

## REGULAR BOARD OF DIRECTORS MEETING

### AGENDA

Thursday, 7 p.m.,  
June 23, 2011  
Community Center

1. **Call to order.**
2. **Review/approve previous minutes.**
3. **Member/Guest Forum.**
4. **Department/Committee reports.**
  - a. Recreation Dept.
  - b. Maintenance Dept.
  - c. Standards Dept.
  - d. Community Management Dept.
  - e. Architectural Review Committee
  - f. Finance Committee
  - g. Landscaping Committee
  - h. Nominating Committee
  - i. Communications Committee
  - j. Public Safety Committee
  - k. Strategic Planning Committee
    - 1) Monuments upgrades plans and cost estimates
    - 2) Major fence project plans and cost estimates
    - 3) Lighting options and cost estimates
5. **Unfinished Business.**
  - A. Ad Hoc Pool Committee proposal for 2011 (Kevin Drummonds)
    - 1) Electronic gates/key cards – proposal submitted/looking for additional bids – Tabled.
    - 2) Electronic Gate for park – Tabled.
    - 3) Gate guard/Deputy change to Facility Monitor's – Tabled.
  - b. Park proposal for 2011 (POC?)
    - 1) Purchase/Lease a trailer or build new building in the Park & move Rec Dept. to Park – tabled
    - 2) combine several positions (i.e., pavilion monitor/Deputies) into Park monitor - tabled
  - c. The Gardens, ownership of street and traffic congestion issues-tabled.
  - d. Greenbelt Wildfire Plan-Tabled
6. **New Business.**
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
7. **Schedule next monthly meeting.**
8. **Adjournment.**

**Regular Meeting of the Board of Directors  
Villages of Westcreek Owners' Association, Inc.**

**I. OPEN MEETING:** The Regular Meeting of the Board of Directors was called to order by the President at 7:00 p.m., Thursday, Jun 23, 2011. The purpose of the meeting was to conduct regular business as identified in the pre-announced Agenda. Meeting minutes for the April Regular Monthly Meeting (dated May 19, 2011) were reviewed and approved by a vote of 5/0.

Board Members Present:

John Steele, President	
Kevin Drummonds, Vice-President	Richard Gentry, Asst. Secretary
Kenneth Fowler, Secretary	

Staff Present:

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

Members Present:

Bill Fenstermacher	David Pater
Rich Severs	Alicia Bodienstien
Brenda Boyd	Craig Cowley
Gene Barb Hopkins	Jennifer Whittaker
Kathy DiNuovd	John Parson
Guy Oliver	Gayle Modrovsky
Thomas Farnsworth	Sue Conner
Doy Punter	Martha Hoknae
William Harwell	

**II. OPEN FORUM:**

Mr. Steele opened the Member's forum. Mr. Severs asked the status of pool cameras "sports park pool"; current status is board approved \$1,000 for the project VWOC Staff is currently working installation issues.

Mr. Farnsworth asked about the lap lanes and potential safety problems. There have been 2 near altercations associated with the lap lanes. Swimmers not using the lap lane refused to move from the lap lane area; impeding the path of lap swimmers. Mr Steele announced the lap lane was moved to the park pool for the convenience of all members because that pool has less usage. Mr. Oliver pointed out the rules state no lap lanes at the park pool. The board voted during the executive meeting to continue with the lap lanes at the park pool for convenience to all. The lap lanes will only be installed from 10 to 1am and 7 to 8pm only if less than 30 swimmers are in the pool. The status of the swipe cards was brought up by Mr. Oliver; the cost and feasibility is still being worked. There was much debate with pros and cons of lanes and times and the final decision was to try this policy and reassess at a later date. Additionally, the gate and life guards will be trained on how to handle issues and altercations. Gate guards will have access to board member numbers and the county sheriff.

Pool contamination continues to be an issue. All infants are required to wear a pampers. A home owner suggested more announcements during the day and to offer diapers for sale at the pool. The pool staff will start reminding the parents of the pampers policy. Association staff will also assess feasibility of diaper sales.

A parent/member asked about the rationale behind letting concession workers go before the end of the summer. Concession workers were hired for summer help; however, due to the lack of funding many were let go. Member

suggested we budget more efficiently next year because some kids use the job as a reference for college. Association will do due diligence from now on to ensure this never happens again.

### **III. COMMITTEE/DEPARTMENT REPORTS:**

- a. Recreation Department: A written report was provided and is attached to these minutes. There was a request by a number of members to fund raise then use the money for enhancing the sports park fields and athletic program. Mr. Steele said a community group could get together and fundraise great; however; no funds or WOA recourse could be utilized. I suggestion was made to form a sports park committee that could present proposals and funding request to the executive board for approval. Mr. and Mrs. Boyd volunteered to chair that committee. The proposal to create a sports park committee was seconded and approved 5/0 by the board. The meeting time and place for the sports park committee to be announced.
- b. Maintenance Department: A written report was provided and is attached to these minutes. There were a few concerns from homeowners about the fence painting schedule; the time frame was too broad. Affected homeowners were notified to move items away from their fences to avoid overspray from fence painting; according to the schedule many homeowners would be forced to leave their personal items away from the fences for a potential 2 month period. There was a recommendation to put a drop cloth for spaying fences and this should resolve the problem. **CLOSED**
- c. Standards Department: A written report was provided and is attached to these minutes. The question was what are the requirements for temporary tents and overhangs and how long can a temporary canopy stand. What is the standard? The standard of the tents are contingent on many things ie. Size, style and material used. It will be address on a case by case basis. Ken addressed the question. No further action. **Closed**
- d. Community Management Department: Mrs. Tate provided a written report and is attached to these minutes. She reported that on the status of the hog trapping. **Closed**
- e. Architectural Review Committee. Mr. John Parson briefed from the written report that are attached to these minutes. No questions were raised on the report. A total of eighteen (48) PIA submissions were received with seventeen (39) being approved and one (9) disapproved., (1) variance allowed. Disapproval was due to lack of information and 1 the shed was to big. **CLOSED.**
- f. Finance Committee: A written report was provided and is attached to these minutes and reviewed. There was a call for more homeowners to be a part of the upcoming finance committee. The committee will start meeting soon; date, time and location TBD.
- g. Landscaping Committee. No action taken this month.
- h. Nominating Committee. No actions taken this month.
- i. Communications Committee. A written report (attached) was provided. We were briefed by an committee member, and informed that the constant contact list is currently over 1063Members. **CLOSED.**
- j. Public Safety Committee. No action taken this month.
- k. Ad Hoc Pool Committee: No new information.
- l. Ad Hoc By-Law and Administrative Resolution Review Committee: No new information.
- m. Strategic Planning Committee: Still working on committee.

### **IV. UNFINISHED BUSINESS:**

- a. Ad Hoc Pool Committee proposals for 2011:
  - 1) Electronic Gates/key cards. Cost being researched. **TABLED.**
  - 2) Electronic Gate for Sports Park. Mr. Drummonds provided a quote to the Board via email and reminded them that they should take a look at it for future meetings. **TABLED.**
  - 3) Gate Guards/Deputy change to Facility Monitor's. Dependent upon electronic gates/key cards. **TABLED.**
- b. Park Proposal. No discussion at this meeting. **OPEN.**

### **V. NEW BUSINESS:**

- a. Security cameras requested for the park pool. Board approved the purchase of the cameras, not to exceed

\$1000. Closed

**VI. The Next Meeting:** The next regular meeting will be held on Thursday, June 23, 2011 at 7:00 p.m. in the Community Center.

**VII. Adjournment:** There being no further business before the Board, the meeting was adjourned at 9:45 p.m.

Written by:

\_\_\_\_\_  
KENNETH O. FOWLER, Secretary

Date: \_\_\_\_\_

Approved by:

\_\_\_\_\_  
JOHN B. STEELE, President

Date: \_\_\_\_\_

Posted in the VWOA Book of Minutes by:

\_\_\_\_\_  
BRENDA TATE  
Community Manager, VWOA

Date: \_\_\_\_\_

# ***PARKS AND RECREATION MAY 2011 REPORT***

Board of Directors Meeting – June 23, 2011

Submitted by: DeAdra Harston - Superintendent of Parks and Recreation

## **I. Programs/Classes**

- a. **Cardio Mix/PiYo** – Monday/Wednesday nights @ 6:30 pm and Tuesday/Thursday nights @ 7:30 pm with 16 participants.
- b. **Olympic Karate** - Class running Tuesday and Thursday evenings with 18 participants.
- c. **Safety, Abduction prevention & Self-defense Class:** Starting Saturday July 9 and running 4 consecutive Saturdays. Mothers are able to attend the class free with their registered daughters.
- d. **SMASH (School of Modern Arts, Salsa & Hip-Hop)** with 108 participants. Camps are going to be big this summer
- e. **Muscle Toning** – Monday, Wednesday, Friday. With 7 participants.
- f. **Water Aerobics** – 10 participants in morning class, 12 in night class.

## **II. Events**

- a. **Annual Picnic/Health Fair** – May 21, 2011, 11:00 am – 3:00 pm  
Huge hit. We served the 600 meals. All attractions were a great hit. Booger wars, human hamster balls, and game truck were extra fun. Train ride, horses and snow cones were winners with parents. The jump house was donated by RBCU. The vendors that came were very pleased with sales. They would like to peddle at the next big event we have. Our next big event will be on Saturday, October 15. We will invite all the vendors, including food vendors to this event. Parks & Recreation Superintendent was able to talk to with Grady's Catering Manager. VWOA received a refund of 79 plates that were not served by Grady's staff. Thank you to the BOD for the extra funds to make this a huge success.
- b. **Hot Summer Nights Bazaar** – Saturday, July 9.  
This event is being moved to join the Family Fall Festival on Saturday, October 15. More vendors and more fun is what the members enjoy.

## **III. Pools**

- a. **Lifeguard Saves** – since opening 4 saves, 1 assist.
  - Save – Family Swim, Saturday, May 28, 8:00 pm by Danielle Gatian, in 5 ft.
  - Save - Family Swim, Wednesday, June 1, 5:00 pm by Danielle Gatian, in 4 ft.
  - Save – Party, Saturday, June 4, 8:20 pm by Danielle Gatian in 4 ft, floaties popped.
  - Save – Family Swim, Wednesday, June 8, 7:45 pm by Megan Silver, in 5 ft, girl bobbing up and down.

- Assist – Family Swim, Friday, June 10 @ 3:45 pm by Jason de Jongh in 3ft by stairs, child went under and couldn't find bottom, lifeguard assisted with a hand, girl stood up.
- b. Sending lifeguards home when capacity count allows and not disrupting rotation schedule so pools do not have to close for 10-minute break on the hour and guards still get their 10-minute break.
- c. No longer have concession stand workers. Gate guards will sell concessions with lifeguard help on 10-minute rotation. Just started this new program on Wednesday, June 15. No concessions at Sports Park Pool.

Maintenance Department Monthly Report  
June 2011 For May 2011  
Maintenance Supervisor  
Freddie Gavia

**Equipment Status:**

- Poulon Pro Chain Saw-inoperable: Clutch burned out, parts exceed \$160. Recommend not to repair and consider replacement with a commercial grade chain saw and additionally, a chain pole saw. No foreseeable extensive tree trimming until fall of 2012.

**Projects in Progress:**

- Fence staining is still in progress. Talley Rd. to Grossenbacher.
- 78 x 5 gallon cans used. Allotted stain did not complete Westcreek View.
- 2 cans remain for incidentals.
- Require 14 additional 5 gallon cans to complete the task: cost total is \$1,667. (plus taxes)
- Tree lighting at Sports Park

**Completed Projects and Repairs:**

- Install shower at the Community Center Pool.
- Hanged required signs at both pools.
- Sports Park preparations for Annual Picnic.
- Swimming Pool preparations in anticipation of pool openings.
- Fence and gate repairs of the tennis and basketball courts.
- Installation of wind screens and nets at the tennis courts.

**Future Projects:**

- Repair rain gutter at the Pavilion
- Develop cost estimate for sealing/staining the cedar around the Community Center building.
- Add mulch to Community Center's picnic area and around the pool, Clock Tower, The Oaks, The Hills (both on Westcreek Oaks), and to the trees in the medians.
- Improve the picnic areas behind the Community Center.
- Shelving for Community Center storage room.

## STANDARDS DEPARTMENT REPORT

### REPORT FOR THE WMOA BOARD OF DIRECTORS FOR THE MONTH OF MAY 2011

Presented to the BOD on June 23, 2011.

Kenneth M. Lemanski Sr., BA, CEM.

Superintendent of Standards

<u>Topics</u>	<u>ACTION AND OR NOTES</u>	<u>STATUS</u>
<b>STANDARDS</b>		
ARC Committee Membership	The ARC is fully staffed with five community members who volunteer their time on a weekly basis.	Closed
Property Improvement Applications	Forty-eight (48) were approved and ten (10) were not approved for May.	Info Only
Staffing/Personnel	Fully staffed with seven (7) part time Standards Monitors. One Monitor did give notice for a mid June resignation. This position was filled on June 15, 2011.	Closed
Texas Property Code Letters	Nine (9) TPC Letters were mailed. This is a decrease of five (5) from April.	Open
Attorney Referral for Action	None for this month.	Closed
Standards Violations Documented	930 violations of our standards were noted in the month of May. Some Courtesy Notices have more than one standards violation annotated on the form.	Info Only
Personal Contact and Education	153 for the month of May. Some residents may have had more than one standards issued addressed to them on one visit or contact session. In some instances a renter may have had peronal contact but the homeowner was sent the Courtesy Notice. This would depend on the nature of the violation and if it was an issue for the renter to take care of or the homeowner.	Info Only
Re-Sale Inspections	Nine (9) were completed for the month of May by the Standards Department.	Info Only
Yard/Garage Sales	There were none for the month of May due to the Community Rummage Sale.	Info Only



**PROJECT MANAGEMENT**

Public Safety Report	The office only received one report of stalking incident by a resident. The Gate Guards have also reported some suspicious vehicles at the pools to the Bexar County Sheriff's Department.	Info Only
Graffiti Report	Some tagging was reported on Westcreek Oaks Drive adjacent to Quail Meadows Village. This was annotated and pictures were taken.	Info Only
Trash Day II	This was held by Bexar County on May 21 and it was very successful.	Info Only
Sidewalk Repairs	As the result of a PIA request, Bexar County Public Works did repair four sections of sidewalks on Quailbrook in the Willowbrook Village.	Info Only



# Villages of Westcreek

Owners' Association

Community Managers Report  
For May 2011  
Presented to the  
Villages of Westcreek  
Board of Directors  
June 23, 2011

## Physical Plant

- Texas Wild Hogs unlimited caught 3 total Hogs in the month of May the largest weighing one hundred sixty. Please continue to be careful on the trails.
- The fence staining project is in need of additional funding 78 x 5 gallon cans used. Allotted stain did not complete Westcreek View. Require 14 additional 5 gallon cans to complete the task: cost total is \$1,667. (Plus taxes)
- Windscreens around the tennis courts and the tennis court netting have been replaced.
- The Maintenance department will become total contract beginning July of 2011 the estimated savings exceeds \$20k per year.
- Clean up of the area behind the Community center including tree trimming and post setting has been completed.

## Exclusive Usage Contracts

- Pavilion parties 9
- Community center 8
- Pool Parties 6

## Closings

New 6  
Resale 12

Villages of Westcreek Constant Contact Email Status Report May 2011  
As of May 31, 2011, there were **1083 subscriber** email addresses

Date	Email	# of recipients	# of opens	# of website click-thru
5/2	This Week in WC	1044	452	7
5/4	Swim Team	1045	414	17
5/5	Pool Liability Waiver Rescinded	1045	554	13
5/9	This Week in WC	1048	500	12
5/12	Crime Alert	1051	597	18
5/16	This Week in Wc	1063	493	12
5/17	Trash Day Flyer	1063	613	22
5/19	This week in WC Copy	1065	506	7
5/20	Crime Alert	1069	612	16
5/23	This Week in WC	1071	525	19
5/31	This Week in WC	1083	553	107

Days	H/O's	Amount
Current	2762	\$196,102.00
1-30 days	3	\$229.86
31-60 days	4	\$83.82
61-90 days	316	\$19,592.96
Over 90 days	282	\$67,429.92
Total	605	\$87,336.56

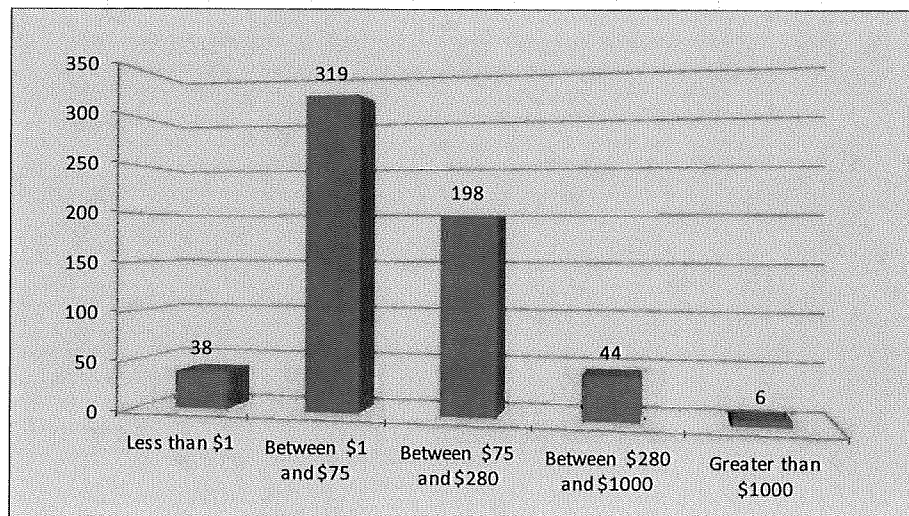
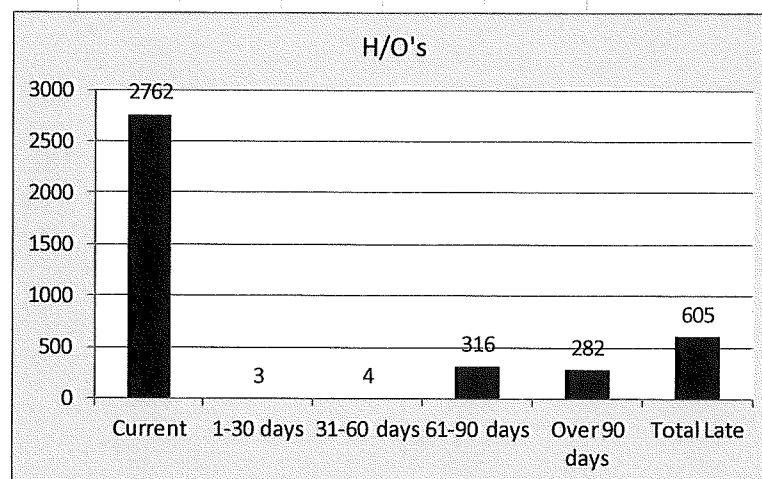
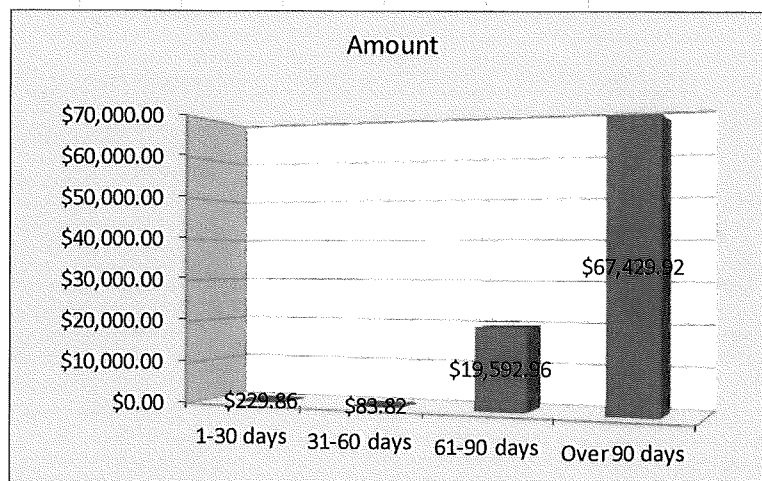
Current homeowner payments  
\$196,102.00

Days	H/O's
Current	2762
1-30 days	3
31-60 days	4
61-90 days	316
Over 90 days	282
Total Late	605

Delinquent total ytd  
87,336.56

Amount	H/O's
Less than \$1	38
Between \$1 and \$75	319
Between \$75 and \$280	198
Between \$280 and \$1000	44
Greater than \$1000	6

## 2011 Deliquent Assessments



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06/16/11

Accrual Basis

**Villages of Westcreek Owners Association**  
**Balance Sheet**  
**As of May 31, 2011**

	<u>May 31, 11</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1010 · Operating Accounts	254,512.98
1011 · Reserve Accounts	149,740.30
<b>Total Checking/Savings</b>	404,253.28
<b>Accounts Receivable</b>	
1020 · Accounts Receivable	-74,808.34
<b>Total Accounts Receivable</b>	-74,808.34
<b>Other Current Assets</b>	
1021 · Interest Receivabl	34.19
1030 · Other Current Assets	15,656.62
1040 · Undeposited Funds	3,540.13
1045 · Due from Operating Fund	28,691.32
1071 · Allowance For Doubtful Accts	-6,500.00
<b>Total Other Current Assets</b>	41,422.26
<b>Total Current Assets</b>	370,867.20
<b>Fixed Assets</b>	
1050 · Fixed Assets	128,722.46
1056 · Community Center^	2,021,505.24
1057 · Community Center Furniture	14,578.52
1058 · Software	4,673.91
1059 · Vehicle	22,996.00
<b>Total Fixed Assets</b>	2,192,476.13
<b>Other Assets</b>	
1037 · Chase CD	2,440.27
<b>Total Other Assets</b>	2,440.27
<b>TOTAL ASSETS</b>	<b><u>2,565,783.60</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2010 · Accounts Payable	14,855.98
<b>Total Accounts Payable</b>	14,855.98
<b>Credit Cards</b>	
2040 · Credit Card	3,469.34
<b>Total Credit Cards</b>	3,469.34
<b>Other Current Liabilities</b>	
2020 · Other Current Liabilities	11,447.96
2100 · Payroll Liabilities	3,883.06
<b>Total Other Current Liabilities</b>	15,331.02
<b>Total Current Liabilities</b>	33,656.34
<b>Long Term Liabilities</b>	
2022 · Due to Reserve Fund	28,691.32
2200 · Long Term Notes Payable	1,390,450.18
<b>Total Long Term Liabilities</b>	1,419,141.50
<b>Total Liabilities</b>	1,452,797.84
<b>Equity</b>	
2031 · Retained Earnings	49,747.21
3000 · Fund Balance	957,501.87

3:30 PM

06/16/11

Accrual Basis

**Villages of Westcreek Owners Association**  
**Balance Sheet**  
**As of May 31, 2011**

	<u>May 31, 11</u>
Net Income	105,736.68
Total Equity	<u>1,112,985.76</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>2,565,783.60</u></b>

Villages of Westcreek Owners Association  
**Profit & Loss Budget vs. Actual**  
January 1 through June 16, 2011

	Jan 1 - Jun 16, 11	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
Income			
4150 • Miscellaneous Income	456.82	230.53	226.29
4170 • Program Fees	18,920.22	11,527.80	7,392.42
4180 • Swin Team	0.00	0.00	0.00
4190 • Reimbursed Expenses	0.00	0.00	0.00
5000 • Revenue	498,561.99	491,441.66	7,120.33
5090 • Yard Sales	2,030.00	0.00	2,030.00
5100 • Newsletter Advertisement	0.00	461.09	22.91
5200 • Runage/Yard Sales	0.00	230.57	-230.57
5400 • Pavilion Rental	2,930.00	2,305.57	624.43
5600 • Fence Repair Reimbursement	0.00	0.00	0.00
5700 • Cost of Compliance	0.00	0.00	0.00
5800 • Community Center	11,395.00	8,300.00	3,095.00
5900 • Concession Stand	777.30	0.00	777.30
<b>Total Income</b>	<b>535,555.33</b>	<b>514,497.22</b>	<b>21,058.11</b>
Cost of Goods Sold	0.00	0.00	0.00
50000 • Cost of Goods Sold	0.00	0.00	0.00
<b>Total COGS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Gross Profit</b>	<b>535,555.33</b>	<b>514,497.22</b>	<b>21,058.11</b>
Expense			
8000 • Operating Expenses	147,816.17	164,017.19	-16,201.02
8200 • Administration	164,279.59	175,805.06	-11,525.47
8300 • Maintenance	50,356.99	48,656.45	1,700.54
8400 • Recreation Department	50,222.62	49,384.08	838.54
8500 • Misc. & Contingency	3,120.92	3,458.33	-337.41
8980 • Depreciation Expense	21,250.00	23,516.67	-2,266.67
9500 • Reserved Funds	10,244.24	0.00	10,244.24
<b>Total Expense</b>	<b>447,290.53</b>	<b>464,837.78</b>	<b>-17,547.25</b>
<b>Net Ordinary Income</b>	<b>88,264.80</b>	<b>49,659.44</b>	<b>38,605.36</b>
<b>Other Income/Expense</b>			
Other Income			
1101 • Other Income	0.00	0.00	0.00
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Other Expense</b>			
Revenue Ruling 70-604	0.00	0.00	0.00
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>88,264.80</b>	<b>49,659.44</b>	<b>38,605.36</b>

Communication Committee Minutes  
May 22, 2011

In attendance:

Bill Fenstermacher  
Ken Lemanski  
Michelle de Jongh  
Gene Hopkins

Barb Hopkins  
Guy Oliver  
Joyce Oliver

Meeting called to order at 5:15 p.m.

Constant Contact is up to 1069.

Ken Lemanski reminds the committee that volunteers and employees of VWOA get a discount on room rentals, classes and swim lessons. Bill Fenstermacher suggests that if we communicated that, we may get more volunteers.

Ken Lemanski will check and see if the census forms information has been inputted into the system and is reflected in Constant Contact.

There was discussion about having a budget for the Communication Committee. Guy Oliver recommends asking the board if they are serious about communication.

Bill Fenstermacher makes a motion that we look at a Communication Committee budget at the next meeting. Joyce Oliver seconded. Unanimous decision.

The Communication Committee meetings will be changed from Sunday afternoons to the second Tuesday of the month at 7 p.m. The next meeting will be June 14 at 7 p.m.

Meeting adjourned at 6:25 p.m.

# Villages of Westcreek Owners Association

## Proposed Strategic Plan 2011

### By the Strategic Planning Committee

The Strategic Planning Committee has met several times since last fall. The Committee consists of approximately 11 members led by Rick Severs, Chair. Each meeting was announced to the Board by e-mail and to the community as a whole through the VWQA website and contact list and a resident invitation to the meeting was included. All minutes that have been approved to date have been submitted to the Board of Directors in their open monthly meetings. Additionally, a draft outline of the proposed Strategic Plan was presented to the Board for comment. The results of the Board members comments on the proposed outline were taken seriously by the Committee and have been implemented in this document.

In the discharge of its duties, the Committee has considered past efforts by previous Boards of Directors, consulted with various members of the staff and possible vendors, posted a survey on the VWQA website in order to obtain the community residents desires, tried to obtain estimates on proposed projects, and evaluated all projects with not only an eye on the budget but also on the needs of the community. Because of the necessity of getting this information to the Budget Committee, this document is being submitted. However, certain planning information from the Fence Committee and the Street Lighting Committee has not been forthcoming so the Strategic Planning Committee has had to take limited information from its own sources for inclusion in this plan.

The Strategic Planning Survey, with its limited response from the residents (approximately 1%), showed the top 10 areas in which the community was most interested. The Committee chose from this list when compiling this plan. The top 10 are listed in order below.

1. Community wide street lighting
2. Common fence upgrade
3. Creation of walking trails
4. Electronic access cards
5. New smaller playgrounds and parks
6. Clock tower landscaping
7. Expanded restroom facilities
8. New Tot lot
9. Upgrade Village monuments
10. Electronic LED community signage



The Committee went down the list and tried to develop cost information/estimation in 2011 dollars. Their efforts are listed below in order.

1. **Community wide street lighting** – The latest estimate conveyed to the committee was \$6,000,000.00. This figure did not include monthly electrical costs or maintenance. We believe there are other options available but this committee did not research because it should be the responsibility of the Street Light Committee. Past estimates in 2005 from CPS were approximately \$1,000,000.00 and approximately \$30,000.00 in monthly electrical bills. One of the options being investigated by some members of the community is that of having a street light on each lawn in front of the residence. Cost figures and design criteria are still being investigated.
2. **Common fence upgrade** – Again this should be the Fence Committee's estimate however no information was forthcoming so the Strategic Planning Committee did a very limited examination and came up with the following figures in 2011 dollars. The ARC had, a couple of years ago, been provided with a sample of a plastic like material that could withstand a wind load of 110 mph with wind gusts to 130 mph and withstand direct hits from a golf ball that was at 90 mph. It seems to be a durable material and comes in various colors. With 6 miles of common fencing ( 31,680 linear feet) at \$62.00 (material cost) equals \$1,964,160.00. NOTE: this figure does not include installation costs or any discounts for quantity. If the installation were done today and assuming each homeowner adjoining a major street would agree to accept 50% of the costs, their share would be (assuming 60 feet of lot frontage) \$1,860.00 in material costs alone. The community's share would be \$982,080.00 +.
3. **Create walking trails** – most of this project has been completed with volunteer labor. Any additional trails might be completed in like manner.
4. **Electronic Access Cards** – The latest estimate we have is approximately \$33,000.00 - \$35,000.00.
5. **New smaller playgrounds and parks** – This is still in the concept stage with only one possible location identified and that is on VWOA land on Park Point. No estimate was obtained.
6. **Clock Tower landscaping** – The final bids this year came in at \$29,000.00 to \$35,000.00. The Board decided that it could not afford that amount at this time and suggested breaking the original approved plan down into phases. The committee complied with that request and decided that the project could be completed in 3 phases. Those phases are listed below with the accompanying cost estimates.
  - Phase 1 – Engineer and construct a 2 feet high retaining wall with the "Villages of Westcreek" embedded in the front. Back fill with soil. Cost approximately \$18,000.00.

- Phase 2 – design and install the sprinkler system with the associated controls. Lay out and install the maintenance and walking paths within the design. Cost approximately \$10,000.00.
  - Phase 3 - Purchase and plant the trees and flowers and install the mulch that will complete the project. Most of these plants are xeriscaping plants that are more tolerant of drought conditions. Cost approximately \$8,000.00.
7. **Expand restroom facilities** – The plan is to attach 2 additional restrooms to the 2 existing at the Pavilion and add a small storage room.. These new restrooms would connect into the existing plumbing reducing cost. There was no valid cost estimate obtained although the committee thought it could be done for approximately \$20,000.00.
8. **New Tot lot** – The Ad Hoc Tot Lot Committee had seriously considered and recommended to the Board of Directors that the current Tot lot be moved to a new location and expanded. The initial idea was that most of the work could be done “in – house”. After discussing this idea with several vendors, it was discovered that the building of fencing and other necessary actions would incur a liability problem upon the Association. The only vendor to bid on the project bid \$53,000.00 and would not accept liability for the curved slide which was bought as a replacement for approximately \$15,000.00 installed. The Board at that time felt it undoable because of budgetary constraints and tabled the project. The Strategic Planning Committee now recommends a completely new playground with new equipment be located at the location chosen by the Ad Hoc Tot Lot Committee and that a \$100,000.00 be allocated for that project.
9. **Village monuments** – The Superintendent of Maintenance provided the Committee with a description of each monuments capabilities. He estimated a cost of \$14,000.00 just to get either lights or water to each with 6 exceptions. Those monuments require extraordinary measures to get electricity or water to them because of the location of the associated utilities. Those monuments are listed below.
- The Point
  - The Oaks
  - The Hills
  - The Summit
  - The Bluffs
  - The Hollow
10. **Electronic LED Signage** – This project, depending on the locations selected, size of signage selected, and subject to the regulation imposed by San Antonio’s Extraterritorial Jurisdiction if allowed, would start at approximately \$30,000.00 -

\$40,000.00 per sign uninstalled. The options for this type of signage would be better left to the Communications Committee for their input to this document.

The Committee in its planning decided to plan for 1 year, 2-3 years, 5 years and 10 years. These divisions were chosen to allow the Board of Directors, the staff and the Budget or Finance Committee to plan and allocate funds as appropriate. All of the funding for these projects with the exception of the walking trails would be Capital Improvement projects and funds should come from that account. The Committee recognizes the large expense of these projects and has some recommendations near the end of this document. All dollar figures used in this document are 2011 dollars unless otherwise indicated. The Committee found it exceedingly difficult to forecast and determine what these projects could cost at the time they are accomplished.

**The ONE YEAR PLAN** is as follows:

- Create walking trails – This project has been accomplished with volunteer labor behind the Community Center. A possible future expansion into the Association land in Highpoint should be considered.
- Electronic Access Cards – Costs approximately \$33,000.00+
- Clock Tower landscaping – Phase 1 should be engineered and constructed. It is important that this project be accomplished in order because on phase depends on the previous phase being completed. Cost of Phase 1 is approximately \$18,000.00. Follow-on phases should be accomplished as soon as money comes available. Phase 2 estimate is approximately \$10,000.00 and Phase 3 is approximately \$8,000.00.

**The TWO – THREE YEAR PLAN** – The following projects were selected for the 2-3 year plan.

- Expand the restroom facilities at the Pavilion and upgrade the electrical system there – cost approximately \$20,000.00
- Upgrade selected monuments – cost approximately \$14,000.00

**The FIVE YEAR PLAN** – The following project was selected for this plan.

- Construct new playground(s) – cost approximately \$100,000.00

**The TEN YEAR PLAN** – The following projects were selected for this plan and one project may need to be scheduled out further because of funding.

- Common Fence Upgrade – cost depending on materials chosen, installation costs and legal fees, in excess of \$1,500,000.00, if the homeowner affected assumes 50% of the cost. If not, construction costs could exceed \$2,500,000.00.
- Community wide Street Lighting – One option cost approximately \$6,000,000.00 plus a monthly electrical bill depending on the lights chosen and the electrical system. Another option is that each homeowner would have a street light out in front of their residence. This option would be significantly cheaper if the homeowner would have it installed and would pay for the electricity. Solar lighting is another possible option. While the initial expense is larger the overall cost might be lower.

**Recommendations** – The Strategic Planning Committee recommends that the Board of Directors adopt this plan in whole or in part. We strongly recommend that the YEAR ONE, THE 2 – 3 YEAR AND THE 5 YEAR plans be adopted and executed. The TEN YEAR plan is fraught with possible options and cost variations that are near impossible to predict. In order to finance these projects that the community has stated it desires then funding must be generated. The CC&Rs allows two means of funding such projects. First is raising the assessments. The CC&Rs 5.03, 8.03 and 8.06 allow the Board of Directors to raise assessments by 10% per year without a vote of the membership. Any raising of the assessments in any one year in excess of 10% shall be approved by 2/3rds majority by the general membership at a Special meeting called for that purpose or an Annual Meeting with the proposed increase on the agenda. The second means of raising the funds is by a one time special assessment approved by 2/3rds majority of the general membership again at a special meeting or an annual meeting. The stipulation on this funding is that it can only be used for one purpose and must be exhausted in that calendar year.(CC&R 5.04 and 8.04)

The Strategic Planning Committee recommends that the Board raise assessments by 10% for a minimum of 3 consecutive years and delegating at least half of that years raise to the Capital Improvement fund. If the membership truly wants the ten year projects then additional raises will be necessary. The Strategic Planning Committee will develop another survey when the Fence Committee and the Street Lighting Committee develop options and cost figures and communicate them to the Strategic Planning Committee. If these recommendations are taken the approximate funds can be generated.

- Year 1 -  $\$284.00 \times 10\% = \$28.40$  round that figure down to \$28.00 for ease of computation and payment.  $\$28.00 + \$284.00 = \$312.00$  or \$78.00 per quarter. Use 5% of the increase for Capital Improvements and put the other 5% in the Operating Fund. That gives  $\$14.00 \times 3400$  homeowners = \$47,600.00 for the Capital Improvement Fund and the same amount in the Operating Fund.

- Year 2 -  $\$312.00 \times 10\% = \$31.20$  Again round down to  $\$31.00 + \$312.00 = \$343.00$ . This figure does not come out to even dollar figures when divided by 4. In order to make a figure divided by 4 then the increase should be limited to  $\$28.00$ . Giving  $3400 \times \$28.00 = \$95,200.00$ . The Board can decide to put all of this increase in the Capital Improvement Fund.
- Year 3 -  $\$340.00 \times 10\% = \$34.00$ .  $\$34.00 + \$340.00 = \$374.00$ . Again not divisible by 4 to an even dollar figure so use  $\$32.00$ . Total  $\$372.00$  or  $\$93.00$  per quarter. This figure gives  $3400 \times \$32.00 = \$108,800.00$  in generated Capital Improvement Funds.

The total funds generated equals  $\$312,800.00$  ( $\$47,600.00 + \$95,200.00 + \$108,800.00 = \$312,800.00$ ).

**NOTE - The CC&Rs require ARC approval before any improvement can be erected, placed, maintained or permitted to remain on any portion of the Property until plans and specifications in such form and detail as the ARC may deem necessary shall be submitted and approved in writing by the ARC. (CC&Rs 9.02, 9.09)**

## Monument Status

Monument's with neither water supply nor lighting:

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

Monuments with water supply but without sprinkler system, with lighting.

- Westcreek Forrest

Monuments with water supply but without sprinkler system, no lighting.

- The Hollow

Monuments Without lighting but with sprinkler systems/ water supply:

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

Monuments with lighting but no water supply:

Monuments with lighting and sprinkler systems(inoperable):

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

**The Vistas monument is fully operational with lighting and sprinkler system**

## **Monument Repair / Upgrade Estimates**

### **The Vista's**

- Additional sprinkler heads installation for complete coverage
- New timer
- Upgrade lighting
- \$500

### **Wynwood (Westcreek View / Macey Trail)**

- Sprinkler system repair
- New timer
- Upgrade lighting
- \$700

### **High Point (Park Point)**

- Sprinkler system repair
- New Timer
- Upgrade lighting
- \$700

### **High Point (Point Pass)**

- Sprinkler system repair
- New timer
- Upgrade lighting
- \$700

### **Wynwood (Westcreek View / Grossenbacher)**

- Sprinkler system repair
- New timer
- \$500

### **Wynwood (Grossenbacher / Macey Trail)**

- Water meter stolen
- Sprinkler system repair
- New Timer
- \$700

### **Westcreek Gardens**

- Sprinkler system repairs
- New timer
- Upgrade lighting
- \$700

### **\*\*The Point**

- No lighting nor lighting support
- No water supply
- \$?????

Royal Oaks

- Sprinkler system repair
- New timer
- Upgrade lighting
- \$700

The Oaks (Military / Saxon Hill)

- Sprinkler system repair
- New timer
- Upgrade lighting
- \$700

Country Oaks

- Sprinkler system repair
- New timer
- Upgrade lighting
- \$700

The Woods (Military Dr. / Kingsbridge)

- Sprinkler system repair
- New timer
- Upgrade lighting
- \$700

Westcreek Forrest

- **Missing water meter**
- Sprinkler system repair
- New timer
- Upgrade lighting
- \$700

Quail Meadow

- Sprinkler system repair
- New timer
- Upgrade lighting
- \$700

The Hollow

- **No lighting, nor lighting support**
- Active water meter, no sprinkler system
- Sprinkler system installation, battery operated timer
- \$800

\*\*The Oaks (Westcreek Oaks / Saxon Hill)

- No lighting, nor lighting support
- No water supply
- \$?????



Willowbrook

- Sprinkler system repair
- New timer
- Upgrade lighting
- \$700

The Woods (Westcreek Oaks)

- Sprinkler system repair
- New timer
- Upgrade lighting
- \$700

The Hills

- **No lighting, nor lighting support**
- Sprinkler system repair
- \$500

The Summit

- **No lighting, nor lighting support**
- Sprinkler system repair
- Water supply from 1604 / Westcreek Oaks monument
- \$1000

The Bluffs

- **No lighting, nor lighting support**
- Sprinkler system repair
- Water supply from 1604 / Westcreek Oaks monument
- \$1000

VWOA monument 1604/Westcreek Oaks

- Sprinkler system repair
- New timer
- Upgrade lighting
- \$1500

**Estimate Total: \$14,900**

**Monuments no included in the estimates due to no lighting support and/or no water supply.**

**\*\*The Point, The Oaks**

**The Hills, Summits, Bluffs, The Hollow.**



**Villages of Westcreek**  
Owners' Association

Cell phone Usage contract

The current cell phone contract will expire at the end of the month we are currently paying \$137 per month. Our average usages are less than 60 min per month on all phones.

I propose that we close out the current plan and pay the 4 people in the office and the Maintenance contractor \$10 per month towards work related cell phone usage. I have noted that all of the employees currently carrying the phone are using their personal phones currently.

I have verified with all employees that this would be an acceptable solution.

This will be an annual savings of \$1044.00.

137 per month x 12 months \$1644

10 per month x 5 employees x 12 months \$600

Vote

*Per Board Conc Contract.*



Bexar County Emergency Scene Rehab  
1245 Boling Brook, San Antonio, TX 78245  
Daniel O'Keefe, Public Information Officer

June 23, 2011

Villages of West Creek Home Owners Association

12395 Military Drive West, San Antonio, TX 78253

Attn: John Steele, President

Cc: Board of Directors

Mr. President et'al,

Bexar County Emergency Scene Rehab (BCESR), is a not for profit 501.c.3 organization dedicated to providing Emergency Scene Support Services to the Fire, EMS, Law Enforcement, and Search and Rescue communities in the 12 county Alamo Area council of Governments.

Our primary mission is to provide on scene support services such as hydration, food, shelter, and medical monitoring to those heroes who put their lives on the line for all of us. We provide this service free of charge and nearly all of our funding comes from private donations or from the pockets of its members.

In an effort to raise much needed funding to make improvements to our equipment and facilities, we have joined forces with a local restaurant to hold a formal benefit dinner which will be attended by leaders of San Antonio and Bexar County Fire/EMS/ and law Enforcement Agencies, as well as several public figures. As such we are looking for a reputable location to hold this dinner, and are requesting the assistance of your HOA.

We are asking for a donation of the use of your community Center for an evening in July (to Be determined based on your availability). I am Available for questions regarding this request via email at [Okeefe\\_daniel@att.net](mailto:Okeefe_daniel@att.net) or by phone at 210-204-3545. We appreciate your Consideration of our request and for your support of our Emergency Responders.

Respectfully,

A handwritten signature in dark ink, appearing to read "D. O'Keefe", written over a horizontal line.

Daniel O'Keefe, EMT-B

PIO, BCESR