

REGULAR BOARD OF DIRECTORS MEETING

AGENDA

Thursday, 7 p.m.,

October 20, 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 \$25K budget increased to \$27K – Approved.
 - b. Park proposal for 2011
 - 1) Purchase/Lease a trailer or build new building in the Park & move Rec Dept. to Park – tabled
 - c. The Gardens, ownership of street and traffic congestion issues; committee findings - Open.
 - d. Greenbelt Wildfire Plan-Tabled
- 6. New Business.**
 - a. Telephonic meeting to approve an additional \$800.00 for Fall Festival Spectacular held October 11 with the result of a unanimous vote to increase the Fall Festival Spectacular budget by \$800.00
 - b. Administrative resolution 38 Strategic Planning Committee
 - c. Administrative resolution 39 Communications Committee
 - d. Sowell Company land purchase proposal.
 - e. Bexar County right of entry request (bridge extension)
 - f. Swipe access card installation (Brian Precision auto gate)
- 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, Sep 15, 2011. The purpose of the meeting was to conduct regular business as identified in the pre-announced Agenda. Meeting minutes for the June Regular Monthly Meeting (dated 18 Aug, 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 Villarreal, Maintenance Contractor	

Members Present:

Anthony Fall	Bill Fenstermacher
Anissa Garcia	Duaye Dockle
Art Jacob	Guy Oliver
Eugene Hopkins	Don Spears
Barbara Hopkins	John Parson
Gayle Modrovsky	Greg Leggett
Michael Wilson	Mirian Wilson
Eva Vasquez	Roger Torres
Paul Ybarra	Mary Lepel

II. OPEN FORUM:

The meeting was called to order by the board president with a request that no Garden issues questions be brought until later in the agenda. The floor was open for questions from members; no one had issues to address during open forum. The meeting was then moved to the next item on the agenda.

III. COMMITTEE/DEPARTMENT REPORTS:

- a. Recreation Department: The soccer program has been a popular hit -- 193 kids signed up to play; the most ever. Looking forward to a great season. CLOSED.
- b. Maintenance Department: A written report was provided and is attached to these minutes. The drought has been hard on the common area trees and it is very hard to keep them watered. Armondo has been working very hard to upgrade facilities and grounds; Armondo got Home Depot and Lowes to donate wood stain for fences. CLOSED
- c. Standards Department: A written report was provided and is attached to these minutes. Currently in the process of hiring a new standards monitor. Anyone interested in becoming a standards monitor should contact the office or Ken Lemanski. Note: Anyone planning to change/alter property, please call the standards department for advice and rule clarification before spending money on changes not approved. No questions. CLOSED
- d. Community Management Department: Mrs. Tate provided a written report and is attached to these minutes. Another common area fence was damaged by an out of control car; repairs made and insurance settlement finalizing. Positive news on delinquent dues collection only 6 homeowners owe more than \$1,000. CLOSED
- e. Architectural Review Committee. . There written report provided; 34 applications submitted 21 approved.

The question was asked: "how long does it take to get a request approved?" and Mr. Parson responded that it depends if the request is complete and if so, the decision will be made within one week of the request. Ken let everyone know the standards committee meets every Tuesday; if you get the request in before Tuesday you will get a decision by Wednesday. Additionally the request form is on line. 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 finance committee. We are \$42,000 better than budget 11 Sep 11 was the last meeting. One homeowner asked the cost of each survey that has been sent out. The cost is minimal around \$140. The next question was "how much money are we putting into the discretionary funds?" The committee is still working on the budget. The last reserve study done says we need to start putting \$6,000 a month into the capital reserve fund. \$1,377,000 is owed on the Community Center to date. The next committee meeting is 25 Sept 11. Must attend 3 meetings to be a member; all homeowners welcome.
- 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. New website up and running today. Postcards for 3 villages sent today constant contact had 172 homeowners signed up last month, 1120 signed up to date. Survey has been uploaded onto the web site and being sent out. CLOSED.
- j. Public Safety Committee. There was an 11 year old child hit by a car while riding a bike at Military and Saxonhill. No action taken this month; please slow down! There was a suspicious female at Guam; 10 break-ins and rims stolen off a parked truck.
- 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: There is a new survey being worked and will be sent to homeowners; board and front office currently seeking ways to get surveys out and responses from as many people possible. The next committee meeting is 15 Oct 11 at 7 p.m (SAME DATE/TIME AS BOD MTG). Projected distribution date for the survey is 15 Sep 11. There was a proposal to accept the committees report but not the plan. The plan will be adjusted based on the new survey results. Report was approved by a vote of 5-0.

IV. UNFINISHED BUSINESS:

- a. Ad Hoc Pool Committee proposals for 2011:
 - 1) Electronic Gates/key cards and electronic Gate for Sports Park: Due to unforeseen increase in wiring cost for transmitter's improvement. Mr. Drummonds requested a \$2K increase to the previously approved \$25K budget for a total of \$27K. Mr. Gentry asked why it cost \$39K for a professional installation company to install the system. His point was the system was far too complicated for us to install ourselves and it would be a gross waste of funds if we spent this money for the access card system and could not get it to work properly. Additionally, we would not have a warranty on this system if we installed the system ourselves. Mr. Gentry recommended we table the project until we do more research on the specifications and requirements of this system. There was a motion to approve the funding increase for the access card; the board voted to approve the increase ~~3-2~~ Mr. Gentry voted no. CLOSED.
 - 2) Gate Guards/Deputy change to Facility Monitor's. Dependent upon electronic gates/key cards. TABLED.
- b. Sports and Park Committee. It was motioned to create a sports committee and approved 5-0. Mr. Gentry was appointed chair of this committee by the President. The committee will provide the Finance Committee and Board with a proposed budget each year. CLOSED.
- c. Rule change to acceptable conduct at the pool. This was in response to a recent incident at the pool where alleged inappropriate comments were made to a young girl. Mr. Steele read the rule aloud as changed; anyone in violation of this rule will have their access revoked for 2 months for first offense.
- d. The front office will check with the County about putting up bike lane signs or painting the bike lanes with appropriate symbols on main streets.
- e. Lastly; The President opened the floor for discussion of the Garden parking issue: There was a slide show presentation used to illustrate the parking dilemma and present possible solutions. The main issue is the street is too narrow for the fire trucks and safety vehicles to enter. There are

homeowners parking on the side of the street making it even more difficult to pass through this area and it is a safety issue for children playing in the streets.

1. The Association has taken the County to court to get them to take responsibility for the street but did not prevail; if the county took ownership of the street it would take the expense of widening the street; the street is 26' wide but the requirement is 28'. It would be an expensive and controversial project for the association to widen the street.
2. The first option proposed is to go back to court and change the terminology/wording from street to lane; per County regulations they would be responsible for all lanes. The front office is working this plan.
3. The next option is to use the open area at the entrance of the subdivision as overflow parking. In theory members would no longer park on the streets if they had the additional parking for their cars; the expense would be clearing the area then building the parking area.
4. The third option given during the presentation was making one side of the street a fire lane; this would enable the County to enforce parking rules and ensure one lane of the street would be clear enough for emergency services. Line of vision to see oncoming cars would also be a benefit of this proposal.
5. The last option presented was the Association pays to remove the sidewalks from one side of the street, this would give the street more than enough width for traffic and the County would take ownership of the street. There were a few Garden residences present who indicated this option was better; this plan would increase the street's width by 4 feet. The issue with this was how to decide which side of the street to remove the sidewalk from; most homeowners will prefer to have a sidewalk on their side. One homeowner suggested assigned parking.

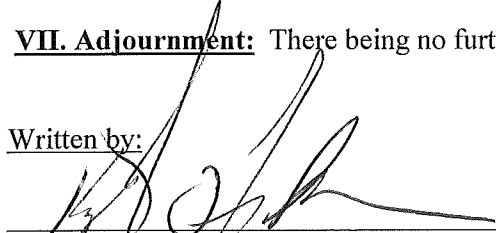
NOTE: Each proposal was met with some objections; there was intense debate throughout the Garden discussion. There was a consensus to further investigate each proposal then come up with the best solution. A motion was made to create an ad hoc committee to research feasibility and cost of options, then make recommendations based on findings. Ms. Cannon advised that this needed to get done while the finance committee is creating next year's budget so that the funding can be added. There was a vote by the Board to create an ad hoc committee; it was approved 5-0. The committee will present its findings to the Board within 30 days; Mr. Michael Wilson volunteered to chair this committee.

V. NEW BUSINESS:

VI. The Next Meeting: The next regular meeting will be held on Thursday, October 20, 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

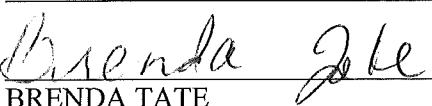
Date: 20 Oct 11

Approved by:


JOHN B. STEELE, President

Date: 20 Oct 2011

Posted in the VWOA Book of Minutes by:


BRENDA TATE
Community Manager, VWOA

Date: 10.20.2011

PARKS AND RECREATION OCTOBER 2011 REPORT

Board of Directors Meeting – October 2011

Submitted by: Christopher Mora - *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 18 participants.
- b. **Olympic Karate** - Class running Tuesday and Thursday 5-7:30pm with 18 participants.
- c. **SMASH (School of Modern Arts, Salsa & Hip-Hop)** with 48 participants.
- d. **New Xtreme Boxing Classes** –. Times Friday 6pm-7pm, check community calendar for additional times and information.
- e. **Soccer** – Half of our games have been played. Only one game canceled due to inclement weather, no accidents, last game scheduled for Nov. 5.

II.

Event Status Updates

a. Rummage Sale

Huge success, everything ran smoothly, was held in conjunction with soccer games, police officer estimated that we had at least 3,000 people on the field throughout the day.

b. Fall Festival Spectacular!

- i. Scheduled for October 15th, 2011.
- ii. Planned setup 1pm, event started at 3pm.
- iii. More details forthcoming at meeting.

Future Community Events

III.

a. Soccer Money Grab – 22 Oct

Soccer players who sold at least ten fundraiser books will have an opportunity to pull money out of a hat.

b. Christmas Bazaar - November the 19th

Get an early start on Christmas shopping right in your community, all sorts of merchandise will be sold.

c. Snacks with Santa – December 3rd

An opportunity to take the family out for a day of snacks and pictures with Santa.

Maintenance Monthly Report
For OCT 2011 Sub-for month of September

Armando Villarreal

Equipment Maintenance:

- Ice machine condensation pump replaced.
- Ballast in foyer rewired and replaced. It was burning out light bulbs every week or every other week.
- Door knob at cc was also replaced.
- Sports Park was treated for ants and mosquitos.
- Lights at Sports Park replaced on tree.

Projects in Progress:

- Fence staining still needed on Grosenbacher... 3 five gallon cans donated from Home Depot to try their product, which is Behr stain. Upon using their product it went twice as far cost \$33.00 less than previous stain.
- Grass at park is growing. Old Irrigation lines are breaking or some leaking... I am repairing as necessary
- Trimming trees along creek and high grass still in progress
- Approx 45 additional 5 gallon cans needed to complete the task: cost per five \$87.00 (plus tax) If Fed ID #Does not apply

Completed Projects and Repairs:

- Fence repair at West creek Oaks and two columns replaced.
- Sign at clock tower replaced
- Lights at park on trees are working again
- At SP we also painted car stops
- Mulching at cc in front of office...donated by Villarreal Tree and Lawn.

Future Projects:

- More dirt is needed around picnic area
- Paint needed for rod iron fence around both pools and 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

- Mulch needed around trees on green belts especially trees losing leaves, to replace one tree cost approx\$550.00 to purchase
- Cost estimate for sealing/staining /recaulking cracks around the cedar around the CC building,\$11,459.00.
- Add mulch to CC picnic area and around the pool, clock tower, all monument areas and trees in the medians
- Two lights at tennis courts need covers.

Roof at clock tower needs painting and control for irrigation plus two valves

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 September 2011
 Presented to the Board of Directors on October 20, 2011

<u>TOPICS</u>	<u>ACTION AND OR NOTES</u>	<u>STATUS</u>
<u>STANDARDS</u>		
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:	Twenty-one (21) were approved and four (4) were not approved for August.	Info Only
Staffing/Personnel:	Staffed with six (6) part time Standards Monitors. I have hired two new monitors since last month's BOD Meeting.	Closed
Standards Violations Documented:	696 violations of our standards were noted in the month of September. Some Courtesy Notices have more than one standards violation annotated on the form. This is a decrease of 525 from August, when 1,221 violations were documented.	Info Only
Personal Contact and Education:	145 for the month of September. July had 144 contacts and August had 230 contacts. There was less violations noted in September also. I was also down two Standards Monitors for part of September.	Info Only
Texas Property Code Letters:	Four (4) were written for September.	Closed
Attorney Referral for Action:	None for this month.	Info Only
Re-Sale Inspections:	Seven (7) was completed for the month by the Standards Department.	Info Only
Yard/Garage Sales:	There were a total of twenty-six (26) for September.	Info Only
<u>PROJECT MANAGEMENT</u>		
Public Safety Report:	The number of day time burglaries reported to the office has decreased but we still have had some occurrences. We are still in Stage 2 Water Restrictions and the Burn Ban is still in effect for Bexar County.	Info Only
Graffiti Report:	We had two more reports of Graffiti in the Vista's. The ATT Building near the clock tower was painted again on October 12, 2011 by the contractor for ATT. ATT is working to have a light installed to help decrease the acts of vandalisim to this structure.	Info Only
Westcreek Gardens	I have forwarded copies of the information I had for the street issues to the chair of the Ad-Hoc Committee.	Info Only
Wild Land Fire Safety	I have received an introduction CD on the Fire Wise Program from the National Fire Prevention Association (NFPA) and some handouts at no cost to the association.	



Villages of Westcreek
Owners' Association

Community Managers Report
For September 2011
Presented to the
Villages of Westcreek
Board of Directors
October 20, 2011

Physical Plant

CVS Pharmacy will break ground in December on a new building at the corner of Potranco and Tally road.

The fence damaged by a vehicle on Westcreek Oaks- Summit has been repaired

The front entry sign at the clock tower has been repaired.

The Sports Park has had an infestation of mosquitos. We are spraying and using mosquito dunks to remedy this problem.

Personnel

Josh Schulman is now our full time Park Guard. Josh was a previous gate guard for the 2011 pool season

Exclusive Usage Contracts

- Pavilion parties 4
- Community center 5

Closings

New 5
Resale 7

Villages of Westcreek Constant Contact Email Status Report
Sep 2011

Emails: 1234 Subscribers

Date	Email	# of recipients	# of opens	# of website click-thrus
9/1	Copy of crime alert	1151	684	20
9/6	This Week	1158	577	9
9/8	This Week	1161	551	10
9/9	Fire Alert	1164	624	208
9/9	Fire Alert	1166	607	6
9/12	This week	1174	592	5
9/13	Website down	1174	373	4
9/15	Survey	1175	592	314
9/19	This Week	1179	565	115
9/26	This Week	1222	609	72

Days	H/O's	Amount
Current	3083	\$218,893.00
1-30 days	5	\$68.67
31-60 days	7	\$9.76
61-90 days	2	\$70.85
Over 90 days	305	\$53,000.63
Total	319	\$53,149.91

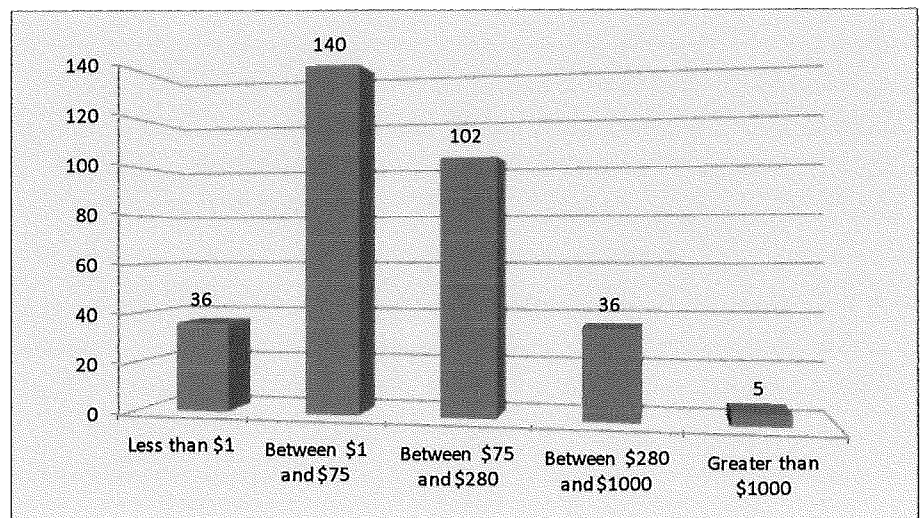
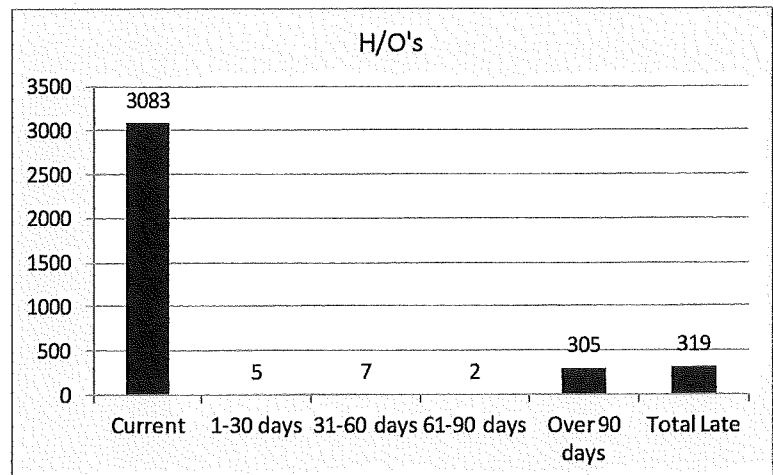
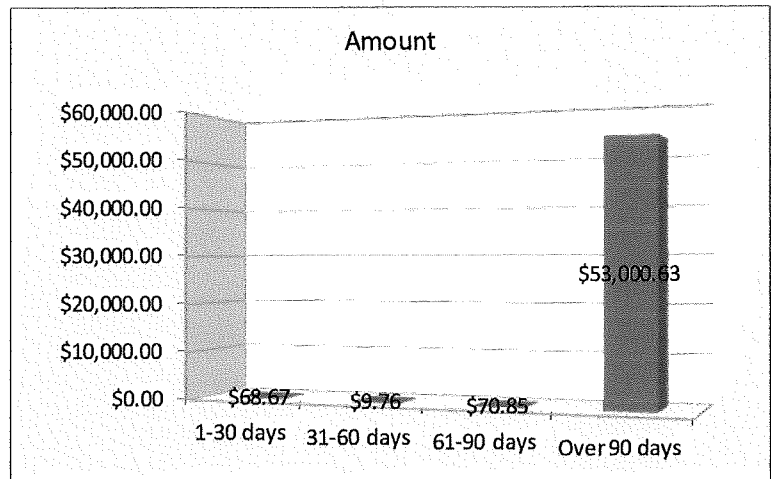
Current homeowner payments
\$218,893.00

Days	H/O's
Current	3083
1-30 days	5
31-60 days	7
61-90 days	2
Over 90 days	305
Total Late	319

Delinquent total ytd
53,149.91

Amount	H/O's
Less than \$1	36
Between \$1 and \$75	140
Between \$75 and \$280	102
Between \$280 and \$1000	36
Greater than \$1000	5

2011 Delinquent Assesments



FINANCE COMMITTEE 2011
VILLAGES OF WESTCREEK OWNERS' ASSOCIATION, INC.
1295 Military Drive West
San Antonio, TX 78253

REGULAR MEETING MINUTES
Sunday, September 11, 2011

1. Judi Cannon, Committee Chair, called the meeting to order at 3:00 pm.

Members Present:

Judi Cannon, Bill Fenstermacher, Cher Squillante, Brenda Tate, Harold Servers, Eva Vasquez, Thomas Farnsworth, Eloise Forge and David Pater

Member Absent:

Gene Hopkins, Barbara Hopkins, Cassandra Garcia, Ken Lemanski, and Oswald Willis, Joyce Oliver and Guy Oliver

Other Homeowners Present:

None

2. Minutes Approval:
Chair Judi Cannon signed the prior meeting minutes of 8/21/2011.

3. Unfinished Business

The Committee continues to review, revise and discuss modifications to the 2012 Budget. At our next meeting on September 25, 2011 we will continue to review expenses where we left off. Start with account 8230 – Scheduled Service Contracts.

4. New Business:

- a. David Pater and Thomas Farnsworth were appointed to chair a subcommittee to evaluate refinancing our present loan for the Community Center. Their findings will be presented at our next meeting on September 25th.
- b. Eloise Forge suggested there is a new and more cost effective way to send out mass mailings. Brenda Tate will look into it and advise the committee at our next meeting.
- c. Mr. Pater and Mr. Farnsworth would both like to have the park monitored 7 days a week so the bathrooms would be accessible to homeowners. The committee agreed not to reduce the budget, and increased the budget from \$17,600 to \$20,000 to accommodate the additional cost, should it become a

reality. It was not known at this time if the bathrooms would have electronic access.

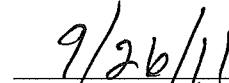
- d. Meeting Schedule – All meetings to be held on Sundays at 3:00pm
 - September 25
 - October 16
 - October 30
 - November 6

- e. The next Finance Committee Meeting will be held on Sunday, September 25, 2011 at 3:00 PM.

- 5. The meeting was adjourned at 4:41 PM.



JUDI R. CANNON
Finance Committee Chair



Date

cc: Finance Committee
Cas

FINANCE COMMITTEE 2011
VILLAGES OF WESTCREEK OWNERS' ASSOCIATION, INC.

1295 Military Drive West
San Antonio, TX 78253

REGULAR MEETING MINUTES

Sunday, September 25, 2011

1. Judi Cannon, Committee Chair, called the meeting to order at 3:00 pm, and attendance was taken.
 - a. Members Present:
Judi Cannon, Bill Fenstermacher, Cher Squillante, Brenda Tate, Eva Vasquez, Thomas Farnsworth, Joyce Oliver, Guy Oliver
 - b. Members Absent:
Gene Hopkins, Barbara Hopkins, Cassandra Garcia, Ken Lemanski, and Oswald Willis, Eloise Forge, David Pater, Harold Severs
 - c. Other Homeowners Present:
None
 - d. Former committee members who have missed the last two meetings are being dropped from active membership. They are Cassandra Garcia, Ken Lemanski, and Oswald Willis.
2. Minutes Approval: Judi Cannon signed the minutes from the 11 Sep meeting.
3. Unfinished Business:
 - a. As decided at the previous meeting, Thomas Farnsworth contacted the Community National Bank and spoke to Mr. Bruce Reed, the same loan officer who handled the original loan for the community center. Mr. Reed told Thomas we should be able get a lower interest rate without incurring closing costs. The bank will require a written request from the board president along with a copy of the VWOA 2010 Audit and an updated Flood Survey. Brenda Tate will notify the board president and contact the bank directly to provide the required documentation.
 - b. The committee continued to review, revise and discuss modifications to the 2012 Budget. At our next meeting on October 16, 2011 we will continue to review expenses where we left off. Start with account 8990 – Depreciation of Capital Assets. As part of the review, Ms. Tate was asked to provide additional information at our next meeting on the following:
 - 1) Clearer definition of what uniform costs are recorded in 8420.12

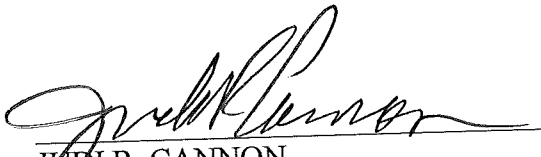
2) Difference between accounts 8511, Anticipated Unpaid Annual Assessments, and 8520.01, Uncollectible Assessments.

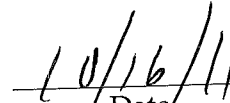
3) 2011 staff payroll costs, by category; management, admin, recreation programs, pool, standards, and total hours worked in each category. (The committee should not be given access to individual employee pay data.)

c. At the 11 Sep meeting, Eloise Forge suggested there is a new and more cost effective way to send out mass mailings. Brenda Tate contacted the Post Office and a savings was realized.

4. New Business: Committee members were asked if they would object to having their names and/or email addresses posted on the Finance Committee page of the VWOA website. Only Ms. Cannon, Ms. Tate, and Mr. Fenstermacher had no objection.

5. The next Finance Committee Meeting will be held on Sunday, October 16, 2011 at 3:00 PM. The meeting was adjourned at 4:43 PM.


JUDI R. CANNON
Finance Committee Chair


Date

cc: Finance Committee
CAS

Ken
10-11-11

Communications Committee Minutes
August 9, 2011

In attendance:

Bill Fenstermacher
Ken Lemanski
Michelle de Jongh
Gene Hopkins
Barb Hopkins

Guy Oliver
Joyce Oliver
Thomas Farnsworth, resident

Meeting called to order at 7:03 p.m.

Constant Contact is at 1118.

Bill Fenstermacher is working on a proposal to give to the Board regarding Committee Pages and This Week in Westcreek on the VWOA web site.

Ken Lemanski said he would like to collect more signatures for Constant Contact at the next Town Hall Meeting.

Guy Oliver went over the locations and price estimates for sign holders. He presented a list of the space dimensions available for signs holders at each Westcreek entrance. Mr. Farnsworth suggested making a prototype of the sign holder to test out.

Next meeting will be the second Tuesday in September, which is Sept. 13.

Meeting adjourned at 8:35 p.m.

Sports Park Committee

Meeting minutes

Meeting held on October 19th, @ 7pm in the Board Room

In attendance

Richard Gentry, Chair Karen Mathis
Michael Briggs Kenneth Fowler

Discussions

- a. Fundraisers- To date the sports park committee account has \$3,405 in it. The book sale was a success, but with a little more planning it can be even bigger next time. Karen is looking into a bowl-a-thon as our next fundraising event. Richard Has secured sponsorship with Nestle Inc. to provide bottled water to be sold at sports park events. Nestle will provide 10 cases of water at a time and replace as with more as needed.
- b. New sport options- Committee members are putting together a survey to gauge community interest in flag football for the youth and adult volleyball and adult softball.
- c. Needed repairs- The sports park is in need of a number of repairs. Quotes are being gathered for each of the following.

Pool decking- 2 quotes, each approximately 20k

Sand in volleyball court- 1 quote, 6k

Utility room wall- 1 quote, 4k

Replacing irrigation system- 1 quote, 12k

Leveling and crowning fields for proper drainage- 1 quote, 8.5k

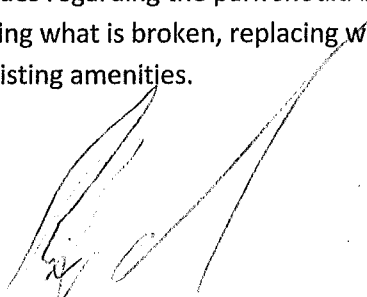
Sod for main field- 1 quote, 14k

With each project the process of gathering 3 quotes has been started

- d. Committee is taking the approach that issues regarding the park should be handled as an ongoing project. We should look at repairing what is broken, replacing what cannot be repaired, then look at ways to improve upon our existing amenities.

Meeting closed at 7:42 pm

Next meeting to be announced at a later date



10-20-11

Villages of Westcreek Owners' Association, Inc.
Strategic Planning Committee
12395 Military Drive West
San Antonio, TX 78253

REGULAR QUARTERLY MEETING
THURSDAY, SEPTEMBER 13, 2011

CALL TO ORDER: Rick Severs, Chair called the meeting to order at 7:05 pm.

ATTENDANCE:

Members Present: Rick Severs, Ken Lemanski, Guy Oliver, Joy Oliver, Lil Castillo and Bill Fenstermacher.

Members Absent: Brenda Tate, John Steele, Oswald Willis and Judi Cannon.

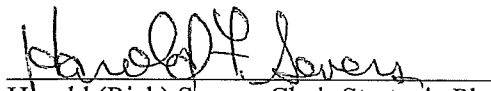
MINUTES APPROVAL: The minutes from the meeting of August 25, 2011 were read and tabled until corrections are made.

ANNOUNCEMENTS, PRESENTATIONS AND REPORTS: None

UNFINISHED BUSINESS: The committee reviewed the current survey on Survey Monkey and made some changes to the questions and the layout of the survey. It was felt by the committee we should only present the ideas without the costs attached to each item. If an item is favored by the residents then the research can be done for that item, presented to the Board of Directors and they then may allow this item or items to go before the membership of the association for a vote at the next annual meeting.

NEW BUSINESS: None.

ADJOURNMENT: There being no further business, the meeting was adjourned at 8:40 pm. The next meeting is scheduled for Tuesday October 18 at 7:00 PM in the conference room of the Community Center.


Harold (Rick) Severs, Chair Strategic Planning Committee

Date:

10/18/11

CC: SPC File
Kml

VILLAGES OF WESTCREEK OWNERS ASSOCIATION, INC. ("ASSOCIATION")

Administrative Resolution No. 38

STRATEGIC PLANNING COMMITTEE TERMS OF REFERENCE

WHEREAS, Article XIII, Section 13.01 of the BYLAWS directs the Board of Directors ("BOARD") to exercise for the ASSOCIATION the power to designate one or more committees; and

WHEREAS, the BOARD recognizes that short and long range planning is essential to the success of the ASSOCIATION; and

WHEREAS, the BOARD wishes to establish a standing Committee to review the general condition of the Association and prepare plans for Capital Improvements and other additions to the community facilities;

NOW THEREFORE BE IT RESOLVED THAT a standing STRATEGIC PLANNING COMMITTEE be established, having the following terms of reference:

RESPONSIBILITY

The primary responsibility of the STRATEGIC PLANNING COMMITTEE is to advise and assist the BOARD in developing positive plans for reaching short and long range goals and objectives which will benefit the ASSOCIATION, particularly as relates to needed improvements and additions which will require long-range funding. In fulfilling its responsibility, the STRATEGIC PLANNING COMMITTEE performs functions which include but are not necessarily limited to, the following:

1. Conduct surveys to measure member concerns in conjunction with the COMMUNICATIONS COMMITTEE
2. Review potential population figures and estimate maximum limits for facilities' use
3. Review potential additions to the community common areas and facilities
4. Rank by priority and recommend funding to the Finance Committee
5. May perform other functions as directed or approved by the BOARD.

MANNER OF ORGANIZATION

1. Membership - The STRATEGIC PLANNING COMMITTEE shall consist of a Chair, the Chairs of all other Committees, and any other members of the ASSOCIATION who wish to serve. Any MEMBER may join the Committee by attending two out of three successive Committee meetings and maintaining regular attendance thereafter. The secretary of the Committee is responsible for maintaining a roster of Committee members.

2. Term - The Chair of the Committee shall serve a one year term.

3. Chair - The President of the BOARD will appoint the Chair annually. At the first regular meeting of the STRATEGIC PLANNING COMMITTEE following the appointment of the Chair by the President of the BOARD, the Committee will elect an alternate Chair from among its members.

4. Vacancies - The BOARD may remove a Chair with or without cause. The Committee may vote to remove its Chair upon show of good cause. Vacancies created by either of the above or by death or by resignation of the Chair, shall be filled by the alternate Chair, and the Committee will elect a new alternate.

5. Secretary. The Chair will designate a secretary from among the members of the Committee. The secretary shall be responsible for keeping the Committee membership roster, recording minutes of all Committee meetings and in general maintaining written documentation on Committee decisions and activities. Further, the secretary shall keep a record of funds expended under the Committee's allocation from the BOARD.

6. Subcommittees. From time to time the Committee may create from among its membership such subcommittees as it deems necessary and desirable, so long as each subcommittee has specific goals and objectives approved by the Committee. The Committee Chair may form a subcommittee by appointing volunteers from the standing committee. The subcommittee will elect its own Chair. If the subcommittee Chair is absent from two successive meetings, the subcommittee may elect a new Chair and promptly notify the standing Committee Chair of the change.

DUTIES OF THE COMMITTEE

The Duties of the standing STRATEGIC PLANNING COMMITTEE include the following:

1. Electing the alternate chair;
2. Assessing conditions and needs in the area of its responsibility;
3. Adopting goals and objectives and establishing priorities for Committee and subcommittee activities;
4. Proposing guidelines to the BOARD relative to its area of responsibility
5. Reviewing Committee terms of reference;
6. Developing Committee budget requests;
7. Taking such actions as directed by the BOARD.

Duties of the Chair include the following:

1. Coordinating and supervising the Committee activities and meetings to assure that Committee responsibilities are met;
2. Preparing Committee reports for submission to the BOARD;
3. Reviewing the budget with Committee Secretary to assure that funds are spent as allocated and to determine adjustments;
4. Establishing such subcommittees necessary, determining their purpose and appointing members
5. Reviewing and evaluating subcommittee activities to determine if need exists for their services.
6. Assuring that meetings of the Committee are held as follows:
 - (a) Regular meetings of the full standing Committee shall be held at least once each quarter or more often as necessary to carry out assignments and responsibilities. The purpose of at least one full Committee meeting is to hear and review the Committee's budget and policy recommendations and to integrate them into one Committee proposal to be submitted through the Chair to the Finance Committee

(b) Subcommittees will meet at least monthly for as long as it takes them to complete their tasks.

(c) Voting will be done by simple majority; in the event of a tie, a member of the BOARD may cast the decisive vote.

Reporting and Channels of Communication will be done as follows:


1. The Committee shall, through its Chair, submit to the BOARD, written reports on a regular basis. Such reports shall include at least the following:

- (a) Summary of activities during past period;
- (b) Problems encountered and assistance requested;
- (c) Number of members at last meeting;
- (d) Plans for coming months;
- (e) Itemized listing of income and expenditures;
- (f) Recommendations and proposals with rationale.

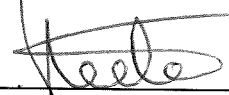
2. The Committee Secretary shall prepare and submit minutes of committee meetings.

3. Verbal requests for information or assistance may be transmitted from the subcommittee chair to the Committee Chair and from there to the appropriate party and back, unless other channels have been directed by the BOARD.

ATTEST:



PRESIDENT



DATE

20 Oct 2011

Book of Minutes # _____, Page

VILLAGES OF WESTCREEK OWNERS' ASSOCIATION, INC (ASSOCIATION)

Administrative Resolution No. 39

COMMUNICATION COMMITTEE TERMS OF REFERENCE

Whereas, Article XIII, Section 13.02 of the BYLAWS directs the Board of Directors (BOARD) to exercise for the Association the powers to designate one or more committees;

Whereas, the Board recognizes a program of effective communication among Association Management/Staff, the Board, and Association Members is essential to the health and viability of the Association;

Whereas, the Committee shall have no authority to act on behalf of the Board or to direct Association Management, Staff, or Contractor.

Now, therefore, be it resolved by unanimous consent in writing that a standing Communication Committee be established having specific terms of reference.

RESPONSIBILITY

The Mission of the VWC Communications committee is to facilitate a free and open line of communications between the Board of Directors, the Homeowners and the HOA by providing guidance, recommendations and feedback to the Board of Directors that will enhance any and all forms of Communications. In so doing, this Committee hopes to regain the trust of the Homeowners, maximize the voice of the Homeowners and ensure the VWC is the best place to live – for the Homeowners!

In fulfilling the responsibility of office, the Chair of the Communication Committee performs functions that include but are not necessarily limited to:

1. Coordinating and organizing the Committee's activities and meetings to assure responsibilities are met;
2. Ensuring Committee reports are prepared and submitted to the Board;
3. Establishing sub-committees as needed, determining their purpose, and appointing members; and
4. Reviewing and evaluating sub-committee activities to determine if a continuing need exists for their services.

MANNER OF ORGANIZATION

MEMBERSHIP: The Communication Committee shall consist of a Chair and any other member of the Association in good standing and wishing to serve. Input shall be obtained from all Committees, Department Superintendents and Association Management when questions or issues pertain to their area of responsibility. Any member may join the Committee by attending two out of three successive Committee meetings and maintaining regular attendance thereafter.

TERM: Committee Chair will serve a one year term. Committee members are not bound by minimum or maximum terms.

CHAIR: The Board of Directors of the Association shall appoint the Chair of the Communication Committee. The Chair shall not be a family member of an Employee, Contractor, or Board of Directors of the Association.

VICE-CHAIR: At the Committee's first regular meeting, the Committee will elect a Vice-Chair from among its members.

SECRETARY: The Committee will elect a Secretary from among its members. The Secretary will maintain a membership roster, record minutes of all meetings, and maintain written documentation of activities.

SUB-COMMITTEES - From time to time, the Committee may create from among its members such sub-committees deemed necessary and desirable so long as each sub-committee has specific goals and objectives approved by the Committee. The Chair may form a sub-committee by appointing volunteers from the standing Committee. Each sub-committee created will elect its chair. If the sub-committee chair is absent from two successive meetings, the sub-committee may elect a new chair and promptly notify the standing Committee of the change.

VACANCIES - The Board may remove a Chair or any member with or without cause. The Committee may vote to recommend removal of the Committee Chair or any Committee member to the Board providing just cause can be proved. If the Committee Chair is vacated for any reason, the Board will appoint a new Chair. If a Committee member vacates a position for any reason, the Committee will select a replacement from the Association membership. If the sub-committee chair is vacated for any reason, the standing Committee shall select/appoint a new subcommittee chair. If a sub-committee member vacates a position for any reason, the sub committee will elect a replacement.

DUTIES OF THE COMMITTEE

Duties of the Communication Committee include but are not necessarily limited to the following:

1. Electing a Vice-Chair and Secretary;
2. Evaluate current communication practices, identify opportunities for improvement and make recommendations to the Board of Directors.
3. Providing written monthly reports to the Board of Directors on Committee actions taken for the month, trends, and any other pertinent information available to the Committee at the time;
4. Taking and implementing actions directed by the Board.

Duties of the Chair include the following:


1. Coordinating and presiding over Committee activities and meetings to assure responsibilities are met;
2. Submitting and briefing Committee reports to the Board;
3. Establishing sub-committees as needed, determining the purpose, and appointing members;
4. Reviewing and evaluating sub-committee activities to determine if the need for the sub-committee exists;
5. Assuring Committee meetings are held as follows:
 - a. Regular meetings of the full standing Committee shall be held at least once each month or as necessary to carry out assignments and responsibilities. The purpose of Committee meetings is to discuss issues of Association Members identified since the last meeting; review activities of the Committee and Sub-Committees for the month; identify organizational vacancies and conduct elections; and document recommendations to the Board;
 - b. Sub-committees will meet at least monthly for as long as it takes to complete the assigned task;
 - c. Voting will be done by simple majority. In the event of a tie, the President of the Board or the designated representative will cast the decisive vote.

Reporting and channels of communication are as follows:

1. The Committee shall submit regular written reports through the Chair to the Board. Reports will, at a minimum:
 - a. Summarize activities of the last meeting;
 - b. Report issues encountered, trends, and assistance requested;
 - c. List member's names of member(s) at/absent from each meeting;

- d. Indicate future plans;
 - e. Recommend proposals (pro and con) and provide rationale.
2. Through the Chair, the Committee's Secretary shall prepare and submit copies of meeting minutes to the Board.
 3. Verbal requests for information or assistance may be transmitted from sub-committee chair(s) to the Committee Chair and to the appropriate party and back, unless the Board directs otherwise.

IN WITNESS WHEREOF, THE UNDERSIGNED EXECUTED THIS CONSENT AS OF APRIL 22, 2010.



_____, President

_____, Secretary

Brenda Tate

From: H. Dale Kane <DKane@dirdealers.com>
Sent: Tuesday, September 27, 2011 9:57 AM
To: vwoa-bt@sbcglobal.net
Subject: 145 acres remaining in Westcreek
Attachments: 145 Acre Westcreek Survey Sketch.pdf; 145 acres Westcreek Aerial.pdf

Brenda, please note the aerial and survey attached. This is the remaining property that the Sowell Company bought from John Schaeffer years ago to develop everything west of the bridge. This remaining tract is mostly flood plain in the Medio but about 10 to 12 acres is out and could be used for development purposes. The partnership would like to liquidate this last property and felt it would best be used by the members of the HOA as a park or greenbelt area with minor improvements for walking paths and recreation. With such a large membership in your organization, it seems to be a very small expense per member for a major improvement to the neighborhood itself. The owners would consider a recreational price of \$3200.00 per acre and carry a note if needed by the HOA. Please advise the board of our offer and let me know if a personal presentation can be made at your convenience.

		Real Estate. Real Opportunities.	
H. Dale Kane		First American Commercial Property Group	
		18618 Tuscany Stone, Suite 210 San Antonio, TX 78258	
DKane@dirdealers.com www.dirdealers.com		tel: (210) 496-7775 fax: (210) 496-3256 mobile: (210) 410-0033	





**PUBLIC WORKS DEPARTMENT
ASSET MANAGEMENT DIVISION**

233 N. PECOS LA TRINIDAD, SUITE 420
San Antonio, Texas 78207-3188
(210) 335-6700, Fax (210) 335-6713

October 10, 2011

Ms. Brenda Tate
Villages of Westcreek Owners' Assoc., Inc.
12395 Military Dr. West
San Antonio, Texas 78253

Ref: West Military Road Bridge Extension Project
Assessors Tax No. 043630000040

Dear Ms. Tate:

On September 30th, we sent, by certified mail, a letter concerning the improvements of the West Military Road Bridge. A limited portion of your property is needed for said improvements. Enclosed is a copy of the property description of the 0.135 of an acre required from you.

Also enclosed is Permission for Right-of-Entry for your review and signature. You may return the Permission for Right-of-Entry by mail to the above address or by fax or email to abazan@bexar.org.

Please be advised that you are entitled to receive fair market value for that portion of your property needed for the proposed bridge extension, however, we respectfully request you consider donating the needed right of way to Bexar County.

Please contact me at (210)335-3807 within ten (10) days from the date of this letter so that we may discuss any special circumstances. If we do not hear from you, within ten (10) days from the date of this letter, we will pursue other options.

Sincerely,

A handwritten signature in black ink, appearing to read "Ana M. Bazan".

Ana M. Bazan
Right of Way Specialist

Encl.



PUBLIC WORKS DEPARTMENT
ASSET MANAGEMENT DIVISION
233 N. PECOS LA TRINIDAD, SUITE 420
San Antonio, Texas 78207-3188
(210) 335-6700, Fax (210) 335-6713

PERMISSION FOR RIGHT-OF-ENTRY

Villages of Westcreek Owners' Assoc., Inc.
12354 Military Drive West
San Antonio, Texas 78253

Re: West Military Road Bridge Extension Project
Property Tax No. 04363000040

I, John B. Steele, owner or legal representative for the owner, of the above listed property, as shown on the attached plat, understand the nature and extent of the need to obtain engineering, survey, appraisal and environmental information for the project and do hereby grant permission to Bexar County and/or its agents and representatives to enter into my property. **This right of entry is granted in consideration for the payment of One Hundred and No/100 Dollars-(\$100.00).**

[Signature] 20052011
Signature Date

Telephone Number

Address (please print)

Telephone Number

Comments: _____

Project Name: West Military Dr. at Medio Creek
Project No.: E0374000
Owner's Name: Villages of Westcreek Owners'
Association, Inc.

Page 1 of 3

**FIELD NOTE
DESCRIPTION OF A
0.135 OF ONE ACRE (5,874 SQ. FT.) TRACT OF LAND**

Being 0.135 of one acre (5,874 square feet) tract of land in Bexar County, Texas, being out of and part the B.F. Bradford Survey No. 201, Abstract No. 88, County Block 4390 and part of a 24.98 acre tract conveyed to Villages of Westcreek Owners' Association, Inc., described in a Special Warranty Deed With Vendor's Lien and recorded in Volume 9649, Pages 1073-1077, Official Public Records of Real Property of Bexar County, Texas, said 0.135 of one acre (5,874 square feet) being more particularly described by metes & bounds as follows:

COMMENCING at a found 1/2" iron rod with a Cude plastic cap along the north right-of-way line of Military Drive West (86' ~ R.O.W.) and at the Southeast corner of said 24.98 acre tract, Thence North 88°48'54" West along said north right-of-way line and along the south line of said 24.98 acre tract a distance of 79.40 feet to a 1/2" iron rebar with a CEC plastic cap set for the **POINT OF BEGINNING** and southeast corner of this tract;

THENCE North 88° 48' 54" West, continuing along said north right-of-way line and the south line of said 24.98 acre tract, a distance of 125.00 feet to a 1/2" iron rebar with a CEC plastic cap set on the proposed north right-of-way line of Military Drive West for the southwest corner of this tract;

THENCE departing the north right-of-way line of Military Drive West and crossing said 24.98 acre tract, along the proposed north right-of-way line of Military Drive West, the following calls:

North 01°11'06" East a distance of 46.99 feet to a 1/2" iron rebar with a CEC plastic cap set for the northwest corner of this tract;

South 88°48'54" East a distance of 125.00 feet to a 1/2" iron rebar with a CEC plastic cap set for the northeast corner of this tract;

Project Name: West Military Dr. at Medio Creek
Project No.: E0374000
Owner's Name: Villages of Westcreek Owners'
Association, Inc.

Page 2 of 3

South 01°11'06" West, continuing across said 24.98 acre tract, along the proposed north right-of-way line of Military Drive West a distance of 46.99 feet to the **POINT OF BEGINNING** and containing 0.135 of one acre (5,874 square feet) tract of land, more or less.

Notes:

All bearings are based on the Texas State Plane Coordinate System, South Central Zone, NAD (83). All distances are U.S. Survey Feet. The distances recited herein are surface, based on mathematical calculations and are subject to the rules of rounding and significant numbers. The Surface Adjustment Factor is 1.00017.

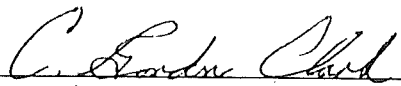
This description was prepared from a survey made on the ground by employees of Civil Engineering Consultants.

The surveyor has made no investigation or independent search for easements of record, encumbrances, restrictive covenants, ownership title evidence, or any other facts that an accurate and current title search may disclose.

An exhibit plat of like job number accompanies this metes and bounds description.

CEC Job Number E0374000.

Revised to right-of-way acquisition on 9-15-2011


C. Gordon Clark, R.P.L.S. #3999

9-15-2011
Date



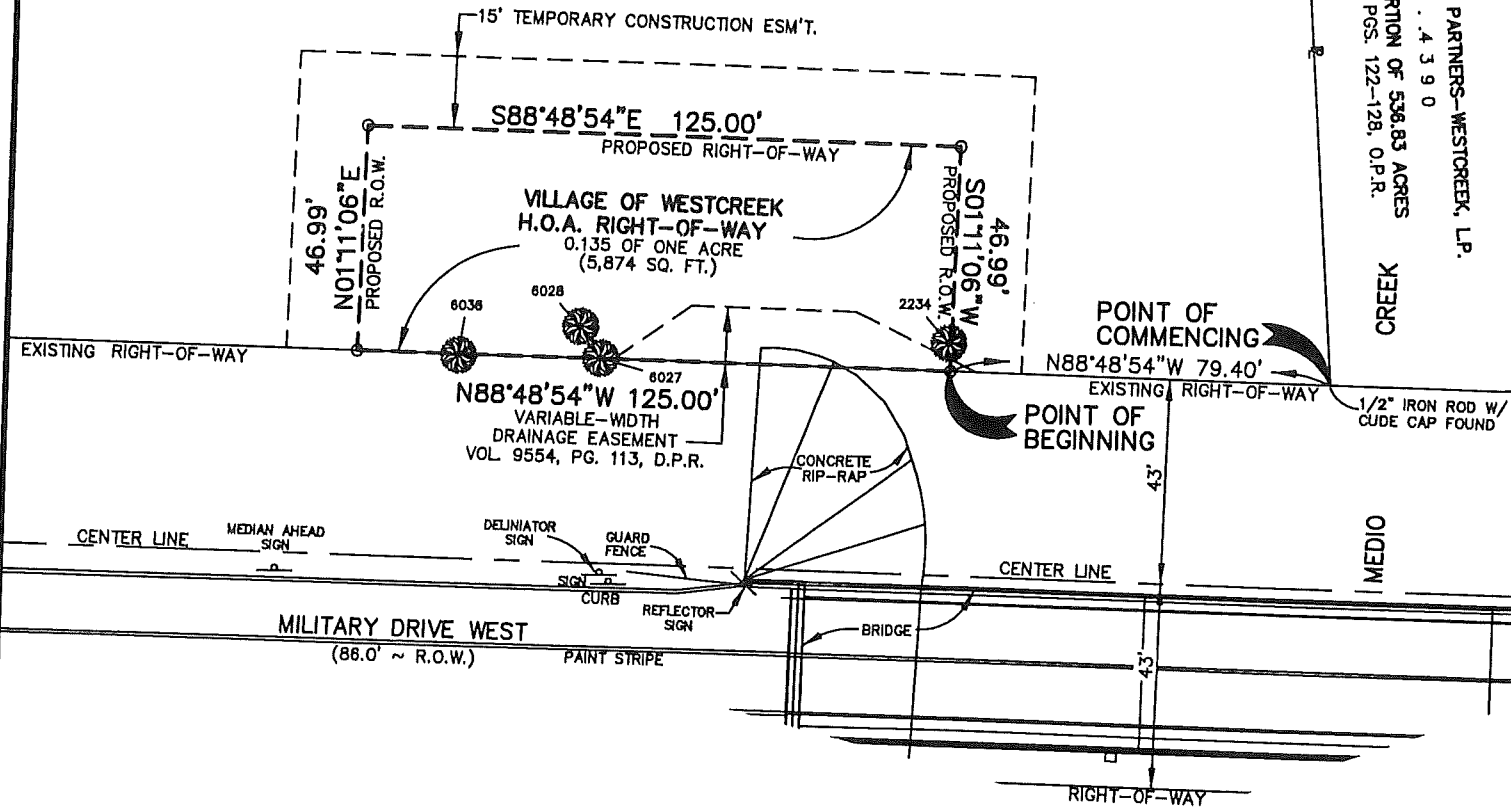
B.F. BRADFORD SURVEY NO. 201,
ABSTRACT NO. 88, COUNTY BLOCK 4390

C. B. . . 4 3 9 0

24.98 ACRES

VILLAGES OF WESTCREEK OWNERS' ASSOCIATION INC.
VOL. 9649, PGS. 1073-1077, O.P.R.

SOWELL PROPERTY PARTNERS--WESTCREEK, L.P.
C.B. . . 4 3 9 0
REMAINING PORTION OF 536.83 ACRES
VOL. 8474, PGS. 122-128, O.P.R.



LEGEND:

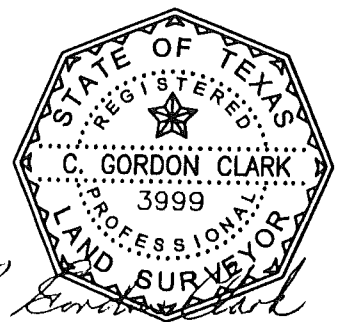
- BREAK LINE
- PROPERTY LINE
- WIRE FENCE
- R.O.W. RIGHT-OF-WAY

NOTES:

1. 1/2" IRON REBAR WITH "CEC" PLASTIC CAPS WERE SET AT ALL CORNERS UNLESS OTHERWISE NOTED.
2. THE BEARING BASIS IS THE TEXAS STATE PLANE COORDINATE SYSTEM NAD83, ZONE 4204, AND DISTANCE SHOWN HEREON ARE SURFACE. THE SURFACE ADJUSTMENT FACTOR = 1.00017.
3. THERE IS A METES AND BOUNDS DESCRIPTION WITH LIKE JOB NUMBER AND DATE.
4. D.P.R. DENOTES DEED AND PLAT RECORDS, BEXAR COUNTY, TEXAS
O.P.R. DENOTES OFFICIAL PUBLIC RECORDS OF REAL PROPERTY, BEXAR COUNTY, TEXAS

SCALE: 1" = 40'

TREE TABLE	
TREE NO.	TREE DESCRIPTION
2234	34" X 50' OAK
6027	8" X 15' ELM
6028	10" X 15' OAK
6036	10" X 30' OAK



REVISED TO R.O.W.: 9-15-2011



CIVIL ENGINEERING CONSULTANTS
DON DURDEN, INC.
11550 I.H. 10 WEST, SUITE 395
SAN ANTONIO, TEXAS 78230
P) 210.641.9999
F) 210.641.6440
Email: cec@cectexas.com
Engineering No.: F-2214
Surveying No.: 100410-00

EXHIBIT PLAT OF
MILITARY DRIVE WEST @ MEDIO CREEK
0.135 ACRE TRACT (5,874 SQ. FT.)
OUT OF THE B.F. BRADFORD SURVEY NO. 201,
ABSTRACT NO. 88
COUNTY BLOCK (C.B.) 4390,
SAN ANTONIO, BEXAR COUNTY, TEXAS.

DATE
08/12/11
JOB NUMBER
E0374000
SHEET
3
OF
3

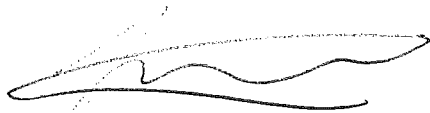
1230 Oakcask
San Antonio, TX 78253
October 19, 2011

Villages of Westcreek
12395 Military Drive West
San Antonio, TX 78253

Dear Villages of Westcreek,

I am a resident of the Villages of Westcreek as well as the Scoutmaster of BSA troop 620. Our troop would like to camp overnight in the VWOA park on the night of the 28th. We would plan on arriving in the evening between 6 and 8 and setting up a few tents to sleep in. We would also use the built in grills with briquettes to cook our dinner as well as our breakfast. We would also provide a service project on the 29th of cleaning the park of litter. The campout would be conducted in accordance with BSA policies including two-deep registered leadership at all times as well as the scouting traditions of leave no trace and environmental conservation. I appreciate your consideration of our request. If you have any questions I can be reached at 502-468-3872.

Thank you,

A handwritten signature in black ink, appearing to read 'Jeff Morgan', with a long horizontal flourish extending to the right.

Jeff Morgan
Scoutmaster Troop 620
502-468-3872
1230 Oakcask
San Antonio, TX 78253

10:35 AM
10/12/11
Accrual Basis

Villages of Westcreek Owners Association
Balance Sheet
As of October 12, 2011

	<u>Oct 12, 11</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · Operating Accounts	233,048.49
1011 · Reserve Accounts	144,898.43
Total Checking/Savings	<u>377,946.92</u>
Accounts Receivable	
1020 · Accounts Receivable	135,083.56
Total Accounts Receivable	<u>135,083.56</u>
Other Current Assets	
1021 · Interest Receivabl	34.19
1030 · Other Current Assets	15,656.62
1040 · Undeposited Funds	252.00
1045 · Due from Operating Fund	28,691.32
1071 · Allowance For Doubtful Accts	-6,500.00
Total Other Current Assets	<u>38,134.13</u>
Total Current Assets	<u>551,164.61</u>
Fixed Assets	
1050 · Fixed Assets	111,722.46
1056 · Community Center^	2,021,505.24
1057 · Community Center Furniture	14,578.52
1058 · Software	4,673.91
1059 · Vehicle	22,996.00
Total Fixed Assets	<u>2,175,476.13</u>
Other Assets	
1037 · Chase CD	2,440.27
Total Other Assets	<u>2,440.27</u>
TOTAL ASSETS	<u><u>2,729,081.01</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 · Accounts Payable	11,200.22
Total Accounts Payable	<u>11,200.22</u>
Credit Cards	
2040 · Credit Card	452.50
Total Credit Cards	<u>452.50</u>
Other Current Liabilities	
2020 · Other Current Liabilities	11,447.96
2100 · Payroll Liabilities	855.71
Total Other Current Liabilities	<u>12,303.67</u>
Total Current Liabilities	<u>23,956.39</u>
Long Term Liabilities	
2022 · Due to Reserve Fund	28,691.32
2200 · Long Term Notes Payable	1,372,635.90
Total Long Term Liabilities	<u>1,401,327.22</u>
Total Liabilities	<u>1,425,283.61</u>
Equity	
2031 · Retained Earnings	47,715.67
3000 · Fund Balance	957,501.87

10:35 AM
10/12/11
Accrual Basis

Villages of Westcreek Owners Association
Balance Sheet
As of October 12, 2011

	<u>Oct 12, 11</u>
Net Income	298,579.86
Total Equity	<u>1,303,797.40</u>
TOTAL LIABILITIES & EQUITY	<u>2,729,081.01</u>

10:34 AM
10/12/11
Cash Basis

Villages of Westcreek Owners Association
Balance Sheet
As of October 12, 2011

	<u>Oct 12, 11</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · Operating Accounts	233,048.49
1011 · Reserve Accounts	144,898.43
Total Checking/Savings	<u>377,946.92</u>
Accounts Receivable	
1020 · Accounts Receivable	2,441.72
Total Accounts Receivable	<u>2,441.72</u>
Other Current Assets	
1021 · Interest Receivable	34.19
1030 · Other Current Assets	15,656.62
1040 · Undeposited Funds	217.00
1045 · Due from Operating Fund	28,691.32
1071 · Allowance For Doubtful Accts	-6,500.00
Total Other Current Assets	<u>38,099.13</u>
Total Current Assets	<u>418,487.77</u>
Fixed Assets	
1050 · Fixed Assets	111,722.46
1056 · Community Center^	2,021,505.24
1057 · Community Center Furniture	14,578.52
1058 · Software	4,673.91
1059 · Vehicle	22,996.00
Total Fixed Assets	<u>2,175,476.13</u>
Other Assets	
1037 · Chase CD	2,440.27
Total Other Assets	<u>2,440.27</u>
TOTAL ASSETS	<u><u>2,596,404.17</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2040 · Credit Card	452.50
Total Credit Cards	<u>452.50</u>
Other Current Liabilities	
2020 · Other Current Liabilities	11,447.96
2100 · Payroll Liabilities	855.71
Total Other Current Liabilities	<u>12,303.67</u>
Total Current Liabilities	<u>12,756.17</u>
Long Term Liabilities	
2022 · Due to Reserve Fund	28,691.32
2200 · Long Term Notes Payable	1,372,635.90
Total Long Term Liabilities	<u>1,401,327.22</u>
Total Liabilities	<u>1,414,083.39</u>
Equity	
2031 · Retained Earnings	8,127.95
3000 · Fund Balance	957,501.87
Net Income	216,690.96
Total Equity	<u>1,182,320.78</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,596,404.17</u></u>

10:26 AM

10/12/11

Accrual Basis

Villages of Westcreek Owners Association
Profit & Loss Budget vs. Actual
January 1 through October 12, 2011

	Jan 1 - Oct 12, 11	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4150 · Miscellaneous Income	3,416.21	391.12	3,025.09
4170 · Program Fees	36,587.84	19,556.46	17,031.38
4180 · Swim Team	100.00	0.00	100.00
4190 · Reimbursed Expenses	0.00	0.00	0.00
5000 · Revenue	998,769.30	832,313.70	166,455.60
5090 · Yard Sales	3,530.00	0.00	3,530.00
5100 · Newsletter Advertisement	2,340.00	782.24	1,557.76
5200 · Rummage/Yard Sales	0.00	391.15	-391.15
5400 · Pavilion Rental	4,480.00	3,911.31	568.69
5500 · Sports Park Committee	6,055.00	0.00	6,055.00
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	16,093.00	14,080.65	2,012.35
5900 · Concession Stand	1,393.75	0.00	1,393.75
Total Income	1,076,901.73	871,426.63	205,475.10
Cost of Goods Sold			
50000 · Cost of Goods Sold	0.00	0.00	0.00
Total COGS	0.00	0.00	0.00
Gross Profit	1,076,901.73	871,426.63	205,475.10
Expense			
8000 · Operating Expenses	243,039.68	278,249.14	-35,209.46
8200 · Administration	297,651.41	298,246.75	-595.34
8300 · Maintenance	69,496.97	82,543.87	-13,046.90
8400 · Recreation Department	112,049.28	83,778.28	28,271.00
8500 · Misc. & Contingency	4,368.29	5,866.93	-1,498.64
8980 · Depreciation Expense	38,250.00	39,895.16	-1,645.16
9500 · Reserved Funds	13,536.24	0.00	13,536.24
Total Expense	778,391.87	788,580.13	-10,188.26
Net Ordinary Income	298,509.86	82,846.50	215,663.36
Other Income/Expense			
Other Income			
1101 · Other Income	0.00	0.00	0.00
Total Other Income	0.00	0.00	0.00
Other Expense			
Revenue Ruling 70-604	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00
Net Income	298,509.86	82,846.50	215,663.36

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Cash Basis

Villages of Westcreek Owners Association
Profit & Loss Budget vs. Actual
 January 1 through October 12, 2011

	Jan 1 - Oct 12, 11	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4150 • Miscellaneous Income	3,413.49	391.12	3,022.37
4170 • Program Fees	36,437.84	19,556.46	16,881.38
4180 • Swim Team	100.00	0.00	100.00
4190 • Reimbursed Expenses	0.00	0.00	0.00
5000 • Revenue	918,037.87	832,313.70	85,724.17
5090 • Yard Sales	3,560.00	0.00	3,560.00
5100 • Newsletter Advertisement	2,340.60	782.24	1,558.36
5200 • Rummage/Yard Sales	0.00	391.15	-391.15
5400 • Pavilion Rental	4,480.00	3,911.31	568.69
5500 • Sports Park Committee	6,055.00	0.00	6,055.00
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	16,093.00	14,080.65	2,012.35
5900 • Concession Stand	1,393.75	0.00	1,393.75
Total Income	996,048.18	871,426.63	124,621.55
Cost of Goods Sold			
50000 • Cost of Goods Sold	0.00	0.00	0.00
Total COGS	0.00	0.00	0.00
Gross Profit	996,048.18	871,426.63	124,621.55
Expense			
8000 • Operating Expenses	239,352.52	278,249.14	-38,896.62
8200 • Administration	302,603.44	298,246.75	4,356.69
8300 • Maintenance	69,496.97	82,543.87	-13,046.90
8400 • Recreation Department	111,946.56	83,778.28	28,168.28
8500 • Misc. & Contingency	4,277.49	5,866.93	-1,589.44
8980 • Depreciation Expense	38,250.00	39,895.16	-1,645.16
9500 • Reserved Funds	13,536.24	0.00	13,536.24
Total Expense	779,463.22	788,580.13	-9,116.91
Net Ordinary Income	216,584.96	82,846.50	133,738.46
Other Income/Expense			
Other Income			
1101 • Other Income	0.00	0.00	0.00
Total Other Income	0.00	0.00	0.00
Other Expense			
Revenue Ruling 70-604	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00
Net Income	216,584.96	82,846.50	133,738.46