



The Villages of Westcreek Owners' Association, Inc.

Est. 1994

Regular Board of Directors Meeting Agenda

Thursday, 7 PM September 18, 2014

Community Center

- 1. Call to order and Pledge of Allegiance to the flag**
- 2. Review/approve previous minutes**
- 3. Members/Guest forum**
- 4. Department/Committee reports**
 - a. Recreation Department
 - b. Maintenance Department
 - c. Standards Department
 - d. Community Management Department
Note: Assessments collected in July ~~July~~ \$65,080.74
 - e. Architectural Review Committee
 - f. Standards review/update Committee
 - g. Finance Committee
 - h. Landscaping Committee
 - i. Nominating Committee
 - j. Communications Committee
 - k. Public Safety Committee
 - l. Sports Park Committee
 - m. Sports Committee
 - n. Strategic Planning Committee
 - o. By-Laws review/update Committee
- 5. Unfinished Business**
 - a. Status of sidewalk at Saxon Hill and Military Dr., West waiting on Bexar County budget to be proved. **TABLED**
 - b. Fire Station. **OPEN**
 - c. Bushes/trees to block view of Barb wire fencing (Point Breeze). Waiting on recommendations from landscaping committee and staff. **OPEN**
 - d. August 23, 2014 Bexar County dumpsters in the Sports Park overflow parking. **OPEN**
 - e. Purchase of paint machine for lining sports fields: Total Cost: \$1268.69 **OPEN**
 - f. Top dressing of fields for the younger age soccer players: Total Cost: \$1605.96 **OPEN**
 - g. Community Center Emergency Pool Phone. Total Cost: \$254.50 **OPEN**
 - h. Community Center Pool Pump. Total Cost: _____ **OPEN**
 - i. Sports Park Baby Pool Pump. Total Cost: \$399.21 **OPEN**.
- 6. Executive/Emergency Session Results**
 - a. Report of Foreclosures: \$1001.38
 - b. Report of Release of Liens:

\$ 332.07	\$594.34	\$373.50	\$78.00	\$3011.90
\$2200.00	\$2503.01	\$156.00	\$596.75	\$321.57
		\$603.30	Total:	<u>\$10,770.44</u>
 - c. Report of Lien Filings:

\$335.05	\$331.70	\$327.00	\$334.50	Total:	<u>\$1329.25</u>
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 - d. Notice of Trustee's Sale: \$1075.35
- 7. New Business**
 - a. Concession Stand Attendant
 - b. Helotes Weekly (by Express News) on every Homeowner's Lawn.
 - c. Community Center refinancing (6.25% - pmt of \$11,922.7 – we pay \$14k)
 - d. Holiday Office Hours
- 8. Schedule next monthly meeting.** October 16, 2014.
- 9. Adjournment.**



The Villages of Westcreek Owners' Association, Inc.

Est. 1994

**Regular Meeting of the Board of Directors
Thursday, August 14, 2014**

I. OPEN MEETING: The Regular Meeting of the Board of Directors was called to order by the President, at 7:02 PM on Thursday, August 14th, 2014. The purpose of the meeting was to conduct regular business as identified in the pre-announced agenda. Following the Pledge of Allegiance, the meeting minutes for the meeting of July 17th, 2014, were reviewed and approved unanimously by the Board members present.

Board members present:

Kevin Drummonds, President
Kenneth Fowler, Vice President
Ismael Padilla, Assistant Secretary

Guy Oliver, Secretary
Anthony Hoffman, Treasurer

Board Members Absent: None

Staff present:

Jennifer Bell, Community Manager
Sylvia Mennel, Assistant Community Manager
Melynda Porter, Administrative Superintendent
Nancy Griffin, Park and Rec Superintendent

Members Present:

Eugene Goes	Bill Fenstermacher	Rick Severs
Joyce Oliver	Ken Lemanski	Suzanne Bridges
Cyndi Lemanski	Eugene Hopkins	Barbara Hopkins
Nick Giardino	Heather Mallia	Sherry Padilla
Roger Torres		

Guests Present: None

II. OPEN FORUM:

Mr. Drummonds opened the member's forum.

Mr. Gene Goes stated that some of the lights in the Sports Park tot lot and basketball court were not working also the chips under the swings needed raking. The Park Monitors were not checking IDs. Mrs. Bell reported that we are working on the lights that we have to rent a lift to get up and change them.

Mr. Ken Lemanski suggested that we change the company that does our audit because of the error in the last audit. Mr. Drummonds stated that we would look into this; however, he also noted that there was no error in the audit, there was simply a shortfall that was identified due to a dual entry in the accounts.

Mrs. Heather Mallia questioned why the arrest at the pool was not in Week in Westcreek. The Community Manager reported the individual had been banned for 60 days. It was also noted that the Association will not post details about arrests—only convictions; since no charges were filed by the police department, publishing this would have been a violation of this Homeowner's right to privacy.

Mr. Gene Hopkins suggested that we should have better park monitors to keep people out of the Sports Park.

III. COMMITTEE/DEPARTMENT REPORTS:

- a. **Recreation Department.** A written report was provided and is attached to these minutes. There were 357 children were registered in this falls soccer program. It was suggested that we may have to cap the soccer program. A request was made for a paint machine for lining the soccer fields—see new business.

- b. **Maintenance Department.** A written report was provided and is attached to these minutes. Working on painting fences where the weed eaters have damaged them.
- c. **Standards Department.** A written report was provided and is attached to these minutes.
- d. **Community Management Department.** A written report was provided and is attached to these minutes. Mrs. Jennifer Bell gave the manager's report and financial report. Mrs. Bell also reported that she was looking into a bookkeeping discrepancy involving the posting of deposits made to the reserve funds.
- e. **Architectural Review Committee.** Mr. Eugene Hopkins, chair of the committee, submitted a written report and gave a brief of the report. The report is attached to these minutes.
- f. **Standards Review/Update Committee.** Mr. Hopkins, the chair of the committee, stated that it was almost complete and making good progress.
- g. **Finance committee.** The Treasurer, Mr. Hoffman, gave a brief report on the Finance Committee's work on the budget. The Community Manager, Mrs. Bell, submitted the balance sheet and profit & loss budget versus actual statements from January 1st to August 14th, 2014. The reports are attached to these minutes. The finance committee has been meeting weekly see the minutes attached to these minutes.
- h. **Landscaping Committee.** The Chairperson was not present and no written report was provided.
- i. **Nominating Committee.** No Activity.
- j. **Communications Committee.** Mr. Bill Fenstermacher provided a written report. See attached minutes. The next meeting is scheduled for 10 AM, September 8th, 2014.
- k. **Public Safety Committee.** A verbal report was given.
- l. **Sports and Park Committee.** Written report was provided. The Chairperson, Mrs. Melynda Porter, briefed on the report and answered questions. The next committee meeting was scheduled for September 11th, 2014. See attached report.
- m. **Sports Sub-Committee.** The committee minutes are attached to these minutes. The next meeting is scheduled for 6 PM on September 11th, 2014.
- n. **Strategic Planning Committee.** The next meeting is scheduled for September 16th at 6 PM No report was provided.
- o. **By-Laws Review/Update Committee.** Final draft has been completed. A Special Meeting of the members has been set for 6 PM on September 30th, 2014, for the ratification of the by-laws.

IV. UNFINISHED BUSINESS:

- a. Status of sidewalk at Saxon Hill and Military Dr., West. Tabled waiting on County budget. **TABLED**
- b. Purchase of office equipment:
 - 1) Projector for the conference room. The Board authorized the purchase of a portable projector for \$358 plus tax. The motion was made by Kenneth Fowler seconded by Ismael Padilla the motion passed unanimously. **OPEN**
- c. Fire Station. **OPEN**
- d. Additional playground equipment for Tot Lot (two – five-year-old equipment addition). The Sports Park Committee recommended two toys for the 2 to 5-year-olds to the Board. After much discussion the Board rejected the proposed toys and send it back to committee. **OPEN**
- e. The automatic door opener for the handicapped members was installed at the Community Center. **CLOSED**
- f. A part time Administrative Assistant was hired to fill the open position in the office as approved by the Board. **CLOSED**
- g. Bushes/trees to block the view of Barb wire fencing (Point Breeze). Waiting on recommendations from landscaping committee. **OPEN**

- h. Additional restroom facilities at Sports Park. It has been determined that since it is in a 100-year flood plain, we will need to submit a site plan from a registered professional engineer and plans for the building to Bexar County for review and approval. **OPEN**

V. EXECUTIVE/EMERGENCY SESSION RESULTS

- a. Report Of Foreclosures: None
- b. Report Of Release Of Liens: None
- c. Report Of Lien Filings: None
- d. Investigations: Report on verification of proxies: The report shows that Mr. Anthony Hoffman turned in fraudulent and forged proxies. Mr. Anthony Hoffman said that he had other people collecting proxies for him and he had no knowledge of the fact that the proxies had been forged or fraudulent. The Board of Directors has followed the advice of our Attorney. See the Attached Report. Several of the Members present called for Mr. Hoffman to resign. Mr. Hoffman declined to resign. Another member present asked Mr. Hoffman to publish an apology in the Newsletter to all those people harmed by the letter that he distributed. Though some legal action is pending, all investigations pending before the Board are closed at this time. **CLOSED**

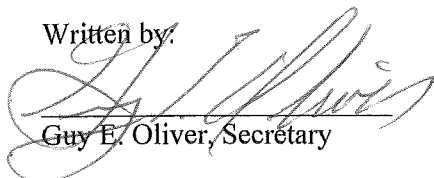
VI. NEW BUSINESS

- a. Bexar County cleanup in the Sports Park overflow parking is scheduled for August 23rd, 2014. **OPEN**
- b. Request to purchase a replacement paint machine. A motion was made by Kenneth Fowler to purchase a new paint machine from Sherman Williams for 1,268 dollars. The motion was seconded by Anthony Hoffman and passed unanimously. **OPEN**
- c. The Sports Committee requested that the Association purchase goalie gloves for the soccer goalies, ages 9 through 14. The motion failed for lack of a motion. **CLOSED**
- d. The Sports Park Committee recommended that we top dress the fields for the younger players. Guy Oliver moved that we approve \$2000 to purchase sand and topsoil to top dress the fields. The motion was discussed at length and then seconded by Kenneth Fowler. The motion passed unanimously. **OPEN**

VII. NEXT MEETING: The Board agreed to hold the next regular meeting on September 18th, 2014, at 7 PM, in the Community Center

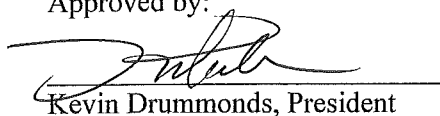
VIII. ADJOURNMENT: there being no further business before the Board, the meeting was adjourned at 9:09 PM.

Written by:


Guy E. Oliver, Secretary

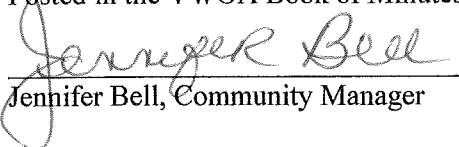
Date 18 Sept 2014

Approved by:


Kevin Drummonds, President

Date 18 Sep 2014

Posted in the VWOA Book of Minutes by:


Jennifer Bell, Community Manager

Date 18 Sept 2014



Parks and Recreation –September 2014

Board Report

Current Programs/Classes

- a. Fit Club in the Park – Tuesday & Thursday, Morning 9-9:50 & Evening 6-6:50
- b. Olympic Karate- Classes on Tuesday & Thursday
- c. SMASHDANCE- Zumba Fitness is offered each Monday and Wednesday at 7:30 pm
- d. Body Bootcamp- Tue & Thur 7:30pm
- e. Cardio Dance- Wed evenings 6:30
- f. Kickboxing- Mon 6:30pm
- g. Water Aerobics – Monday & Wednesday 8 pm

Past Events:

- a. Soccer Meet & Greet – September 6, 2014
- b. Pools went to weekends only – August 25, 2014
- c. Soccer Registration ended August 8, 2014 357 total registered

Future Community Events:

- a. Soccer Games begin- September 13, 2014
- b. National Night Out – October 7, 2014
- c. Fall Fest – November 8, 2014
- d. Soccer Tournament – November 15, 2014

Problems:

- a. 911 Phone at CC Pool is in for repair
- b. Basketball Court needs resurfacing (Ridges are tripping hazard)
- c. 55 Gallon Trash Cans in Sports Park need replaced

J & J CONSTRUCTION

RESIDENTIAL & COMMERCIAL

PO BOX 762349

SAN ANTONIO, TX 78245

(210)722-5609

jamiejconst@aol.com

August Monthly Maintenance Report.

Daily tasks:

- * All mowing is always done on a weekly schedule, and we do not deviate from it, only on emergency basis.
We have to maintain our schedule because subdivision is so large.
- * Pick up trash along main road ways, walk around Community Center.
- * Check swimming pool for leaks and corrosions.
- * Clean and hose down sidewalks around building.

Mowing:

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

Land:

- * Daily trash pick-up and inspection of property for hazards.
- * Cutting and shredding all new accumulated right of ways.
- * Mending fences that are damaged
- * Removed graffiti from drainage ditch and fences
- * Have stopped working on monument irrigation clocks for now until further notice from CM.
- * Rebuilt fence on Westcreek Oaks by drain towards 1604
- * Received permission to enter homeowner's yard on Military to fix fence line column lights

Park:

- * Mowing all needed areas and along the creek.
- * Inspecting existing park fixtures.
- * Addressing vandalism.
- * Blowing rocks in tot lot on a daily bases
- * Repairing water sprinkler valves
- * Installed new motor in sports park baby pool
- * Rewired parking lot irrigation- gopher eating wiring.

Community Center:

- *Maintain the centers exterior grounds.
- *Pruning all of our flower beds.
- * Replaced hot water heater in Community Center in main kitchen area.
- * Replaced/repaired light bulbs in offices and outside Community Center

STANDARDS DEPARTMENT MONTHLY REPORT

From: Adrian Suttles, Superintendent of Standards

To: VWOA Board of Directors

Subject: Monthly Report

Presented to the Board of Directors on

August 2014
September 18, 2014

TOPICS	ACTION AND/OR NOTES	STATUS	
ARC Committee Membership:	The ARC is staffed with five (5) community residents who volunteer their time on a weekly basis.	Info	
Property Improvement Applications (PIA): (see ARC Committees' report)	Submitted to ARC: Approved: Disapproved:	27 22 5	81% 19%
Staffing/Personnel:	Staffed with five (5) part time Standards Monitors.	Info	
		Number	Pct. +/-
Standards Violations Documented:	Violations of our standards were noted this month:	570	-46%
	Violations of our standards were noted last month:	1062	
		-492	
		Number	Pct. +/-
Personal Contact:	This Month:	81	-51%
	Last Month:	166	
	Increase / Decrease from last month:	-85	
		Number	Pct. +/-
Thank You Notices:	This Month:	21	-76%
	Last Month:	86	
	Increase / Decrease from last month:	-65	
		Number	
Re-Sale Inspections:	This Month:	20	
	Last Month:	20	
	Increase / Decrease from last month:	0	
		Number	
Yard/Garage Sales:	This Month:	47	
	Last Month:	56	
	Increase / Decrease from last month:	-9	

PROJECT MANAGEMENT

PUBLIC SAFETY REPORT

Graffiti reported:	None reported to us	8/1/14-8/31/14
	Reserve~Another report of water faucets/sprinkler systems being turned on & left running over night	8/4/14
	Wynwood~Hollow Trail~Vehicle broken into, stole sunglasses from glove compartment	8/6/14
	Royal Oaks~Millsway~Statue stolen from front of house during the night	8/6/14

Crime reported:

Wynwood~Avens Arbor~Between 10 am & 8 pm house was broken into through front door, several items stolen. Police report was filed

8/7/14

Estates~Creek Pebble~During the middle of the night, catalytic converter was cut off and removed from 1999 Toyota 4 Runner on driveway

8/9/14

Throughout Community~4 VWOA Soccer Registration signs stolen

8/4/14-8/10/14

Throughout Community~2 VWOA contractor Fit in the Park signs stolen

8/4/14-8/10/14

Reserve~Sonni Field~Sprinkler system to trees along street were yanked up from ground

8/11/14



Villages of Westcreek
Owners' Association

Community Managers Report for August 2014

Presented to the Villages of Westcreek Board of Directors September 18, 2014

Physical Plant

- SP baby pool pump replaced
- A new American Flag was purchased for \$437.50. The old one could no longer be repaired. The average life span of the large flags is 3-6 months.
- CAI- Community Association Institute provided training to BOD, staff, and committee chairs in the Community Center August, 23, 2014.
- Top Dressing was completed on the soccer fields. Budgeted amount was \$2000.00. Final cost came in under budget at \$1602.00
- VWOA pools will close for the season Sunday, October 5, 2014

Personnel

- Congratulations to Melissa Garcia was promoted to full time Administrative Assistant
- Welcome to Laurie McVey, VWOA new part-time Administrative Assistant

Other Items

- Monuments- Replacement of irrigation clocks and lines has been stopped while management and BOD are looking further into xeriscaping options.
- Bexar County providing 8 large dumpsters for Community Bulk Trash Drop Off day August 23, 2014 in the Sports Park overflow parking lot. It was a great success and all of the dumpsters were filled.
- Proposed By-Laws Changes postcard mail out has been completed

ID Cards (includes replacement reprints)

- 205

Exclusive Usage Contracts

- Pavilion Parties 5
- Community Center 8
- Pool Parties 7

Closings

- New 0 Resale 26

Constant Contact Email Status Report

- 1809 subscribers

Facebook

- 924 likes

VILLAGES OF WESTCREEK
ARCHITECTURAL REVIEW COMMITTEE
REPORT FOR THE BOARD OF DIRECTORS --- 9/18/2014

Meetings held during the weeks of: 8/5/14 8/7/14 8/12/14 8/19/14 8/26/14

Applications reviewed: 27

Applications approved: 22

Applications disapproved: 5

The 5 disapprovals were for:

1---Plastic storage shed.

1---Patio built in front yard.

1---Rain gutters were not color compatible with the garage door, front door, shutters or fascia.

2---Tree house that needed further alterations. The homeowner appealed and it was disapproved, however the ARC provided the homeowner with recommended changes that would be approvable.

The 22 approvals were for:

4---Xericaping.

3---Repainting house.

3---Concrete walkways.

2---Wood decking.

2---Roof covering for a deck & a patio.

2---Trees. (2 for one homeowner in the front yard & 2 for another homeowner in the back yard)

1---Alteration of a small area next to the porch entry.

1---Storage shed.

1---Flagstone patio in back yard.

1---Screening in a covered patio.

1---Concrete slab in back yard.

1---Retaining wall & flowerbed

NOTE: Eleven (11) out of 27 applications were from homeowners who failed to request prior ARC approval.

Gene Hopkins

Chair, Architectural Review Committee

Villages of Westcreek Owners' Association
Finance Committee

Minutes of 12 August 2014 Meeting

The 12 August 2014 meeting of the VWOA Finance Committee was called to order at 6:10 PM by the Chairman, Mr. Hoffman. Members present were:

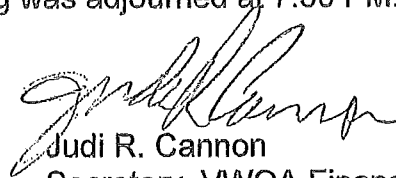
Mr. Anthony Hoffman – VWOA Board Treasurer and Committee Chair
Mr. Guy Oliver – VWOA Board Secretary
Ms. Sylvia Mennel – Assistant Community Manager
Mr. Bill Fenstermacher – Communications Committee Chair
Mrs. Joyce Oliver
Mr. Harold (Rick) Severs – Strategic Planning Committee Chair
Mr. Gene Hopkins – Architectural Review Committee Chair
Mrs. Barbara Hopkins
Ms. Heather Mallia
Mr. Tony Fall
Ms. Judi Cannon – Finance Committee Secretary

Mr. Hoffman called for nominations of members for vice-chair of the committee. Mr. Severs was nominated and appointed by acclamation, as there were no other nominations.

The committee continued the line item review of the proposed budget beginning with the Insurance and Taxes category (account 8140), where they ended the previous meeting. After determining that account 8210.01, Payroll Processing Expenses, is actually used to record costs of supplies for payroll, the committee recommended it be moved out of the "Salaries" category to a more appropriate area. There was a great deal of discussion about the budgeting for personnel salaries and performance incentives. Since many of those costs are set by employee agreements, Ms. Cannon suggested that Mr. Hoffman obtain salary details by position and review with the board. She suggested he could then provide this committee additional info to enable us to make better informed recommendations for that portion of the 2015 budget. Mr. Hoffman and others agreed and he will look into it. The committee will address the personnel costs portion of the budget after other areas are completed.

Mr. Hoffman again stressed the point that in formulating our recommendations we must show efforts are being made to reduce costs, while continuing to provide quality service to all homeowners. The committee will continue reviewing the budget and formulating recommendations at the next meeting, scheduled for Tuesday, 19 August, 2014.

There being no further business, the meeting was adjourned at 7:30 PM.



Judi R. Cannon
Secretary, VWOA Finance Committee

Approved: _____


Anthony Hoffman, VWOA Finance Committee Chair

Date: 8/19/2014

Villages of Westcreek Owners' Association
Finance Committee

Minutes of 26 August 2014 Meeting

The 26 August 2014 meeting of the VWOA Finance Committee was called to order at 6:00 PM by the Chairman, Mr. Hoffman. Members present were:


Mr. Anthony Hoffman – VWOA Board Treasurer and Committee Chair
Mr. Guy Oliver – VWOA Board Secretary
Ms. Jennifer Bell – VWOA Community Manager
Ms. Sylvia Mennel – Assistant Community Manager
Mr. Gene Hopkins – Architectural Review Committee Chair
Ms. Judi Cannon – Finance Committee Secretary
Mrs. Joyce Oliver
Mrs. Barbara Hopkins
Mr. Tony Fall
Ms. Heather Mallia
Ms. Lisa Williams

The committee continued the line item review of the proposed budget where they ended the previous meeting. As requested by the Committee Chairman, Ms. Mennel on the dumpster usage and it has been determined that both dumpsters are required to meet to needs of the community. Ms. Mennel also made the committee aware that per IRS rulings, painting/staining of facilities is not considered a capital maintenance expenditure. Therefore it must be included as an operating budget expense.

The committee complete their review of expenses with the exception of the salaries and personnel costs. Mr. Hoffman will obtain detailed info on current positions and salaries as agreed upon in employment contracts. He will present the committee with several options for consideration at the next meeting. Upon completion of the expenses review the committee will begin reviewing income line items. The goal is to complete the review submit 2015 budget recommendations to the board by the end of September.

The next two meetings were scheduled for Tuesday, 2 September and Tuesday, 9 September, both at 6:00 PM. There being no further business, the meeting was adjourned at 8:15 PM.

Judi R. Cannon
Secretary, VWOA Finance Committee

Approved: 
Anthony Hoffman, VWOA Finance Committee Chair

Date: 2 SEP 2014

VILLAGES OF WESTCREEK OWNERS ASSOCIATION

Communication Committee Minutes

September 8, 2014

The meeting was called to order by Bill Fenstermacher at 10:00 AM.

In attendance

Present: Bill Fenstermacher, Guy Oliver, Joyce Oliver, Gene Hopkins and Barbara Hopkins.

Excused Absence: Jean Woodward, Michelle De Jongh.

Guest: VWOA Webmaster Tony Leviner of 1Faze.

Approval of Minutes

Joyce Oliver made a motion to approve the minutes of August 4, 2014. Motion seconded by Barbara Hopkins. Minutes approved.

Phase 3 Website Review

Jennifer Bell, VWOA Community Manager introduced the webmaster Tony Leviner of 1Faze to the Committee Members. The committee asked Tony Leviner if he had any questions regarding their Phase 1 and 2 recommendations. He had none and indicated these recommendations could be accomplished. We pointed out some of the confusion that was being caused by classifying postings under multiple categories. He agreed that it could cause confusion and would get with staff to address the issue to see what we could do to limit the multiple posting to multiple categories. The Committee will need to still do a detail review of the website content after he makes the changes recommended in Phase 1 and Phase 2.

The discussion then moved to other possible upgrades and improvement to the website to make it user friendly. Specifically:

- A complete overhaul of the website template that would include making the site mobile friendly, caching system, auto scroll and floating menu and an upgrade to the most current version of Word Press that would address potential security holes and layout issues.
- An "Advertisement System" that would help generate income for the Association. *This idea came up at a recent Finance Committee Meeting.*
- A "Classified Community Ad's" page that would also help in generating income for the Association. *This idea came up at a recent Finance Committee Meeting.*
- An "Online Payment" module thru "PayPal" to make it easier for Homeowners to pay their assessments. This could possibly be a cost savings versus the current fee's being charged the Association each time a homeowner pays by Credit Card swipe.

The Committee asked Tony Leviner if he could submit a proposal and cost estimate of what these improvement would cost to the Community Manager so she could present it to the Board of Directors at their next meeting on September 18, 2014. He agreed that he could do this.

The Committee thanked Tony Leviner for attending the Committee Meeting and invited him to attend future meetings since he is a homeowner in the Villages of Westcreek. His participation would be an invaluable asset to the Committee and Community as we work to help improve Communications within the Villages of Westcreek.

Next Meeting: October 6, 2014 at 10:00 AM in the Community Center Conference.

Joyce Oliver motioned to adjourn at 11:00 AM. Motion seconded by Barbara Hopkins. Motion was passed unanimously.

Meeting adjourned at 11:00 am.

William L. Fenstermacher

Chair, Communication Committee

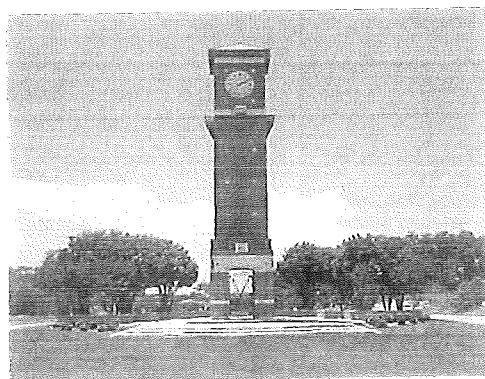
Note: Since our meeting of September 8, 2014, Tony Leviner submitted his proposal to the Community Manager. See attached cost estimates for website upgrades and improvements.

FAZE

x

Villages Of Westcreek

09/12/2014



09/12/2014

Complete Overhaul of current template.

When the original website was built and designed 3 years ago by us everything was state of the art for the time. However, over time it has become outdated making it harder to use by residence of the community because they are used to more current formats.

There are several things that need to happen on the site. The main things are listed below:

- 1) **Make the site Mobile friendly.** With millions of people now using their smart phones and tablets to access websites rather than computers and laptops, we need to make the site to where it detects the screen size and adjust appropriately to the device the site is being accessed in.
- 2) **Caching system:** Due to image sizes uploaded and documents added within the site, it causes the site to run slowly. Installing a caching system for the site will have everything preloaded and pages will load much faster.
- 3) **Auto scroll and floating menu:** As people scroll down the page they lose the menu. With the new system, we will have the menu stick to the top of the page so that the menu tabs are always in access to the user.
- 4) **System Upgrade:** The version of word press that is currently in use is 3 years old. There has been many released sense then patching security holes and layout issues.

Total cost for custom theme
\$800.00

09/12/2014

Advertising system.

Currently there is no way to generate revenue on the website itself. We are going to fix this! We are going to make the website a venue to generate income for the HOA. One way of doing this is to have an advertising module.

The purpose of this module will be to offer extended advertising to current and future clients that advertise with the community. You have full control over how many ads get displayed as well as their sort order.

Ad types supported: Add Google Adsense, banners, images, text, in-house ads, videos, etc... If you can add it to a Post, you can add it as an ad.

From the admin panel the office staff will be able to add images/video/text ads to certain areas of the site that have been sold as an addon to existing clients. The ads can lead to either their website or provide their contact information within the Westcreek website.

When there are no ads to display, we will have Google ads in place that are PPC (Pay Per Click) so that the HOA can generate extra revenue by those means as well.

When someone purchases an ad, office can set start and end date... as well as how many exposures if they need too...

Total cost for Advertisements
\$550.00

09/12/2014

Classified Community Ads.

This is another way for us to help start generating revenue on the site. We will open a new section of the site that will give the ability for home owners to place items for sale, rent, people with homes for sale, Garage sales... etc.

Once someone clicks on "place an ad", they will pick a pricing package.

Package examples:

- 1) 1.00 = Run for 1 week with 1 picture
- 2) 10.00 = Run for 1 month with 10 pictures

Once they create their ad and submit they will be taken to Paypal to make payment. The ad will not be placed live until payment is made.

This is going to be a hands-free function on the site meaning no one has to do anything with it. The Classifieds will run on its own.

There will also be a full back panel for moderation. If something is posted that is not in the best interest of the community, admin will have the ability to remove it with one click.

Also, admin will get an email letting them know once an ad is placed and the user will get an email letting them know when the ad is going to expire and give them the opportunity to renew it.

Total cost for Classifieds

\$750.00

Online HOA Payments!!!

This is something that has been waited on for a long time for the members of this community. The ability to make their HOA payments online!

We will create a section of the site that only Westcreek members will have a password too.

Once in there they will have the ability to pay quarterly and annual payments.

They will also have the option to make multiple payments.

Once they add to their cart and go to check out they will be asked for their name, address, and current phone number. At that point, they click "submit" and directed to PayPal for payment processing. NO PAYMENTS ARE COLLECTED ON OUR SITE. PayPal is the most secure way of making payments online.

Once the payment is received, then both PayPal and the website will send an email to administration. That email can be printed and records can be updated in the current QuickBooks system in a matter of moments.

At the end of each day a full payment report can be printed from PayPal and funds can be transferred to the HOA bank account.

By having this feature on the site this will cut back on late payments, recover unpaid dues, and make the process much more convenient to the home owner. This will also allow our military home owners who are stationed away to make the payment on time and with no worries. This will also cut down on postage fees and collection fees.

Anyone with a computer, phone, iPad, or any other tablet will be able to make a payment instantly.

Total cost for Online Payment System
\$1200.00

Subject: Public Safety Committee Minutes 9/3/14

Attending:

Cristina Barton
Corina Cabeza
Eric & Kara Frank
Steve Zahouski
Mindy Porter
Guy Oliver
Kent Fowler
Lisa Griffin (did not sign in)
Officer Wood
Nick Giardino

Discussion Items:

1. Banner ready for National Night Out (NNO). It will need crayons.
2. Strategic planning 10 years out for street lights near mail boxes. Types and quotes data for street lights have been gathered.
3. Officer Wood discussed programs for safety and awareness.
4. Steve agree to take over Safety Tips and to advise the committee on security.
5. Lisa Griffin discussed Redcross' contribution to NNO.

Villages of Westcreek Owners Association

Balance Sheet

As of September 8, 2014

Sep 8, 14

ASSETS

Current Assets

Checking/Savings

1010 · Operating Accounts 227,156.16

1011 · Reserve Accounts 362,436.98

Total Checking/Savings 589,593.14

Accounts Receivable

1020 · Accounts Receivable -122,760.31

Total Accounts Receivable -122,760.31

Other Current Assets

1021 · Interest Receivabl 34.19

1030 · Other Current Assets 33,768.50

1040 · Undeposited Funds 2,789.28

1045 · Due from Operating Fund 17,063.50

1071 · Allowance For Doubtful Accts -15,000.00

Total Other Current Assets 38,655.47

Total Current Assets 505,488.30

Fixed Assets

1050 · Fixed Assets -42,270.66

1056 · Community Center^ 2,021,505.24

1057 · Community Center Furniture 18,841.84

1058 · Software 4,673.91

1059 · Vehicle 22,996.00

Total Fixed Assets 2,025,746.33

Other Assets

1037 · Chase CD 2,676.43

Total Other Assets 2,676.43

TOTAL ASSETS 2,533,911.06

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Credit Cards

2040 · Credit Card 3,500.15

Total Credit Cards 3,500.15

Other Current Liabilities

2020 · Other Current Liabilities 16,952.81

2100 · Payroll Liabilities 639.96

Villages of Westcreek Owners Association
Balance Sheet

As of September 8, 2014

	<u>Sep 8, 14</u>
2111 · Direct Deposit Liabilities	<u>273.74</u>
Total Other Current Liabilities	<u>17,866.51</u>
 Total Current Liabilities	 21,366.66
 Long Term Liabilities	
2022 · Due to Reserve Fund	17,063.50
2200 · Long Term Notes Payable	<u>1,131,596.04</u>
Total Long Term Liabilities	<u>1,148,659.54</u>
 Total Liabilities	 1,170,026.20
 Equity	
2031 · Retained Earnings	-45,207.07
3000 · Fund Balance	1,191,599.55
Net Income	<u>217,492.38</u>
Total Equity	<u>1,363,884.86</u>
 TOTAL LIABILITIES & EQUITY	 <u><u>2,533,911.06</u></u>

Villages of Westcreek Owners Association
Profit & Loss Budget vs. Actual
January 1 through September 8, 2014

	Jan 1 - Sep 8, 14	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4150 · Miscellaneous Income	413.12	688.90	-275.78	59.97%
4170 · Program Fees				
4170.06 · Soccer	36,016.50	20,666.67	15,349.83	174.27%
4170.07 · Oktober Fest	45.00	0.00	45.00	100.0%
4170.09 · Swim Lessons	10,123.00	10,500.00	-377.00	96.41%
4170.12 · Kick Boxing	5,089.20	5,511.10	-421.90	92.35%
4170.14 · Karate	2,833.38	2,066.67	766.71	137.1%
4170.19 · Smash	1,352.42	1,722.23	-369.81	78.53%
4170.22 · Mardi Gras	955.00	1,722.23	-767.23	55.45%
4170.23 · Annual Picnic	235.00	344.43	-109.43	68.23%
4170.24 · National Night Out	85.00	0.00	85.00	100.0%
4170.26 · Fit in the Park	160.00	0.00	160.00	100.0%
Total 4170 · Program Fees	56,894.50	42,533.33	14,361.17	133.77%
4180 · Swim Team	531.30	1,000.00	-468.70	53.13%
4190 · Reimbursed Expenses	383.07	1,033.33	-650.26	37.07%
5000 · Revenue				
5010 · Ownr Asmts	792,616.53	784,639.00	7,977.53	101.02%
5020 · Bldr Asmts	8,350.28	0.00	8,350.28	100.0%
5030 · Dvlpr Asmts	0.00	372.75	-372.75	0.0%
5031 · Collections Past Due Ass	0.00	13,777.77	-13,777.77	0.0%
5040 · Interest				
5041 · Cash Account Interest	126.16	688.90	-562.74	18.31%
5042 · Late Fee Finance Charge	6,755.01	4,477.77	2,277.24	150.86%
Total 5040 · Interest	6,881.17	5,166.67	1,714.50	133.18%
5050 · Collection/NSF Costs	5,624.02	1,722.23	3,901.79	326.56%
5060 · Pool Revenue				
5063 · Pool Usage Fee	3,055.00	2,066.67	988.33	147.82%
5065 · Photo ID's	1,530.50	1,653.33	-122.83	92.57%
5066 · Party Lifeguard	2,005.00	2,066.67	-61.67	97.02%
5067 · Pool Guest Pass	5,645.00	2,411.10	3,233.90	234.13%
5060 · Pool Revenue - Other	51.00	0.00	51.00	100.0%
Total 5060 · Pool Revenue	12,286.50	8,197.77	4,088.73	149.88%
5080 · Resale Info				
5081 · Resale Certificate	19,203.70	9,300.00	9,903.70	206.49%
5083 · Transfer/Refinance Fees	8,337.01	5,166.67	3,170.34	161.36%
Total 5080 · Resale Info	27,540.71	14,466.67	13,074.04	190.37%
Total 5000 · Revenue	853,299.21	828,342.86	24,956.35	103.01%
5100 · Newsletter Advertisement	10.00	2,411.10	-2,401.10	0.42%
5200 · Ramage/Yard Sales	4,350.00	3,100.00	1,250.00	140.32%
5400 · Pavilion Rental	5,530.00	4,133.33	1,396.67	133.79%
5600 · Fence Repair Reimbursement	150.00	6,888.90	-6,738.90	2.18%
5800 · Community Center				
5805 · Community Center Rental	10,365.50	0.00	10,365.50	100.0%
5806 · SO Monitor	3,375.00	0.00	3,375.00	100.0%
5807 · CC Cleaning	4,685.00	0.00	4,685.00	100.0%
5800 · Community Center - Other	0.00	13,777.77	-13,777.77	0.0%
Total 5800 · Community Center	18,425.50	13,777.77	4,647.73	133.73%
5900 · Concession Stand	3,960.55	2,755.57	1,204.98	143.73%
Total Income	943,947.25	906,665.09	37,282.16	104.11%
Gross Profit	943,947.25	906,665.09	37,282.16	104.11%
Expense				
8000 · Operating Expenses				
8110 · Corp Expns				
8110.01 · Annual Mtng	628.56	500.00	128.56	125.71%
8110.02 · Board Education	0.00	261.13	-261.13	0.0%
Total 8110 · Corp Expns	628.56	761.13	-132.57	82.58%
8120 · Admin & Finance				
8121 · Bank Chrgs	5,108.32	3,788.90	1,319.42	134.82%
8122 · Due & Subscpts	169.00	447.77	-278.77	37.74%
8123 · Record Storage	450.00	454.67	-4.67	98.97%

Villages of Westcreek Owners Association
Profit & Loss Budget vs. Actual
January 1 through September 8, 2014

	Jan 1 - Sep 8, 14	Budget	\$ Over Budget	% of Budget
8124 · Acctng Svcs	13,510.00	12,400.00	1,110.00	108.95%
8125 · Consulting Expns				
8125.01 · A/R Legal Fees	-2,781.48	0.00	-2,781.48	100.0%
8125.02 · Othr Legal	8,307.19	2,066.67	6,240.52	401.96%
8125.03 · Audit & Tax Prep	3,800.00	2,755.57	1,044.43	137.9%
8125.04 · Othr Prof Consult	0.00	68.90	-68.90	0.0%
Total 8125 · Consulting Expns	9,325.71	4,891.14	4,434.57	190.67%
8126 · Postage				
8126.01 · Gen Ofc	895.75	0.00	895.75	100.0%
8126 · Postage - Other	5,410.57	4,133.33	1,277.24	130.9%
Total 8126 · Postage	6,306.32	4,133.33	2,172.99	152.57%
8127 · Printing and Copying				
8127.01 · General Office	365.53	0.00	365.53	100.0%
8127 · Printing and Copying - Other	3,064.33	3,100.00	-35.67	98.85%
Total 8127 · Printing and Copying	3,429.86	3,100.00	329.86	110.64%
8128 · Notes Payable - Comm Ctr Int	49,460.77	68,751.10	-19,290.33	71.94%
Total 8120 · Admin & Finance	87,759.98	97,966.91	-10,206.93	89.58%
8130 · Operating & Maint				
8131 · Utilities				
8131.01 · Electric	26,858.22	24,111.10	2,747.12	111.39%
8131.02 · Water/Sewer	12,406.47	24,111.10	-11,704.63	51.46%
8131.03 · Phone	5,426.78	4,271.10	1,155.68	127.06%
Total 8131 · Utilities	44,691.47	52,493.30	-7,801.83	85.14%
Total 8130 · Operating & Maint	44,691.47	52,493.30	-7,801.83	85.14%
8140 · Ins & Taxes				
8140.01 · Liab & Prop Damage	20,770.94	26,177.77	-5,406.83	79.35%
8140.03 · Workman's Comp	6,055.27	2,755.57	3,299.70	219.75%
8140.05 · Corp & Prop Taxes	796.81	2,204.43	-1,407.62	36.15%
8140.06 · Employer Payroll Taxes	21,334.29	18,600.00	2,734.29	114.7%
8140.07 · Business Auto	1,165.50	1,515.57	-350.07	76.9%
Total 8140 · Ins & Taxes	50,122.81	51,253.34	-1,130.53	97.79%
8000 · Operating Expenses - Other	677.70	0.00	677.70	100.0%
Total 8000 · Operating Expenses	183,880.52	202,474.68	-18,594.16	90.82%
8200 · Administration				
8210 · Salaries				
8210.01 · Payroll Expenses	585.31	516.67	68.64	113.29%
8211 · Managerial Salaries				
8211.01 · Manager	39,798.53	40,444.67	-646.14	98.4%
8211.02 · Assistant Manager	22,337.40	25,089.33	-2,751.93	89.03%
Total 8211 · Managerial Salaries	62,135.93	65,534.00	-3,398.07	94.82%
8212 · Administrative Salaries				
8212.01 · Administrative Assistants	35,249.84	45,776.67	-10,526.83	77.0%
8212.02 · Standards Coordinator	21,909.49	21,868.10	41.39	100.19%
8212.04 · Standards Compliance Monitors	30,176.13	32,240.00	-2,063.87	93.6%
Total 8212 · Administrative Salaries	87,335.46	99,884.77	-12,549.31	87.44%
Total 8210 · Salaries	150,056.70	165,935.44	-15,878.74	90.43%
8220 · Operations				
8220.01 · Licenses & Permits	378.94	206.67	172.27	183.36%
8220.02 · Equipment Purchases	378.02	447.77	-69.75	84.42%
8220.03 · Travel Expenses	3,781.90	3,788.90	-7.00	99.82%
8220.04 · Parking	0.00	68.90	-68.90	0.0%
8220.05 · Meals	150.00	120.57	29.43	124.41%
8220.06 · Education Expenses	460.94	1,377.77	-916.83	33.46%
8220.07 · Staff Performance Incentive	0.00	8,955.57	-8,955.57	0.0%
8220.09 · Office Supplies	5,417.85	2,066.67	3,351.18	262.15%
8220.10 · Equipment Rental	3,723.96	2,755.57	968.39	135.14%
8220.11 · Software and Computer Periphra	444.20	1,033.33	-589.13	42.99%
8220.12 · Misc Admn Exp	756.37	1,033.33	-276.96	73.2%
8220.13 · Signage	430.48	1,377.77	-947.29	31.25%
8220.14 · CC Maint & Repair	2,705.07	1,377.77	1,327.30	196.34%
8220.15 · News Layout/Ed.	2,323.86	2,411.10	-87.24	96.38%

Villages of Westcreek Owners Association
Profit & Loss Budget vs. Actual
January 1 through September 8, 2014

	Jan 1 - Sep 8, 14	Budget	\$ Over Budget	% of Budget
8221 · Monitoring				
8221.01 · Services SP	19,251.53	19,977.77	-726.24	96.37%
8221.02 · Sevices CC	3,829.42	2,066.67	1,762.75	185.29%
8221.03 · Party Monitoring	2,504.50	1,722.23	782.27	145.42%
Total 8221 · Monitoring	25,585.45	23,766.67	1,818.78	107.65%
8220 · Operations - Other	595.38	0.00	595.38	100.0%
Total 8220 · Operations	47,132.42	50,788.36	-3,655.94	92.8%
8230 · Scheduled Service Contracts				
8230.02 · Landscape	107,500.00	106,640.00	860.00	100.81%
8230.03 · Pest Control	495.40	688.90	-193.50	71.91%
8230.04 · Trash Removal	2,383.98	1,343.33	1,040.65	177.47%
8230.05 · Street Sweeping	748.80	702.67	46.13	106.57%
8230.06 · Pool Maintenance & Management	25,519.29	23,422.23	2,097.06	108.95%
8230.08 · Janitorial Contract-Spec Cleang	2,550.00	1,722.23	827.77	148.06%
8230.09 · Weekly Janitorial Contract CC	5,250.00	3,100.00	2,150.00	169.36%
8230.10 · Comm Ctr HVAC Main Contr	772.28	413.33	358.95	186.84%
8230.11 · Com Str Fire/Burglar Alarm	2,023.23	1,928.90	94.33	104.89%
8230.12 · Computer Service Contract	2,999.82	3,224.00	-224.18	93.05%
8230.13 · Drug Testing	0.00	206.67	-206.67	0.0%
8230.14 · Hog Trapping	0.00	206.67	-206.67	0.0%
Total 8230 · Scheduled Service Contracts	150,242.80	143,598.93	6,643.87	104.63%
Total 8200 · Administration	347,431.92	360,322.73	-12,890.81	96.42%
8300 · Maintenance				
8320 · Operations				
8320.01 · Plumbing	2,231.67	688.90	1,542.77	323.95%
8320.02 · Irrigation	2,801.77	1,033.33	1,768.44	271.14%
8320.03 · Landscaping	3,188.77	3,444.43	-255.66	92.58%
8320.04 · Electrical/Lighting	2,997.44	1,722.23	1,275.21	174.04%
8320.05 · Clock Tower Mx	0.00	688.90	-688.90	0.0%
8320.06 · Parking Lot/ Street Repair	43.42	413.33	-369.91	10.51%
8320.07 · Vandalism Expense	5,087.68	2,411.10	2,676.58	211.01%
8320.08 · Park Fence/Gate Mx	327.51	344.43	-16.92	95.09%
8320.09 · Major Street Fences	1,737.35	5,511.10	-3,773.75	31.53%
8320.10 · Natural Area Maintenance	78.43	688.90	-610.47	11.39%
8320.11 · Improved Area Maintenance	3,390.96	1,653.33	1,737.63	205.1%
8320.12 · Operating Supplies	1,511.64	2,755.57	-1,243.93	54.86%
8320.13 · Tools/Equipment	293.96	688.90	-394.94	42.67%
8320.14 · Uniforms/Safety	249.52	172.23	77.29	144.88%
8320.15 · Equipment Repairs	451.31	344.43	106.88	131.03%
8320.17 · Pest Control Supplies/Treatment	277.49	551.10	-273.61	50.35%
Total 8320 · Operations	24,668.92	23,112.21	1,556.71	106.74%
Total 8300 · Maintenance	24,668.92	23,112.21	1,556.71	106.74%
8400 · Recreation Department				
8410 · Salaries				
8411 · Office				
8411.01 · Recreation Director	22,122.87	22,036.17	86.70	100.39%
8411.02 · Assistant Recreation Director	11,249.26	9,933.77	1,315.49	113.24%
Total 8411 · Office	33,372.13	31,969.94	1,402.19	104.39%
8412 · Pool Operation				
8412.02 · Head Lifeguard	2,482.17	4,133.33	-1,651.16	60.05%
8412.03 · Lifeguards	22,846.74	13,088.90	9,757.84	174.55%
8412.04 · Gate Guards for Pool	13,295.36	12,400.00	895.36	107.22%
8412.05 · Swim Lessons	6,041.90	3,306.67	2,735.23	182.72%
8412.06 · Pool Party Payroll	2,338.90	2,411.10	-72.20	97.01%
Total 8412 · Pool Operation	47,005.07	35,340.00	11,665.07	133.01%
Total 8410 · Salaries	80,377.20	67,309.94	13,067.26	119.41%
8413 · Concession Stand	1,871.45	1,033.33	838.12	181.11%
8420 · Programs				
8420.01 · Special Events & Mntly Activ	664.91	1,033.33	-368.42	64.35%
8420.02 · Annual Barbeque	100.00	7,233.33	-7,133.33	1.38%
8420.05 · Easter Egg Hunt	370.27	500.00	-129.73	74.05%

Villages of Westcreek Owners Association
Profit & Loss Budget vs. Actual
January 1 through September 8, 2014

	Jan 1 - Sep 8, 14	Budget	\$ Over Budget	% of Budget
8420.06 · Operational Supplies	677.36	1,377.77	-700.41	49.16%
8420.09 · Soccer	16,452.28	12,055.57	4,396.71	136.47%
8420.11 · Sports Equipment	0.00	688.90	-688.90	0.0%
8420.12 · Uniforms	272.80	344.43	-71.63	79.2%
8420.13 · New Programs	0.00	551.10	-551.10	0.0%
8420.18 · Kickboxing	3,419.06	4,133.33	-714.27	82.72%
8420.20 · Mardi Gras	5,788.48	6,500.00	-711.52	89.05%
8420.22 · Fit in the Park	60.00	0.00	60.00	100.0%
Total 8420 · Programs	27,805.16	34,417.76	-6,612.60	80.79%
8430 · Pool				
8430.01 · Pump Mx	422.74	688.90	-266.16	61.36%
8430.02 · Pool and Deck Repair	4,424.21	344.43	4,079.78	1,284.5%
8430.03 · Bath House and Cabana Rep	931.47	344.43	587.04	270.44%
8430.04 · Misc Pool Exp/Furniture	1,120.20	1,377.77	-257.57	81.31%
Total 8430 · Pool	6,898.62	2,755.53	4,143.09	250.36%
Total 8400 · Recreation Department	116,952.43	105,516.56	11,435.87	110.84%
8500 · Misc. & Contingency				
8510 · Admin Expenses Contingency	0.00	688.90	-688.90	0.0%
8511 · Anticipated Unpaid Annual Asses	0.00	1,722.23	-1,722.23	0.0%
8520 · Uncollectible Exp				
8520.01 · Assessments	1,750.45	1,722.23	28.22	101.64%
8520.04 · Legal Fees	-1,875.51	3,444.43	-5,319.94	-54.45%
Total 8520 · Uncollectible Exp	-125.06	5,166.66	-5,291.72	-2.42%
Total 8500 · Misc. & Contingency	-125.06	7,577.79	-7,702.85	-1.65%
8980 · Depreciation Expense	20,000.00	20,666.67	-666.67	96.77%
9500 · Reserved Funds				
9520 · Capital Replacement Rsrv	20,077.50	64,755.61	-44,678.11	31.01%
9530 · Capital Improvement Rsrv	7,079.10	34,444.43	-27,365.33	20.55%
Total 9500 · Reserved Funds	27,156.60	99,200.04	-72,043.44	27.38%
Total Expense	719,965.33	818,870.68	-98,905.35	87.92%
Net Ordinary Income	223,981.92	87,794.41	136,187.51	255.12%
	223,981.92	87,794.41	136,187.51	255.12%