

## **REGULAR BOARD OF DIRECTORS MEETING**

### **AGENDA**

**Tuesday 7 p.m.**

**December 6, 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. Sports and Park Committee
  - l. Strategic Planning Committee
- 5. Unfinished Business.**
  - a. Ad Hoc Pool Committee proposal for 2011 (Kevin Drummonds)
    - 1) Electronic gates/key cards for sports and recreation facilities proposed get new estimates which include professional installation – Open.
  - b. Park proposal for 2011
    - 1) Purchase/Lease a trailer or build new building in the Park & move Rec Dept. to Park – tabled
  - c. Greenbelt Wildfire Plan-Tabled.
  - d. Install fire lane for the Garden subdivision. Open.
- 6. New Business.**
  - a. Executive Board met telephonically on 28 November to accept Bexar County offer for Bridge Project land for \$6100.00
  - b. Cost Break down Resale Certificate
  - c. Notice of filing Dedicatory Instruments
  - d. Notice of Membership 2012 Statement
  - e. Resolution 41 Records Retention Policy
  - f. Resolution 42 Records Reproduction Coping Policy
  - g. Resolution40 payment plan
- 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, Nov 17, 2011. The purpose of the meeting was to conduct regular business as identified in the pre-announced Agenda. Meeting minutes for the October Regular Monthly Meeting (dated Oct 20, 2011) were reviewed and approved by a vote of 5/0.

**Board Members Present:**

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

**Staff Present:**

Brenda Tate, Community Manager	Christopher Mora, Recreation Superintendent
Oswald Willis, Asst. Community Manager	Ken Lemanski, Standards Superintendent
Armondo Villarrealo, Maintenance Superintendent	

**Members Present:**

Bill Fenstermacher	Guy Oliver
Joyce Oliver	Eugene Hopkins
Barbara Hopkins	John Parson
Rick Severs	Michael Wilson
Eloise Forge	Eva Vasquez

**II. OPEN FORUM:**

The meeting was called to order by the board president; first order of business was to approve October's VWOA Board meeting minutes. Motion was seconded and minutes approved 5 to 0. The floor was then opened for VWOA member's comments. John asked that all budget comments be held until we get to that topic on the agenda. First suggestion was to turn extra property into a storage facility. This would be a good idea but security and liability would be an issue. The front office will look into the feasibility of that project for next year.

**III. COMMITTEE/DEPARTMENT REPORTS:**

- a. Recreation Department: Preparing for the Christmas bazaar. No other questions or comments. CLOSED.
- b. Maintenance Department: A written report was provided and is attached to these minutes. Recommend 45 more cans of stain for next year's budget. No other questions or comments.
- c. Standards Department: A written report was provided and is attached to these minutes. No questions or comments. CLOSED.
- d. Community Management Department: Mrs. Tate provided a written report and is attached to these minutes. VWOA won a new Mayor of San Antonio award recognizing community involvement 2010. The community office has a box for toys to tots; please drop off any toys you would like to donate to needy kids. Delinquent assessments have continued to reduce. Community manager is continuing to work hard on this issue. CLOSED.
- e. Architectural Review Committee. Their written report provided; 36 applications submitted 30 approved and 6 were disapproved, due to not enough information; no major problems. The committee has updated standards and submitted the updates for the executive board to vote to approve. CLOSED.
- f. Finance Committee: A written report was provided and is attached to these minutes and reviewed. Revenues are well above budget due in part to the sharp decrease in delinquent assessments and our community manager doing a good job cutting expenses. We are currently looking at a \$69,000 surplus we will put into the reserve account. The finance committee met twice during the past month and worked

- hard to prepare and submit a budget recommendation for next year's.
- g. Landscaping Committee. This committee will become more active during the spring. No action taken this month.
  - h. Nominating Committee. We are looking for a nominating committee for next year's election; there will be 3 seats open for election. Mr. Gentry (volunteered) as an executive board member to chair the nomination committee. OPEN.
  - i. Communications Committee. A written report was provided. The Village of Westcreek web page is about 90% complete. The next meeting will be Jan 10, 2012. Constant contact mail list is up to 1,278 and we went over 200 hits on face book. The goal is to have all 3,407 homeowners hooked up to constant contact. CLOSED.
  - j. Sports and Park Committee. No new information to report next meeting will be Dec 3, 2011.
  - k. Public Safety Committee. No information reported. The gardens parking; our staff will provide an estimate of cost to complete the fire lane project for the board to review. County Fire and safety representatives came to observe the Gardens parking and determined the best solutions would be the fire lanes as we discussed at the last meeting. They will enforce the restricted parking rules, to include ticketing and towing violators; we will fund and complete the project based on the proposal presented by the staff. TABLED.
  - l. Ad Hoc By-Law and Administrative Resolution Review Committee: No new information.
  - m. Strategic Planning Committee: No new information to report.

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

- a. Ad Hoc Pool Committee proposals for 2011:
  - 1) Electronic Gates/key cards and electronic Gate for Sports Park; Ad Hoc Pool Committee: Mr. Fowler will be getting cost estimates for the swipe card access system to present at the next board meeting. TABLED.
  - 2) Gate Guards/Deputy change to Facility Monitor's. Dependent upon electronic gates/key cards. TABLED.
  - 3) Green belt wild fire plan: We got rain! TABLED.

**V. NEW BUSINESS:** The refinancing of the VWOA sports park and community center loan was completed reducing the interest rate we pay on the loan to 6%. There were not fees or closing cost to the association just a reduction in the rate which will save VWOA a considerable amount of money.

- 1. The annual budget report: The board president gave a line by line slide presentation. The slides highlighted last year's budget and actual expenses then projected expenses for 2012. First objective is to repair and maintain what we have then we must have a balanced budget. Lastly, we will focus on what we need not, what we want. This was the approach taken when establishing this budget. There was then a proposal by the board president for a 10% increase in assessments; the 10% increase and proposed budget for 2012 was approved 5 to 0.
- 2. There was an executive board vote and approval for a \$1,550 holiday bonus for the staff; the vote was 5 to 0.
- 3. The board met earlier during the week and reviewed and modified a Communications Committee proposal, then approved the communication funding request presented to the board; including ten advertisement signs to be posted throughout the community and VWOA logos for the community work truck.
- 4. Property owners of the flood zone want to sell us all the property (145.3 acres) at a recreation price of \$3,200 an acre. The reason for buying this property is to prevent anyone from building behind us. Discussion was held about several options to put horse stables, a golf course or a park in this area. Approximately 135 acres of this property is in the flood plain. The board voted to offer \$10,000 for the entire 145.3 acres, there has been no response.

**VI. The Next Meeting:** The next regular meeting will be held on Tuesday, December 8, 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 8:45 p.m.

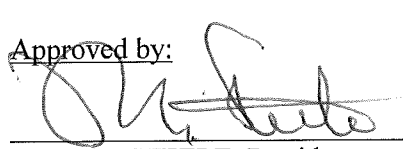
Written by:

  
KENNETH O. FOWLER, Secretary

Date:

6 Dec 2011

Approved by:

  
JOHN B. STEELE, President

Date:

6 Dec 2011

Posted in the VWOA Book of Minutes by:

  
BRENDA TATE  
Community Manager, VWOA

Date:

12-6-11

## ***PARKS AND RECREATION DECEMBER 2011 REPORT***

Board of Directors Meeting – 6, December 2011

Submitted by: Christopher Mora - *Superintendent of Parks and Recreation*

### **I. Programs/Classes**

- a. **Soccer – Season Has Ended:** Any parent who has yet to receive their trophy, may pick them up at the office between 9am-5pm.
- b. **Cardio Mix/PiYo** – Monday/Wednesday nights @ 6:30 pm and Tuesday/Thursday nights @ 7:30 pm with 18 participants.
- c. **Olympic Karate** - Class running Tuesday and Thursday 5-7:30pm with 18 participants.
- d. **SMASH (School of Modern Arts, Salsa & Hip-Hop)** with 48 participants.
- e. **Xtreme Boxing Classes** –. Times Friday 6pm-7pm, check community calendar for additional times and information.

### **II.**

#### **Previous Community Events**

- a. **Christmas Bazaar – November 19:** Well planned and ran smoothly, turnout could have been a little better, next year we will place greater emphasis on advertising.
- b. **Soccer Tournament & Awards Banquet – November 12 & 19<sup>th</sup>** We held our first soccer tournament followed by our awards banquet. Both were a great success. We will continue to sponsor these events during our Spring Season starting in early February.
- c. **Snacks with Santa – December 3<sup>rd</sup>**  
This has been planned small in scale to minimize costs and increase efficiency of our end of year operations.

### **III.**

#### **Future Community Events**

- a. **Christmas Lighting Contest – December 9<sup>th</sup>-11<sup>th</sup>** Earn cash prizes and bragging rights as for this year's winner for the Christmas lightning competition. Contestants must register with the front office to be considered.

**<End of Calendar Event for the Year>**

## Maintenance Monthly Report

For DEC 2011 Sub-for month of NOVEMBER

Armando Villarreal

### Equipment Maintenance:

- S.P. Lights at Tennis court have been repaired two covers have been fabricated out of fiber glass both lights had bird nests one light was shorting out breaker, so lights at basketball court would not work properly.
- Lights at C.C have been replaced in parking in lot area.
- At S.P. all light poles have been painted and weatherproof.
- Irrigation at The Gardens has been repaired; there were two breaks in lines.  
Three (3) Lights in foyer at Community Center were replaced.
- C.C -tiles in storage room have been repaired.

### Projects in Progress

- At S.P., we started to clear out brush behind the gardens and pool building.
- We are relocating some valves for irrigation and some sprinkler heads in back field of S.P.
- Monuments: Irrigation and lights at Wynwood in process of being repaired and should be done by the end of December.
- Pavilion at S.P. will be painted- the steel is starting to rust.

### Completed Projects and Repairs:

- The Gardens repaired water leaks at monuments
- Clock tower wreaths have been raised two hooks added to hold in place with a safety wire.
- At S.P. all lights are working in tennis court, ballast has been replaced.
- Mulching around trees along West Creek Oaks has been completed.

### Future Projects:

- More dirt is needed around picnic area
- Playground needs PVC instead of railroad ties.
- Monuments through- out subdivision irrigation parts needed and lighting once funds are available to include mulching. Some lights have been repaired.
- Repair rain gutter at pavilion
- Trees on green belts are being treated with organic nutrients, trees are also being watered.
- Pavilion will be painted blue all steel is rusting.
- Ceiling fans will also be cleaned.

## STANDARDS DEPARTMENT MONTHLY REPORT

From: Kenneth M. Lemanski Sr., MA, CEM., Superintendent of Standards  
 To: VWOA Board of Directors  
 Subject: Report for the month of November 2011  
 Presented to the Board of Directors on December 6, 2011

<u>TOPICS</u>	<u>ACTION AND OR NOTES</u>	<u>STATUS</u>
<b><u>STANDARDS</u></b>		
ARC Committee Membership:	The ARC is fully staffed with five (5) community residents who volunteer their time on a weekly basis.	Closed
Property Improvement Applications (PIA'S):	Ten (10) were approved and one (1) was not approved.	Info Only
Staffing/Personnel:	Staffed with six (6) part time Standards Monitors.	Info Only
Standards Violations Documented:	643 violations of our standards were noted in the month of November. This is a decrease of 436 from October, when 1,079 violations were documented.	Info Only
Personal Contact and Education:	103 for the month of November. October had 221 contacts. This decrease also corresponds with the decrease in Courtesy Notices.	Info Only
Texas Property Code Letters (TPC Letters):	Nine (9) were written for November.	Closed
Attorney Referral for Action:	None for this month.	Info Only
Re-Sale Inspections:	Four (4) were completed for the month.	Info Only
Yard/Garage Sales:	Thirty-three for the month of November.	Info Only
<b><u>PROJECT MANAGEMENT</u></b>		
Public Safety Report:	Day time burglaries are still a big problem. Public Safety Tips have been placed on the "This Week in Westcreek" site for the Holiday Season.	Info Only
Graffiti Report:	This is the second month in a row where this has been non-existent or it has not been reported to the office.	Info Only
Westcreek Gardens	I have completed the cost estimates for the fire lane marking in this village. This is in my Executive Summary Report.	Info Only
Wild Land Fire Safety	I still have not heard from the State Forester for the site visit.	Info Only



**Villages of Westcreek**  
Owners' Association

Community Managers Report  
For November 2011  
Presented to the  
Villages of Westcreek  
Board of Directors  
December 6, 2011

Physical Plant

- ❖ The electrical panel on the hot water heater located at the community center was repaired.
- ❖ The lights at the Tennis Courts have been repaired.
- ❖ Air relief valve on filter #3 (main drain) CC Pool was cracked and replaced.

Personnel

No changes.

Other Points

- ❖ 2012 Assessment Postcards have been mailed.
- ❖ Toys for Tots Donations needed

Exclusive Usage Contracts

- ❖ Pavilion parties 4
- ❖ Community center 3

Closings

New 3  
Resale 8

Villages of Westcreek Constant Contact Email Status Report  
Nov 2011  
Emails:

Date	Email	# of recipients	# of opens	# of website click-thru
11/7	Karate	1267	538	6
11/9	Smash Holiday Camps	1268	518	14
11/9	CC Room Rental	1268	547	12
11/14	This week in WC	1270	574	13
11/21	This week in WC	1270	562	11
11/24	Snacks with Santa	1269	483	11
11/28	This week in WC	1272	509	15
11/30	Toys for Tots	1272		



Days	H/O's	Amount
Current	2884	\$204,764.00
1-30 days	4	\$712.21
31-60 days	361	\$32,175.48
61-90 days	6	\$447.19
Over 90 days	152	\$35,249.73
Total	523	\$68,584.61

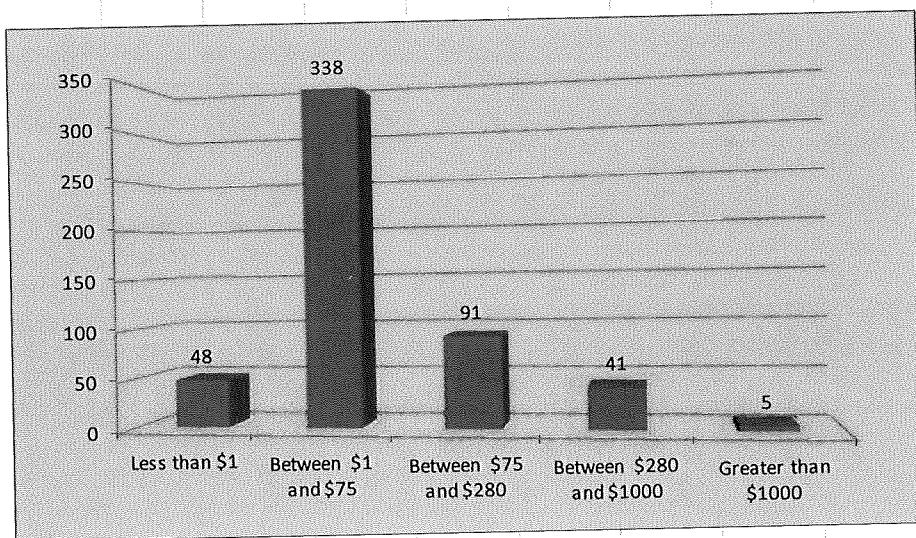
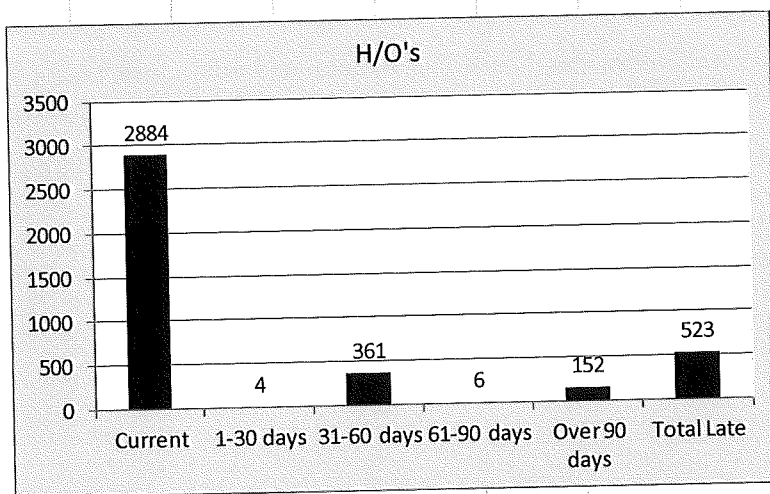
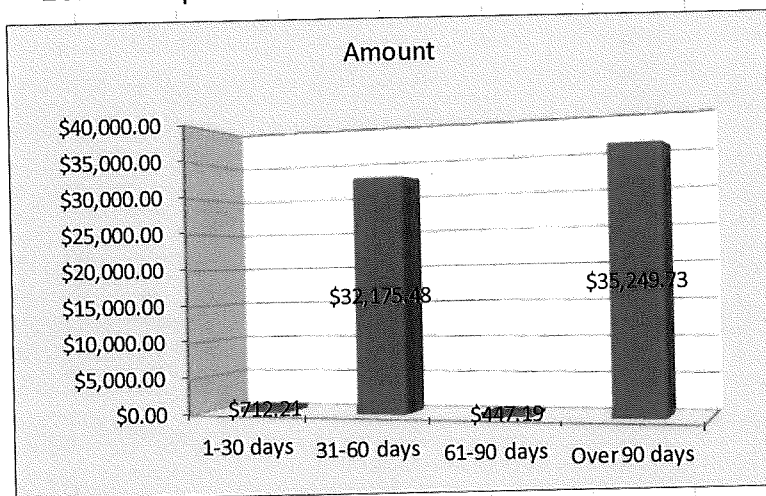
Current homeowner payments  
\$204,764.00

Days	H/O's
Current	2884
1-30 days	4
31-60 days	361
61-90 days	6
Over 90 days	152
Total Late	523

Delinquent total ytd  
\$68,584.61

Amount	H/O's
Less than \$1	48
Between \$1 and \$75	338
Between \$75 and \$280	91
Between \$280 and \$1000	41
Greater than \$1000	5

## 2011 Delinquent Assesments



10:49 AM  
12/02/11  
Accrual Basis

**Villages of Westcreek Owners Association**  
**Balance Sheet**  
**As of December 2, 2011**

	<u>Dec 2, 11</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
1010 · Operating Accounts	175,469.24
1011 · Reserve Accounts	144,906.12
<b>Total Checking/Savings</b>	<u>320,375.36</u>
Accounts Receivable	
1020 · Accounts Receivable	61,916.11
<b>Total Accounts Receivable</b>	<u>61,916.11</u>
<b>Other Current Assets</b>	
1021 · Interest Receivabl	34.19
1030 · Other Current Assets	15,656.62
1040 · Undeposited Funds	50.00
1045 · Due from Operating Fund	28,691.32
1071 · Allowance For Doubtful Accts	-6,500.00
<b>Total Other Current Assets</b>	<u>37,932.13</u>
<b>Total Current Assets</b>	420,223.60
<b>Fixed Assets</b>	
1050 · Fixed Assets	103,222.46
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>	<u>2,166,976.13</u>
<b>Other Assets</b>	
1037 · Chase CD	2,440.27
<b>Total Other Assets</b>	<u>2,440.27</u>
<b>TOTAL ASSETS</b>	<u><b>2,589,640.00</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2010 · Accounts Payable	5,515.25
<b>Total Accounts Payable</b>	<u>5,515.25</u>
Credit Cards	
2040 · Credit Card	784.80
<b>Total Credit Cards</b>	<u>784.80</u>
<b>Other Current Liabilities</b>	
2020 · Other Current Liabilities	11,447.96
2100 · Payroll Liabilities	563.49
<b>Total Other Current Liabilities</b>	<u>12,011.45</u>
<b>Total Current Liabilities</b>	18,311.50
<b>Long Term Liabilities</b>	
2022 · Due to Reserve Fund	28,691.32
2200 · Long Term Notes Payable	1,363,388.34
<b>Total Long Term Liabilities</b>	<u>1,392,079.66</u>
<b>Total Liabilities</b>	1,410,391.16
<b>Equity</b>	
2031 · Retained Earnings	47,715.67
3000 · Fund Balance	957,501.87

10:49 AM  
12/02/11  
Accrual Basis

Villages of Westcreek Owners Association  
**Balance Sheet**  
As of December 2, 2011

	<u>Dec 2, 11</u>
Net Income	174,031.30
Total Equity	<u>1,179,248.84</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,589,640.00</u></u>

10:51 AM  
12/02/11  
Cash Basis

**Villages of Westcreek Owners Association**  
**Balance Sheet**  
**As of December 2, 2011**

	<u>Dec 2, 11</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
1010 · Operating Accounts	175,469.24
1011 · Reserve Accounts	144,906.12
Total Checking/Savings	320,375.36
Accounts Receivable	
1020 · Accounts Receivable	-404.30
Total Accounts Receivable	-404.30
Other Current Assets	
1021 · Interest Receivabl	34.19
1030 · Other Current Assets	15,656.62
1040 · Undeposited Funds	65.00
1045 · Due from Operating Fund	28,691.32
1071 · Allowance For Doubtful Accts	-6,500.00
Total Other Current Assets	37,947.13
Total Current Assets	357,918.19
<b>Fixed Assets</b>	
1050 · Fixed Assets	103,222.46
1056 · Community Center^	2,021,505.24
1057 · Community Center Furniture	14,578.52
1058 · Software	4,673.91
1059 · Vehicle	22,996.00
Total Fixed Assets	2,166,976.13
Other Assets	
1037 · Chase CD	2,440.27
Total Other Assets	2,440.27
<b>TOTAL ASSETS</b>	<b><u>2,527,334.59</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Credit Cards	
2040 · Credit Card	784.80
Total Credit Cards	784.80
Other Current Liabilities	
2020 · Other Current Liabilities	11,447.96
2100 · Payroll Liabilities	563.49
Total Other Current Liabilities	12,011.45
Total Current Liabilities	12,796.25
Long Term Liabilities	
2022 · Due to Reserve Fund	28,691.32
2200 · Long Term Notes Payable	1,363,388.34
Total Long Term Liabilities	1,392,079.66
Total Liabilities	1,404,875.91
<b>Equity</b>	
2031 · Retained Earnings	8,127.95
3000 · Fund Balance	957,501.87
Net Income	156,828.86
Total Equity	1,122,458.68
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>2,527,334.59</u></b>

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Accrual Basis

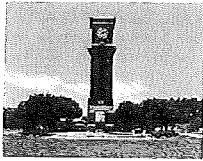
**Villages of Westcreek Owners Association**  
**Profit & Loss Budget vs. Actual**  
**January 1 through December 2, 2011**

	Jan 1 - Dec 2, 11	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4150 · Miscellaneous Income	3,008.61	461.02	2,547.59
4170 · Program Fees	39,040.60	23,051.08	15,989.52
4180 · Swim Team	100.00	0.00	100.00
4190 · Reimbursed Expenses	0.00	0.00	0.00
5000 · Revenue	1,003,574.64	982,878.87	20,695.77
5090 · Yard Sales	4,040.00	0.00	4,040.00
5100 · Newsletter Advertisement	2,340.00	922.04	1,417.96
5200 · Ramage/Yard Sales	0.00	461.03	-461.03
5400 · Pavilion Rental	4,760.00	4,610.22	149.78
5500 · Sports Park Committee	6,355.00	0.00	6,355.00
5600 · Fence Repair Reimbursement	4,136.63	0.00	4,136.63
5700 · Cost of Compliance	0.00	0.00	0.00
5800 · Community Center	19,728.00	16,596.77	3,131.23
5900 · Concession Stand	1,393.75	0.00	1,393.75
<b>Total Income</b>	<b>1,088,477.23</b>	<b>1,028,981.03</b>	<b>59,496.20</b>
<b>Cost of Goods Sold</b>			
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>1,088,477.23</b>	<b>1,028,981.03</b>	<b>59,496.20</b>
<b>Expense</b>			
8000 · Operating Expenses	280,774.55	327,970.70	-47,196.15
8200 · Administration	366,448.86	351,541.77	14,907.09
8300 · Maintenance	73,179.31	97,293.98	-24,114.67
8400 · Recreation Department	129,067.49	98,748.94	30,318.55
8500 · Misc. & Contingency	4,704.48	6,915.32	-2,210.84
8980 · Depreciation Expense	46,750.00	47,024.19	-274.19
9500 · Reserved Funds	13,536.24	0.00	13,536.24
<b>Total Expense</b>	<b>914,460.93</b>	<b>929,494.90</b>	<b>-15,033.97</b>
<b>Net Ordinary Income</b>	<b>174,016.30</b>	<b>99,486.13</b>	<b>74,530.17</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
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>174,016.30</b>	<b>99,486.13</b>	<b>74,530.17</b>

10:46 AM  
12/02/11  
Cash Basis

**Villages of Westcreek Owners Association**  
**Profit & Loss Budget vs. Actual**  
January 1 through December 2, 2011

	Jan 1 - Dec 2, 11	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4150 · Miscellaneous Income	3,008.61	461.02	2,547.59
4170 · Program Fees	38,950.60	23,051.08	15,899.52
4180 · Swim Team	100.00	0.00	100.00
4190 · Reimbursed Expenses	0.00	0.00	0.00
5000 · Revenue	992,981.38	982,878.87	10,102.51
5090 · Yard Sales	4,070.00	0.00	4,070.00
5100 · Newsletter Advertisement	2,340.60	922.04	1,418.56
5200 · Rumage/Yard Sales	0.00	461.03	-461.03
5400 · Pavilion Rental	4,760.00	4,610.22	149.78
5500 · Sports Park Committee	6,355.00	0.00	6,355.00
5600 · Fence Repair Reimbursement	4,136.63	0.00	4,136.63
5700 · Cost of Compliance	0.00	0.00	0.00
5800 · Community Center	19,728.00	16,596.77	3,131.23
5900 · Concession Stand	1,393.75	0.00	1,393.75
<b>Total Income</b>	<b>1,077,824.57</b>	<b>1,028,981.03</b>	<b>48,843.54</b>
<b>Cost of Goods Sold</b>			
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>1,077,824.57</b>	<b>1,028,981.03</b>	<b>48,843.54</b>
<b>Expense</b>			
8000 · Operating Expenses	281,297.41	327,970.70	-46,673.29
8200 · Administration	372,566.58	351,541.77	21,024.81
8300 · Maintenance	73,179.31	97,293.98	-24,114.67
8400 · Recreation Department	129,067.49	98,748.94	30,318.55
8500 · Misc. & Contingency	4,613.68	6,915.32	-2,301.64
8980 · Depreciation Expense	46,750.00	47,024.19	-274.19
9500 · Reserved Funds	13,536.24	0.00	13,536.24
<b>Total Expense</b>	<b>921,010.71</b>	<b>929,494.90</b>	<b>-8,484.19</b>
<b>Net Ordinary Income</b>	<b>156,813.86</b>	<b>99,486.13</b>	<b>57,327.73</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
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>156,813.86</b>	<b>99,486.13</b>	<b>57,327.73</b>



# Villages of Westcreek

## Standards Department



November 30, 2011

To: Brenda Tate, Community Manager and VWOA Board of Directors  
From: Ken Lemanski, Superintendent of Standards  
Subject: Fire Lane Signs and marking project cost

According to the Texas Occupations Code, Subchapter F Sec 2308.251 (C)

*"If a government regulation governing the marking of a fire lane applies to a parking facility, a fire lane in the facility must be marked as provided by the regulation. **If a government regulation on the marking of a fire lane does not apply to the parking facility, all curbs of fire lanes must be painted red and be conspicuously and legibly marked with the warning "FIRE LANE--TOW AWAY ZONE" in white letters at least three inches tall, at intervals not exceeding 50 feet.**"*

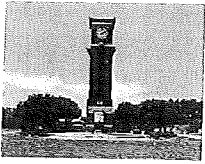
**The Bexar County Fire Marshall requires "No Parking Fire Lane Tow Away Zone".**

I propose we paint the curbing on the center island where the monument is located, the tree island in front of the monument, the right island as you enter the village and up to fifteen feet of curb on the right side of the entrance prior to the fence on the right entrance. The curb on the exit as you leave the village should also be painted and marked as a Fire Lane.

I also propose the right curb as you enter the Westcreek Gardens on Pinafore Street be painted red and properly marked up until the intersection with Kudu Street. Kudu Street will be painted red and properly marked for the entire length of the street on the left side of the road, as you turn left from Pinafore Street.

As you, turn left onto Caravel Street from Kudu Street it will also be painted red and properly marked down to and including the Cul-de-Sac at the end of the street.

All curbs mentioned above would be painted red and properly marked with three inch white lettering that read "No Parking Fire Lane Tow Away Zone".



# Villages of Westcreek

Standards Department



I recommend each street be properly marked with the red paint on the curb with the proper markings. 12 x 18 inch metal signs on galvanized posts be placed at the entrance to the village, middle of Pinafore Street, the end of Pinafore Street, two on Kudu Street with arrows pointing towards each other, one sign on each end of Caravel street and one with a two way arrow in the middle of the Cul-de-Sac at the end of Caravel street.

The metal signs on posted are additional to the red painted curbs, it would add to the markings of the curbs and for education and enforcement issues. We are also exceeding the requirement quoted in the first paragraph of this letter.

There are also two fire hydrants on the opposite side of the street from the marked fire lanes that need the curbs in front of them painted red.

## Material and costs

- a. Eight (8), 12 x 18 inch metal signs, Engineer grade with Graffiti Film. \$19.64 apiece. This also includes the mounting hardware for each sign. (Rice Signs, Auburn, AL.)  
8 signs = \$157.12
- b. Eight (8), 10' x 1.75" galvanized posts. At \$20.00 apiece. 8 posts = \$160.00 (Flasher Equipment, SA, TX)
- c. Oil based red paint, 15 gallons at \$21.00 per gallon is \$315.00 at Home Depot plus 20% discount. (\$252.00)
- d. Stenciling: No charge. Produced by the Bexar County Sign Shop. (Completed)
- e. White Spray paint: \$25.00 (five cans)
- f. Bags of concrete for the signposts: \$25.00 (eight bags)

**Total with tax \$670.19**

This entire project can be completed for under \$700.00 with in house labor and equipment from Armando Villarreal.





# Villages of Westcreek

## Standards Department



November 30, 2011

TO: Brenda Tate, CM and the VWOA Board of Directors  
FROM: Ken Lemanski, Superintendent of Standards  
SUBJECT: Westcreek Gardens Fire Lane Time Frame

With help and input from the Communications Committee, I submit the following plan to help our residents who live in the Westcreek Gardens Village as they transition into less parking being available on the streets in their village. This proposal will give each resident plenty of advance notice (41 days) and it will give them time to clean out their garages to make room for a vehicle(s) into their garages if possible.

### PROCESS

Tuesday December 6, 2011: The Board of Directors approves the cost of the materials for the marking of the Fire Lanes.

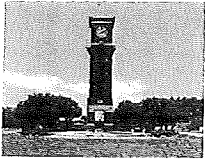
Wednesday December 7, 2011: The first letters go out to the residents via hand delivery.

The residents are informed the curbs are going to be painted starting on Tuesday January 17, 2012. The residents will be informed they will have the opportunity to participate in one-yard sale on January 14, 2012 at no cost to them and it will not affect the two in a year rule in our standards.

They will be advised to donate to a charity of their choice before the end of the year for tax purposes if they have items they want to donate instead of trying to sell them or have a yard sale.

Several commercial companies in the San Antonio area do haul off junk for a cost.

It was recommended the Ad Hoc Committee for the Westcreek Gardens be utilized to see if any of the single spouses of our military members, handicapped persons or the elderly need help with getting their garages cleaned out. The Ad-Hoc Committee and some of our local Boy or Girl Scout Troops could provide this assistance.



# Villages of Westcreek

## Standards Department



### DATES

Tuesday December 6, 2011: The Board of Directors approves the cost of the materials for the marking of the Fire Lanes.

Wednesday December 7, 2011: The first letters go out to the residents via hand delivery.

Tuesday January 3, 2011: Two-week reminder letters got out via hand delivery for the painting project.

Tuesday January 10, 2011: One-week reminder letters got out via hand delivery for the painting project.

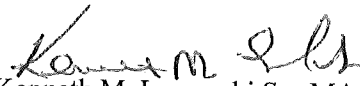
Saturday January 14, 2012: Yard Sales start at 7:00 am.

Monday January 16, 2012: Temporary No Parking signs are posted. (Ten signs at \$14.50 a piece = \$145.00).

Tuesday January 17, 2012: The painting process and the sign installation begin.

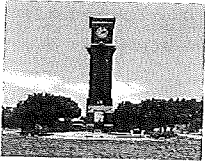
Friday January 20, 2012: The Fire Lane Marking process is completed.

Our cost to get the word out, educate our residents and offer them one free yard sales days will come to \$145.00 for the cost of "No Parking" signs which could be used later for different events or activities at the Sports Park of the Community Center. This does not count the labor, paper and envelopes for delivery of the notices to each resident. These notices will be hand delivered so there will be no postage fees incurred.

  
Kenneth M. Lemanski Sr., MA, CEM  
Superintendent of Standards

Enclosure: (1) Sample Notice

Kml



# Villages of Westcreek

## Standards Department



### SAMPLE NOTICE

Dear Westcreek Gardens Resident,

Because of safety, concerns for life and property and quick access for Fire Apparatus the Board of Directors for the Villages of Westcreek has made the decision to paint the curbs and mark all three streets in this village as fire lanes. The Villages of Westcreek owns these three streets and it is within our purview as property owners to have these streets marked as fire lanes for the protection of our residents. Once these streets are marked "No Parking Fire Lane Tow Away Zone", violators are subject to a \$500.00 fine and/or their vehicle can be towed and impounded.

The right curb as you come into the Westcreek Gardens on Pinafore Street will become a marked fire lane. As you turn left onto Kudu Street, the curb where the mailbox cluster is located will also be a marked fire lane and then as you once again turn left onto Caravel Street the left curb and the Cul-De-Sac at the end of the street will become a fire lane.

The Board of Directors also realizes this may cause an inconvenience for the residents who live on these streets. The following information is provided to help you make room in your garage if you need to place one or more vehicles in your garage.

- Donate items to a charity of your choice before the end of the calendar year for tax purposes.
- Apply to the Architectural Review Committee (ARC) for the placement of a Storage Shed in your back yard.
- Several local companies will haul off junk from your home.
- You can call 1-800-449-7587 to arrange for the pickup of hazardous materials from your home. This free service is provided to all homeowners in the unincorporated areas of Bexar County. For further information refer to the Bexar County Home Page at [www.bexar.org](http://www.bexar.org) and look under on-line resources.
- The regular monthly yard sale on January 14, 2012 is available to all residents of the Westcreek Gardens at no charge and this will not count against your two yard sales in a year limit.
- Monday January 16, 2012, the no parking signs will be placed along the affected streets.
- Tuesday January 17, 2012, the painting and sign placement will start.
- Friday January 20, 2012, the work should be finished.

Your help and cooperation in this project will be greatly appreciated.

VWOA Board of Directors

12395 Military Drive West, San Antonio, TX 78253  
Phone: 679-8761 Fax: 679-0040  
[www.villagesofwestcreek.com](http://www.villagesofwestcreek.com)

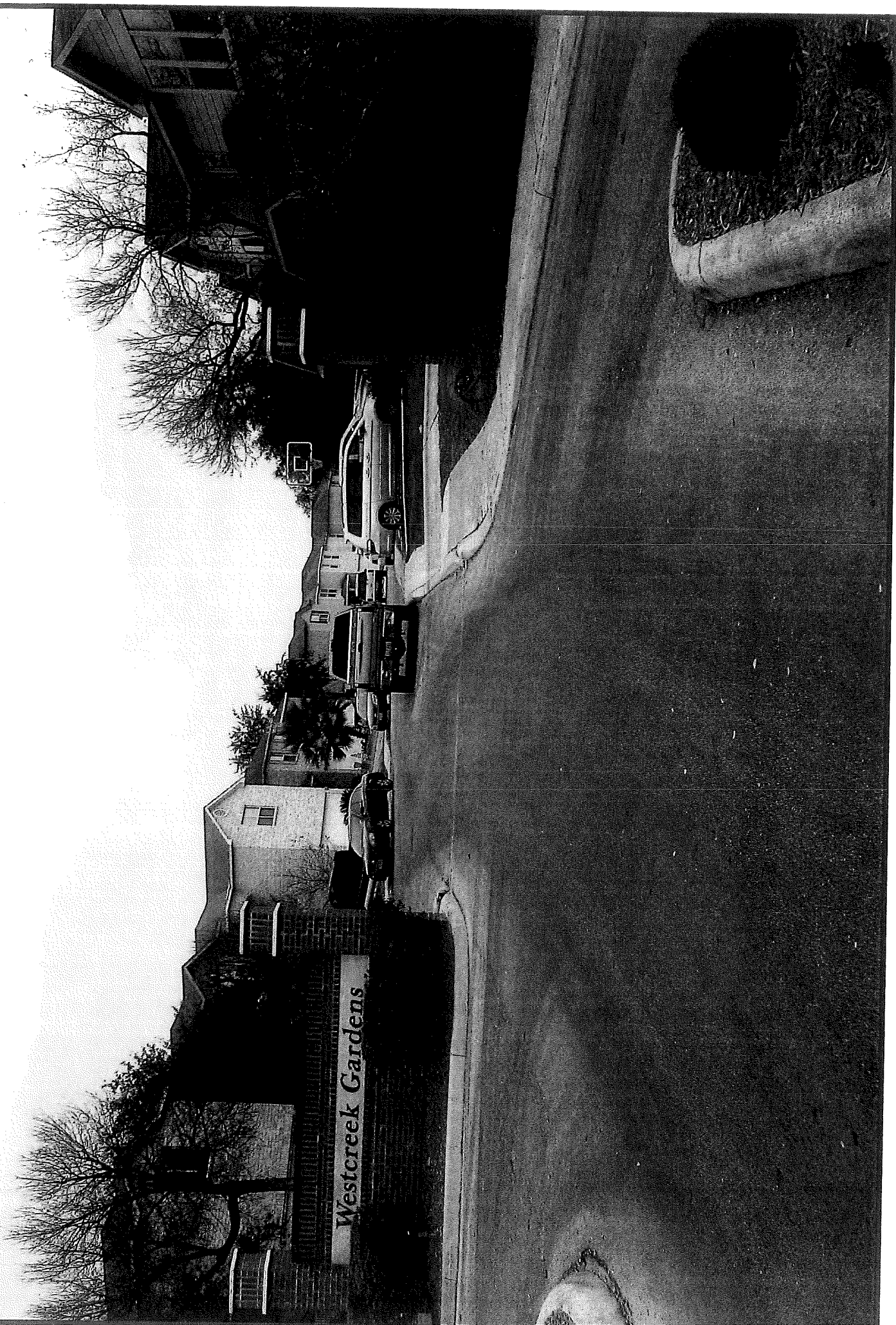


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257 ft





## Bexar CAD

Property Search Results &gt; Property ID 204493 VILLAGES OF WESTCREEK HOA for Year 2011

Property Details	
<b>Account</b>	
Property ID:	204493
Geo. ID:	04390-402-0010
Type:	Real
Legal Description:	CB 4390D BLK 2 LOT 1 GREENBELT & PRIVATE ST WESTCREEK GARDENS
<b>Location</b>	
Address:	999 W MILITARY HWY
Neighborhood:	WEST CREEK GARDENS
Mapsc0:	611E3
Jurisdictions:	06, 08, 09, 10, 11, 56, 79, CAD
<b>Owner</b>	
Name:	VILLAGES OF WESTCREEK HOA
Address:	12354 W MILITARY DR SAN ANTONIO, TX 78253-6046
<b>Property</b>	
Appraised Value:	\$100
<b>Map Layers</b>	
<b>Radius Search</b>	

Website version: 1.2.2.0

Database last updated on: 10/24/2011 1:43 AM

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This site only supports Internet Explorer 6+, Netscape 7+ and Firefox 1.5+.



**Villages of Westcreek**  
Owners' Association

**COST BREAK DOWN FOR RE-SALE CERTIFICATES**

**Introduction:**

A Re-sale Certificate is requested by the buyer or the seller of a home prior to the closing of that property in the Villages of Westcreek. The purpose of the Re-Sale Certificate issued by the Association is to let the buyer know the standing of the association financially and legally. It also lets the buyer know if there are any potential violations of the Conditions, Covenants and Restrictions (CC&R's) and of the Standards for Architectural Design and Maintenance for the Villages of Westcreek for the property they are to purchase.

**The process:**

The following steps are accomplished in order to complete a re-sale certificate. In most situations the staff is able to get the certificate accomplished in three to four days. These are the steps involved in the process of preparing, inspecting and accomplishing an actual re-sale certificate for the homeowner or buyer and get it returned to them in a reasonable turnaround time. The Villages of Westcreek Owners' Association is one of the few HOA's in the San Antonio area that actually conducts a physical inspection of the property that is up for sale or under contract for sale.

**Step 1:**

The customer fills out VWOA –Re-sale Certificate Request (only top portion)

When is property available for inspection? (Time, date, unlocked gates or dogs)

Take payment of \$150.00. Payment cannot be processed into *Quick Books* until after completion of the Re-Sale Certificate and inspection. (Payment is held just like a party deposit) \*15 minutes.

If request is from a realtor, they must have listing agreement from the seller.

A 3<sup>rd</sup> party may request only with attached pertinent papers (i.e. Trustee deed, POA...)

\*5 minutes.

Fill out Resale Certificate \*10 minutes.

Verify the property is under the jurisdiction of the association.

Name: Owners Name

Address: Westcreek address

Phone number: Owners phone number, home and cell numbers.

Realtor: Name of Realtor and phone number.

Pull property file and list improvements (prior ARC) from file (if any) #15 minutes. (This may vary depending on the size of the property file)

**(Staff time 45-60 minutes, \$12.00 in labor)**



**Villages of Westcreek**  
Owners' Association

**Step 2:**

Pass completed request to the Standards Department and place in Re-Sale document holder.  
**(Staff time 3 minutes, \$3.00 in labor)**

**Step 3:**

The Standards Compliance Monitor inspects the property and takes pictures and makes note of potential violations or items that are approvable \*60-90 minutes. **(Staff time 1.5 hrs. \$15.00 in labor)**

**Step 4:**

The Standards Superintendent down loads pictures onto the computer and prints them. He or she then reviews pictures for documentation.

Approves approvable items, place stamp on picture and then approve each item.

Annotates potential violations of the standards for the Re-sale Certificate.

Standards Superintendent takes completed request and logs it in. \* 5 minutes. **(\$5.00 in labor)**

Return completed request form to the administrative staff. \*60-90 minutes.

**(Supt Staff time 1.5 hrs.) \$20.00)**

**Step 5:**

The administrative staff researches for past due assessments and legal matters regarding the property. \*30 minutes.

List potential Standards violations onto the Re-Sale certification from the request sheet.

The administrative staff completes the Re-Sale Certificate.

Print statement(s) \* 20 minutes.

Build Re-sale Package (Package Includes) \* 15 minutes.

- Certificate of Insurance
- Budget and Balance sheets
- Declaration of Covenants and Conditions (CCNR) Maintenance Standards Guide
- By-Laws and Association Rules.
- Notice of Membership in HOA
- Pending suite information

**Step 6:**

Ready for pick up

Customer prints, signs and dates the receipt for the Re-Sale certificate.

Process payment for Re-Sale Certificate at this time.

Make copy of Re-Sale Certificate for property file

ORIGINAL Re-Sale Certificate is given to the customer \*20 minutes.

Keep request forms, additional papers & photos, staple to resale request and file with property file.

**(Staff time, step 5 & 6: 1.5 hrs. \$20.00 in labor)**





**Villages of Westcreek**  
Owners' Association

**Summary of Labor costs:**

**Total Staff Time:** Approximately three (3) hours for each Resale Certificate  
(\* If additional steps are required total 3 hrs. 15 min + or -)

**Total Labor Costs: \$75.00**

**Summary of Material costs:**

The use of the copy machine, paper/ toner, the fax machine, paper/toner and envelopes plus the mileage paid to the Standards Monitor has to be taken into consideration for the cost analysis. Mileage will vary with each certificate. The current Federal rate is .52 per mile. The labor costs are also at the current hourly pay rate for the administrative staff and the standards department staff. These costs will rise in the future.

**Materials: \$40.00** (Paper, toner, envelopes, wear and tear of equipment and etc.)  
**Utilities: \$10.00** (Electricity, phone bill)  
**Mileage: \$25.00** (Use of Company Vehicle/Wear & Tear)

**Total Material and Mileage Cost: \$75.00**

**Totals:**

Labor: \$75.00  
Materials and etc.: \$75.00

**Grand Total: \$150.00**

2011/2012

SCANNED



**Villages of Westcreek**  
Owners' Association

NOTICE OF FILING OF  
DEDICATORY INSTRUMENTS OF  
THE VILLAGES OF WESTCREEK OWNER'S ASSOCIATION

STATE OF TEXAS     §  
                              §  
COUNTY OF BEXAR   §

KNOW ALL MEN BY THESE PRESENT:




Notice is hereby given to all persons with any interest in or claim to any parts of the property within the Villages of Westcreek Owner's Association (VWOA) Subdivision that said property is subject to the attached dedicatory instruments, to-wit:

1. Covenants, Conditions, and Restrictions (CC&R)
2. Standards for Architectural Design and Property Maintenance
3. Bylaws of VWOA

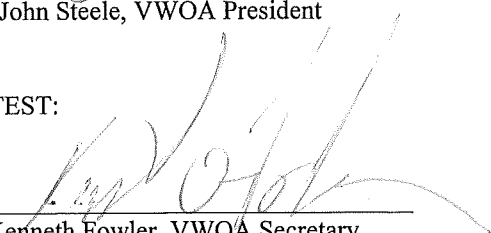
The foregoing constitute some but not all of the dedicatory instruments of the Association. All of the Association's governing documents are available on the following website: <http://www.villagesofwestcreek.com>

By their signatures below the President and Secretary of the Association certify that the attached documents are dedicatory instruments of the Association.

Thus executed this 7 day of DECEMBER, 2011  
Villages of Westcreek Owner's Association

By:   
John Steele, VWOA President

ATTEST:

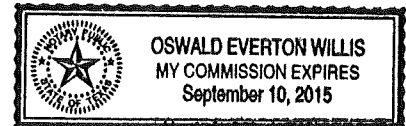
By:   
Kenneth Fowler, VWOA Secretary

Book 15283 Page 1327 2pgs

STATE OF TEXAS     §  
                             §  
                             §  
COUNTY OF BEXAR

I hereby certify that the foregoing instrument was acknowledged before me, the undersigned Notary, by John Steele, President of the Villages of Westcreek Owner's Association, on the date of execution set forth above.

Oswald E Willis 12-07-11  
Notary Public, State of Texas

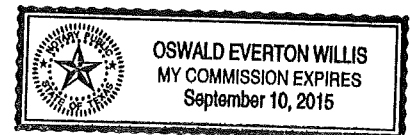


STATE OF TEXAS     §  
                             §  
                             §  
COUNTY OF BEXAR

I hereby certify that the foregoing instrument was acknowledged before me, the undersigned Notary, by Kenneth Fowler, Secretary, Villages of Westcreek Owner's Association, on the date of execution set forth above.

Oswald E Willis 12-07-11  
Notary Public, State of Texas

AFTER RECORDING RETURN TO:  
Villages of Westcreek Owner's Association  
12395 Military Drive West  
San Antonio, TX 78253



Any provision herein which restricts the sale, or use of the described real property because of race is invalid and unenforceable under Federal law  
STATE OF TEXAS, COUNTY OF BEXAR  
I hereby Certify that this Instrument was FILED in File Number Sequence on this date and at the time stamped hereon by me and was duly RECORDED in the Official Public Record of Real Property of Bexar County, Texas on:

DEC 27 2011



Gerard C. Rickhoff  
COUNTY CLERK BEXAR COUNTY, TEXAS

Doc# 20110230061 Fees: \$20.00  
12/27/2011 2:17PM # Pages 2  
Filed & Recorded in the Official  
Public Records of BEXAR COUNTY  
GERARD C. RICKHOFF COUNTY CLERK

SCANNED



**Villages of Westcreek**  
Owners' Association  
Administrative resolution 40  
RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE VILLAGES OF OWNER'S ASSOCIATION  
PAYMENT PLAN GUIDELINES

STATE OF TEXAS     §  
                              §     KNOW ALL MEN BY THESE PRESENT:  
COUNTY OF BEXAR   §

Pursuant to Section 209.0062, Texas Property Code, Villages of Westcreek Owner's Association (VWOA), acting through its Board of Directors, has adopted the following reasonable guidelines to establish an alternative payment schedule by which an owner may make partial payments for delinquent regular or special assessments or other amounts owed to VWOA. To-wit:

- I. All payment plans must be in writing, signed by one or more owners of the property associated with the delinquent balance, approved by the signature of the President of the Association or the Association Manager/Assistant Manager, and provide that the owner shall pay future assessments when due, in addition to any arrearage payment due under the a payment plan;
- II. To be qualified for a payment plan an owner must not have failed to honor the terms of a previous payment plan in the two years prior to a request for a new plan;
- III. No monetary penalties shall accrue on balances while a payment plan is in effect, but reasonable costs associated with administering the plan and interest shall continue to accrue;
- IV. Any qualified owner who owes a delinquent balance of \$300.00 or less shall be allowed, without deliberation by the Board, to pay that balance in three equal consecutive monthly installments, with the first payment due within the first thirty day period following of the payment plan;
- V. Any qualified owner who owes a delinquent balance of more than \$300.00 shall be allowed, without deliberation by the board, to pay that balance by paying twenty-five percent of the balance during the first thirty day period following of the approval of the payment plan, with the remaining delinquent balance to be paid in six equal consecutive monthly installments;
- VI. Any owner may submit a request for a payment plan that does not meet the foregoing guidelines, along with whatever information they wish the Community Manager and or the Board to consider, and the Community Manager and or the Board may approve or disapprove such payment plan, in their sole discretion.
- VII. If an owner who is not qualified to receive a payment plan asks for a payment plan, the Community Manager and or the Board shall be entitled to approve or disapprove a payment plan, in its sole discretion.

Book 15283 Page 1329 2pgs

By their signatures below the President and Secretary of the Association certify that the foregoing was Approved by the Board of Directors of VWOA at a duly-called meeting of the Board of Directors at which a quorum of Directors was present, or by signed, unanimous written consent in lieu of a meeting.

Thus executed this 7 day of DECEMBER, 2011

Villages of Westcreek Owner's Association

Any provision herein which restricts the sale, or use of the described real property because of race is invalid and unenforceable under Federal law  
STATE OF TEXAS, COUNTY OF BEXAR  
I hereby Certify that this Instrument was FILED in File Number Sequence on this date and at the time stamped hereon by me and was duly RECORDED in the Official Public Record of Real Property of Bexar County, Texas on:

BY

John Steele, VWOA President

DEC 27 2011



COUNTY CLERK BEXAR COUNTY, TEXAS

ATTEST:

By

Kenneth Fowler, VWOA Secretary

STATE OF TEXAS

§  
§  
§

COUNTY OF BEXAR

Doc# 20110230062 Fees: \$20.00  
12/27/2011 2:17PM # Pages 2  
Filed & Recorded in the Official  
Public Records of BEXAR COUNTY  
GERARD C. RICKHOFF COUNTY CLERK

I hereby certify that the foregoing instrument was acknowledged before me, the undersigned Notary, by John Steele, President, Villages of Westcreek Owner's Association on the date of execution set forth above.

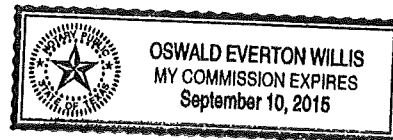
Oswald E Willis 12-27-11  
Notary Public, State of Texas

STATE OF TEXAS

§

§  
§

COUNTY OF BEXAR



I hereby certify that the foregoing instrument was acknowledged before me, the undersigned Notary, by Kenneth Fowler, Secretary, Villages of Westcreek Owner's Association on the date of execution set forth above.

Oswald E Willis 12-27-11  
Notary Public, State of Texas

AFTER RECORDING RETURN TO:  
VILLAGES OF WESTCREEK OWNER'S ASSOCIATION  
12359 MILITARY DRIVE WEST SAN ANTONIO, TEXAS 78253





**Villages of Westcreek**  
Owners' Association

Resolution 41  
Records retention policy

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
VILLAGES OF WESTCREEK OWNER'S ASSOCIATION  
RECORDS RETENTION POLICY**

STATE OF TEXAS       §  
                                  §       KNOW ALL MEN BY THESE PRESENT:  
COUNTY OF BEXAR   §

Pursuant to Section 209.005(m), Texas Property Code, The Villages of Westcreek Owner's Association, acting through its Board of Directors, has adopted the following records retention policy, to-wit:

- (1) The certificate of formation(formally known as The Articles of Incorporation), bylaws, restrictive covenants, and all amendments to the certificate of formation, bylaws, and covenants shall be retained permanently;
- (2) All financial books and records shall be retained for seven years;
- (3) The account records of current owners shall be retained for five years;
- (4) All contracts with a term of one year or more shall be retained for four years after the expiration of the contract term;
- (5) All minutes of meetings of the owners and board shall be retained for seven years.
- (6) Federal and State tax returns and audit records shall be retained for seven years.

By their signatures below the President and Secretary of the Association certify that the foregoing was approved by Board of Directors of the Association at a duly-called meeting of the Board of Directors at which a quorum of Directors was present, or by signed, unanimous written consent in lieu of a meeting.

Thus executed this 12 day of DECEMBER, 2011

Villages of Westcreek Owner's Association

By: [Signature]  
John Steele, Its President

ATTEST:

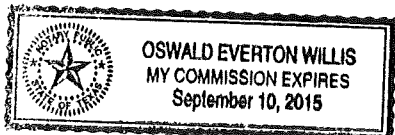
By: [Signature]  
Kenneth Fowler, its Secretary

Book 15283 Page 1331 2pgs

SCANNED

STATE OF TEXAS §  
COUNTY OF BEXAR §

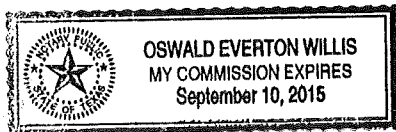
I hereby certify that the foregoing instrument was acknowledged before me, the undersigned Notary, John Steele, President, Villages of Westcreek Owner's Association, on the date execution set forth above.



Oswald E Willis 12-07-11  
Notary Public, State of Texas

STATE OF TEXAS §  
COUNTY OF BEXAR §

I hereby certify that the foregoing instrument was acknowledged before me, the undersigned Notary, Kenneth Fowler, Secretary, Villages of Westcreek Owner's Association, on the date execution set forth above.



Oswald E Willis 12-07-11  
Notary Public, state of Texas

Any provision herein which restricts the sale, or use of the described real property because of race is invalid and unenforceable under Federal law  
STATE OF TEXAS, COUNTY OF BEXAR

I hereby Certify that this Instrument was FILED In File Number Sequence on this date and at the time stamped hereon by me and was duly RECORDED in the Official Public Record of Real Property of Bexar County, Texas on:

DEC 27 2011



[Signature]  
COUNTY CLERK BEXAR COUNTY, TEXAS

Doc# 20110230063 Fees: \$20.00  
12/27/2011 2:17PM # Pages 2  
Filed & Recorded in the Official  
Public Records of BEXAR COUNTY  
GERARD C. RICKHOFF COUNTY CLERK



**Villages of Westcreek**  
Owners' Association

Resolution 42  
Record Reproduction  
Copy policy

SCANNED

RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE VILLAGES OF WESTCREEK OWNERS ASSOCIATION  
RECORDS REPRODUCTION AND COPY POLICY



PI2-20120001335-3

STATE OF TEXAS     §  
                              §       KNOW ALL MEN BY THESE PRESENT:  
COUNTY OF BEXAR §

Pursuant to Section 209.005(i), Texas Property Code, the Villages of Westcreek Owner's Association (VWOA), acting through its Board of Directors, has adopted the following records production and copying policy to prescribe the costs VWOA will charge for the compilation, production and reproduction of information requested under Section 209.005, to-wit:

(A) Copy charge.

(1) Standard paper copy: The charge for standard paper copies reproduced by means of an office machine copier or a computer is \$0.10 per page or part of a page. Each side that has recorded information is considered a page.

(2) Nonstandard copy: The charges in this subsection are to cover the material onto which information is copied and do not reflect any additional charges, including labor that may be associated with a particular request. The charges for nonstandard copies are:

- (A) Diskette--\$ 15.00
- (B) Magnetic Tape ---actual cost
- (C) Data Cartridge---actual cost
- (D) Tape Cartridge---actual cost
- (E) Rewritable CD (CD-RD)--\$15.00
- (F) Non-rewritable CD (CD-R)--\$15.00
- (G) Digital video disc (DVD)--\$20.00
- (H) JAZ drive—actual cost
- (I) Other electronic media—actual cost
- (J) VHS video cassette--\$20.00
- (K) Audio cassette--\$20.00
- (L) Oversize paper copy (e.g.: 11 inches by 17 inches, greenbar, bluebar, not included maps and photographs using specialty paper \$1.00 per page.
- (M) Specialty paper (e.g.: Mylar, blueprint, blue line, map, photographic--actual cost.

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(B) Labor charge for locating, compiling, manipulating data, and reproducing information.

(1) The charge for labor costs incurred in processing a request for information is \$20.00 per hour. The labor charge includes the actual time to locate, compile, manipulate data, and reproduce the requested information.

(2) A labor charge shall not be billed in connection with complying with requests that are for 50 or fewer pages or paper records, unless the documents to be copied are located in:

(A) Two or more separate buildings that are not physically connected with each other; or

(B) A remote storage facility

(3) A labor charge shall not be recovered for any time spent by an attorney, legal assistant, or any other person who reviews the requested information to determine whether VWOA will raise any exceptions to disclosure of the requested information.

(4) When confidential information is mixed with non-confidential information in the same page, a labor charge may be recovered for time spent to redact, blackout, or otherwise obscure confidential information in order to release the non-confidential information. A labor charge shall not be made for redacting confidential information for request of 50 or fewer pages, unless the request the documents to be copied are located in:

(A) Two or more separate buildings that are not physically connected with each other; or

(B) A remote storage facility.

(5) For purposes of paragraph (2)(A) of this subsection, two buildings connected by the covered or open sidewalk, an elevated or underground passageway, or a similar facility, are not considered to be separate buildings.

#### (C) Overhead Charge

(1) Whenever any labor charge is applicable to a request, VWOA may include in the charges direct and indirect costs, in addition to the specific labor charge. This overhead charge would cover such costs as depreciation of capital assets, rent, maintenance and repair, utilities, and administrative overhead. If VWOA chooses to recover such costs, a charge shall be made in accordance with the methodology described in paragraph (3) of this subsection.

(2) An overhead charge shall not be made for requests for copies of 50 fewer pages of standard paper records unless the request also qualifies for a labor charge.

(3) The overhead charge shall be computed at 20% of the charge made to cover any labor costs associated with a particular request. For example: if one hour of labor is used for a particular request, the formula would be as follows: Labor charge for locating, compiling, and reproducing,

#### (D) Remote document retrieval charge.

To the extent that the retrieval of documents results in a charge to comply with a request, it is permissible to recover costs of such services for requests that qualify for labor charges.

#### (E) Miscellaneous supplies.

The actual cost of miscellaneous supplies, such as labels, boxes, and other supplies used to produce the requested information, may be added to the total charge for information.

#### (F) Postal and shipping charges.

VWOA may add any related postal or shipping expenses which are necessary to transmit the reproduced information to the requesting party.

By their signatures below the President and Secretary of the Association certify that the foregoing was approved by the Board of Directors of the Association at the duly-called meeting of the Board of Directors at which a quorum of Directors was present, or by signed, unanimous written consent in lieu of a meeting.

Thus executed this 31 day of December, 2011.

Any provision herein which restricts the sale, or use of the described real property because of race is invalid and unenforceable under Federal law  
STATE OF TEXAS, COUNTY OF BEXAR  
I hereby Certify that this instrument was FILED In File Number Sequence on this date and at the time stamped hereon by me and was duly RECORDED In the Official Public Record of Real Property of Bexar County, Texas on:

JAN 04 2012



*Gerard C. Rickhoff*  
COUNTY CLERK BEXAR COUNTY, TEXAS

Villages of Westcreek Homeowner's Association

By:

*John Steele*  
John Steele, VWOA President

Attest:

By:

*Kenneth Fowler*  
Kenneth Fowler, VWOA Secretary

STATE OF TEXAS §

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COUNTY OF BEXAR §

Doc# 20120001335 Fees: \$24.00  
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Filed & Recorded in the Official  
Public Records of BEXAR COUNTY  
GERARD C. RICKHOFF COUNTY CLERK

I hereby certify that the foregoing instrument was acknowledged before me, the undersigned Notary, by John Steele, President, Villages of Westcreek Owner's Association, on the date of execution set forth above.

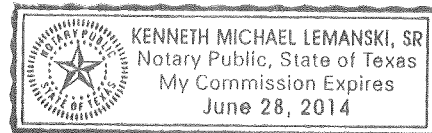
*Kenneth M. Lemanski, SR*

Notary Public, State of Texas

STATE OF TEXAS §

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COUNTY OF BEXAR §



I hereby certify that the foregoing instrument was acknowledged before me, the undersigned Notary, by John Steele, President, Villages of Westcreek Owner's Association, on the date of the execution set forth above.

*Kenneth M. Lemanski, SR*

Notary Public, State of Texas

**AFTER RECORDING RETURN TO:**

Villages of Westcreek Homeowner's Association  
12395 Military Dr. W  
San Antonio, TX 78253

