

REGULAR BOARD OF DIRECTORS MEETING

AGENDA

Thursday, 7 p.m.

April 11, 2012

Community Center

- 1) Call to order and Pledge of Allegiance.**
- 2) Review/approve previous minutes.**
- 3) Member/Guest Forum.**
- 4) Department/Committee reports.**
 - a) Recreation Dept.
 - b) Maintenance Dept.
 - c) Standards Dept.
 - d) Community Management Dept.
 - e) Architectural Review Committee
 - i) Candidates selection to fill vacancy on ARC
 - f) Finance Committee
 - g) Landscaping Committee
 - h) Nominating Committee
 - i) Communications Committee
 - j) Public Safety Committee
 - k) Sports and Park Committee
 - l) Strategic Planning Committee
- 5) Unfinished Business.**
 - a) Ad Hoc Pool Committee proposal for 2011 (Kevin Drummonds)
 - 1) Electronic gates/key cards for sports and recreation facilities proposed get new estimates which include professional installation – Open.
 - b) Greenbelt Wildfire Plan-Tabled.
 - c) Fire lanes in The Gardens subdivision. Cost estimate to repaint curbs. Open.
- 6) New Business.**
 - a) Westcreek Swim Team Proposal
 - b) John Garza, proposal to incorporate additional HOA under Villages of Westcreek Owners Association
 - c) Executive Session to immediately follow this meeting to discuss two real estate items.
- 7) Schedule next monthly meeting.**
- 8) Adjournment.**

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

I. OPEN MEETING: The Regular Meeting of the Board of Directors was called to order by the President at 7:00 p.m., Thursday, Mar 16, 2012. The purpose of the meeting was to conduct regular business as identified in the pre-announced Agenda. Meeting minutes for the January Regular Monthly Meeting (Feb 16, 2012) were reviewed and approved by a vote of 5/0.

Board Members Present:

John Steele, President	Judi Cannon, Treasurer
Kevin Drummonds, Vice-President	Richard Gentry, Asst. Secretary
Kenneth Fowler, Secretary	

Staff Present:

Brenda Tate, Community Manager	Christopher Mora, Recreation Superintendent
Oswald Willis, Asst. Community Manager	Ken Lemanski, Standards Superintendent
Armondo Villarreal, Maintenance Superintendent	

Members Present:

Bill Fenstermacher	Guy Oliver
Joyce Oliver	Eugene Hopkins
Barbara Hopkins	John Parson
Rick Severs	Michael Wilson
Eloise Forge	Eva Vasquez

II. OPEN FORUM: The meeting was called to order by the Board president; The Gardens parking issue was the first topic of the night. The Bexar County Fire Marshal and District 2 Fire and Rescue Fire Chief were present to address questions and concerns concerning emergency vehicles access and the existing no parking zones. The Fire Marshal started by explaining the options that were available for The Gardens parking and the reasons for establishing the no parking zones. The Fire Marshal stated ideally no parking on either side of the street would be most optimal for safety purposes; however, the current zoning is within code. The Marshal read and explained the county codes and rules. There was much discussion on the interpretation of the code. The reason the action was taken was because there were complaints and when the complaints came to the Board, the Board had to act. There has been much discussion on all options and a committee was formed from residents from The Gardens community to make recommendations to resolve the issue. The Board voted to establish the no parking zone after considering the recommendations from The Garden parking issue committee. The Board continues to consider looking into options and solutions to The Garden parking. The staff has been trying to track down the owner of the property adjacent to The Gardens for possible overflow parking if it is an economical and viable solution. The Gardens parking continues to be an open item.

III. COMMITTEE/DEPARTMENT REPORTS:

- a. Recreation Department: Sports Park Committee met and decided to propose 3 park access rules. We will make the park access rules comparable to the pool access rules. First rule is that each family member, with a current VWOA ID, can escort 3 guests into the park. All sporting organizations that use the park must get prior approval from the Board of Directors. The third rule was to require large parties to pay for security; one security guard per every 100 people. There was minor wording change recommendations made by Board members. A motion was made to accept the rules as amended; motion was approved 5-0. CLOSED.
- b. Maintenance Department: A written report was provided and is attached to these minutes. CLOSED.
- c. Standards Department: A written report was provided and is attached to these minutes. CLOSED.
- d. Community Management Department: Hiring life guards and pool monitors at this time and nomination

- ballets are out. A written report was provided and is attached to these minutes. CLOSED.
- e. Architectural Review Committee. Their written report provided; 19 applications submitted for Feb, 15 were approved and 4 were disapproved. CLOSED.
 - f. Finance Committee: Approximately \$50,000 better than budgeted so far for the first two months. A written report was provided and is attached to these minutes and reviewed.
 - g. Landscape Committee. Nothing to report at this time. OPEN
 - h. Nominating Committee. Ballets will be ready for the annual meeting; three nominees so far. OPEN.
 - i. Communications Committee. A written report was provided. Web page continues to improve. CLOSED.
 - j. Sports and Park Committee. Nothing to report. OPEN.
 - k. Public Safety Committee. Ad Hoc By-Law and Administrative Resolution Review Committee: Amended proposal will be discussed by the next Board following elections. No new information.
 - m. Strategic Planning Committee: No new info to discuss.

IV. UNFINISHED BUSINESS:

- a. Ad Hoc Pool Committee proposals for 2011:
 - 1) Electronic Gates/key cards and electronic Gate for Sports Park; Ad Hoc Pool Committee: We will table the issue until we get more specific info and quotes from the companies. TABLED.
 - 2) Green belt wild fire plan: TABLED.
 - 3) Garden parking issues discussed earlier. OPEN.

V. NEW BUSINESS:

- 1. **VI. The Next Meeting:** The next regular meeting will be held on Wednesday, April 11, 2012 at 7:00 p.m. in the Community Center.
- a. There was a charity request made by a homeowner. The view of the Board was that if we grant this request it would open up a flood of requests so it would not be in the best interest of the community to start donating monies this way; request was denied.
- b. The Executive Board met electronically 29 Feb through 2 Mar. To discuss a water softener issue; the system went out and the water at the community center had a foul smell. There were quotes gathered by our Community Manager. The \$3,400 purchase of a new system was approved by the Board 4-1. A Board member had an issue with the process and there was an investigation initiated. Mr. Bill Fenstermacher was appointed by the President to conduct an independent investigation and he did an amazing job of investigating the incident and presented a comprehensive report to the Board. He found no misconduct on the part of the Board members; however, he did make recommendations to improve the processes. State laws have to be considered and interpretation of the law is an issue. We have submitted the questions to our VWOA legal staff for clarification.
- c. Westcreek Swim Team has submitted a request to use the pool. Tabled until next meeting to allow Board member a chance to review the request.
- d. The last thing on the agenda was a meet the candidates questions and answer session.

VII. Adjournment: There being no further business before the Board, the meeting was adjourned at 8:30 p.m.

Written by:


KENNETH O. FOWLER, Secretary

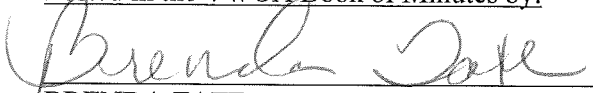
Date: 11 APR 12

Approved by:


JOHN B. STEELE, President

Date: 11 APRIL 2012

Posted in the VWOA Book of Minutes by:



BRENDA TATE

Community Manager, VWOA

Date: 11 April 2012

PARKS AND RECREATION APRIL 2012

Board of Directors Meeting – March Report 2012

Submitted by: Christopher Mora - *Superintendent of Parks and Recreation*

I. Programs/Classes

- a. **Soccer – Season Ends 29 April:** Our season will draw to a close on 29th of April, our most successful season yet. We will conclude with a tournament and Banquet.
- b. **Cardio Mix/PiYo** – Monday/Wednesday nights @ 6:30 pm and Tuesday/Thursday nights @ 7:30 pm with 18 participants.
- c. **Olympic Karate** - Class running Tuesday and Thursday 4:15-7:30pm, 18 participants
- d. **SMASH (School of Modern Arts, Salsa & Hip-Hop)** with 48 participants.
- e. **Xtreme Boxing Classes** – Times Friday 6pm-7pm, check community calendar for additional times and information.

II. Past Community Events

- a. **Easter Egg Hun 31st March 2012** - We held our annual Easter Egg Hunt, we had a tremendous turnout. Special thanks to all of our volunteers who helped us to fill thousands of Easter Eggs.

III. Future Community Events

- a. **Soccer Banquet May 19th 2012** We will conclude the Soccer Season with our Banquet. Free food, fun, and games!
- b. **Annual Picnic May 19th 2012** – We will host our Annual Picnic on a Saturday. We will serve free barbeque from Grady's, provide a mobile game theatre, and present a new exciting interactive ride unlike anything ever seen at our previous events.

Maintenance Monthly Report

For Mar 2012 Sub-for month of April

Armando Villarreal

Maintenance:

Prepare S.P. for Easter egg hunt we also painted tables and benches

Installed Bed at C.C. to protect deck.

C.C. Also trimmed trails.

Projects in Progress

- At S. P. We are trimming and clearing out brush behind the gardens and pool building.
- Stain fence West Creek Oaks, where stain has peeled off (14) five gallon cans should complete re-stain, Potranco needs about 15 five gallons to complete, will power-wash fence before applying stain.
- Pavilion: At Sport Park Complex will be painted all steel is starting to rust requiring three (3) five gallons paint buckets approximate cost o/a \$350.00 dollars.
- Fence at Sport Complex and children play ground requires re-paint and approximately five (5) gallons of paint is needed.
- Finish trimming trees on Grossenbacher between West Creek View and Luna Middle School.
- On Saxon Hill and West Military lights requiring to be re-wired due to corrosion of wiring at the bottom of columns. Approximate cost of repairs \$672.00

Completed Projects and Repairs:

- Sport Complex Park paint tables and chairs.
- Sport Complex Park Removed several 5 cubic ft trailer of rocks, from fields.
- Sports Complex Park spread of ant treatment.
- Installed 10 sign holders throughout subdivision.
- 27 Work Orders were serviced and completed-
- Repaired tennis court chain Link fence

Future Projects:

- More dirt is needed around picnic area- boards around tables need to be removed, trip hazard and metal edges are danger to public.
- Paint needed for rod iron fence around both pools, Tot lot playground needs PVC instead of railroad ties.
- Repair rain gutter at pavilion
- Trees on green belts are being treated with organic nutrients, trees are also being watered.
- Estimated cost for sealing/staining /reconditioning cracks in the cedar around the CC building, \$11,459.00.

STANDARDS DEPARTMENT MONTHLY REPORT

From: Kenneth M. Lemanski Sr., MA, CEM., Superintendent of Standards
 To: VWOA Board of Directors
 Subject: Report for the month of March 2012
 Presented to the Board of Directors on April 11, 2012

<u>TOPICS</u>	<u>ACTION AND OR NOTES</u>	<u>STATUS</u>
<u>STANDARDS</u>		
ARC Committee Membership:	The ARC is staffed with four (4) community residents who volunteer their time on a weekly basis. One position is still open and we do have a recommendation for the BOD to fill this position.	Open
Property Improvement Applications (PIA'S):	Twenty-six (26) were approved and five (5) were not approved.	Info Only
Staffing/Personnel:	Staffed with six (6) part time Standards Monitors.	Info Only
Standards Violations Documented:	721 violations of our standards were noted in the month of March February had 850 violations documented.	Info Only
Personal Contact:	115 for the month of March. February had 88 contacts.	Info Only
Texas Property Code Letters (TPC Letters):	Ten (10) were written. Four (4) of these are for high grass and weeds	Info Only
Vacant Houses	As of March 30, 2012 there are twenty-nine (29) homes in the Villages of Westcreek that are vacant for one reason or another. Either they have been foreclosed on, up for sale or they have been abandoned by the owners. These are the ones that the association is aware of at this time.	Info Only
Attorney Referral for Action:	None for this month.	Info Only
Re-Sale Inspections:	Seven (7) were completed.	Info Only
Yard/Garage Sales:	23 for the month of March. Several residents are re-scheduling because of the rain.	Info Only
<u>PROJECT MANAGEMENT</u>		
Public Safety Report:	Day time burglaries appear to be picking up again. We have sent out a Crime Alert and mentioned it in the Public Safety column of our Constant Contact program.	Info Only
	We have received ten Schlage Front Door Locks at no cost to the association in observance of the 40th Anniversary of the Neighborhood Watch Program. We were one of forty communities to receive these locks. No one else in the San Antonio area chose to participate in this program. This is a safety program being sponsored by Schlage Locks. I have been contacting homeowners that I know have had their homes broken into asking if they would like one of these locks for free.	Info Only
Wild Land Fire Safety	I have an appointment scheduled with Mr. Patrick Alan of the Texas Forestry Service for him to do an on-site survey of our community at 10:00 am, Friday April 13, 2012.	Info Only



Villages of Westcreek
Owners' Association

Community Managers Report
For March 2012
Presented to the
Villages of Westcreek
Board of Directors
April 11, 2012

Physical Plant

- 30 feet of fence and a Pillar have been hit by yet another vehicle on Westcreek Oaks by the Hills

Personnel

- We are currently hiring Lifeguards for our 2012 pool season.

Vandalism

- Several mailboxes and some signage

Other Items

- Absentee ballots are being received

Exclusive Usage Contracts

- Pavilion parties 5
- Community center 8
- Pool Parties 0

Closings

- New 8 Resale2

Constant Contact Email Status Report

- 1332 subscribers

Days	H/O's	Amount
Current	2746	\$214,188.00
1-30 days	3	\$162.00
31-60 days	10	\$549.84
61-90 days	495	\$31,444.77
Over 90 days	164	\$43,656.73
Total	672	\$75,813.34

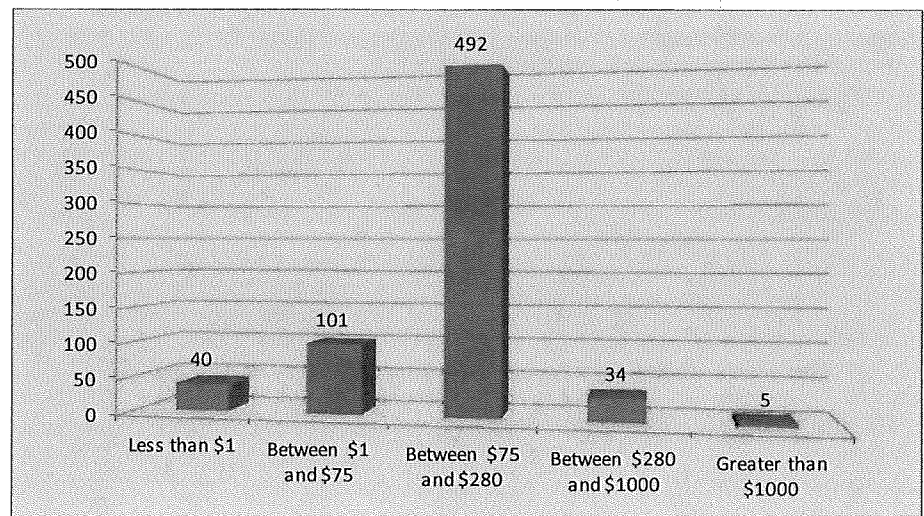
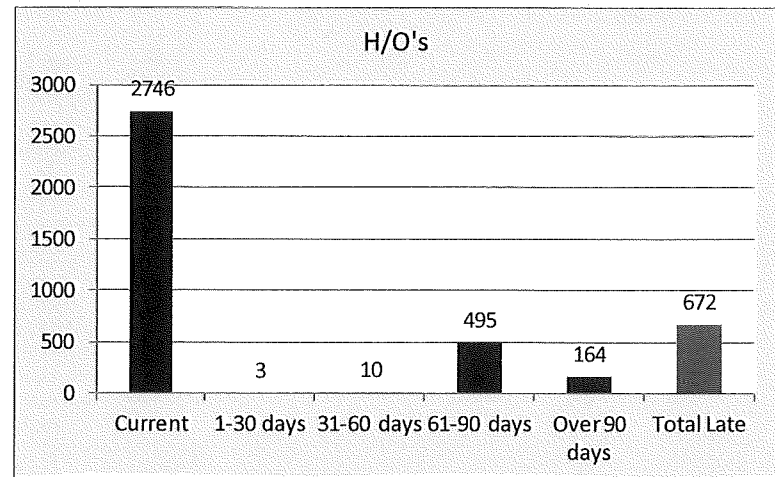
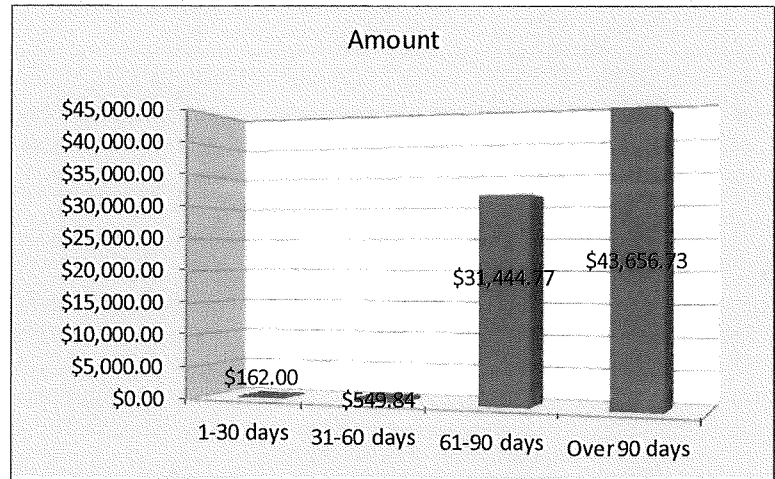
Current homeowner payments
\$214,188.00

Days	H/O's
Current	2746
1-30 days	3
31-60 days	10
61-90 days	495
Over 90 days	164
Total Late	672

Delinquent total ytd
75,813.34

Amount	H/O's
Less than \$1	40
Between \$1 and \$75	101
Between \$75 and \$280	492
Between \$280 and \$1000	34
Greater than \$1000	5

2012 Delinquent Assessments



8:50 AM
04/04/12
Cash Basis

Villages of Westcreek Owners Association
Balance Sheet
As of April 4, 2012

	<u>Apr 4, 12</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · Operating Accounts	307,854.40
1011 · Reserve Accounts	214,560.55
Total Checking/Savings	522,414.95
Accounts Receivable	
1020 · Accounts Receivable	-139,620.70
Total Accounts Receivable	-139,620.70
Other Current Assets	
1021 · Interest Receivabl	34.19
1030 · Other Current Assets	15,656.62
1040 · Undeposited Funds	8,642.63
1045 · Due from Operating Fund	28,691.32
1071 · Allowance For Doubtful Accts	-6,500.00
Total Other Current Assets	46,524.76
Total Current Assets	429,319.01
Fixed Assets	
1050 · Fixed Assets	86,222.46
1056 · Community Center^	2,021,505.24
1057 · Community Center Furniture	19,489.77
1058 · Software	4,673.91
1059 · Vehicle	22,996.00
Total Fixed Assets	2,154,887.38
Other Assets	
1037 · Chase CD	2,513.57
Total Other Assets	2,513.57
TOTAL ASSETS	<u>2,586,719.96</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2040 · Credit Card	465.20
Total Credit Cards	465.20
Other Current Liabilities	
2020 · Other Current Liabilities	11,447.96
2030 · Due to Employees/Uncashed Payro	124.81
2100 · Payroll Liabilities	1,171.69
Total Other Current Liabilities	12,744.46
Total Current Liabilities	13,209.66
Long Term Liabilities	
2022 · Due to Reserve Fund	28,691.32
2200 · Long Term Notes Payable	1,338,126.71
Total Long Term Liabilities	1,366,818.03
Total Liabilities	1,380,027.69
Equity	
2031 · Retained Earnings	115,788.38
3000 · Fund Balance	957,501.87
Net Income	133,402.02
Total Equity	1,206,692.27
TOTAL LIABILITIES & EQUITY	<u>2,586,719.96</u>

8:48 AM

04/04/12

Accrual Basis

Villages of Westcreek Owners Association

Balance Sheet

As of April 4, 2012

	Apr 4, 12
ASSETS	
Current Assets	
Checking/Savings	
1010 · Operating Accounts	307,854.40
1011 · Reserve Accounts	214,560.55
Total Checking/Savings	522,414.95
Accounts Receivable	
1020 · Accounts Receivable	54,032.36
Total Accounts Receivable	54,032.36
Other Current Assets	
1021 · Interest Receivabl	34.19
1030 · Other Current Assets	15,656.62
1040 · Undeposited Funds	8,642.63
1045 · Due from Operating Fund	28,691.32
1071 · Allowance For Doubtful Accts	-6,500.00
Total Other Current Assets	46,524.76
Total Current Assets	622,972.07
Fixed Assets	
1050 · Fixed Assets	86,222.46
1056 · Community Center^	2,021,505.24
1057 · Community Center Furniture	19,489.77
1058 · Software	4,673.91
1059 · Vehicle	22,996.00
Total Fixed Assets	2,154,887.38
Other Assets	
1037 · Chase CD	2,513.57
Total Other Assets	2,513.57
TOTAL ASSETS	2,780,373.02
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 · Accounts Payable	3,193.00
Total Accounts Payable	3,193.00
Credit Cards	
2040 · Credit Card	465.20
Total Credit Cards	465.20
Other Current Liabilities	
2020 · Other Current Liabilities	11,447.96
2030 · Due to Employees/Uncashed Payro	124.81
2100 · Payroll Liabilities	1,171.69
Total Other Current Liabilities	12,744.46
Total Current Liabilities	16,402.66
Long Term Liabilities	
2022 · Due to Reserve Fund	28,691.32
2200 · Long Term Notes Payable	1,338,126.71
Total Long Term Liabilities	1,366,818.03
Total Liabilities	1,383,220.69
Equity	
2031 · Retained Earnings	153,111.09
3000 · Fund Balance	957,501.87
Net Income	286,539.37
Total Equity	1,397,152.33
TOTAL LIABILITIES & EQUITY	2,780,373.02

8:45 AM

04/04/12

Cash Basis

Villages of Westcreek Owners Association
Profit & Loss Budget vs. Actual
 January 1 through April 4, 2012

	Jan 1 - Apr 4, 12	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4150 · Miscellaneous Income	6,926.42	130.53	6,795.89
4170 · Program Fees	16,235.26	8,512.18	7,723.08
4180 · Swim Team	0.00	0.00	0.00
4190 · Reimbursed Expenses	0.00	0.00	0.00
5000 · Revenue	390,662.87	312,034.89	78,627.98
5090 · Yard Sales	795.00	0.00	795.00
5100 · Newsletter Advertisement	65.00	783.33	-718.33
5200 · Rumage/Yard Sales	0.00	913.86	-913.86
5400 · Pavilion Rental	2,100.00	1,305.53	794.47
5500 · Sports Park Committee	0.00	0.00	0.00
5600 · Fence Repair Reimbursement	0.00	0.00	0.00
5700 · Cost of Compliance	0.00	0.00	0.00
5800 · Community Center	11,390.00	4,700.00	6,690.00
5900 · Concession Stand	0.00	261.14	-261.14
Total Income	428,174.55	328,641.46	99,533.09
Cost of Goods Sold			
50000 · Cost of Goods Sold	0.00	0.00	0.00
Total COGS	0.00	0.00	0.00
Gross Profit	428,174.55	328,641.46	99,533.09
Expense			
8000 · Operating Expenses	94,508.95	100,761.46	-6,252.51
8200 · Administration	108,094.87	117,575.59	-9,480.72
8300 · Maintenance	5,973.74	7,781.15	-1,807.41
8400 · Recreation Department	28,901.54	32,939.29	-4,037.75
8500 · Misc. & Contingency	1,369.18	5,483.34	-4,114.16
8980 · Depreciation Expense	12,750.00	7,833.33	4,916.67
9500 · Reserved Funds	43,174.25	49,846.14	-6,671.89
Total Expense	294,772.53	322,220.30	-27,447.77
Net Ordinary Income	133,402.02	6,421.16	126,980.86
Other Income/Expense			
Other Income			
1101 · Other Income	0.00	0.00	0.00
Total Other Income	0.00	0.00	0.00
Other Expense			
Revenue Ruling 70-604	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00
Net Income	133,402.02	6,421.16	126,980.86

8:46 AM

04/04/12

Accrual Basis

Villages of Westcreek Owners Association

Profit & Loss Budget vs. Actual

January 1 through April 4, 2012

	Jan 1 - Apr 4, 12	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4150 · Miscellaneous Income	6,926.42	130.53	6,795.89
4170 · Program Fees	16,236.36	8,512.18	7,724.18
4180 · Swim Team	0.00	0.00	0.00
4190 · Reimbursed Expenses	0.00	0.00	0.00
5000 · Revenue	535,597.52	312,034.89	223,562.63
5090 · Yard Sales	795.00	0.00	795.00
5100 · Newsletter Advertisement	65.00	783.33	-718.33
5200 · Rummage/Yard Sales	0.00	913.86	-913.86
5400 · Pavilion Rental	2,100.00	1,305.53	794.47
5500 · Sports Park Committee	0.00	0.00	0.00
5600 · Fence Repair Reimbursement	0.00	0.00	0.00
5700 · Cost of Compliance	0.00	0.00	0.00
5800 · Community Center	11,440.00	4,700.00	6,740.00
5900 · Concession Stand	0.00	261.14	-261.14
Total Income	573,160.30	328,641.46	244,518.84
Cost of Goods Sold			
50000 · Cost of Goods Sold	0.00	0.00	0.00
Total COGS	0.00	0.00	0.00
Gross Profit	573,160.30	328,641.46	244,518.84
Expense			
8000 · Operating Expenses	87,927.93	100,761.46	-12,833.53
8200 · Administration	106,529.75	117,575.59	-11,045.84
8300 · Maintenance	5,973.74	7,781.15	-1,807.41
8400 · Recreation Department	28,901.54	32,939.29	-4,037.75
8500 · Misc. & Contingency	1,363.72	5,483.34	-4,119.62
8980 · Depreciation Expense	12,750.00	7,833.33	4,916.67
9500 · Reserved Funds	43,174.25	49,846.14	-6,671.89
Total Expense	286,620.93	322,220.30	-35,599.37
Net Ordinary Income	286,539.37	6,421.16	280,118.21
Other Income/Expense			
Other Income			
1101 · Other Income	0.00	0.00	0.00
Total Other Income	0.00	0.00	0.00
Other Expense			
Revenue Ruling 70-604	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00
Net Income	286,539.37	6,421.16	280,118.21



Villages of Westcreek

Communications Committee



The Villages of Westcreek
Owners' Association

April 11, 2012


VWOA Board of Directors
12395 Military Dr. W.
San Antonio, TX 78253

Report to the Villages of Westcreek Board of Directors, April 11, 2012:

1. The Communications Committee met on February 13, 2012, March 6, 2012 and on April 10, 2012.
2. As of today, we have 316 Likes on our Facebook Page. During my last report to you in January, there were 254.
3. All ten of the permanent sign holders are in place. The CC would like to see ten more them this fiscal year if it is financially feasible.
4. Mr. Oliver and Mr. Fenstermacher have taken some pictures that can be used for an on line video highlighting the Villages of Westcreek and the surrounding area for our web site.
5. The next communications project is to get the logo on the company truck with the telephone number and the web site address.
6. Our next meeting is scheduled for Tuesday, May 8, 2012

This concludes my report for this month, any questions.

Respectfully submitted,


Kenneth M. Lemanski Sr., MA, CEM
Chair of the Communications Committee

Copy: CC file

Kml

Donell Loyd

Ott Elementary

100 N. Groesenbacher

San Antonio, TX 78253

April 9, 2012

Dear VWOA Board of Directors:

The 3rd grade class at Ott Elementary is doing a Water Safety Unit in conjunction with our Physical Education class. For the past four years West Creek has allowed us the use of your pool as a culminating activity with certified lifeguards teaching safety rules for our students. We hope that we will be allowed to continue this with your permission on May 23rd, Wednesday, from 12:00 pm – 2:00. Our students will be walking from school at 11:30 and leaving the pool at 2:00 to walk back to Ott. We have 4 certified lifeguards teaching each rotation, 2-physical education instructors, and 7-classroom teachers.

In previous years, the board has generously waived the reservation fee. Please let me know if that would be possible again this year. The event is well – attended by parents, the majority of whom are VWOA members, and the event is advertised school-wide through our school newsletter.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Donell D. Resendiz", with a stylized flourish at the end.

Donell Loyd & Daniel Resendiz

Physical Education Teachers – Ott Elementary

210-397-5550 ext. 3165

donellloyd@nisd.net