

Regular Board of Directors Meeting Agenda

Thursday, May 22, 2014 at 7 PM

Community Center

- Call to order and Pledge of Allegiance to the Flag
 - Review/approve previous minutes
 - Member/Guest forum
 - Department/Committee reports
 - Recreation Department
 - Maintenance Department
 - Standards Department
 - Community Management Department
 - Architectural Review Committee
 - Standards review/update Committee
 - Finance Committee
 - Landscaping Committee
 - Nominating Committee
 - Communications Committee
 - Public Safety Committee
 - Sports and Park Committee
 - Strategic Planning Committee
 - By – Laws review/Update Committee
 - Unfinished Business
 - Status of sidewalk at Saxon Hill and Military Dr., West – tabled
 - Pricing increase for delinquent letters and TPC price increase CLOSED
 - Annual Picnic – whether to delay the annual picnic and combine it with Fall Fest CLOSED
 - Establishing a Soccer Committee OPEN
 - Purchase office equipment:
 - 1. Computer for Park and rec OPEN
 - 2. Whiteboard and projector for Conference Room Open
 - 3. Security monitor for the Community Manager's office OPEN
 - Possible Pool Schedule/Contract (decking) Conflict OPEN
 - Audit Issues OPEN
 - SAWS final offer letter OPEN
 - request from LDS church to donate the use of the overflow parking lot for a fundraising event on May 24, 2014 CLOSED
 - Brick Column survey results (awaiting estimates) – open
 - BCSD sub station (awaiting follow-up response from County Commissioner ESD) – tabled
 - Sports Park equipment (additional 2 to 5 equipment) project – open
 - Driving Range (cage) for Sports Park – open
 - Eagle Scout Project – open
 - Executive/Emergency Session Results
 - Report of Foreclosures
 - Report of Release of liens
 - Report of Lien Filings
 - Damage to Fences along Major Streets
 - Investigations
 - New Business
 - a) ID card changes
 - b) Board member for Landscape Committee
 - c) Request for 5K run/walk
 - d) _____
- 8) Schedule next monthly meeting
- 9) Adjournment



**Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.**

I. OPEN MEETING: Following the meet-the-candidates event and a short break, the Regular Meeting of the Board of Directors was called to order by the President at 7:10 p.m., on Thursday, March 20th, 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 March Regular Monthly Meeting were reviewed and approved unanimously by the Board members present.

Board Members Present:

John Steele, President	Kevin Drummonds, Secretary
Jennifer Castro, Treasurer	Kenneth Fowler, Asst. Secretary

Board Members Absent: None.

Staff Present:

Jennifer Bell, Acting Community Manager	Nancy Griffin, Recreation Superintendent
Adrian Suttles, Standards Superintendent	Melynda Porter, Administrative Superintendent

Members Present:

Guy & Joyce Oliver	Gene & Barb Hopkins	Ed & Suzanne Bridges	Martin Solis
Joshua & Megan Roth	Rhonda Drummonds	Karl Neumann	Daniel Lee
Bill Fenstermacher	Carri Ann Steele	Marc Garcia	Randolph Magee
Eva Vasquez	Judi Cannon	Kim Balfor	Jeffrey Ramos
Gerry Besecker	Francis & Ann Lomax	Ismael & Sheri Padilla	Nick Giardino
Ken & Cyndi Lemanski	Lucille Young	George Esparza	John Simpson
George & Cynthia Aquirre			

Guests Present: None.

II. OPEN FORUM:

Prior to conducting scheduled business, Mr. Steele opened the meeting to hear from members:

Mrs. Cynthia Aguirre asked about the swim team contract. Mr. Steele stated the contract was on the agenda and would be discussed later in new business.

Mr. Joshua Roth asked about the fence and column at the Potranco/Daisy Field entry. He was assured the Board and Staff have given this issue the highest prior. In fact, we are scheduled to determine final actions at this evenings' Executive Session and expect the fix to be in place within a couple weeks at the latest. Mr. Roth also asked about the weed situation throughout the community, but especially along Texas Mulberry. He was informed of the process that we are required to follow and given assurances by the Board and Standards Department that we are following up on each violation dutifully and consistently. Additionally, the audience was asked to report any violations to the Standards Department (just in case) and they will ensure follow-up action is taken as quickly as possible.

Mr. Daniel Lee asked if the pay of the full-time staff can be increased as he felt it was not competitive with other Homeowner Associations. Mr. Steele explained that the Board has done wage studies and we believe our rates are very competitive. However, with that said, managing a budget where nearly 50% of the expenses are personnel costs is a constant challenge. We take our fiduciary responsibility to the Homeowner's very seriously as well as our duty to maintain a professional staff and our responsibility to provide customer service, maintain the facilities/amenities throughout the community. We continue to work hard to maintain this balance.

Ms. Eva Vasquez identified an issue where a Homeowner has a plumbing business running out of their home. According to the CC&Rs/Standards, businesses may not be operated out of a home if it requires/permits the public to visit the home (i.e., working from home is alright as long as the public/customers is/are not invited to the home). However, there are restrictions on businesses that are set up for the public to come to the home and for

parking of commercial vehicles. The restrictions also include trailers of any type, RV's, etc. See the CC&Rs and accompanying Standards documents (on the web site) for specific details. Again, if anyone identifies a problem that may be a violation, contact the Standard Department at 679-8761.

A resident also reported that several of the water fountains in the Sports Park are broken. The staff stated that we have replaced/repared the water fountains several times this year due to vandalism. We will continue to do so and appreciate when we are informed of a problem. Please help us keep a watchful eye out for those that would destroy our community and/or personal property.

Mr. Richard Gentry asked the Board to formally open an investigation into the illegal wiretapping of the conference room during an interview that he had been a party to. He stated that he believes his reputation and good name is being jeopardized and asked that the Board take action to prevent this. Mr. Steele stated that the Board would consult with the VWOA lawyer and get back with Mr. Gentry as soon as possible. **OPEN.**

III. COMMITTEE/DEPARTMENT REPORTS:

- a. Recreation Department. A written report was provided and is attached to these minutes. The Recreation Superintendent briefed the members present and outlined the activities for the period. Mr. Drummonds asked if the Recreation Department was looking into scheduling the practice fields for soccer. He had been contacted by a coach identified an issue with the 'first-come, first-served' method currently employed. If a team, with working coaches cannot be the first at the fields, their team may not get a practice all week. After some discussion with participation by at least three coaches/soccer participants in the audience, the Parks and Recreation Superintendent agreed to look at a schedule for the practice fields. Mr. Drummonds also stated that the individual that raised the issue to him had volunteered to help deconflict the schedule and that he had emailed the Recreation Department.
- b. Maintenance Department. A written report was provided and is attached to these minutes. The maintenance contractor (Jaime Esquivel) was not present for questions.
- c. Standards Department. A written report was provided and is attached to these minutes. Mrs. Adrian Suttles briefed the activities for this period. The report also included information on the Architectural Review Committees' Property Improvement/Change Application (PIA) numbers and the Public Safety Report. Standards 'thank you' notices decreased from 329 in January to 200 in February. The ratio of 'thank you' notices to violations/courtesy notices (total 612 [Jan] and 581 [Feb]) decreased from 54% in January to 34% in February. The number of Homeowner's personally contacted also decreased from January (154) to February (149).
- d. Community Management Department. Mrs. Bell provided a written report, which is attached to these minutes and briefed from this report. Her report included an update on some of the issues in the Community, which are covered in the safety report, unfinished business, and new business (see those areas of these minutes). There was no delinquent assessment statement with the report this month.
- e. Architectural Review Committee. Mr. Eugene Hopkins provided a written report and briefed from the report (attached to these minutes). The Committee reported 24 applications reviewed and 21 of them were approved. Details of the approved and disapproved applications are included in the report. Mr. Hopkins also provided a report which outlined proposed changes to the ARC membership, including replacing an ailing Derrick Foyle with Mr. Bill Fenstermacher as a regular member and adding Mr. Ken Lemanski as an alternate member. The Board discussed the changes, received acknowledgement from both Mr. Fenstermacher and Mr. Lemanski that they would accept the positions, and approved the changes unanimously.
- f. Standards Review/Update Committee (temporary). The Chair, also Mr. Hopkins, briefed on the activities for the period. He stated that the Committee was making good progress and the Committee should complete their work soon.
- g. Finance Committee. The Treasurer, Mrs. Castro, provided written accrual and cash basis statements from the Bookkeeper and briefed from these reports (attached to these minutes). A separate breakout of reserve funds was provided. A more detailed spreadsheet for them to use to track/report the information was still not available. Mrs. Castro showed two separate accounts: 1) repair/replacement-\$210,547.54, which is a combination of repair/replacement and money market accounts; and 2) capital improvement-\$111,598.81.
- h. Landscaping Committee. No report was provided.

- i. Nominating/Election Committee. The chairperson, Mr. Kenneth Fowler, provided a written report (amended during the meeting).
- j. Communications Committee. Mr. Bill Fenstermacher provided a verbal report of the committees' activities to date and answered questions based on his report.
- k. Public Safety Committee. Mr. Giardino provided written minutes of the meeting held on March 19, 2014. The Committee seems to have gotten off to a very good start, identifying some great ideas and with a good number of members. Mrs. Jennifer Castro sat in on the meeting as a Board representative and, according to Mr. Giardino, provided some good insights.
- l. Sports and Park Committee. No minutes were provided for the previous minutes as the meeting had occurred only two days prior. The Chair, Mr. Gentry, was present; however since he was not at the previous meeting, he deferred the report to Mr. Hopkins (Committee Secretary). He reported the Committee activities and answered questions. The committee identified the need to place sidewalks and ramps at the Tot Lot as their #1 priority. This is the only project approved at this time from the Committee. Mr. Drummonds made a motion to approve the project and to allocate \$5000 for its completion. The Board briefly discussed the motion, a second was received and the Board voted unanimously to approve the project and the funds as contained in the motion. Mr. Drummonds will develop a specifications sheet and ask the Community Manager for assistance in procuring bids for the project. **OPEN.**
- m. Strategic Planning Committee. No report; the next meeting will be scheduled for late March.
- n. By-Laws Review/Update Committee (temporary). The Chair, Mr. Rick Severs, was not present; however, Mr. Drummonds reported that all the proposed changes had been made and we are currently awaiting a special meeting called by the Board to review the changes. **OPEN.**

IV. UNFINISHED BUSINESS:

- a. Status of Sidewalk at Saxonhill and Military Drive West. Tabled pending further information. **TABLED.**
- b. Brick Column survey results. Pending further information and determination of ownership. **OPEN.**
- c. Emergency Services District Fire Sub-station. The Board members agreed to table this until more information can be obtained. Mr. Steele reported that he was in discussion with the ESD representatives and they are looking at the viability of the project. **TABLED.**
- d. Additional Playground Equipment for Tot Lot (2-5 year old equipment addition). Pending Sports Park Committee recommendation. Pending prioritization by the Sports Park Committee. **OPEN.**
- e. Golf Driving Range (Cage) for Sports Park. Pending the Sports Park Committee recommendation. **OPEN.**
- f. Sports Park Concession Stand Proposal. Pending Sports Park Committee recommendation. **OPEN.**
- g. Bulk trash pick-up by the County. Mr. Steele stated he would email and/or contact the County Commissioner (Chico Rodriguez) to determine if they could make this happen again this year. **OPEN.**
- h. Brick column on Westcreek View @ Highpoint (destroyed but not replaced). **OPEN.**
- i. Magnetic Vehicle Signs. At the February Board meeting, it was agreed to purchase signs for the maintenance staff to place on their vehicles to identify them as VWOA staff. Awaiting purchase. **OPEN.**

V. EXECUTIVE SESSION RESULTS:

Mr. Steele briefed the members present on the actions of the Board at the Executive Session immediately following the Board meeting. The following actions were taken (*Note: details withheld for privacy reasons*):

- a. Foreclosure(s). None for this period. **CLOSED.**
- b. Release of Lien Filings. One (1) release of lien was processed since the last Board meeting in the amount of: \$841.19. This brings the Homeowners up-to-date on their assessments and makes them members in good standing. **CLOSED.**
- c. Lien Filings. There was one (1) lien filing for the period in the amounts of \$736.63. The action was approved unanimously by the Board. **CLOSED.**
- d. Damage to fence along a major street. There was a discussion held on a property where the fence along a major street (Potranco/Daisy Field) was damaged in a hit and run car accident. The Homeowner is not in a

position to fix the fence himself. After discussion, in order to fix this eyesore in a timely manner, it was proposed and approved (by a vote of 3 to 1 [Mr. Fowler abstained]) to have our contractor fix the fence at a cost of \$3499.26 (per the insurance adjuster statement); claim the expense on the VWOA insurance; and charge the deductible for the repair back to the Homeowner. Mrs. Bell will work this issue. **OPEN**.

- e. On-going investigation. Mr. Steele reported all investigations were closed during this period. **CLOSED**.

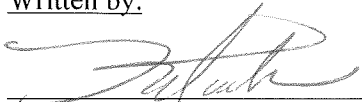
VI. NEW BUSINESS:

- a. Westcreek Swim Team. The contract for the swim team was presented to the Board for discussion. After a brief discussion and minor changes to the times for May 17th and 24th, date change from June 6th to June 5th, the Board unanimously approved the contract. **CLOSED**.
- b. Pool Rules Review. The Pool Rules were sent around to the Recreation Department and the Board for comments prior to this meeting. Several recommended changes were highlighted in the document. Each was discussed and all but one was approved unanimously. The Secretary (Mr. Drummonds) will make the approved changes to the document and send in an email to the Community Manager for posting to the web site. Everyone agreed that the changes were minor so as not to warrant changing the signs at the pool; however, the gate guards will be instructed to maintain a copy at the check-in desk for each pool. The only significant change being not charging fees for guests two (2) years of age and younger. **CLOSED**.
- c. 2014 Pool Schedule. The proposed pool schedule for 2014 was presented to the Board prior to the meeting for advanced review and formally at the meeting for finalization. Mr. Drummonds made a motion that one change be made: the closing dates (final weekend date) be Oct 5th versus Sep 28th with the stipulation that the weather permits keeping the pool open. The Board unanimously approved the pool schedule as amended and with the appropriate stipulation for weather. **CLOSED**.
- d. Bushes/Trees to block view of barb wire fencing (Point Breeze). Mr. Drummonds asked that the Landscaping Committee, the staff, and/or the Board look into screening the barbed wire fence at the end of Point Breeze with some trees/shrubs (maybe Mountain Laurels). The property between the street and the adjoining property with the fence belongs to the VWOA and leaving it open is unsightly and potentially a safety hazard. There have been instances of individuals riding ATVs/Dirt Bikes through a resident's yard and across VWOA property to get to the creek bottom. The fence (installed on the adjoining property) is not visible until you are almost on it. Currently there is a cable and post system employed, but that only forces those individuals through a Homeowners property to get to our property. After discussion, it was agreed that we should look at cost estimates and provide the information at the next regular meeting of the Board. **OPEN**.

VII. The Next Meeting: The Board agreed to hold the next meeting will be held on Thursday, April 17th, 2014, at 7 p.m. in the Community Center. As this is the Annual Meeting and regular monthly business is not usually handled at this meeting, the next regular meeting of the Board may not occur until May 15th, 2014.

VIII. Adjournment: There being no further business before the Board, the meeting was adjourned at 9:05 p.m.

Written by:



Kevin M. Drummonds, Secretary

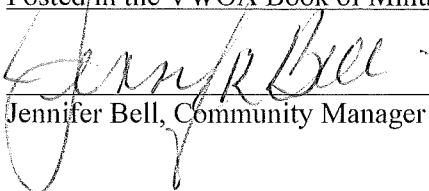
Date: 5/22/2014

Approved by:

John B. Steele, President

Date: _____

Posted in the VWOA Book of Minutes by:



Jennifer Bell, Community Manager

Date: May 22, 2014



The Villages of Westcreek Owners' Association, Inc.

Est. 1994

**Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.**

I. OPEN MEETING: The Regular Meeting of the Board of Directors was called to order by the President at 6:01 p.m., on Monday, May 12th, 2014. The purpose of the meeting was to conduct regular business as identified in the pre-announced Agenda. The Board agreed to forego committee reports and some unfinished business in favor of addressing new business items that need immediate attention.

Board Members Present:

Kevin Drummonds, President
Guy Oliver, Secretary

Kenneth Fowler, Vice President
Anthony Hoffman, Treasurer

Board Members Absent: None.

Staff Present:

Jennifer Bell, Community Manager
Melynda Porter, Superintendent of Administration

Sylvia Mennel, Asst. Community Manager

Members Present:

Bill Fenstermacher
John Pyle
Melynda Porter
Seth Rosbraugh

Barbara Crabtree
Gene Hopkins
Eric Frank

Ryan Haskins
Michael Schwab
Isabel Rogane

Thomas Witt
Ismael Padilla
Tess Hoopes

Guests Present: None.

II. OPEN FORUM:

Prior to conducting scheduled business, Mr. Drummonds opened the meeting to hear from members:

Ryan Haskins, Thomas Witt, John Pyle and several other soccer coaches wanted to discuss the canceling of the soccer tournament. Mr. Drummonds explained that the word 'canceled' had been misused; it should have been postponed. He also let the coaches know that he had investigated the rumor of the sprinklers being turned on to get the fields too wet for play and there was no evidence to substantiate the rumor. The sprinklers had not run on Friday night, at least up until 10 p.m., as corroborated by the Park Monitor on duty (Coach Al). It was also reported that a sprinkler head by the goal post nearest the parking lot was sticking up and causing a tripping hazard. Mr. Drummonds instructed the staff to have maintenance look into this. The coaches also wanted to know about the pavilion that had been used in the past for the team parties. The coaches were told if the pavilion was not rented it could be used, but if it was rented they would have to find somewhere else for their team party. The staff had previously attempted to have the pavilion available as an added bonus to the program, although it is not a part of the soccer program to provide it. The real issue is the availability of restrooms for the participants. This issue will be addressed going forward.

III. COMMITTEE/DEPARTMENT REPORTS:

Committee and department reports were dispensed with for this meeting. These items will be addressed at the next regular monthly meeting of the Board, scheduled for 22 May 2014.

IV. UNFINISHED BUSINESS:

Previously unfinished business was dispensed with for this meeting. These items will be addressed at the next regular monthly meeting of the Board, scheduled for 22 May 2014.

V. EXECUTIVE SESSION RESULTS:

Executive session results will be addressed at the next regular monthly Board meeting on 22 May 2014.

VI. NEW BUSINESS:

- a. Price increase for delinquent and TPC letters. After a lengthy discussion on the overall issue, including considerable input from the members present, Mr. Oliver moved to increase the fees for generating a delinquent notice letter to five (5) dollars. The motion was seconded by Kenneth Fowler and the motion passed unanimously. Mr. Hoffman moved to increase the fee for generating a Texas Property Code (TPC) letter to 25 dollars. Mr. Oliver seconded the motion by and it passed by a 4-0 vote. **CLOSED.**
- b. Annual Picnic. Since the annual picnic is scheduled for June 7th and since it is already forecast to cost \$1,500 more than budgeted, a proposal was discussed that would combine this with the Fall Festival for this year. Mr. Hoffman moved that the annual picnic be combined with the Fall Fest for this year and it was seconded by Mr. Fowler. The motion passed unanimously. **CLOSED.**
- c. Sports Committee. Prior to the meeting, several members of the community suggested that the Board create a committee of Homeowner's and coaches to focus on Soccer. The subject was discussed at length and it was suggested by Mr. Drummonds that the committee be called a Sports Committee versus a Soccer Committee and that it be a sub-committee under the Sports Park Committee. In this way, the committee would not be limited to just soccer, but could focus on other sports-related activities as they are presented and become popular. The discussion centered on the responsibilities and the authority of the committee. Mr. Drummonds made a motion to create a Sports Committee as a sub-committee under the Sports Park Committee and it was seconded by Mr. Fowler. The Board unanimously approved the motion. Volunteers were requested to serve as chair in the interim before the committee's first meeting. Mr. Drummonds appointed Ms. Isabel Roque as the interim chair and explained that she should schedule the first meeting with the staff. At that meeting, the members present would elect a chair, vice-chair and secretary. Additionally, the committee is tasked with providing 10-day notice and keeping minutes of meetings. The purpose of the committee is to generate and receive ideas, perform research, communicate with the VWOA staff (primarily the Parks & Rec department), and provide input/suggestions/proposals on community sports programs to the staff and/or Board. This sub-committee will be added to the regular monthly meeting agenda for reporting progress to the Board. **CLOSED.**
- d. Purchase of office equipment. The committees using the conference room have identified a critical need to obtain or replace some equipment:
 - 1) Replace computer system for Parks & Recreation Department. This system is very old and keeps failing; requiring a reboot several times a day. The quoted price is \$600; however, there were several questions concerning what that included. **The questions were answered our IT contractor will supply the computer for \$450 and approximately 1 to 1 ½ hours of service time to install it. The board had agreed to vote on this by email when the questions were answered. Kevin Drummonds moved that we approve the purchase and installation fee. Kenneth Fowler seconded the motion. The motion was approved. Kevin Drummonds, Kenneth Fowler, and Guy Oliver voted to approve. Anthony Hoffman abstained OPEN.**
 - 2) White Board. Mr. Drummonds made a motion that we purchase a white board from one of the local office supply stores. The estimated cost would be \$150. The white board can be used to project documents, maps and drawings onto for editing for the staff, Board and committee meetings. A member in the audience suggested a program called eBeam, which allows you to capture the edited image for storage. Mr. Fowler seconded the motion and the Board voted unanimously to approve the purchase of a white board for \$150 plus tax. The Board also agreed to look into the possibility of eBeam. **OPEN.**
 - 3) Projector. Mr. Drummonds identified a need for a projector in the conference room to replace the one we have. The current projector will no longer focus and makes updating documents an almost impossible task. After much discussion and input from the members present, it was agreed that we should look at getting the same type of projector that we have in the large activity room. This would ensure that we could obtain interchangeable bulbs and for back-ups. Mr. Drummonds made a motion to purchase a projector, which is the same type as the one we have in the large activity room, and that we allocate \$400. Mr. Hoffman seconded the motion and it was unanimously approved by the Board. **OPEN.**
 - 4) Security Monitor. Mr. Drummonds made a motion to purchase a 40" monitor at a cost of up to \$300 for the community manager's office to be used to monitor the security cameras installed in the front office and foyer. The existing monitor is very small and makes it very hard to see the four images displayed at

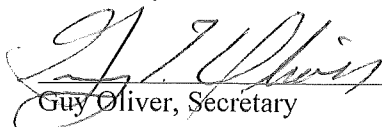
all times. The motion was seconded by Mr. Hoffman and approved unanimously by a vote of the Board.
OPEN.

- e. Pool Deck Repair. This issue has been discussed in emails and via phone over the past two weeks. The pool deck coating is in disrepair and should be fixed before the pool season begins in full swing. The staff has been getting estimates and presenting ideas over the past couple weeks. After a great deal of discussion, it was agreed that the best approach would be to order the pool coating and other supplies needed and have our contractor do the work. The work includes removing the old deck coating, applying muriatic acid to etch and clean, apply the cool deck paint and sealant. The Community Manager was tasked to work out the details of the contract and get back with the Board as soon as possible. The plan being to do the work over a four day period, during the week before school ends, and keep one pool available for regular operating hours at all times. The final decision will be made via email/telephone after the details are all worked out. **OPEN.**
- f. Audit issues. Research is being done to find what appeared to be a \$22,000 shortfall in the 2013 budget. There was some discussions with the staff where it was believed \$17,000 has been located and was a double entry. The staff is still researching this and the additional \$5000 deficit. **OPEN.**
- g. Request for exclusive use of Common Area. A request was submitted from the LDS church to donate the use of the overflow parking lot at the Community Center for a fundraising event on May 24th, 2014. Mr. Drummonds explained that it is the policy of the VWOA to restrict use of common areas to only those groups that are directly related to our community-associated public organizations (i.e., public schools). We also have a limitation instituted by the CC&Rs, which prohibit use of common areas for religious activity. For this reason, we cannot not accommodate this request. **CLOSED.**

VII. The Next Meeting: The next regular monthly meeting will be held on Thursday, May 22nd, 2014, at 7 p.m. in the Community Center. A special meeting is scheduled immediately preceding the monthly meeting (6 p.m.) to conduct a run-off election. All members (i.e., one vote from each household) present will vote to fill vacant position on the Board of Directors.


VIII. Adjournment: There being no further business before the Board, the meeting was adjourned at 9:10 p.m.

Written by:


Guy Oliver, Secretary

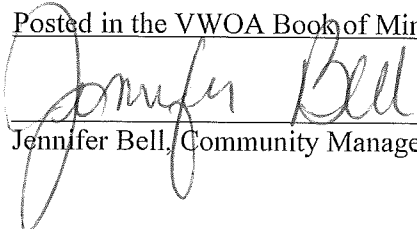
Date: 5-22-2014

Approved by:


Kevin M. Drummonds, President

Date: 5/22/2014

Posted in the VWOA Book of Minutes by:


Jennifer Bell, Community Manager

Date: 5.22.14

Parks and Recreation –May 2014

Board Report

Programs/Classes

- a. Olympic Karate- Classes on Tuesday & Thursdays
- b. SMASHDANCE- Zumba Fitness is offered each Monday and Wednesday at 7:30 pm
37 participants
- c. Body Bootcamp- Tue & Thur 7:30pm
- d. Cardio Dance- Wed evenings 6:30
- e. Kickboxing- Mon 6:30pm
- f. Muscle Toning- 9-10am Mon-Wed-Fri

Past Community Events:

- a. Soccer Tournament – Rain Out May 10- reschedule May 17
- b. Swim Lesson Registration Began – May 12
- c. Westcreek Trip to Scorpions Game – May 17
- d. Annual Picnic – June 7 -rescheduled to coincide with Fall Fest- Nov 8
- e. Farmer's Market- Weekly on Thursday 9am-2pm

Future Community Events:

- a. Swim Lesson 1- June 9-20 ,2014
- b. Swim Lesson 2- June 23-July 4, 2014
- c. Swim Lesson 3- July 7-18, 2014
- d. Swim Lesson 4- July 21-Aug 1,2014

J & J CONSTRUCTION

RESIDENTIAL & COMMERCIAL

PO BOX 762349

SAN ANTONIO, TX 78245

(210)722-5609

Jamiejconst@aol.com

April

Monthly Maintenance Report.

Daily task: Pick up trash daily, main road ways, walk around Community Center, check swimming pool for leaks and corrossions. Clean and hose down sidewalks around building

Mowing: Mow all needed areas, and trim along fence lines and curbs. Spraying herbicide for weeds and starting to mow and edging. Pruning all areas with new growth.

Land: Daily trash pick-up, and inspection of property for hazards. We are also cutting and shredding all new accumulated right of ways, also painting over graffiti at bridge areas, and replaced monument lighting, and tagging by the clock tower again. And dealing with large amounts of weeds due to rain amounts

Park: We have been mowing all needed areas and also along the creek. We have been inspecting existing park fixtures, and addressing, vandalism, and blowing rocks in tot lot on a daily bases.

Community Center: Maintain the centers exterior and also pruning all of our flower beds here also. And trying to have lawn fill in the bare spots in rear of bldg.

STANDARDS DEPARTMENT MONTHLY REPORT

From: Adrian Suttles, Superintendent of Standards
To: VWOA Board of Directors
Subject: Report for the month of April 2014
Presented to the Board of Directors on May 22, 2014

<u>TOPICS</u>	<u>ACTION AND/OR NOTES</u>	<u>STATUS</u>
<u>STANDARDS</u>		
ARC Committee Membership:	The ARC is staffed with five (5) community residents who volunteer their time on a weekly basis.	Info
PIA's:	Fifty-nine (59) PIA's were brought before the ARC. Fifty-two (52) of these were approved and seven (7) were not approved. Please see ARC Committees' detailed report for specifics.	Info
Staffing/Personnel:	Staffed with five (5) part time Standards Monitors.	Info
Standards Violations Documented:	Nine hundred thirty-two (932) violations of our standards were noted in the month of April. March had five hundred twenty-one (521) violations documented.	Info
Personal Contact:	One hundred thirty-four (134) for the month of April. March had one hundred forty-five (145) contacts.	Info
Thank You Notices:	Forty-five (45) were handed out for April. March had one hundred thirty-eight (138) handed out.	Info
Re-Sale Inspections:	Seventeen (17) were completed in April. March had fourteen (14).	Info
Yard/Garage Sales:	Forty (40) were applied for in April. March had twenty-five (25).	Info
<u>PROJECT MANAGEMENT</u>		
Public Safety Report:	Graffiti reported to us in April Sage Run~Forest~Monument, 2 fences, 1 garage door, 2 mailbox clusters Military Dr. between clock tower & bridge~Curb, power poles, AT&T box Thaxton~Oaks~Mailbox WC Oaks~Willowbrook & Bluffs monuments, fence pillars, sighs, fore hydrants, bridge & drain railings VWOA Sports Park~Curbs in parking lot	Info 4/2/14 4/7/14 4/9/14 4/18/14- 4/20/14 4/24/14
	Crime reported to us in April Willowbrook~Crossbrook~License plates (front and back) stolen during the night. Crime was reported to police. Reserve~Faithcrest~15 new solar lights in front yard, that were just installed over the weekend, were stolen out of the yard overnight Gardens~Pinafore~Water sprinkler timer at monument was vandalized	Info 4/8/14 4/15/14 4/18/14- 4/20/14 4/18/14- 4/20/14 4/24/14 4/24/14
	Monuments~Westcreek Oaks~Solar light panels from monuments were stolen or broken Wynwood~Grosenbacher & Macey Trail~Monument lights & electrical meters stolen Forest~Sage Run~Monument light broken Oaks~Knobsby Way~Home broken into. Occurred during day light hours, no one was home, the burglar's entered by kicking in front door Highpoint~Point Summit~Home broken into. Occurred during day light hours, no one was home, the burglar's entered by kicking in front door	4/29/14 4/29/14 4/29/14 4/29/14 4/29/14



Villages of Westcreek
Owners' Association

Community Managers Report
For April 2014
Presented to the Villages of Westcreek Board of Directors
May 22, 2014

Physical Plant

- Increased graffiti
- Lights, water and electric line in several monuments were vandalized again
- Welcome to new Assistant Community Manager Sylvia Mennel
- Pools are open

Personnel

- We are currently hiring:
 - Lifeguards

Other Items

- Annual Picnic has been rescheduled to be in conjunction with Fall Fest Nov 8, 2014
- Increase to cost of collections
- Tot Lot Sidewalk project is complete

ID Cards (includes replacement reprints)

- 129

Exclusive Usage Contracts

- Pavilion Parties 7
- Community Center 5
- Pool Parties 0

Closings

- New 0 Resale 18

Constant Contact Email Status Report

- 1743 subscribers

Facebook

- 835 likes

VILLAGES OF WESTCREEK
ARCHITECTURAL REVIEW COMMITTEE
REPORT FOR THE BOARD OF DIRECTORS – 5/22/2014

Meetings Held: 4/1/14 4/8/14 4/15/14 4/22/14

Applications Reviewed: 50

Applications Approved: 43

Applications Disapproved: 7

The seven (7) disapprovals were for:

- 2--Wooden fencing
- 1--Storage sheds
- 1--Greenhouse
- 1--Lights in back yard shining onto adjoining property
- 1--Repainting house
- 1--Safety rails for deck

Note: Out of the 7 disapprovals, 3 were resubmitted and approved.

The forty three (43) approvals were for:

- 5--Storage sheds
- 5--Walkways
- 4--Xeriscaping
- 3--Patio covers
- 3--Wooden decks
- 3--Repainting house
- 2--Synthetic grass front & back
- 2—Playsets
- 2--Gasebos

2--Garage doors

2--Wooden fencing

1--Brick leading to front door

1--Top deck changed to a sun room

1--Steel pergola with polyester cover

1--Retaining wall in front yard

1--Greenhouse

1--Glass security front door

1--Rain gutters

1--Garden light

1--Safety rails for deck

1--Solar tube skylight

Gene Hopkins

Chair, Architectural Review Committee

4:39 PM

05/16/14

Cash Basis

Villages of Westcreek Owners Association
Balance Sheet
As of May 16, 2014

	<u>May 16, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · Operating Accounts	287,021.35
1011 · Reserve Accounts	317,982.96
Total Checking/Savings	605,004.31
Accounts Receivable	
1020 · Accounts Receivable	-175,392.57
Total Accounts Receivable	-175,392.57
Other Current Assets	
1021 · Interest Receivabl	34.19
1030 · Other Current Assets	46,293.18
1040 · Undeposited Funds	4,004.30
1045 · Due from Operating Fund	17,063.50
1071 · Allowance For Doubtful A...	-15,000.00
Total Other Current Assets	52,395.17
Total Current Assets	482,006.91
Fixed Assets	
1050 · Fixed Assets	-32,270.66
1056 · Community Center^	2021505.24
1057 · Community Center Furniture	18,841.84
1058 · Software	4,673.91
1059 · Vehicle	22,996.00
Total Fixed Assets	2035746.33
Other Assets	
1037 · Chase CD	2,667.08
Total Other Assets	2,667.08
TOTAL ASSETS	<u>2520420.32</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2040 · Credit Card	668.57
Total Credit Cards	668.57
Other Current Liabilities	
2020 · Other Current Liabilities	16,952.81
2100 · Payroll Liabilities	589.36
Total Other Current Liabilities	17,542.17
Total Current Liabilities	18,210.74
Long Term Liabilities	
2022 · Due to Reserve Fund	17,063.50
2200 · Long Term Notes Payable	1163103.40
Total Long Term Liabilities	1180166.90
Total Liabilities	1198377.64
Equity	
2031 · Retained Earnings	-45,534.69
3000 · Fund Balance	1191599.55
Net Income	175,977.82
Total Equity	1322042.68
TOTAL LIABILITIES & EQUITY	<u>2520420.32</u>

Villages of Westcreek Owners Association
Profit & Loss Budget vs. Actual
January 1 through May 16, 2014

	Jan 1 - May 16, 14	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4150 · Miscellaneous Income	188.63	376.37	-187.74
4170 · Program Fees	23,168.44	17,500.01	5,668.43
4180 · Swim Team	0.00	0.00	0.00
4190 · Reimbursed Expenses	383.07	564.52	-181.45
5000 · Revenue	552,621.01	552,916.53	-295.52
5100 · Newsletter Advertisement	0.00	1,317.18	-1,317.18
5200 · Rumage/Yard Sales	1,845.00	1,693.55	151.45
5400 · Pavilion Rental	3,492.50	2,258.06	1,234.44
5500 · Sports Park Committee	0.00	0.00	0.00
5600 · Fence Repair Reimbursement	500.00	3,763.47	-3,263.47
5800 · Community Center	9,420.00	7,526.86	1,893.14
5900 · Concession Stand	635.50	1,505.40	-869.90
Total Income	592,254.15	589,421.95	2,832.20
Gross Profit	592,254.15	589,421.95	2,832.20
Expense			
8000 · Operating Expenses	99,049.44	110,802.11	-11,752.67
8200 · Administration	195,645.12	196,846.51	-1,201.39
8300 · Maintenance	18,367.74	12,626.40	5,741.34
8400 · Recreation Department	44,976.24	60,820.09	-15,843.85
8500 · Misc. & Contingency	268.90	4,139.85	-3,870.95
8980 · Depreciation Expense	10,000.00	11,290.32	-1,290.32
9500 · Reserved Funds	17,624.63	54,193.59	-36,568.96
Total Expense	385,932.07	450,718.87	-64,786.80
Net Ordinary Income	206,322.08	138,703.08	67,619.00
Net Income	206,322.08	138,703.08	67,619.00

Villages of Westcreek Owners Association
Profit & Loss Budget vs. Actual
January 1 through May 16, 2014

	Jan 1 - May 16, 14	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4150 · Miscellaneous Income	188.63	376.37	-187.74
4170 · Program Fees	22,940.44	17,500.01	5,440.43
4180 · Swim Team	0.00	0.00	0.00
4190 · Reimbursed Expenses	383.07	564.52	-181.45
5000 · Revenue	521,464.12	552,916.53	-31,452.41
5100 · Newsletter Advertisement	0.00	1,317.18	-1,317.18
5200 · Rumage/Yard Sales	1,860.00	1,693.55	166.45
5400 · Pavilion Rental	3,492.50	2,258.06	1,234.44
5500 · Sports Park Committee	0.00	0.00	0.00
5600 · Fence Repair Reimbursement	100.00	3,763.47	-3,663.47
5800 · Community Center	9,365.50	7,526.86	1,838.64
5900 · Concession Stand	635.50	1,505.40	-869.90
Total Income	560,429.76	589,421.95	-28,992.19
Gross Profit	560,429.76	589,421.95	-28,992.19
Expense			
8000 · Operating Expenses	99,347.20	110,802.11	-11,454.91
8200 · Administration	195,417.98	196,846.51	-1,428.53
8300 · Maintenance	18,367.74	12,626.40	5,741.34
8400 · Recreation Department	44,976.24	60,820.09	-15,843.85
8500 · Misc. & Contingency	-1,543.33	4,139.85	-5,683.18
8980 · Depreciation Expense	10,000.00	11,290.32	-1,290.32
9500 · Reserved Funds	17,624.63	54,193.59	-36,568.96
Total Expense	384,190.46	450,718.87	-66,528.41
Net Ordinary Income	176,239.30	138,703.08	37,536.22

Villages of Westcreek Owners Association
Transactions by Account
As of May 16, 2014

	<u>Balance</u>
1011 · Reserve Accounts	<u>317,982.96</u>
1011.7 · Mutual Of Omaha Repair & Replac	110,425.89
Total 1011.7 · Mutual Of Omaha Repair & Replac	110,425.89
1011.8 · Mutual of Omaha-Imp (1127)	107,398.81
Total 1011.8 · Mutual of Omaha-Imp (1127)	107,398.81
1011.9 · Mutual of Omaha MM Rep & Repla	100,158.26
Total 1011.9 · Mutual of Omaha MM Rep & Repla	<u>100,158.26</u>
Total 1011 · Reserve Accounts	<u>317,982.96</u>
TOTAL	<u><u>317,982.96</u></u>



Villages of Westcreek
Owners' Association
By-Laws and Election Committee Joint Meeting Minutes
Wednesday, May 13, 2014 @ 6:00 p.m.

Members:

Guy Oliver
Joyce Oliver
Bill Fenstermacher
Gene Hopkins

Meeting called to order at 6:13

1. The members of the committees discussed problems/issues with the inability to verify the signatures on proxy votes received.
2. The members agreed on the following recommendations regarding future proxy votes:
 - a. All Proxy vote signatures must be notarized
 - b. No more than 5 proxy votes per homeowner
 - c. Proxy votes must be turned in no later than 5:00 p.m. the day prior to the election
3. These items will also be added to the By-Laws.
4. Meeting adjourned at 7:30 p.m.

Date: _____

Signature of Chair for Election Committee

Date: _____

Signature of Chair for By-Laws Committee

Proposed Pool Changes

I know that the pool rules have been finalized already, but there are a few things that the front office thinks might help things run smoother for this upcoming season.

- 1.) Increase the number of guests from 2 per card to 4 per card or a total of 8 per household due to last couple of seasons having a lower number of attendees. It is also difficult when a person is not able to bring more than 2 people....what about a family of 3 visiting a homeowner and not being able to use the amenities? We have already received 15+ phone calls regarding this issue and this is the biggest issue we deal with on a daily basis for the pool season.
- 2.) Eliminating the free Nanny ID card (which costs us \$ for the card, stickers, ink....etc.) and using the 30 day pass instead. Possibly charging for this special pass to help the homeowner. Charging \$20.00 for the 30 day pass and it will give the nanny/caregiver access to the facilities with the child/children but without the homeowner having to be there (currently with the 30 day pass requires the HO to still be present, just gives a discounted rate.)
- 3.) Only offering the picture Nanny ID card for the entire season to homeowners that are current through the 3rd quarter, at a discount rate of \$50.00 for the season.
- 4.) Offering a weekly pass, at a discount rate. We have also received calls regarding weekly passes. This pass would require the homeowner to be with the guest. Currently it is \$3.00 per day per person; we would like to change it to \$15.00 for 7 days.
- 5.) With these changes we are trying to help the Nanny/caregiver to have access to the amenities without the homeowner being present.
- 6.) We reserve the right to take an individual situation into consideration for an exemption pass for more than 4 people.