



*The Villages of Westcreek Owners' Association, Inc. Est. 1994*

**Regular Board of Directors Meeting Agenda  
Thursday, 7 PM, May 21st 2015 @ Community Center**

- **Call to Order and Pledge of Allegiance to the Flag**
- **Review/approve previous minutes**
- **Members/Guest forum**
- **Department/Committee reports**
  - Recreation Department
  - Maintenance Department
  - Standards Department
  - Administrative Department
  - Community Management Department
  - Architectural Review Committee
  - Standards review/update Committee
  - Finance Committee
  - Landscaping Committee
  - Nominating Committee
  - Communications Committee
  - Public Safety Committee
  - Sports Park Committee
  - Sports Committee
  - Strategic Planning Committee
- **Unfinished Business**
  - Status of sidewalk at Saxon Hill and Military Dr., West. **OPEN**
  - Purchase of equipment for tot lot 2 to Five-year-old.
  - Restrooms for Sports Park. **OPEN**
  - Cleanup of three privately owned lots in Highpoint.
  - Website improvements. **OPEN**
  - City Annexation **OPEN**
  - Ways to increase storage at Community Center **OPEN**
  - Top Dressing Sports Park Fields **OPEN**
  - Community Center Baby Pool leak detection **OPEN**
- 6. **Executive/Emergency Session Results**
  - Report of Foreclosures \$1,113.49, \$839.49
  - Report of Release of Liens \$935.36, \$451.83, \$724.59, \$542.89, \$1012.76
  - Report of Lien Filings \$-0 for April
  - Notice of Trustee's Sale \$-0 for April
- 7. **New Business**
  - Replacement of the ice machine at the Community Center with model IY 0304A been 400 from Mission Restaurant Supply for \$3179.19. The vote was taken electronically this item past with a vote of 4 to 1 Mr. Anthony Hoffman cast one vote against.
  - Electronic voting
  - Additional toys for Tot Lot
  - Leaning brick column and fences AR32
  - By-laws section 8.04
  - Platting for restrooms pre-platting meeting with city
  - Pool schedule August 27 to October 4
- 8. **Schedule next monthly meeting**
- 9. **Adjournment.**

**Regular Meeting of the Board of Directors**  
**Thursday, March 19, 2015**

**Open Meeting:** The Regular Meeting of the Board of Directors was called to order by the President, at 7:06 PM on March 19, 2015. The purpose of the meeting was to conduct regular business as identified in the pre-announced agenda. Following the Pledge of Allegiance the minutes were reviewed amended and approved. The motion to approve the amended minutes was made by Kenneth Fowler. The motion was seconded by Anthony Hoffman. The motion carried 4 - 0

**Board members present:**

Kevin Drummonds, President  
Kenneth Fowler, Vice President

Guy Oliver, Secretary  
Anthony Hoffman, Treasurer

**Board Members Absent:**

Ismael Padilla, Assistant Secretary

**Staff present:**

Jennifer Bell, Community Manager  
Sylvia Menel, Assistant Community Manager  
Nancy Griffin, Superintendent Parks and Recreation  
Melynda Porter, Administrative Superintendent  
Adrian Suttles, Superintendent of Standards

**Members Present:**

Bill Fenstermacher	Joyce Oliver	Harold Severs
Ryan Haskins	Francis Lomax	Gene Hopkins
Nick Giardino	D. Saveano	Christopher Bell
Richard Gentry	Cynthia Aguirre	G. Wagner
Mary Bentley	G. Thomas	Cory O'Brien
Jennifer Greene	Lefty Besecker	Rudy Escamilla
Beth Becker	Nancy Havsh	

**Guests Present:**

None

**II. Open Forum:**

Mr. Drummonds opened the members and guest forum. Jennifer Greene wanted to discuss speed bumps/speed limits and lights. Mr. Drummonds informed her that the Association could contact Bexar County but, the streets belong to Bexar County and the County has control over the speed limits and whether or not speed bumps are installed. Lefty Besecker wanted to discuss landscaping the monument at Quail Meadow. Mr. Besecker was informed of the Board's decision to continue with the standing policy of requiring a plan and working with the staff. Mr. Besecker stated that he did not wish to submit a plan and become a part of the landscaping committee. Nick Giardino wanted to discuss the quorum calls at the annual meeting Mr. Giardino did not feel it was right. Mr. Drummonds informed him that we were following the CC and R's and were doing it accordingly.

It was announced that Homes for Our Troops would be holding a groundbreaking ceremony Saturday, March 28, 2015 at 11 AM at 2115 Sage Run, San Antonio Texas. The public is invited to this groundbreaking for Army CW 4 TaMash Thompson.

### **III. Committee/Department Reports:**

- Recreation Department. A written report was provided and is attached to these minutes. The Recreation Department is pursuing getting bids to resurface the basketball court. The Recreation Department also requested permission to install a sign stating tennis equipment only on the tennis court as children have been using it to practice soccer with cleats which will damage the court. This was approved unanimously
- Maintenance Department. A written report was provided and is attached to these minutes. The report stated that the top dressing had not been done due to rain. It was decided to postpone the top dressing until the end of the soccer season.
- Standards Department. A written report was provided and is attached to these minutes.
- Community Management Department. A written report was provided and is attached to these minutes. Mrs. Bell gave the managers' report and financial report. There were no questions on the either report.
- Architectural Review Committee. A written report was provided and is attached to these minutes.
- Standards Review/Update Committee. A verbal report was given. The committee is close to finishing.
- Finance Committee. The Treasurer, Mr. Hoffman stated that the finance committee had met and the minutes would be attached to these minutes
- Landscaping Committee. No report. Nick Giardino volunteered to be a member of this committee. We are still looking for a chairman.
- Nominating Committee. Mr. Anthony Hoffman stated that the first meeting was held on March 2. The minutes are attached to these minutes
- Communications Committee. Mr. Fenstermacher stated the communications committee meeting was cancelled in March due to illnesses. The next meeting will be April 6 at 10 AM
- Public Safety Committee. A written report and minutes were submitted and are attached to these minutes
- Sports and Park Committee. A written report was provided and is attached to these minutes
- Sports Sub-Committee. A written report and minutes were submitted. And are attached to these minutes
- Strategic Planning Committee. No report.
- Administrative Report (Assessments collected). A written report was provided and is attached to these minutes.

### **IV. Unfinished Business:**

- a. Status of sidewalk at Saxon Hill and Military Dr., West. Representatives from Bexar County Public Works will be attending our annual meeting on April 16, 2015, and will have additional information for us at that time. **OPEN**
- b. Purchase of equipment for tot lot 2 to 5-year-olds. Waiting to be installed **OPEN**
- c. Restrooms for Sports Park. Proposals from architects to be considered in executive session. Mr. Drummonds stated he is hoping to break ground soon. **OPEN.**
- d. Brick column on Westcreek View. Under contract for \$1770 **CLOSED**
- e. Cleanup of three privately owned lots in Highpoint. **OPEN**
- f. Website improvements. **OPEN**
- g. Ways to increase storage in our facilities. Mr. Drummonds asked if any proposed solutions had been identified. The CM stated that the storage room at the pool had been reorganized and this made more room; however, no solution inside the Community Center itself had been resolved. Mr. Drummonds

stated that shelves in the storage room where the chairs and tables are stored may be one possible solution. **OPEN**

- h. Town Hall meeting will be held on April 2. It was noted that our State Representative would be at this meeting to discuss the latest from the capital and Mr. Buck Benson would be here to discuss the city annexation. This meeting will be immediately preceded by the Meet-the-Candidates event. **OPEN**
- i. Top Dressing Sports Park Fields. The CM amended the request for top dressing at the Sports Park for an additional load to cover more area. The Community Manager's request for the additional load of soil with an amended price of \$2150 was voted on electronically. Four votes in favor (Drummonds, Oliver, Padilla, and Fowler) were in favor.
- j. Community Center Baby Pool Leak Detection. The Asst Community Manager reported that they believe they found the leak in the pool and are working diligently to remedy the situation. **OPEN**

#### **V. Executive/Emergency Session Results**

- a. **Report of Foreclosures:** None
- b. **Report of Release of Liens** \$920.03, \$997.27, \$827.00, \$937.16, \$840.18, \$660.57
- c. **Report of Lien Filings** \$1069.40
- d. **Notice of Trustee's Sale:** None  
(See attached Administrative report)

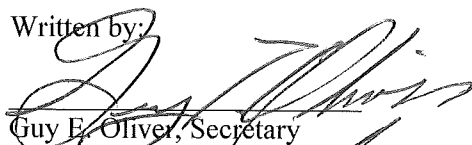
#### **VI. New Business**

- a. Letter of agreement between the Villages of Westcreek Owners Association and the Westcreek Parent Run Swim Team. The Board approved the Association doing the registration and the Association will be paid 10% for all homeowners and 20% for all non-homeowners with a maximum of \$600. The motion was made by Guy Oliver seconded by Kenneth Fowler, the motion passed unanimously.
- b. Sports Committee's recommendation to replace National Night Out with Family Sports Day the recommendation was approved unanimously with staff to work out the details.

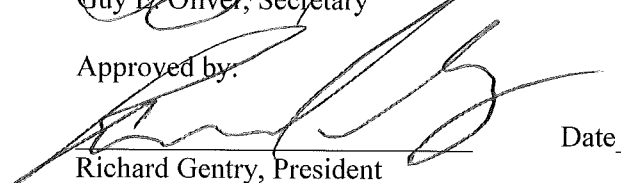
**VII. Schedule Next Meeting.** The next monthly meeting will be the Annual Meeting, April 16, 2015, at 7:00 PM in the Community Center

**VIII. Adjournment:** There being no further business before the Board, the meeting was adjourned at 10:25 PM.

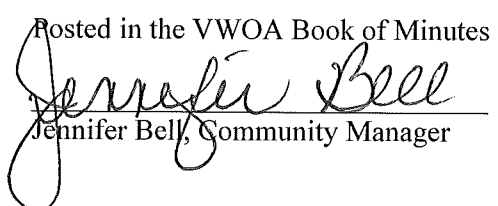
Written by:

 Date 5.21.15  
Guy E. Oliver, Secretary

Approved by:

 Date 5-21-15  
Richard Gentry, President

Posted in the VWOA Book of Minutes by:

 Date May 21, 2015.  
Jennifer Bell, Community Manager



# **Parks and Recreation –April 2015 Board Report**

## **Current Programs/Classes**

- a. SMASHDANCE- Monday 5:40 pm- Ballet/Tap - 6:30 pm- Hip Hop
- b. Zumba- Tue & Thurs. 7:30pm
- c. Turbo Kick- Wed 6:30 pm
- d. Body Bootcamp - Mon 7:30pm
- e. Pilates / Yoga – Wed 7:30 pm
- f. Cross Training – Tue & Thurs. (beginning in April)

## **Past Events:**

- a. Easter Egg Hunt – Saturday, Mar. 28, 2015
- b. Soccer Games Began – Saturday, March 14, 2015
- c. Meet & Greet – Saturday, Feb. 28, 2015 (Cancelled due to weather)

## **Future Community Events:**

- a. Pools open - May 9, 2015 (Weekends only)
- b. Soccer Tournament– Saturday, May 16, 2015
- c. Westcreek Jubilee – Saturday, June 6, 2015

# **Parks and Recreation**

## **May 2015**

### **Board Report**

#### **Current Programs/Classes**

- a. SMASHDANCE- Monday 5:40 pm- Ballet/Tap - 6:30 pm- Hip Hop
- b. Zumba- Tue & Thurs. 7:30pm
- c. Turbo Kick- Wed 6:30 pm
- d. Body Bootcamp - Mon 7:30pm
- e. Pilates / Yoga – Wed 7:30 pm
- f. Cross Training – Tue & Thurs. (put on hold due to low participation levels)

#### **Past Events:**

- a. Swim Lesson Registration Began – May 11, 2015
- b. Pools opened - May 9, 2015 (Weekends only)
- c. Easter Egg Hunt – Saturday, Mar. 28, 2015
- d. Soccer Games Began – Saturday, March 14, 2015

#### **Future Community Events:**

- a. Soccer Tournament– Saturday, May 16, 2015
- b. Westcreek Jubilee to include a car show– Saturday, June 6, 2015
- c. Swim Lesson I begins – June 15, 2015
- d. Swim Lesson II begins – June 29, 2015

# ***J & J CONSTRUCTION***

RESIDENTIAL & COMMERCIAL

PO BOX 762349

SAN ANTONIO, TX 78245

(210)722-5609

[www.jandjconstruction.com](http://www.jandjconstruction.com)

## **April Maintenance Report**

**Total work orders opened: 17**

**Total work orders closed: 17**

**#675292-** Trouble shoot on going ice machine issues. Informed ACM of machines condition and made suggestion to investigate replacing the unit. New machine was ordered, delivered and installed once received. Work order closed.

**#675299-** SP fence welding. Heavy rains and acquiring materials caused a slight delay. Work order closed.

### **Upcoming Projects** – Top dress SP fields

Needs fill dirt to fill in erosion and holes

Request crushed granite for the track

### **Daily Tasks:**

\*Mowing all needed areas and trim along fence lines and curbs is on a schedule that is only deviated from on an emergency basis, such as weather. We have to maintain our schedule because subdivision is so large. We have had a great deal of rain, and we have had to delay some mowing especially in the easements and drainage ditches.

\*Spraying herbicide for weeds.

\*Pick up trash along main road ways, walk around Community Center.

\*Clean and hose down sidewalks around building.

### **Land:**

\*Daily trash pick-up and inspection of property for hazards.

\*Cutting and shredding all new accumulated right of ways.

\* Worked on lights at monuments and Sports Park

### **Park:**

\*Mowing all needed areas and along the creek.

\*Inspecting existing park fixtures.

\*Addressing vandalism.

\*Blowing rocks in tot lot on a daily base

\* Path lights and tree lights being replaced

### **Community Center:**

\*Maintain the centers exterior grounds.

\*Pruning all of our flower beds As necessary

\* Rains have been an issue.

W.O. NUMBER	Date sent	Date Closed	Notes	Initial
Apr 15				
675290	4/1/2015	4/2/2015	Pump removed next day	MP
675291	4/2/2015	4/3/2015	Pump replaced	MP
675292	4/6/2015	4/17/2015	Recommend replce Ice machine	MP
675293	4/6/2015	4/9/2015	Pump replaced	MP
675294	4/13/2015	4/17/2015	Cleaned fountain	MP
675295	4/13/2015	4/17/2015	Volleyball Net disposed of	MP
675296	4/13/2015	4/17/2015	Parts ordered	MP
675297	4/13/2015	4/17/2015	Lights check/Parts ordered	MP
675202	4/13/2015	4/17/2015	Pump room Lights replaced	MP
675203	4/15/2015	4/17/2015	Replace Pool restroom bulbs	MP
675299	4/15/2015	4/27/2015	Weather delay-Bars welded	MP
675206	4/16/2015	4/18/2015	95% monument lights working	MP
675207	4/20/2015	4/21/2015	CPS meter complete	MP
675210	4/21/2015	4/21/2015	CPS meter complete	MP
675214	4/28/2015	4/28/2015	Storm damage repaired	MP
675212	4/28/2018	4/28/2015	Storm damage repaired	MP
675213	4/28/2015	4/28/2015	Storm damage repaired	MP

Porfessional Consultation	Date	Time required
With Bexar County and staff-sidewalk	4/20/2015	1 hour
Ice Machine consultation	4/17/2015	Recommend replace Ice machine.

## 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

March 2015  
 May 21, 2015

TOPICS	ACTION AND/OR NOTES	STATUS	
ARC Committee Membership:	One of the Alternate Members resigned. Therefore, the ARC is currently staffed with four (4) community residents who volunteer their time on a weekly basis.	Info	
Property Improvement Applications (PIA): (see ARC Committees' report)	Submitted to ARC: Approved: Disapproved:	70 61 9	87% 13%
Staffing/Personnel:	Staffed with six (6) part time Standards Monitors.	Info	
		Number	Pct. +/-
Standards Violations Documented:	Violations of our standards were noted this month:	902	43%
	Violations of our standards were noted last month:	630	
		272	
		Number	Pct. +/-
Thank You Notices:	This Month:	126	334%
	Last Month:	29	
	Increase / Decrease from last month:	97	
		Number	Pct. +/-
Personal Contact:	This Month:	28	-20%
	Last Month:	35	
	Increase / Decrease from last month:	-7	
		Number	
Re-Sale Inspections:	This Month:	31	
	Last Month:	14	
	Increase / Decrease from last month:	17	
		Number	
Yard/Garage Sales:	This Month:	27	
	Last Month:	24	
	Increase / Decrease from last month:	3	

PROJECT MANAGEMENT		
PUBLIC SAFETY REPORT		
Graffiti reported:	Military Dr.~AT&T building behind apartments-tagged again	3/4/15
	Military Dr.~AT&T building behind apartments-was just cleaned off last week and tagged again	3/10/15
	Military Dr.~On & under bridge between Sports Park & Office	3/10/15
	Vistas~Sunny Wonder~Fence	3/27/15

Crime reported:	Oaks~Near Galm E.S.~Light on back of house loosened and patio furniture moved around.	3/2/15
	Wynwood~Suburban stolen from driveway between 4:30-7 am. Found on Macey Trail, items stolen from it. Police report was filed.	3/5/15
	VWOA~Military Dr.~Tennis court fence in community Sports Park was vandalized.	3/10/15
	VWOA~Military Dr.~Another soccer goal the Sports Parks was vandalized & broke.	3/14/15
	Estates~Creek Peak~Between 3-4:30 am a fire extinguisher was thrown against garage door damaging it & an image was made on front doormat with fire repellent. 3 people were reported running away from the scene. Police report was filed.	3/14/15
	Oaks~Earlston~Car broken into in the evening. Business equipment & electronics taken. Police report was made.	3/20/15
	Estates~Creek Peak~Approx. 3 am a brick was thrown at garage door causing a hole, and a jar of Alfredo sauce was also thrown at the garage door and the contents poured out on the front glass door and front doormat. There was also a soapy like substance (like dish soap) poured on the doormat and front porch. People ran from the scene. Police report was filed.	3/27/15
	Highpoint~Point Valley~Approx. 2:45 pm back of truck was set on fire while backed into driveway. Police report was filed.	3/27/15
	Oaks~Barkston~Mustard & jam thrown at house between 1-5 am breaking glass on home. Police report was filed.	3/28/15
	Wynwood~Quartz Run~Between 12-5 am vehicle vandalized & change stolen, no police report was made.	3/31/15

## 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

April 2015  
 May 21, 2015

TOPICS	ACTION AND/OR NOTES	STATUS	
ARC Committee Membership:	The Alternate Member open position was filled. Therefore, the ARC is fully 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:	83 64 19	77% 23%
Staffing/Personnel:	Staffed with six (6) part time Standards Monitors.	Info	
		Number	Pct. +/-
Standards Violations Documented:	Violations of our standards were noted this month:	1692	88%
	Violations of our standards were noted last month:	902	
		790	
		Number	Pct. +/-
Thank You Notices:	This Month:	186	48%
	Last Month:	126	
	Increase / Decrease from last month:	60	
		Number	Pct. +/-
Personal Contact:	This Month:	37	32%
	Last Month:	28	
	Increase / Decrease from last month:	9	
		Number	
Re-Sale Inspections:	This Month:	17	
	Last Month:	31	
	Increase / Decrease from last month:	-14	
		Number	
Yard/Garage Sales:	This Month:	19	
	Last Month:	27	
	Increase / Decrease from last month:	-8	

PROJECT MANAGEMENT		
PUBLIC SAFETY REPORT		
Graffiti reported:	Wynwood~Hollow Grove~Mailbox	4/2/15
	Estates~Creek Knoll~Drainage ditch	4/21/15
	VWOA Sports Park~Tot lot slide	4/30/15
Crime reported:	Gardens~Pinafore~A vehicle was egged. Graffiti was found on a different vehicle	4/2/15
	Woods~Crumpet~2 vehicles parked in driveway were entered and items were taken, homeowner will be reporting to police	4/14/15

Oaks~Johnstown~Car opened & gone through overnight  
Wynwood~Monument lights

4/16/15  
Wk. of 4/26/15





Villages of Westcreek  
Owners' Association  
12395 Military Dr. W  
San Antonio, TX 78253  
Office phone: 210-679-8761

## Administrative Board Report-21 May, 2015

- Collections Break Down for March, 2015
- Break down of release of Liens \$1,207.48, \$3,440.17, \$82.00
- 11 Files were opened in March, 2015
- Total number of open accounts with ASD is 40 – totaling \$33,096.17
- Report of Lien Filings \$870.03, \$930.69, \$930.76, \$1023.58
- Total monies collected in 1<sup>st</sup> Quarter 2015-\$479,832.72
- Collections Break Down for April, 2015
- Release of Liens-\$859.16,\$919.27, \$920.03, \$857.39, \$585.57
- 7 Files were opened in April, 2015
- Foreclosures-\$1,113.49, \$839.49
- Monies collected in April, 2015-\$147,301.27



## Villages of Westcreek Owners' Association

Community Managers Report for March and April 2015  
Presented to the Villages of Westcreek Board of Directors May 21, 2015

### Physical Plant

- We welcome 2 new Board of Director members- Richard Gentry, President and Christopher Bell, Treasurer- who were elected at the Annual Meeting held April 16, 2015.
- Over \$62,000.00 has been collected via PayPal online payment system
- The SP kiddie pool pump was replaced due to a malfunction and continues to be monitored.
- Pools opened May 9, 2015- weekends only. The full summer schedule will start Monday, June 8, 2015.
- A virus spread through our computer system via an email that was received. The Quickbooks files and data were not compromised. The Word and Excel documents were initially compromised, but IT support quickly isolated them and was able to recover the files. All systems have been scanned and cleaned.
- We are continuing to work towards erecting a new bathroom facility in the Sports Park.
- The Ice Machine in the CC was replaced.

### Personnel

- We have been hiring the lifeguards and gateguards for our pools.

### Other Items

- Spring Soccer season ended with a tournament Saturday, May 16, 2015
- VWOA continues to have problems with graffiti and vandalism. We anticipate as we go into the summer months that we will continue to have issues and request the resident's assistance in notifying the office when they see it.
- Westcreek Jubilee is Saturday, June 6, 2015 at the Sports Park, 1:00 p.m.-8:00 p.m. All residents must have a current VWOA ID to attend the event and can purchase guest wrist bands for \$15.00 each. Due to the overwhelming success of Fall Fest, the hours have been extended and a car show has been added.
- Registration for Swim Lessons has begun
- Bulk Trash drop off is scheduled for Saturday, July 18, 2015 at the Sports Park from 8:00 a.m. to noon, unless we reach capacity sooner.

### ID Cards (includes replacement reprints)

- 213

### Exclusive Usage Contracts

- Pavilion Parties 13
- Community Center 15
- Pool Parties 0

### Closings

- New 0 Resale 39

### Constant Contact Email Status Report

- 1937 subscribers

### Facebook

- 1061 likes

# **VILLAGES OF WESTCREEK ARCHITECTURAL REVIEW COMMITTEE**

## **REPORT FOR THE BOARD OF DIRECTORS---5/21/2015**

**Meetings held during the weeks of: 4/7/15 4/14/15 4/21/15 4/28/15**

**Applications reviewed: 64--approved 19--disapproved**

**The 19 disapprovals were for:**

- 4---Vivint wireless home security systems due to non-current assessments. Two have been approved after the assessments were paid up.**
- 3---The design and width limitations for a concrete slab along both sides of the same dwelling disapproved for the 2nd time. They were resubmitted and approved.**
- 2---The 3rd request for an iron security enclosure of the front porch and door that was in the process of being installed without ARC approval. Again, any measures taken to provide security of the home from the outside that resembles burglar bars are not permitted.**
- 2---Painting front door (same dwelling) without ARC approval. Bright/bold colors are not approvable.**
- 1---Requesting a Vivint wireless home security system without ARC approval and has not be resubmitted for approval.**
- 1---Adding a pergola on the 2nd floor balcony deck that was higher than the roof line. It has been resubmitted and approved.**
- 1---The 3rd request for the fully enclosed storage area that is currently built behind the stairs in the front yard of the dwelling was again disapproved.**
- 1---Aluminum cover over existing deck.**
- 1---Painting trim, shutters and door is too dark.**
- 1---Metal swing set.**
- 1---Plastic storage closet on side of dwelling.**
- 1---Bricks placed under side fence that raised the fence above the 6 feet height limitations.**

**The 64 approvals were for:**

- 15---Installing Vivint wireless security systems on the dwelling's roof.**

**11---Xeriscaping/Landscaping/planting trees.**

**5---Wooden decks (new and extensions).**

**4---Repainting the dwelling.**

**4---Storage sheds.**

**3---Concrete patios.**

**2---Fence staining.**

**2---Sun screening on dwelling and patio.**

**2---Children's playground sets.**

**1---Construction of new home.**

**1---Replace garage door.**

**1---Sun Setter awning over rear patio.**

**1---Metal gazebo behind the dwelling.**

**1---Install pergola over existing deck.**

**1---Wooden fencing and railing installed along retaining wall behind the dwelling.**

**1---Waiver for a 4 foot wide walkway from driveway to the fence gate.**

**1---Square cement s walkways behind the fence on both sides of dwelling with sand between the walkways and the fencing.**

**1---Cemented 3½ foot wide flagstone walkway from driveway to fence gate and 29 inch wide walkway along the driveway.**

**1---Cement in front or covered porch of the dwelling and extend walkway in front of dwelling.**

**1---Brick walkway from driveway to fence gate and cement walkway from inside the fence to the patio.**

**1---Replace wood balusters of 2nd floor balcony deck with round galvanized balusters.**

**1---Driveway extension (both sides); cement walkway behind fence (both sides); and cement pad for BBQ grill in rear yard.**

**1---Grandfathering a lean-to roof and deck added to side of storage shed.**

**1---Extension of cement patio and installation of a sunroom.**

**1---Temporary parking of 2 trailers in street to assist in moving.**

**NOTE: There were 35 applications for improvements/changes that were not previously approved by the ARC. A majority of these resulted from property resale requests due to Homeowners' failing to request ARC approval. The rest were caught by our Monitors during their inspections.**

**Gene Hopkins**

**Chair, Architectural Review Committee**

9:43 AM

05/15/15

Cash Basis

**Villages of Westcreek Owners Association**  
**Balance Sheet**  
**As of May 15, 2015**

	<u>May 15, 15</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1010 • Operating Accounts	363,057.24
1011 • Reserve Accounts	389,305.25
<b>Total Checking/Savings</b>	752,362.49
<b>Accounts Receivable</b>	
1020 • Accounts Receivable	-190,959.97
<b>Total Accounts Receivable</b>	-190,959.97
<b>Other Current Assets</b>	
1021 • Interest Receivabl	34.19
1030 • Other Current Assets	18,186.90
1040 • Undeposited Funds	3,162.98
1071 • Allowance For Doubtful A...	-18,000.00
<b>Total Other Current Assets</b>	3,384.07
<b>Total Current Assets</b>	564,786.59
<b>Fixed Assets</b>	
1050 • Fixed Assets	-138,884.15
1056 • Community Center^	2021505.24
1057 • Community Center Furniture	18,841.84
1058 • Software	4,673.91
1059 • Vehicle	22,996.00
<b>Total Fixed Assets</b>	1929132.84
<b>Other Assets</b>	
1037 • Chase CD	2,676.43
1190 • Prepaid Expense	20,962.50
<b>Total Other Assets</b>	23,638.93
<b>TOTAL ASSETS</b>	<u><u>2517558.36</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2010 • Accounts Payable	-11.50
<b>Total Accounts Payable</b>	-11.50
<b>Credit Cards</b>	
2040 • Credit Card	824.72
<b>Total Credit Cards</b>	824.72
<b>Other Current Liabilities</b>	
2020 • Other Current Liabilities	25,725.94
2100 • Payroll Liabilities	164.26
<b>Total Other Current Liabilities</b>	25,890.20
<b>Total Current Liabilities</b>	26,703.42
<b>Long Term Liabilities</b>	
2200 • Long Term Notes Payable	1081250.20
<b>Total Long Term Liabilities</b>	1081250.20
<b>Total Liabilities</b>	1087953.62
<b>Equity</b>	
2031 • Retained Earnings	94,094.87
3000 • Fund Balance	1136400.83
Net Income	199,109.04
<b>Total Equity</b>	1429604.74
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>2517558.36</u></u>

9:25 AM

05/15/15

Accrual Basis

**Villages of Westcreek Owners Association**  
**Profit & Loss Budget vs. Actual**  
 January 1 through May 15, 2015

	Jan 1 - May 15, ...	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4150 · Miscellaneous Income	194.86	187.48	7.38	103.9%
4170 · Program Fees	24,827.25	19,912.51	4,914.74	124.7%
4180 · Swim Team	0.00	281.25	-281.25	0.0%
4181 · Wahoo Swim Team	930.00	0.00	930.00	100.0%
4190 · Reimbursed Expenses	0.00	749.97	-749.97	0.0%
5000 · Revenue	526,554.90	385,510.61	141,044.29	136.6%
5100 · Newsletter Advertisement	0.00	37.53	-37.53	0.0%
5200 · Rumage/Yard Sales	1,560.00	1,874.98	-314.98	83.2%
5400 · Pavilion Rental	3,965.00	2,250.00	1,715.00	176.2%
5500 · Sports Park Committee	0.00	0.00	0.00	0.0%
5600 · Fence Repair Reimburseme...	0.00	0.00	0.00	0.0%
5800 · Community Center	19,517.50	5,812.56	13,704.94	335.8%
5900 · Concession Stand	2.00	1,500.03	-1,498.03	0.1%
<b>Total Income</b>	<b>577,551.51</b>	<b>418,116.92</b>	<b>159,434.59</b>	<b>138.1%</b>
<b>Cost of Goods Sold</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
50000 · Cost of Goods Sold	0.00	0.00	0.00	0.0%
<b>Total COGS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Gross Profit</b>	<b>577,551.51</b>	<b>418,116.92</b>	<b>159,434.59</b>	<b>138.1%</b>
<b>Expense</b>				
8000 · Operating Expenses	152,845.87	108,791.41	44,054.46	140.5%
8200 · Administration	184,103.78	204,238.44	-20,134.66	90.1%
8300 · Maintenance	8,691.18	11,062.42	-2,371.24	78.6%
8400 · Recreation Department	37,739.58	61,312.49	-23,572.91	61.6%
8500 · Misc. & Contingency	869.73	3,187.54	-2,317.81	27.3%
8980 · Depreciation Expense	10,000.00	0.00	10,000.00	100.0%
9500 · Reserved Funds	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>394,250.14</b>	<b>388,592.30</b>	<b>5,657.84</b>	<b>101.5%</b>
<b>Net Ordinary Income</b>	<b>183,301.37</b>	<b>29,524.62</b>	<b>153,776.75</b>	<b>620.8%</b>
<b>Other Income/Expense</b>				
Other Expense	0.00	0.00	0.00	0.0%
Revenue Ruling 70-604	0.00	0.00	0.00	0.0%
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>183,301.37</b>	<b>29,524.62</b>	<b>153,776.75</b>	<b>620.8%</b>

## VWOA Safety Committee Meeting Minutes

March 26, 2015

### Attendees:

- Brenna - Walgreens pharmacist
- Deborah - Walgreens manager
- Ann Lomax
- Francis Lomax
- David Pater
- Cristina Barton
- Rudy Khalaf
- Guy Oliver
- Nick Giardino

Presentation on diabetes from Walgreens representatives and discussion of potential Community educational events.

Discussion with Rudy Khalaf about Firewise initiatives, as well as CPR classes.

Open discussions.

With kindness,

Nick



## VWOA Safety Committee Meeting Minutes

### In Attendance:

Chris Bell  
Ann Lomax  
Francis Lomax  
Christina Barton - SPELLING ERROR CORRECTED  
Nick Giardino

### Absent:

David Pater  
Chief Khalaf, D2

- History of the Physical Hazard work done through this committee in large part by the Lomax's, along with future plans to coincide with the VWOA BOD's decision making processes. The Public Safety committee's efforts have focused on potentially toppling fence columns, dilapidated fences, tripping hazards.

- This committee has aligned itself with Ms. Adrian Suttles and the Standards Monitors for the purpose of reporting physical safety hazards in the neighborhood.

- This committee is aware that more likely than not there will be action taken on AR 32 and perhaps AR 17 at our next May public board meeting.

- Chief Khalif was not there to further expand on his action items: 1. CPR training and 2. Firewise Community.

- There was a discussion as to why National Night Out is no longer?

- Per his request Mr. Bell has received all minutes, as well as the Strategic Plan for the Public Safety Committee.

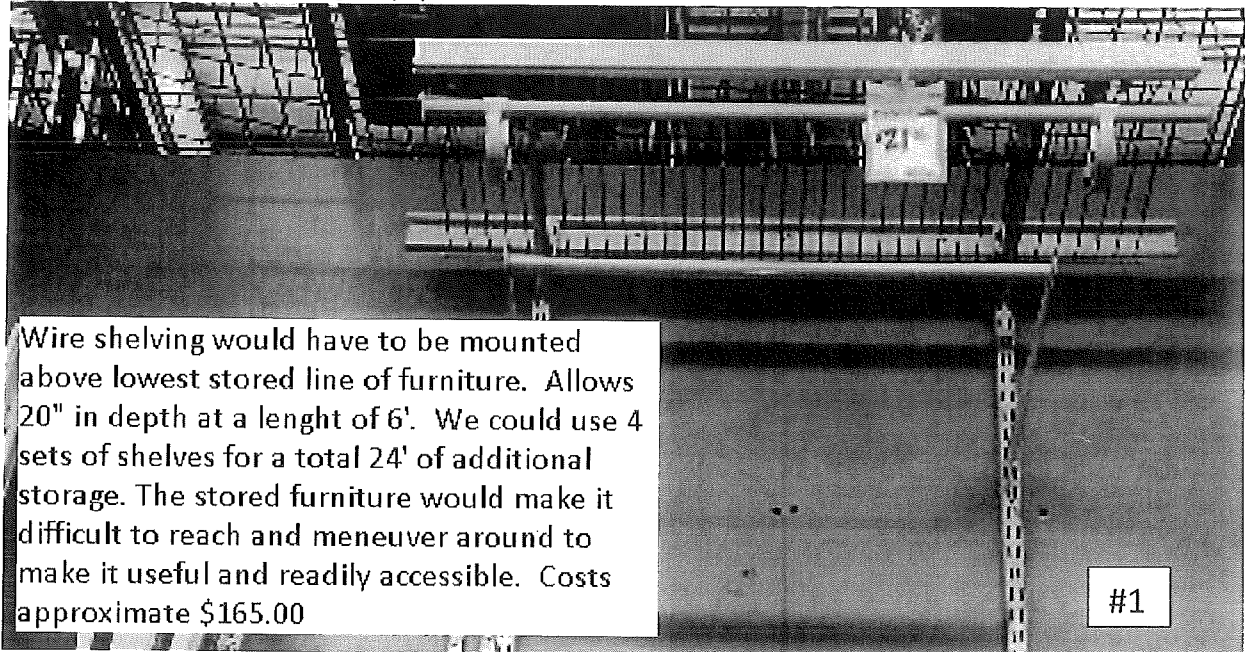
With kindness,

Nick

## Shelving Options for Use at Community Center Storage Area

The following suggested options can be implemented at the storage area, however there are challenges with each.

**Option #1**-allows for this type of shelf to be mounted above the already stored furniture for whatever length necessary, however the depth of these shelves is merely 20" which does not provide space enough to store mats or large equipment.

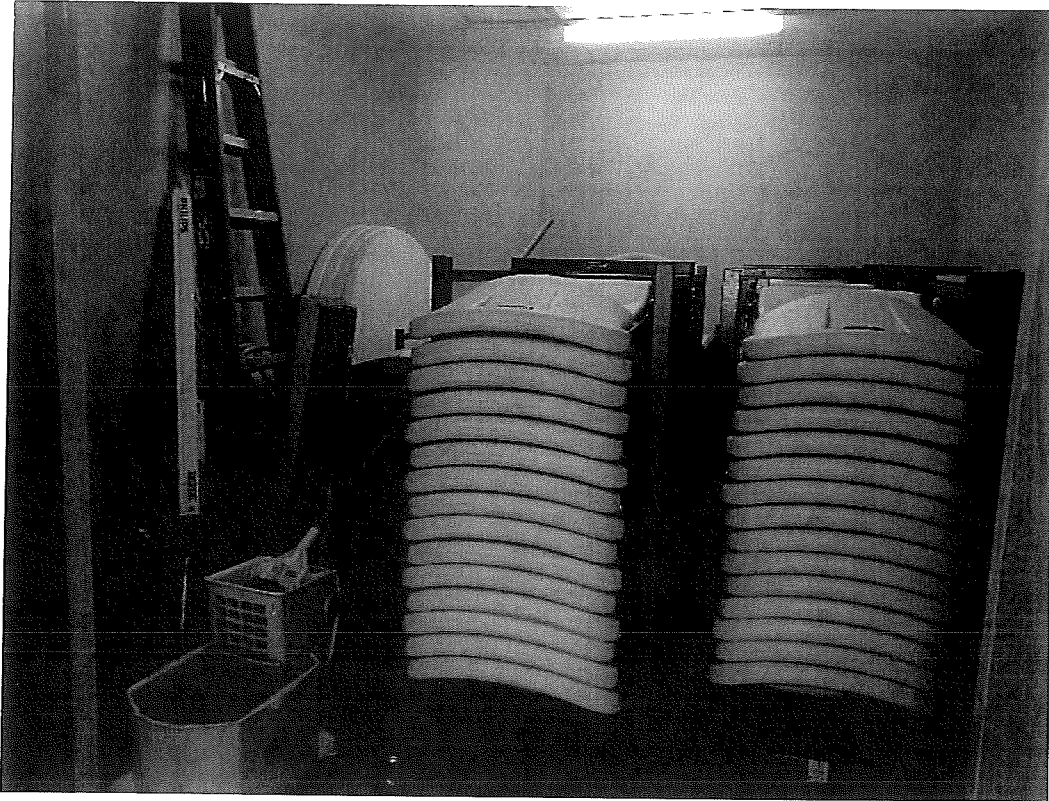


**Option #2a**-can only be used in conjunction with Option #2b

If you take a look at picture of the storage room below, you can see that it is filled to the brim. In order to make any kind of space, we would have to go from storing our chairs from a horizontal position to a vertical position. Meaning we would have to do away with the current chair caddies and possibly build a shelving system that can store our tables on end and purchase new caddies. We would need 3 of the vertical caddies at \$244.00 a piece along with the shelving unit below for a total amount of approximately **\$834.00 plus costs for shipping and tax.** Costs for building a unit to store tables on end would also have to be considered. In theory the vertical chair rack should clear the door frame by 1 ¾". The footprint of this space is very limited at 15' 7" Long x 11' wide with a sharp angle at the back wall.



Community Center Storage Room



Jennifer,

Here are estimates for the 2 different packages we offer (annual and single use).  
Once you determine the package and options you want I will send an agreement.

Please let me know if you have any questions.

Thank you,  
Scott

Annual voting includes a personalized voting website, unlimited use of elections, surveys, and mass email messaging. Homeowner information is retained on the server in your own database. Voting records and Homeowner data is kept as long as the service is retained by the HOA.  
NOTE: Annual accounts are automatically invoiced each year on the anniversary date of the first invoice.

Service	Billing Period	Price
Voting website setup	One time	\$100.00
Annual voting software use license - Unlimited ballots/elections for up to 3500 homes	Annually	\$829.00
<b>Total</b>		<b>\$929.00</b>
OPTIONAL – Full Service Setup & Management (3 <sup>rd</sup> party separation) *	Per Election	\$450.00
OPTIONAL – Generate unique PIN/voter registration numbers	One Time	\$25.00
OPTIONAL – Weighted Voting	One Time	\$25.00
<b>Total</b>		<b>\$1,429.00</b>

Single use for 1 election. All homeowner information and voting records are deleted 1 week after the election ends. A CSV file showing all voting information is available for the election administrator/manager to download up until the deletion date.

Service	Billing Period	Price
Single use voting software license - for up to 3500 homes	One Time	\$809.00
OPTIONAL –	Per Election	\$450.00

Full Service Setup & Management (3 <sup>rd</sup> party separation) *		
OPTIONAL – Generate unique PIN/voter registration numbers	One Time	\$25.00
OPTIONAL – Weighted Voting	One Time	\$25.00
<b>Total</b>		<b>\$1,309.00</b>

\* Note – **Full Service Setup & Management** – We work with a single point of contact (SPC) that will provide us with the material to setup an election and import homeowner data. We will set up the election, add candidates and test with the SPC before going live. During the election we will send weekly invitations to vote to non-registered homeowners. During the election we provide voting results on a pre-agreed schedule to the SPC. We verify and stand by the results acting as a non-biased 3rd party. Voters who contact us requesting information are directed to the SPC or other point of contact (the office) for that information. No election information is discussed with anyone other than the SPC. If voters have any issues with voting we work with the SPC and resolve them.

**Generate Random PIN/Code for Voter Registration** – The Pin/Code is used by an owner to register to vote. This code can be alphanumeric and contain special characters. We recommend using the account number for this but in cases where the account number is based on a lot number or address the codes aren't secure and it is possible for someone to use their neighbors code. In this case we can generate codes which would need to be mailed to the owners.

**Weighted Voting** – Is used in 2 situations, first when a person or company owns multiple lots, second when voting rights are fractional. In the first situation a person may own 5 lots and get 5 votes, they would be assigned one code to register but it would have a weight of 5. They would register and vote once but it would be counted 5 times. In the second situation an owner may have voting rights based on property value or have a fractional ownership of the property. The vote weight for them might be .5, 1.5, .3456, etc.

Scott McKeel  
Strateja-XL, Inc.  
Office: 503-639-2727  
Direct: 503-427-9781

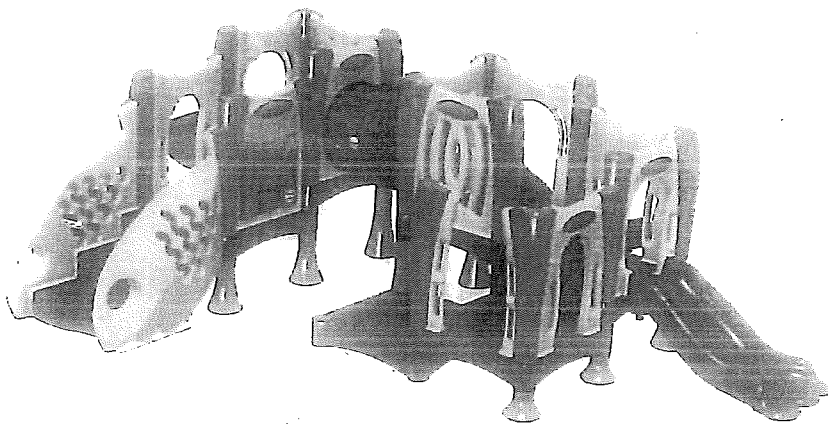
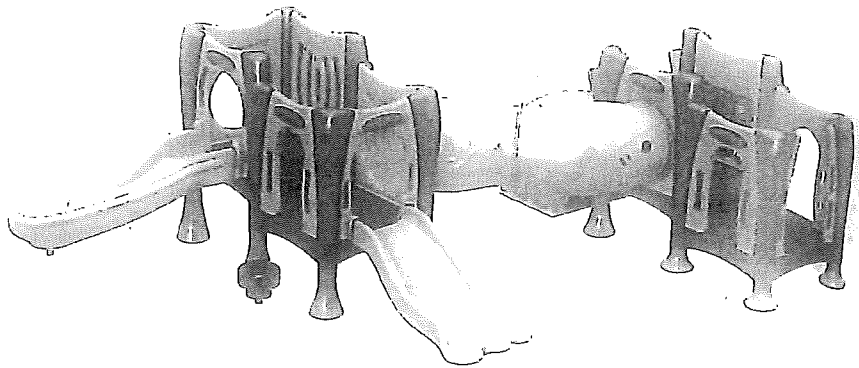
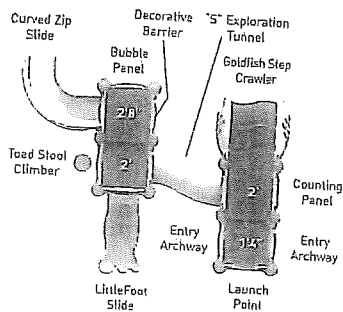
#20005 Play System	\$8,682
#23034 On-Ground Mount Package	\$1,030
#23016 Surface Mount Package	\$528
#23006 In-Ground Mount Package	\$1,015
ASTM Use Zone: 26'4" x 29'10" (8m x 8.9m)	

Child Capacity: 30-35

Recommended Ages: 2 to 5

ADA: Elevated: 5 Accessible: 5 Ground: 3 Types: 2

Fall Height: 4' (1.2m)



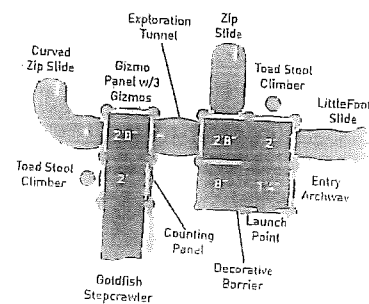
#20007 Play System	\$10,230
#23035 On-Ground Mount Package	\$1,362
#23013 Surface Mount Package	\$695
#23007 In-Ground Mount Package	\$1,322
ASTM Use Zone: 27'2" x 34' (8.3m x 10.4m)	

Child Capacity: 45-50

Recommended Ages: 2 to 5

ADA: Elevated: 6 Accessible: 6 Ground: 4 Types: 2

Fall Height: 4' (1.2m)



#20010 Play System	\$8,120
#23036 On-Ground Mount Package	\$889
#23014 Surface Mount Package	\$457
#23010 In-Ground Mount Package	\$867
ASTM Use Zone: 22'8" x 31'1" (6.9m x 9.5m)	

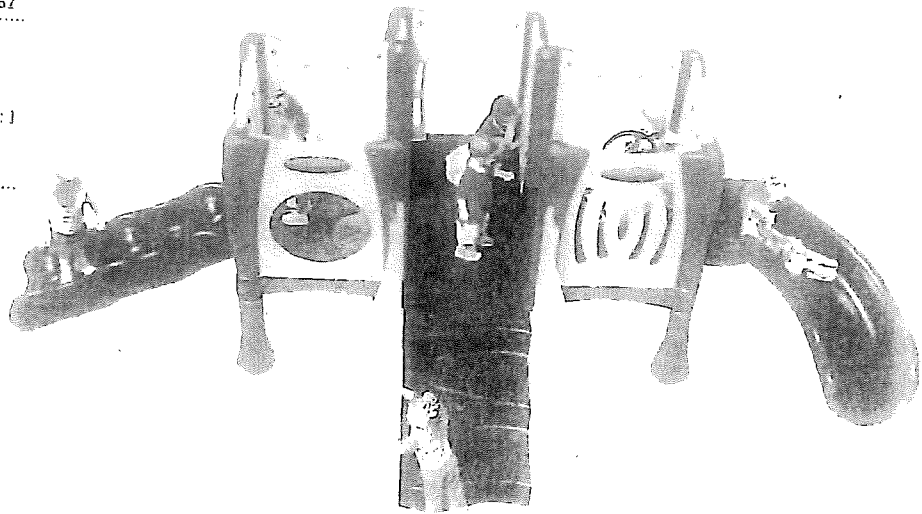
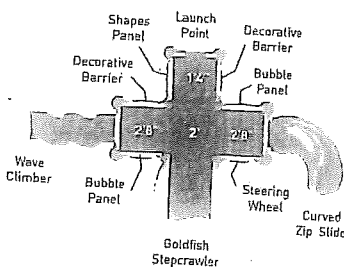
Child Capacity: 25-30

Recommended Ages: 2 to 5

ADA: Elevated: 6 Accessible: 6 Ground: 2 Types: 1

Additional Needed: 1 Type Ground

Fall Height: 4' (1.2m)







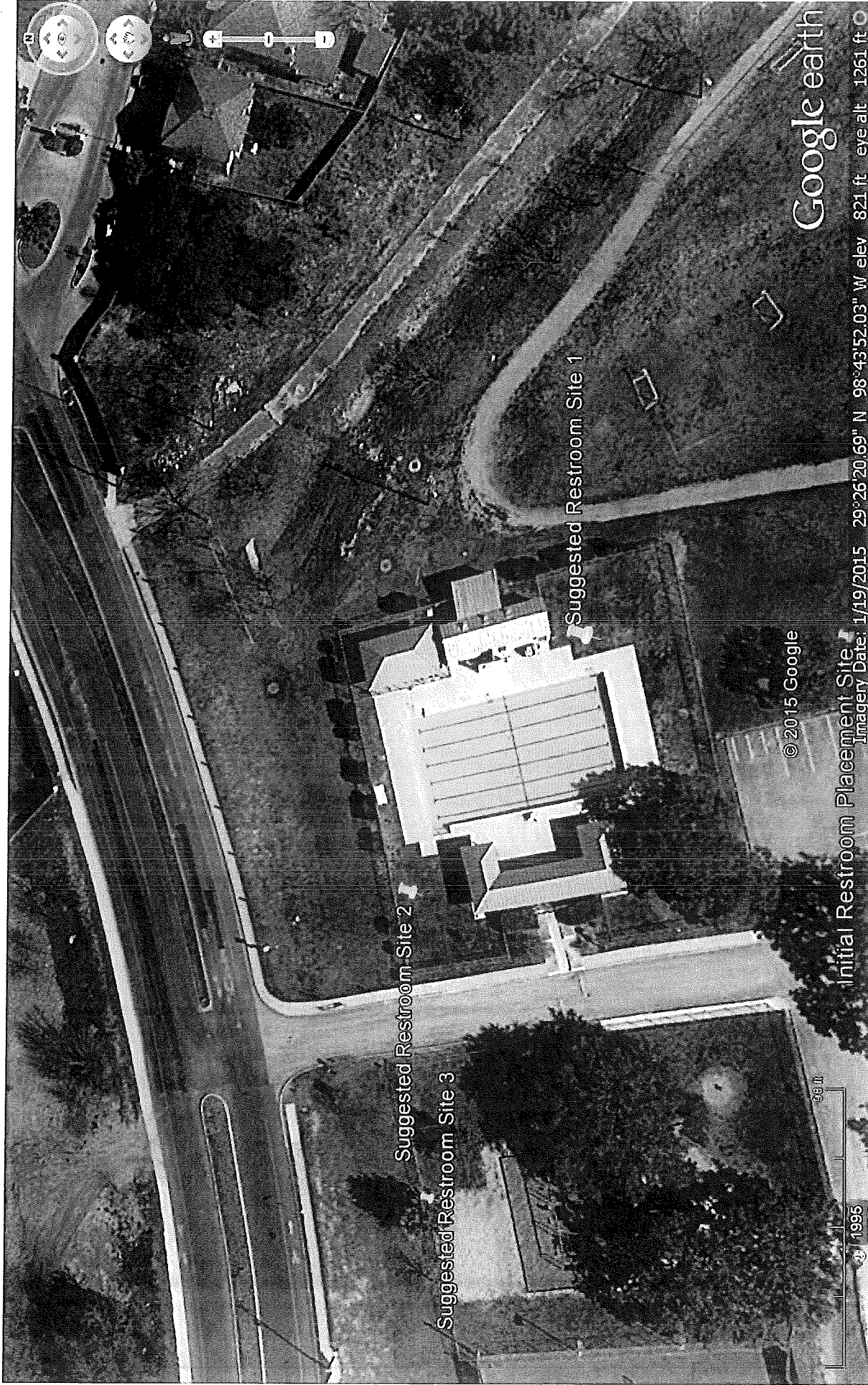


Proposed Restroom Bldg.

Google earth

© 2015 Google

Imagery Date: 1/19/2015 29°26'19.12" N 98°43'51.27" W elev 814 ft eye alt 1561 ft



© 2015 Google

Initial Restroom Placement Site  
Imagery Date: 1/19/2015

29°26'20.69" N 98°43'52.03" W elev 821 ft eye alt 1261 ft

**MANAGEMENT RECOMMENDED**



1. The VWOA 2014 pool schedule – May 10-Oct 5, 2014. Both pools went to weekends only 10 a.m. - 8:00 p.m. Aug 25-Oct 5.
2. Surrounding areas pool/water park schedules
  - a. Red Bird Ranch pool schedule- one pool, no lifeguards, April 12-Aug 24, 2015.
  - b. Monticello- one pool, no lifeguards, April 1-Oct 1, 2014.
  - c. SeaWorld Aquatica and Six Flags water parks close for the season the day after Labor Day-Sept. 8, 2015
3. The weekly average cost of cleaning and chemicals off season is \$225.00.
  - a. The average weekly cost in season is \$875.00.
4. The average number of residents who used the pool after school started and we went to weekends only (based on the highest cumulative number of people in the pool) is 12. Please keep in mind that we have 2 lifeguards on duty at CC pool (average hourly rate of \$8.75/hour) 1 gate guard at each pool (average hourly rate of \$7.75), and the pool hours were open 10 a.m.-8:00 p.m. weekends only.
5. The majority of gate guards and life guards are in school either as teachers or students. Once school begins we lose staffing, not only during the school week but also over the weekends as school sports and activities begin. Additionally, the high school students do not get out of school until 4:10 p.m. and if they ride the bus, many do not make it home until 5:00 p.m. During a previous season, we had problems with not having life guards show up until 5:30 p.m.
6. The pools are not open until 9:00 p.m. throughout the heavy swim season.
7. The continuous changing of hours each season is confusing to the residents. By setting the precedence of closing the pools after Labor Day, residents will know the basic schedule every year (Mother's Day- Labor Day).
8. The cost of opening the pools will be minimal as in comparison to the heavy swim season, however, it will be more costly if we do not have staff to cover the schedule.

# COMMUNITY CENTER POOL

MAY 9 - JUNE 5

\*\*\*BOTH POOLS WILL BE OPENED ON MONDAY MAY 25, 2015- 11am-8 pm

TIME	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							

Family Swim  
(with Lifeguards)  
10 am - 8 pm

Closed

Closed for cleaning

Closed

Closed

Closed

Family Swim  
(with Lifeguards)  
10 am - 8 pm

Aquatics Program

Aquatics Program

Reserved for Member  
Pool Parties

Reserved for Member  
Pool Parties

# SPORTS PARK POOL

MAY 9 - JUNE 5

**\*\*BOTH POOLS WILL BE OPENED ON MONDAY MAY 25, 2015- 11am-8pm**

*Swim Team Practice May 26-June 4*

TIME	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8:00							Swim Team Try Outs 8-9:30 a.m. 5/9 & 5/16
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							

Closed for Cleaning

Closed

Closed

Closed

Closed

Adult Accompanied  
Swim with Gate Guard  
(10 am-8pm)

Adult Accompanied  
Swim with Gate Guard  
(10 am - 8 pm)

Swim Team Practice  
4-6:30 P.M.

Swim Team Practice  
4-6:30 P.M.

Swim Team Practice  
4-6:30 P.M.

Swim Team Practice  
4-6:30 P.M.

Swim Team Practice  
4-6:30 P.M.

Closed

Closed

Closed

Closed

Closed

Reserved for Member  
Pool Parties

Reserved for Member  
Pool Parties

# COMMUNITY CENTER POOL

JUNE 6-AUG 23

TIME	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8:00		Swim Lessons	Swim Lessons	Swim Lessons	Swim Lessons	Swim Lessons	
9:00							
10:00							
11:00			Closed for Cleaning				
12:00							
1:00							
2:00							
3:00	Family Swim (with Lifeguards) 10 am - 8 pm	Family Swim (with Lifeguards) 11 am - 8 pm		Family Swim (with Lifeguards) 11 am - 8 pm	Family Swim (with Lifeguards) 11 am - 8 pm	Family Swim (with Lifeguards) 11 am - 8 pm	Family Swim (with Lifeguards) 10 am - 8 pm
4:00							
5:00							
6:00							
7:00							
8:00		Aquatics Program		Aquatics Program			
9:00	Reserved for Member Pool Parties						Reserved for Member Pool Parties
10:00							

# SPORTS PARK POOL

JUNE 6 - AUG 23

Swim Team Practices June 8-July 24

TIME	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7:00		Swim Team Practice 6:45 - 9:30 a.m.	Swim Team Practice 6:45 - 9:30 a.m.	Swim Team Practice 6:45 - 9:30 a.m.	Swim Team Practice 6:45 - 9:30 a.m.	Swim Team Practice 6:45 - 9:30 a.m.	
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00	Adult Accompanied Swim with Gate Guard (10 am - 8 pm)	Closed for cleaning	Adult Accompanied Swim with Gate Guard (10 am - 8 pm)	Adult Accompanied Swim with Gate Guard (10 am - 8 pm)	Adult Accompanied Swim with Gate Guard (10 am - 8 pm)	Adult Accompanied Swim with Gate Guard (10 am - 8 pm)	Adult Accompanied Swim with Gate Guard (10 am - 8 pm)
4:00							
5:00							
6:00							
7:00							
8:00			Reserved for Member Pool Parties	Reserved for Member Pool Parties	Reserved for Member Pool Parties	Reserved for Member Pool Parties	Reserved for Member Pool Parties
9:00	Reserved for Member Pool Parties						
10:00							



# COMMUNITY CENTER POOL

AUG 24-SEPT 27

**\*\*BOTH POOLS WILL BE OPEN ON MONDAY SEPTEMBER 7, 2015 -11am-8pm**

TIME	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
10:00	Closed	Closed	Closed	Closed	Closed	Closed	Closed
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							

# SPORTS PARK POOL

AUG 24-SEPT 27

\*\*\*BOTH POOLS WILL BE OPEN ON MONDAY SEPTEMBER 7, 2015 -11am-8pm

TIME	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
10:00		Closed for Cleaning	Closed	Closed	Closed	Closed	Adult Accompanied Swim with Gate Guard (12 pm - 7 pm)
11:00							
12:00							
1:00							
2:00							
3:00	Adult Accompanied Swim with Gate Guard (12 pm-7 pm)	Closed for Cleaning	Closed	Closed	Closed	Closed	Adult Accompanied Swim with Gate Guard (12 pm - 7 pm)
4:00							
5:00							
6:00							
7:00	Closed	Reserved for Member Pool Parties					Reserved for Member Pool Parties
8:00							
9:00							
10:00							

BOARD SUGGESTED

BOD Suggestions:

1. Weekdays (Aug 24-28, Sep 1-4, and Sep 8-11) for the evenings between the hours 5pm - 9pm –
2. Weekends through Sep 27th at regular hours as adult accompanied swim
3. The community center pool may be closed and opened for pool parties or other if necessary.
4. Also, closing the pool at 7pm effectively means we close 2 hours before dark that time of year. Keeping it open a little later lets those kids that go home and do their homework first a chance to swim a while as a reward.

BOD Suggestions:

1. Weekdays (Aug 24-28, Sep 1-4, and Sep 8-11) for the evenings between the hours 5pm - 9pm –
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