. Bell and Mr. Gentry will be the joint chairs on this committee
- Communications Committee. See the attached minutes. It was indicated that Mr. Bill Fenstermacher is going to step down as chairman of this committee.
- Communications Ad Hoc Technology Committee. No report
- Public Safety Committee. Reported that the committee membership was low
- Sports Park Committee. See attached minutes
- Strategic Planning Committee. No report

Ad Hoc Fence Committee. Mr. Lomax submitted a detailed report. Mr. Gentry asked the committee to look at a wooden fence in a metal frame and a three material fence consisting of stone, brick, and wood.

IV. Unfinished Business

- Restrooms for the sports Park. Due to the addition of a storage area and covered pavilion the Architects fee was increased by \$500 to \$10,500. The motion to approve this increase was made by Mr. Bell seconded by Mr. Oliver. The motion was approved unanimously 5-0 **OPEN**
- Website Improvements. **OPEN**
- Electronic Voting. Staff is working and talking with the vendor **OPEN**
- Leaning Brick Columns along Talley Road Contract was awarded to Ramirez Masonry to repair these 39 columns. Will start in August or September when matching brick will be available **OPEN**
- AR 32. Mr. Gentry asked that this item be removed from the unfinished business. Mr. Gentry, Mr. Drummonds, and Mr. Hoffman voted to remove this item .Mr. Bell and Mr. Oliver were opposed **CLOSED**
- Clarification of AR 20. **CLOSED**
- Removal of Barb wire and modifications to the fence around the basketball court and repair of fence around tennis courts. The Board approved the quote for the materials from De LA Garza Fence. **CLOSED**
- Marquee Sign **OPEN**
- Handicapped Lift for Community Center Pool Staff is still looking into a lift and reported that the costs depending upon the lift is between \$ 5000 and \$15,000 **OPEN**
- Sports Park Improvements. **OPEN**
- Community Mapping Program. **OPEN**
- Standards Revisions. The Board and the ARC will have to meet to reconcile one item. **OPEN**
- Skateboard Park Staff checked with our insurance carrier and were informed that our insurance will not cover is skateboard park. The insurance carrier highly recommended that we not instruct a skate board Park.

V. Executive Session Results

- The ARC Committee and the Board of Directors discussed the homeowners' ability to have more use of their back yards with less limitation regarding the 5' setbacks, and determined that a 2' setback from the fence lines would be adequate. Further, if homeowner wished to place flatwork like a sidewalk or a patio that the top of the cement needs to match the existing grade.
- The Board discussed issues with the interpretation of AR45 and determined that two different versions of the AR were being referred to however the one revised on April 18, 2013 was the recent version. The BOD agreed to have the AR revised to reflect first notice, second notice, TPC, then to attorney. Additionally, the BOD implemented notification of the BOD once a homeowner has been sent the TPC with the end date (end of 30 day allotted TPC time period). If the Board should decide to speak directly to the homeowner, he/she must do so within the 30 days period and notify the staff. After the 30 days (if no extensions have been requested/granted), the file will then be sent to the attorney.
- Two additional contracts were presented for the re-building of the columns on Talley Rd. The Board tentatively awarded the contract to Ramirez Masonry as the brick to be used for this project would not be available until August or September. The Board found this to be of concern and wanted to ensure that the order for the brick was set up as soon as possible in order to prevent further delay. A board member suggested the use of the different brick. Ms. Mennel advised that the columns on the angled portions of the fence will not be repaired making it difficult to match any other brick considered. The Board will officially approve of the contract in open session based on the current information provided.

VI. New business

- a. Mr. Bell made a motion to price and purchase a banner and place it on the front of the Community Center notifying residents of Board meetings. The motion was seconded by Mr. Oliver. The motion carried unanimously.

VII. Schedule next monthly meeting: March 24, 2016, at 7 PM in the Community Center.

VIII. Adjournment: There being no further business before the Board, the meeting was adjourned at 8:03 PM.

Written by:

Guy E. Oliver Secretary

Date _____

Approved by:

Richard Gentry President

Date _____

Posted in the VWOA Book of Minutes by:

Jennifer Bell, Community Manager

Date _____

PARKS & RECREATION February 2016 Report

Current:

~ Basketball Registration started 8 Feb, and ended 26 February. 9 teams registered with a total of 87 participants. Practice started March 21st, and first game starts March 26th. The season runs 8 weeks, with the tournament scheduled for May 21st.

~ Adult Softball ~ Cost to get practice field ready will be approximately \$2,800. Registration started 21 March, and will run through April 15th. The San Antonio Amateur Softball Association is the league we will join. Registration for their league starts April 20th and the season starts May 31st. We will practice on our field, and play games with the league.

Upcoming:

~ Volleyball ~ Cost to get court ready will be approximately \$800. Cost of 2 nets will be approximately \$200. Will take approximately 10 yards of play sand, at \$43.45 per cub yard. Delivery fee is \$195.00. Would provide medals to winning team, approx. cost \$3 per medal. Registration will start in May, ages 16 and up. More to come on specific dates and times of practice and games.

Past:

~ Easter Egg Hunt was March 19th. Easter Bunny rode to park in Vintage Hot Rod Car. Event was a huge success, several positive comments received.

J & J CONSTRUCTION

RESIDENTIAL & COMMERCIAL
PO BOX 762349
SAN ANTONIO, TX 78245
(210)722-5609
Jamiejjconst@aol.com

February Maintenance Report

Upcoming Projects:

- Tot lot basketball court
- Reconditioning of soccer fields

Graffiti

Sonni Field- both sides of under water drainage

Vandalism:

Wynwood monument- lights vandalized/lines cut
SP bathrooms door handles vandalized

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. We have to maintain our schedule because subdivision is so large.
- * Pick up trash along main road ways
- * Walk around Community Center for trash and debris
- * Clean and hose down sidewalks around building.
- * Addressing vandalism throughout the community.
- * Provide professional feedback on areas of concern noted through observations.

Mowing:

- * Mow all needed areas, and trim along fence lines and curbs.
- * Spraying herbicide for weeds.
- * Spraying rock areas for weeds.

Land:

- * Daily trash pick-up and inspection of property for hazards.
- * Worked on lights at monuments and lighting through out the subdivision
- * We have been spraying weed as needed
- * We have been cleaning dead plants out of monuments

Park:

- * Mowing all needed areas and along the creek.
- * Addressing vandalism.
- * Blowing rocks in tot lot and tennis, basketball courts on a weekly base
- * Raised tot lot play area, added top soil, sod, play mulch and irrigation.

Community Center:

- * Maintain the centers exterior grounds.
- * Pruning trees and shrubs.
- * Set up and break down for Mardi Gras
- * Repaired/replaced lights in the Conference Room

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

February 2016

March 24, 2016

TOPICS	ACTION AND/OR NOTES	STATUS	
ARC Committee Membership:	The ARC is fully 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:	47 39 8	83% 17%
Staffing/Personnel:	Staffed with four (4) part time Standards Monitors the majority of the month.	Info	
		Number	Pct. +/-
Standards Violations Documented:	Violations of our standards were noted this month:	666	-1%
	Violations of our standards were noted last month:	674	
	Increase/Decrease from last month:	-8	
		Number	Pct. +/-
Thank You Notices:	This Month:	0	
	Last Month:	0	
	Increase/Decrease from last month:	0	
		Number	Pct. +/-
Personal Contact:	This Month:	28	22%
	Last Month:	23	
	Increase/Decrease from last month:	5	
		Number	Pct. +/-
Re-Sale Inspections:	This Month:	20	25%
	Last Month:	16	
	Increase/Decrease from last month:	4	
		Number	Pct. +/-
Yard/Garage Sales:	This Month:	20	33%
	Last Month:	15	
	Increase/Decrease from last month:	5	



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

Administrative Board Report-March 24, 2016

Collections Break Down for February-2016

- Break down of release of Liens \$939.81
- Total of release of Liens-\$939.81
- Total number of open accounts with ASD is 18-\$17,090.67
- Total number of open accounts with PCPB&J-25-\$10,305.29
- Report of Lien Filings -\$0
- Order of Foreclosure-\$0
- Total monies collected in February-\$147,617.94
- Paypal money collected in the 1st quarter-\$78,407.97
- Paypal YTD-\$194,330.67
- Total money collected this Fiscal Year- \$463,107.61
- Delinquent assessments as of March 16, 2016-\$91,307.18
- Delinquent assessments as of March 16 2015-\$93,823.85
- 20 TPC letters were sent out for accounts delinquent over \$200.00



Villages of Westcreek
Owners' Association

Community Managers Report for February 2016
Presented to the Villages of Westcreek Board of Directors March 24, 2016

Physical Plant

- Over \$75,000 has been collected via PayPal online payment system so far this year.
- We are continuing to work towards erecting a new bathroom facility in the Sports Park.
- The tot-lot upgrades were completed. They include the addition of 2 new trees, grading the slope in the tot lot and adding sod and irrigation. Additionally, more play mulch was added to the swing set area.
- The land beside and behind the Community Center was walked by management and BOD members to determine the area that VWOA is considering clearing for future development.
- The basketball resurfacing has been completed.
- The tot-lot additional landscape renovations have been scheduled for end of February.

Personnel

- Farewell to Brian, a Standards Monitor.

Other Items

- Basketball registration closed out with a total of 87 participants.
- Mardi Gras was a huge success this year with over 100 people in attendance, bigger prizes, more tables, and a lot of fun.
- The Easter Egg Hunt held on March 19, 2016 was another fun and successful event. A special thank you to the staff and all who attended and volunteered.
- The Absentee Ballots, Proxies and Agendas were mailed out to homeowners on Friday, March 11, 2016.
- Call for Board of Director's Nominations

The Board of Directors will have (3) three open seats in April 2016. A key business item on the annual meeting agenda is the election of new Board members. If you are a Homeowner who would like to serve your community, or know of another Homeowner who would make a good director please submit the following by February 19, 2016. Nominations received by this date will be published in the April 2016 newsletter and on the website. Any nominations received after February 19, 2016 will be posted on the website, but will not make the deadline for the Newsletter or the Ballot printing. Candidates Full Name, Home Address, Phone Number, Email Address, Short Bio (no more than 300 words), Photo Image (jpeg) or if you wish you can drop by the community center and we will take the picture for you.

The information should be delivered to the following:

Chair, Villages of Westcreek Owners Association Nomination Committee

12395 Military Drive West

San Antonio, TX 78253

NOTES: Nominations can be made at any time up to and including the call for nominations from the floor at the Annual Meeting on April 21, 2016.

*To be elected the candidate must be a Homeowner of the Villages of Westcreek.

ID Cards (includes replacement reprints)

- 128

Exclusive Usage Contracts

- Pavilion Parties 3
- Community Center 7
- Pool Parties 0

Closings

- New 0 Resale 18

Constant Contact Email Status Report

- 2148 subscribers

Facebook “likes”

- 1550 likes

VILLAGES OF WESTCREEK
ARCHITECTURAL REVIEW COMMITTEE
REPORT FOR THE BOARD OF DIRECTORS---3/24/2016

Meetings held on: 2/2/16 2/9/16 2/16/16 2/23/16

Applications reviewed: 42---Approved 8---Disapproved

The 8 disapprovals were for:

- 2---A flat bed trailer kept in the driveway with a cover for screening its view from the street. The trailer is used as needed for the owner's business. It was resubmitted and disapproved again because the cover does not comply with the purpose and recommendations for screening as described in our Standards. Also, utility trailers are not allowed in front of the residence unless they are being used temporarily.
- 2---A 11' x 11' wooden shed under the wooden deck that requires a Property Plat showing the location plus additional supporting information. It was resubmitted and disapproved again because the shed is not finished and still needs painting.
- 1---A 12' x 12' extension to existing wooden deck and to add lower deck. A Property Plat showing the location plus other supporting information is required for the ARC to render an appropriate decision.
- 1---New shutters on front of house that requires a full color picture of the entire front before the ARC can render a proper decision.
- 1---Garage door was painted with a color that was approved only for the accents of the house which does not include the garage door.
- 1---Porta Potty on the driveway while performing renovations in the house.

The 42 approvals were for:

- 6---Xeriscaping, landscaping, etc.
- 6---Concrete slabs behind the dwelling.
- 5---Repainting the house.
- 5---Replacing roof shingles on the house.
- 4---Solar panels on the house.
- 4---Retaining walls.

- 3---Wooden deck behind dwelling.
- 1---Metal bench in front yard.
- 1---Wooden enclosure for water softener on side of dwelling.
- 1---New front door.
- 1---Above ground pool behind the dwelling.
- 1---New shutters on front of dwelling.
- 1---Two (2) topiaries with white lights in the front yard.
- 1---Removal of window screens and solar screens.
- 1---A 6' x 6' wooden fence enclosure on side of dwelling.
- 1---Replacing siding of house with Hardie Plank.

NOTE: Twenty four (24) of the fifty (50) applications are from homeowners who failed to request prior ARC approval. These numbers include those that were found during Property Resale inspections.

Gene Hopkins
Chair, Architectural Review Committee

1:08 PM
03/22/16
Cash Basis

Villages of Westcreek Owners Association

Profit & Loss Budget vs. Actual

January through December 2016

	Jan - Dec 16	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense				
Income				
4150 · Miscellaneous Income	106.55	750.00	-643.45	14.2%
4170 · Program Fees	6,366.66	57,800.00	-51,433.34	11.0%
4180 · Swim Team	0.00	500.00	-500.00	0.0%
5000 · Revenue	558,561.30	1,291,860.00	-733,298.70	43.2%
5200 · Rumage/Yard Sales	1,335.00	5,000.00	-3,665.00	26.7%
5400 · Pavilion Rental	2,890.00	6,250.00	-3,360.00	46.2%
5600 · Fence Repair Reimburse...	25.00			
5800 · Community Center	7,695.00	24,500.00	-16,805.00	31.4%
5900 · Concession Stand	0.00	1,000.00	-1,000.00	0.0%
Total Income	576,979.51	1,387,660.00	-810,680.49	41.6%
Gross Profit	576,979.51	1,387,660.00	-810,680.49	41.6%
Expense				
8000 · Operating Expenses	6,216.87			
8200 · Administration	1,399.76			
8400 · Recreation Department	920.72			
9001 · Admin Dept	5,991.12	37,375.00	-31,383.88	16.0%
9100 · Standards Dept	24.92	4,225.00	-4,200.08	0.6%
9200 · Maintenance Dept	4,061.08	40,750.00	-36,688.92	10.0%
9300 · Rec Dept	46.97	7,600.00	-7,553.03	0.6%
9400 · Programs- Existing	6,094.92	51,550.00	-45,455.08	11.8%
9500 · Salaries	59,736.33	374,852.00	-315,115.67	15.9%
9600 · Contracts	47,253.49	262,550.00	-215,296.51	18.0%
9700 · Utilities	77,681.27	152,200.00	-74,518.73	51.0%
9800 · Other Operating Expenses	24,980.61	281,150.00	-256,169.39	8.9%
9900 · Reserved Funds	865.98			
Total Expense	235,274.04	1,212,252.00	-976,977.96	19.4%
Net Ordinary Income	341,705.47	175,408.00	166,297.47	194.8%
Net Income	341,705.47	175,408.00	166,297.47	194.8%

1:08 PM

03/22/16

Accrual Basis

Villages of Westcreek Owners Association
Profit & Loss Budget vs. Actual
January through December 2016

	Jan - Dec 16	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense				
Income				
4150 · Miscellaneous Income	103.80	750.00	-646.20	13.8%
4170 · Program Fees	6,451.66	57,800.00	-51,348.34	11.2%
4180 · Swim Team	0.00	500.00	-500.00	0.0%
5000 · Revenue	761,299.60	1,291,860.00	-530,560.40	58.9%
5200 · Rumage/Yard Sales	1,335.00	5,000.00	-3,665.00	26.7%
5400 · Pavilion Rental	2,890.00	6,250.00	-3,360.00	46.2%
5800 · Community Center	7,975.00	24,500.00	-16,525.00	32.6%
5900 · Concession Stand	0.00	1,000.00	-1,000.00	0.0%
Total Income	780,055.06	1,387,660.00	-607,604.94	56.2%
Gross Profit	780,055.06	1,387,660.00	-607,604.94	56.2%
Expense				
8000 · Operating Expenses	2,000.00			
9001 · Admin Dept	5,991.12	37,375.00	-31,383.88	16.0%
9100 · Standards Dept	24.92	4,225.00	-4,200.08	0.6%
9200 · Maintenance Dept	4,061.08	40,750.00	-36,688.92	10.0%
9300 · Rec Dept	46.97	7,600.00	-7,553.03	0.6%
9400 · Programs- Existing	6,094.92	51,550.00	-45,455.08	11.8%
9500 · Salaries	59,736.33	374,852.00	-315,115.67	15.9%
9600 · Contracts	47,253.49	262,550.00	-215,296.51	18.0%
9700 · Utilities	77,681.27	152,200.00	-74,518.73	51.0%
9800 · Other Operating Expen...	28,337.43	281,150.00	-252,812.57	10.1%
9900 · Reserved Funds	865.98			
Total Expense	232,093.51	1,212,252.00	-980,158.49	19.1%
Net Ordinary Income	547,961.55	175,408.00	372,553.55	312.4%
Net Income	547,961.55	175,408.00	372,553.55	312.4%

Villages of Westcreek Owners Association

3/21/2016 5:34 PM

Register: 1011 · Reserve Accounts:1011.7 · Mutual Of Omaha Repair & Replac

From 01/01/2016 through 03/01/2016

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
01/20/2016	1076	Coastal Plains Sales ...	9900 · Reserved Funds...		7,474.00			183,317.59
01/21/2016	1075		1010 · Operating Acco...	Reimburse ope...	5,474.41	X		177,843.18
01/31/2016			5000 · Revenue:5040 · ...	Interest		X	32.11	177,875.29
02/17/2016	1077		1010 · Operating Acco...	Reimburse Ope...	342.26			177,533.03

Villages of Westcreek Owners Association

3/21/2016 5:34 PM

Register: 1011 · Reserve Accounts:1011.8 · Mutual of Omaha-Imp (1127)

From 01/01/2016 through 03/01/2016

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/13/2016	1023	Property Advanceme...	9900 · Reserved Funds...		2,000.00	X		161,914.98
01/31/2016			5000 · Revenue:5040 · ...	Interest		X	27.66	161,942.64
02/24/2016	1029		1010 · Operating Acco...	Reimburse Ope...	865.98			161,076.66

Villages of Westcreek Owners Association

3/21/2016 5:35 PM

Register: 1011 · Reserve Accounts:1011.9 · Mutual of Omaha MM Rep & Repla

From 01/01/2016 through 03/01/2016

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/31/2016			5000 · Revenue:5040 ·...	Interest		X	12.78	100,422.32
02/29/2016			5000 · Revenuc:5040 ·...	Interest		X	11.96	100,434.28

VWOA Communications Meeting Minutes – March 7, 2016

Call To Order

The meeting was called to order by Bill Fenstermacher at 10:01am.

In Attendance

Bill Fenstermacher, Guy Oliver, Joyce Oliver, Gene Hopkins, Barbara Hopkins, Francis Lomax

Absent: Michelle de Jongh (excused), Jean Woodward

Previous Minutes

The minutes from the February meeting were approved by committee members present at this meeting.

Old Business/New Business—Web Site

Bill Fenstermacher had sent a message to the Board of Directors, The Community Manager and Assistant Community Manager advising them of his intent to step down as Committee Chair due to health issues with his wife. He asked Committee Members to consider who they would like to nominate and vote on as Committee Chair at the March Meeting. He would continue to serve in this role until a replacement is found and help him/her in the transition.

We still need descriptions from each department for the web page. Currently all of their web pages say “**Coming Soon**”. Guy Oliver reported that at the last meeting the staff were given a deadline of 30 days to act on this recommendation. He will follow up with the Community Manager on this.

Bill Fenstermacher pointed out that the page for the Board of Director Nominees were listed in alphabetically order with their Bios underneath the pictures. The committee discussed the possibility of having the five candidates pictures displayed at the top of the page with links to their respective bios. Thus, users would have the option to quickly jump to a particular candidate without doing a lot of scrolling. Guy Oliver will check with the Community Manager to see if this can be done.

The Safety Committee web page is out of date. Francis Lomax will bring this up at the next Safety Committee meeting (3/10/2016). Francis Lomax will then work on the updated web page.

The committee discussed the ‘Negative Comments’ which appear on the NextDoor.com web site. This website has no official association with our VWOA. Nothing prevents us from adding positive comments about the VWOA on it or replying to the individual comments.

Bill Fenstermacher pointed out that the VWOA web site needs consistent posting of events, committee meetings, etc. Some users rely on “This Week in Westcreek” for meeting notices while others refer to the Calendar. He thought that we may need a checklist to insure that the various committee meetings and events get posted in the proper places such as the Bulletin Board in the lobby, the website calendar and in “This Week in Westcreek” in a timelier manner. Francis Lomax volunteered to look at developing a checklist for the staff and will present it at our next meeting.

Adjournment

Joyce Oliver motioned to adjourn at 11:03 am. Gene Hopkins seconded. The meeting was adjourned.

February 11, 2016 Public Safety Committee

This meeting was called to order by chairperson, Ann Lomax, at 6:10 PM.

Christina volunteered to take minutes for this meeting.

The committee looked at the minutes from the previous meeting. We discussed our goals and how to move our committee forward. Potential goals were:

1. Increase membership
2. Develop a watch program in our villages—Dog Walker Watch and/or Cellular on Patrol
3. Make our park safer—have a protocol for responding to injuries, review materials in our first aid kits and have signs pointing out the locations of our AED's
4. Help out at the 2016 National Night Out

The time and date for the next meeting was set for Thursday, March 10, 2016 at 6 PM.

The meeting adjourned at 6:45 PM.

SUBJECT: Sports Park Committee Minutes

DATE: March 9, 2016

Meeting held at 6:00 PM.

Committee Members in attendance: Varnell Johnson, Guy Oliver & Gene Hopkins

Chair: Varnell Johnson

Updates:

- 1. Bids are still pending for an Architect's proposed design for an additional toilet facility in the Park.**
- 2. Bids are waiting for a contract electrician to design the most efficient type of lighting and the best locations for covering the entire Park including the walking trail.**
- 3. Installing cameras in the Park is still pending.**
- 4. Installing two (2) sets of horseshoe pits behind the Community Center's swimming pool is still pending.**

The following items are recommended for the Board's approval:

- 1. Fill in the pot holes in the Park's paved parking lot.**
- 2. Update the rules that are displayed on the basketball court fencing plus the signs at both pools. Since the number of rules have almost doubled, suggest that the revised signs only contain the most important rules and then assure that the Park Monitors and Pool Guards have a copy of the rules to backup the remaining rules.**
- 3. Replace the Park's picnic tables, benches, BBQ grill, trash receptacles, water fountains, and wooden workout equipment.**
- 4. Install a concrete slab with two (2) basketball goals next to the Tot Lot's fencing that faces Military Drive.**
- 5. After the Park's new toilet facility is completed and SAWS has finished installing an underground water main through the Park, the following improvements are recommended:**
 - a. Overlay the Park's paved parking lot.**
 - b. Clearly identify 6 to 8 Handicap Parking spots in the Park's paved parking lot.**
 - c. To comply with the ADA, provide an asphalt walkway from the Park's: (1) paved parking lot to the Pavilion; (2) paved parking lot to the new toilet; and (3) overload parking lot to the Pavilion.**

These Minutes will be provided to the Board of Directors at the March 24, 2016 meeting.

**Gene Hopkins
Secretary**



COUNTY OF BEXAR

PUBLIC WORKS DEPARTMENT

233 N. Pecos La Trinidad, Suite 420
San Antonio, Texas 78207-3188
Main 210-335-6700 Fax 210-335-6713

BEXAR COUNTY SPEED HUMP PROCEDURE

A speed hump is a gentle rise and fall of pavement surface placed in the roadway to reduce the speed of vehicles on residential streets. This document provides the procedure established by Bexar County Public Works for the evaluation and installation of speed humps on Bexar County roadways. The homeowners' association (HOA) or property owners along a public street requesting speed humps are responsible for all costs associated with the installation of speed humps. Bexar County may be able to incur a small percentage of the costs if funds are available.

A. PROCEDURE

1. A formal request by letter from the HOA Representative (or property owners' representative) and the Request for Speed Hump Investigation form with 10 resident's signatures must be submitted to the Bexar County Public Works Operations Manager at the following address:

Bexar County Public Works
Attn: Operations Manager
233 N. Pecos, Suite 420
San Antonio, TX 78207

The letter and form should identify the requested street name and the boundary of the street segment.

2. Once the letter and the Request for Speed Hump Investigation form are received, the appropriate Commissioner's Office regarding the request will be contacted. With the approval of the Commissioner's Office, Public Works will conduct a traffic study to determine if conditions meet the necessary warrant criteria for speed humps.

3. A traffic study will be scheduled to determine if the operational and geometric characteristics of the street warrant speed humps. Characteristics such as traffic volume and speed, and street type, length and grade will be evaluated.

4. Public Works will notify the HOA Representative as to the results and recommendations of the traffic study.

- If the speed hump criteria are not met, Public Works will determine if other remedial measures are necessary. Public Works will discuss the recommendations with the HOA representative.

- If the criteria are met, Public Works will identify the appropriate location of speed humps and contact the HOA Representative. The HOA will be required to circulate a petition and diagram showing location of speed humps. Two-thirds (2/3) of property owners along the street where speed humps are proposed to be installed must be in favor.

5. If there are sufficient signatures, Public Works will verify the signatures and forward the petition to the Commissioner's Court for final approval.

6. Once approved by the Commissioner's Court, Public Works will provide the HOA Representative with the results of the traffic study.

Speed hump costs range from \$7,900 - \$13,100 a pair depending on width of roadway. Funds are limited, and will be handled on a prioritized basis. The cost includes speed humps, required signing and labor, and will depend on the geometry of the street segment. Once installed, Bexar County will maintain the speed humps and associated signing. Speed humps can only be removed if 2/3 of the HOA or property owners along the street where speed humps are installed are in favor of removal and pay for the removal, or the County at its own discretion determines that a speed hump is a liability or safety problem.

B. SPEED HUMP CHARACTERISTICS

Listed below are some of the characteristics of speed hump installation.

Speed humps may:

1. Reduce traffic speeds in the immediate vicinity of the speed hump,
2. Decrease traffic volume, and
3. Reduce accidents in some areas.

Speed humps may also have detrimental effects by:

1. Increase speed between speed humps,
2. Divert traffic to other streets in the neighborhood,
3. Increase noise levels due to brakes, tires, engine, and when vehicles drive over speed humps,
4. Increase vehicle emissions due to deceleration and acceleration,
5. Increase response time of emergency vehicles,
6. Some motorist may drive closer to the curb, on the curb, or on the sidewalk to avoid the speed hump,
7. Present an obstruction to bicyclist, pedestrians, and children, and
8. Required signing may be placed in front of homes.

C. BEXAR COUNTY CONTACT INFORMATION

Contact Bexar County Public Works Traffic Operations at 335-6700 if you have any questions or need more information on speed humps.

COMMUNITY CENTER POOL HOURS, 2016

(MAY 7TH – JUNE 5TH open weekends only & open Memorial Day)

JUNE 6TH – AUG 21ST open as follows:

MONDAY ~ 10 a.m. to 8 p.m.

TUESDAY ~ CLOSED FOR CLEANING

WEDNESDAY THROUGH SUNDAY ~ 10 a.m. to 8 p.m.

Changes from 2015

*both pools were open Memorial Day.

* Opened at 11 a.m.

* same cleaning day

* Opened at 11 a.m.

SPORTS PARK POOL HOURS, 2016

(MAY 7TH – JUNE 5TH open weekends only)

JUNE 6th – AUGUST 21st

MONDAY ~ CLOSED FOR CLEANING

* same

TUESDAY THROUGH SUNDAY 10 a.m. to 8 p.m.

* same

AUGUST 22nd –OCTOBER 2nd

MONDAY ~ CLOSED FOR CLEANING (*Labor Day week pool closed Tuesday)

*same, but both pools were open
Labor Day

TUESDAY THROUGH FRIDAY 6-9 p.m.

* was 5-9 p.m.

SATURDAY & SUNDAY 10 a.m. to 8 p.m.

* same