

## **REGULAR BOARD OF DIRECTORS MEETING**

### **AGENDA**

**Thursday, 7 p.m.,  
September 15, 2011  
Community Center**

- 1. Call to order.**
- 2. Review/approve previous minutes.**
- 3. Member/Guest Forum.**
- 4. Department/Committee reports.**
  - a. Recreation Dept.
  - b. Maintenance Dept.
  - c. Standards Dept.
  - d. Community Management Dept.
  - e. Architectural Review Committee
  - f. Finance Committee
  - g. Landscaping Committee
  - h. Nominating Committee
  - i. Communications Committee
  - j. Public Safety Committee
  - k. Strategic Planning Committee
    - 1) Monuments upgrades plans and cost estimates
    - 2) Major fence project plans and cost estimates
    - 3) Lighting options and cost estimates
- 5. Unfinished Business.**
  - A. Ad Hoc Pool Committee proposal for 2011 (Kevin Drummonds)
    - 1) Electronic gates/key cards for sports and recreation facilities proposed \$25K budget – 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-tabled.
  - d. Greenbelt Wildfire Plan-Tabled
- 6. New Business.**
  - A. Community Sports Park Committee administrative resolution
  - b. Reserve Study acceptance by Board
- 7. Schedule next monthly meeting.**
- 8. Adjournment.**

# ***PARKS AND RECREATION AUGUST 2011 REPORT***

Submitted – September 2011

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. **Muscle Toning** – Monday, Wednesday, Friday. With 8 participants.
- e. **Water Aerobics** – Last Class finished 24 August. Great success.
- f. **New Xtreme Boxing Classes** – **Added this month.** Times Friday 6pm-7pm, check community calendar for additional times and information.
- g. **Soccer** – Practice Started 10 Sept. Huge Success! We have 193 enrolled. Biggest enrollment to date! Four year old West Creek residents will play against each other, **coaches still needed for this age group.** 5 & 6+ year olds will play against LackLand. Half of the games will be held at Lackland, the other half phosted at West Creek.

## **Registrations Have Officially Started For the Following Events:**

### **II. Rummage Sale**

- i. Saturday, October 1, 7:00 to 11:00 am.
- ii. Must register at Office.
- iii. Will be held in conjunction during a soccer game day.

### **III. National Night Out**

- i. October 4<sup>th</sup>, 2011.
- ii. Residents are encouraged to organize privately

### **IV. Fall Festival Spectacular!**

- i. October 15<sup>th</sup>, 2011.
- ii. Setup 1pm, event starts at 3pm.
- iii. We will partition the Sports Park into four zones: Carnival Area, Food Vendors (located under pavilion), Health Services, and Family Services
- iv. Special emphasis on Carnival Games and Rides

## **Maintenance Monthly Report**

**For August 2011**

**Submitted Sept. 15, 2011**

**Armondo Villarreal**

### **Projects in Progress:**

- Fence Staining is still needed on Potranco/Grosenbacher. Approximately 52 additional 5 gallon cans are needed to complete the task. Total cost for the stain is \$4,284.00 (plus tax). If Fed ID # does not apply.
- Seeding of Bermuda grass is completed and is being watered daily.
- Trees in the Sports Park creekbed are being trimmed back.

### **Completed Projects and Repairs:**

- Fence Staining: in the front of the office on Military Dr. W., on part of Grosenbacher and also on Westcreek View
- Lights at the park have been repaired
- Graffiti at the sports park has been removed
- Irrigation on fields at Sports Park are all working
- Flower prize for National Night out was given to Creek Knoll and the Gardens

### **Future Projects:**

- More dirt is needed around the picnic area at the sports park
- Paint needed for rod iron fence around pool and playground--Estimated costs
- Monuments throughout subdivision are in need of irrigation parts and lighting once funds are available to including mulching
- Repair rain gutter at the pavilion
- Cost estimate for sealing/staining/calcing the cracks around the CC building--\$11,459.00
- Add mulch to CC picnic area and around pool, clock tower, all monument areas and trees in the medians
- Roof at clock tower needs painting and control for irrigation in addition

## 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 August 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. The ARC has also been busy looking at the revision of the 2010 Standards and this document is almost complete.	Closed
Property Improvement Applications:	Thirty-four (34) were approved and seven (7) were not approved for August.	Info Only
Staffing/Personnel:	Staffed with five (5) part time Standards Monitors. Two Standards Monitors have resigned since last month. I am personally handling The Gardens of Westcreek.	Closed
Standards Violations Documented:	1,221 violations of our standards were noted in the month of August. Some Courtesy Notices have more than one standards violation annotated on the form. This is an increase of 526 from July, when 695 violations were documented. Several of these Courtesy Notices were also a second or sometimes a third notice.	Info Only
Personal Contact and Education:	230 for the month of August. Some residents may have had more than one standards issued addressed to them on one visit or contact session. In some instances a renter may have had personal contact but the homeowner was sent the Courtesy Notice. This would depend on the nature of the violation and if it was an issue for the renter to take care of or the homeowner. July had 144 contacts. June had 112 contacts.	Info Only
Texas Property Code Letters:	Six (6) were written for August. Three of these have been closed out because the homeowner or the resident took action as requested by the TPC Letter.	Closed
Attorney Referral for Action:	None for this month.	Info Only
Re-Sale Inspections:	Six (6) was completed for the month of August by the Standards Department.	Info Only
Yard/Garage Sales:	There were a total of thirty-four (34) for August.	Info Only
<b><u>PROJECT MANAGEMENT</u></b>		
Public Safety Report:	<p>There were seven homes broke into during the month of August that the office has knowledge of. These burglaries occurred during the day time hours when most people are away from home and at work. This information was passed onto our residents with a This Week In Westcreek article and a Crime Alert on Constant Contact.</p> <p>Several warnings have also been posted about the fire danger we are in right now. There are some fire safety tips posted on the Public Safety page of our web site.</p>	Info Only
Graffiti Report:	Storm drains on Moon Stream and Gold Spainard in the Vista's.	Info Only



# Villages of Westcreek

Owners' Association

Community Managers Report  
For August 2011  
Presented to the  
Villages of Westcreek  
Board of Directors  
September 15, 2011

## Physical Plant

Fence on Westcreek Oaks- Summit damaged by motor vehicle Insurance negotiations in progress  
CC Pool Electrical box 3 repaired cost \$125  
CC Pool Electrical box 2 repaired cost \$125  
CC Ac Unit # 2 blown transistors repaired cost \$245  
Repair CC Ice Machine pump \$60  
All pools are down to weekend only hours Sat-Sun

## Exclusive Usage Contracts

- Pavilion parties 5
- Community center 7

## Closings

New 11  
Resale 40

## Villages of Westcreek Constant Contact Email Status Report

As of Aug 31, 2011 there were **1151 subscriber** email addresses

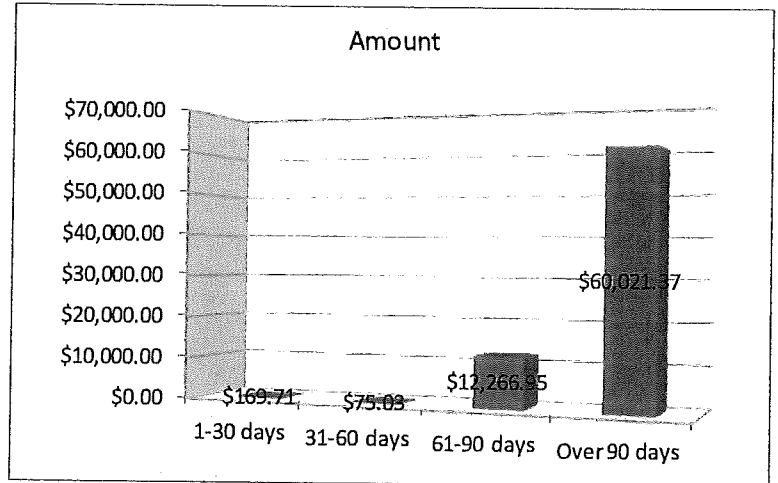
Emails:

Date	Email	# of recipients	# of opens	# of website click-thru
8/1	This Week in WC	1126	528	9
8/3	Fall Soccer	1124	359	4
8/5	W Military Bridge Project	1123	533	7
8/5	Heat Advisory	1123	493	4
8/8	This Week in WC	1121	485	10
8/9	Yard Sales & Town Hall Mtg	1120	444	9
8/10	Copy of W Military Bridge Proj	1121	449	8
8/15	This Week in WC	1125	537	6
8/22	This Week in WC	1139	553	7
8/23	Crime Alert	1141	644	14
8/29	This Week in WC	1147	563	10

## 2011 Delinquent Assessments

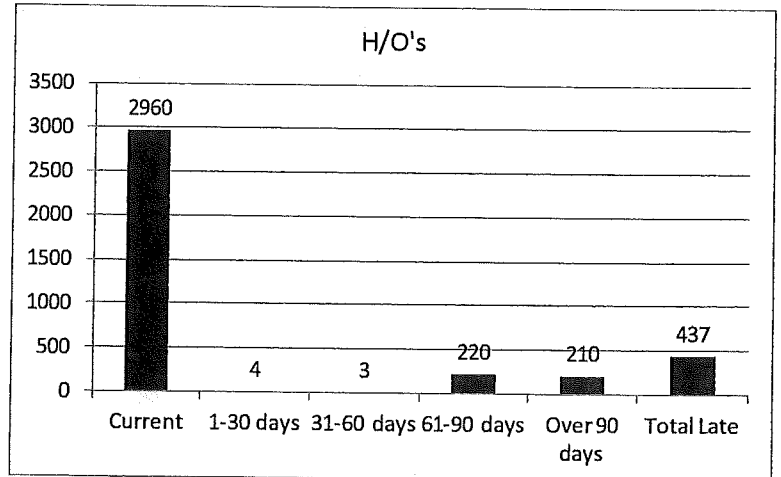
Days	H/O's	Amount
Current	2960	\$210,160.00
1-30 days	4	\$169.71
31-60 days	3	\$75.03
61-90 days	220	\$12,266.95
Over 90 days	210	\$60,021.37
Total	437	\$72,533.06

Current homeowner payments  
\$210,160.00

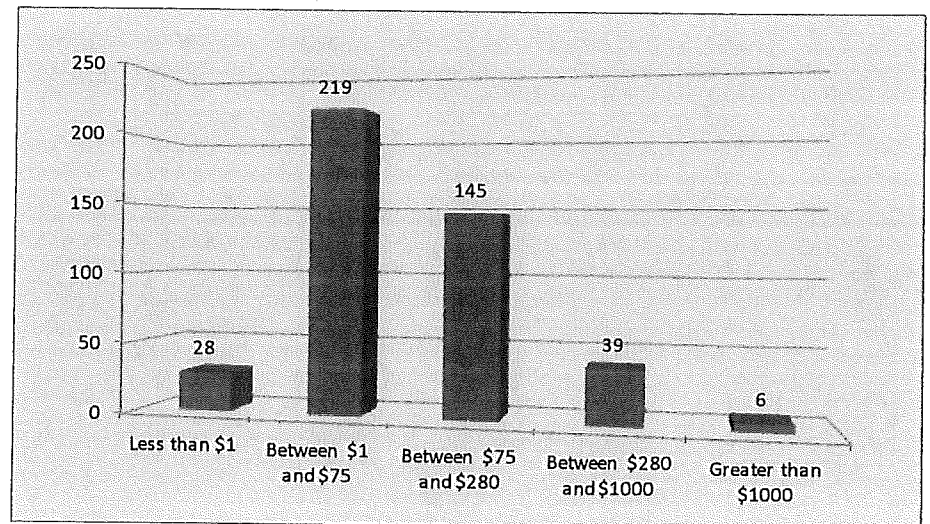


Days	H/O's
Current	2960
1-30 days	4
31-60 days	3
61-90 days	220
Over 90 days	210
Total Late	437

Delinquent total ytd  
72,533.06



Amount	H/O's
Less than \$1	28
Between \$1 and \$75	219
Between \$75 and \$280	145
Between \$280 and \$1000	39
Greater than \$1000	6



Communications Committee Minutes  
July 12, 2011

In attendance:

Bill Fenstermacher  
Ken Lemanski  
Michelle de Jongh  
Gene Hopkins  
Barb Hopkins

Guy Oliver  
Joyce Oliver  
Kevin Drummonds, Board member

Meeting called to order at 7:00 p.m.

Constant Contact is at 1110, about a third of homeowners.

Ken Lemanski has taken some photos that can go on the website. To stress the importance of the website, he told about a new resident who moved to Westcreek after seeing it online while in Bosnia.

An Action Plan sign-up sheet was passed around so that Committee members could volunteer to get prices for different projects that have been discussed such as a bulletin board and truck logo.

Ken Lemanski also discussed making a few permanent sign holders that could hold several of the regular signs. This could be used in of putting the regular signs throughout the community.

Bill Fenstermacher suggested having a web page for each committee that could include the meeting schedule, agendas, minutes, membership and a link to the chairperson. Kevin Drummonds suggested that the Communications Committee make a motion to the Board to request that this be done. He said to contact Ken Fowler so that it could be added to the New Business agenda. If it is on the agenda, then the Board will have to address it.

Next meeting will be the second Tuesday in August, which is Aug. 9.

Meeting adjourned at 8:15 p.m.

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

**REGULAR MEETING MINUTES**  
Sunday, August 21, 2011

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

Members Present:

Judi Cannon, Bill Fenstermacher, Joyce Oliver, Guy Oliver, Cher Squillante, and Brenda Tate

Member Absent:

Gene Hopkins, Barbara Hopkins, Cassandra Garcia, Ken Lemanski, Oswald Willis, and Harold Severs

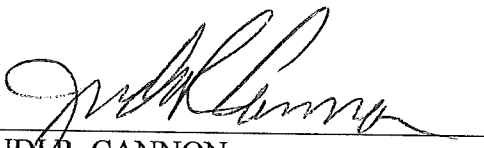
Other Homeowners Present:

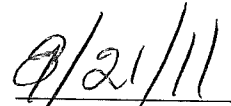
Eva Vasquez, Carol Ybarra, Thomas Farnsworth, Eloise Forge, Richard Gentry, and David Pater

2. There were no prior minutes to be reviewed, as this was the first meeting of 2011. Previous minutes had been reviewed and approved by the board in 2010.
3. Unfinished Business: None
4. New Business:
  - a. The Committee Chair provided opening remarks, including an explanation of how homeowners can become members of the Finance Committee. She explained that a homeowner must attend two of three consecutive meetings in order to become a member, and maintain regular attendance thereafter.
  - b. Nominations were called for the position of Vice-Chair. Brenda Tate was nominated and there being no other nominations, was elected by acclamation. Per AR-6a, the position of Secretary-Treasurer is appointed by the Committee Chair. The floor was open for volunteers to fill that position. Cher Squillante was the only member to volunteer to take on those duties and so was appointed as Secretary-Treasurer.
  - c. An open forum was held to hear thoughts, concerns and suggestions from members and visiting homeowners regarding the 2012 budget and related issues, such as the draft Strategic Planning Proposal.



- 1) Mr. Farnsworth and others expressed concern that projects identified in the plan had not been adequately researched and not all had firm cost estimates. It was recommended that a cost for each project be included on the new survey being prepared by the Strategic Planning Committee.
  - 2) There was discussion about the cost effectiveness and return on investment (ROI) regarding the fence replacement project, and whether or not a permanent replacement is justified. The committee Chair requested that Ms. Tate supply the committee with a breakdown of how much money has been put into fence maintenance and repairs over the last 5 years.
  - 3) Mr. Farnsworth asked that the committee consider possible refinancing options for the Community Center Construction Loan to obtain a better rate (currently 8%) or shorter term, thereby reducing interest costs. A sub-committee to look into refinancing options will be appointed at the next meeting.
  - d. The Committee Chair provided everyone with a copy of the summary portion of the 2011 draft Reserve Study and pointed out the urgent need to begin regular deposits into the capital reserve accounts, as we are currently funded at only 57% of the recommended minimum. As we formulate the 2012 budget that must be factored into the requirements. A rough draft budget template for 2012 was presented to the committee. The Chair will email it to the committee members and guests who indicated a desire to become members, so they may make notes and be ready to begin reviewing the Budget by line item at our next meeting. We will meet approximately every two weeks until the committee's budget recommendation is complete. A final draft must be ready no later than early Nov for presentation to the Board.
  - e. The next Finance Committee Meeting will be held on Sunday, September 11, 2011 at 3:00 PM.
5. There being no further business, the meeting was adjourned at 4:30 PM.

  
JUD R. CANNON  
Finance Committee Chair  
cc: Finance Committee

  
Date

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

**Administrative Resolution No. 37**

**THE SPORTS PARK 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; and

WHEREAS, the BOARD deems it necessary to create a standing committee to assist the BOARD in monitoring and enforcing compliance to the BYLAWS, the ARTICLES OF INCORPORATION, or THE VILLAGES OF WESTCREEK DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS ("PROJECT DOCUMENTS") and the BOOK OF RESOLUTIONS; and to maximize use of the recreational facilities and to advise on providing a variety of leisure time opportunities, both within the community and outside of THE VILLAGES OF WESTCREEK to appeal to all age groups and interests; and

WHEREAS, the BOARD wishes to have a committee to advise and assist it in planning and conducting recreational fundraising to benefit the SPORTS PARK and its facilities;

NOW THEREFORE BE IT RESOLVED BY UNANIMOUS CONSENT IN WRITING THAT the standing SPORTS PARK COMMITTEE will have the following terms of reference:

**RESPONSIBILITY**

The primary responsibility of the SPORTS PARK COMMITTEE is as follows:

1. To advise and assist the BOARD in monitoring and enforcing compliance by MEMBERS with the provisions of the PROJECT DOCUMENTS and this BOOK OF RESOLUTIONS and other rules and regulations approved by the BOARD as they relate to the SPORTS PARK.
2. To develop and operate a Community fundraising program to benefit the restoration and beautification of the Sports Park.
3. To advise and assist the BOARD in developing and operating a community leisure-time program for all age groups and interests.
4. To establish the financial basis for operation of the Sports Park fundraisers and to recommend plans for expenditure of funds for the benefit of the Sports Park and the owners in the WESTCREEK OWNERS ASSOCIATION, INC.

In fulfilling its responsibility, the COMMITTEE performs functions which include, but are not necessarily limited to the following:

1. Proposing rules for use of the facilities.
2. Suggesting ideas for construction of additional facilities
3. Making budget proposals on programs and activities making use of the facilities or for construction and repair replacement of the facilities
4. Creating and administering fundraisers to benefit the sports park facilities.
5. May perform other functions as directed or approved by the BOARD.

## MANNER OF ORGANIZATION

1. Membership - The SPORTS PARK COMMITTEE shall consist of a Chair 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-Treasurer of the Committee is responsible for maintaining a roster of Committee members. All Committee members shall be members of the ASSOCIATION.

2. Term - The Chair will serve a one-year term.

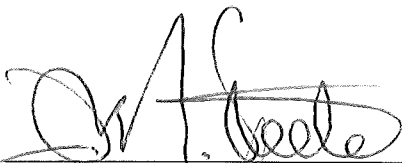
3. Chair - The President of the BOARD will appoint the Chair annually. At the first regular meeting of the SPORTS PARK COMMITTEE after the Chair has been appointed, the Committee may then elect a Vice Chair from among its members.

4. Vacancies - The BOARD OF DIRECTORS may remove a Chair or any member with or without cause. The Committee may vote to remove its Chair or any member 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 Vice Chair and the remaining members of the Committee will elect a new Vice Chair.

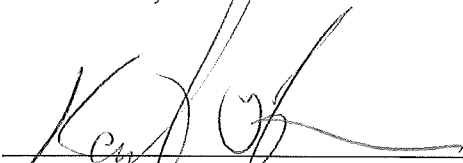
5. Secretary-Treasurer. The Chair will designate a Secretary-Treasurer from among the members of the Committee. The Secretary-Treasurer shall be responsible for keeping the Committee membership roster, recording minutes of all Committee meetings and in general, maintaining written documentation on Committee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

6. Subcommittees. From time to time the Committee may create from among its membership such subcommittees or Task Forces 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.

IN WITNESS HEREOF, THE UNDERSIGNED HAVE EXECUTED THIS CONSENT OF THE BOARD AS OF \_\_\_\_\_.



John Steele, President



Kenneth Fowler, Secretary