

REGULAR BOARD OF DIRECTORS MEETING

AGENDA

Thursday, 7 p.m.

August 15, 2013

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
 - 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) Status of Sidewalk at SaxonHill and Military Drive West – Tabled.
 - b) Brick columns survey results (awaiting estimates) – Open.
 - c) BCSD Sub-station (awaiting follow-up/response from County Commissioner/ESD) – Open.
 - d) Clock Tower Monument proposal – Community Manager. Open.
 - e) Sports Park Equipment proposal – Sports Park Committee. Tabled. (approved through electronic vote)
 - f) Eagle Scout Project for Sports Park Running Trail. Open.
 - g) Audio-visual computer projector and screen for Community Center. Open.
- 6) **Executive/Emergency Session Results**
 - a) Brennan AFJROTC use of Pavilion.
 - b) Three Liens Filed - \$818.94, 835.44, 835.44 (further details withheld).
 - c) Texas Property Code letter for failure to meet standards (no grass in yard).
 - d) One (1) Foreclosure.
 - e) Result of investigation conducted by Jennifer Castro.
- 7) **New Business.**
 - a) Rummage Sale cancellation_____.
 - b) New security fence around maintenance shop_____.
 - c) _____.
 - d) _____.
- 8) **Schedule next monthly meeting. Regular monthly meeting on September 19, 2013 at 7pm.**
- 9) **Adjournment.**



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 7 p.m., on Thursday, July 18th, 2013. The purpose of the meeting was to conduct regular business as identified in the pre-announced Agenda. The meeting minutes for the May Regular Monthly Meeting were reviewed and approved unanimously by the members present.

Board Members Present:

John Steele, President

Richard Gentry, Vice President

Kevin Drummonds, Secretary

Kenneth Fowler, Asst. Secretary

Board Members Absent: Jennifer Castro, Treasurer

Staff Present:

Brenda Tate, Community Manager

Melynda Porter, Administrative Superintendent

Adrian Suttles, Standards Superintendent

Jennifer Bell, Assistant Community Manager

Nancy Griffin, Parks and Recreation Superintendent

Jaime Esquivel, Maintenance Contractor

Members Present:

Guy Oliver

Joyce Oliver

Eugene Hopkins

Barbara Hopkins

Derrick Foyle

Bill Fenstermacher

Marty Hausen

Chad Watanabe

Girant Watanabe

Gregory Tate

Daniel Bonner

Mary Bonner

Guests Present:

None.

III. OPEN FORUM:

Mr. Steele opened the meeting by explaining the June Board of Directors Meeting was cancelled due to lack of quorum of the Directors. Mr. Steele then opened the Member's forum. No members asked to speak.

IV. COMMITTEE/DEPARTMENT REPORTS:

- a. Recreation Department: A written report was provided and is attached to these minutes. The Superintendent (Nancy Griffin) briefed the members present and outlined her activities for the period.
- b. Maintenance Department: A written report was provided and is attached to these minutes. The maintenance contractor took questions. Mr. Drummonds thanked the Maintenance staff for correcting the stain issues on Westcreek Oaks Drive. Mr. Esquivel briefed from his report on the status.
- c. Standards Department: A written report was provided, amended, and is attached to these minutes. Mrs. Adrian Suttles briefed the activities for this period. Her report also included information on the Architectural Review Committees' Property Improvement/Change Application (PIA) numbers and the Public Safety Report.
- d. Community Management Department: Mrs. Tate provided a written report, including a summary of delinquent assessments, which is attached to these minutes and briefed from this report. The Community Manager notified everyone that Mrs. Melynda Porter is the new Administrative Superintendent. Mrs. Tate also provided the Board Members with a spreadsheet, developed by Mr. Steele, that identified the status of items from the reserve study, including a description, reserve study estimated replacement dates, estimated costs, condition as of 2013, and estimated replacement time period. The Community Manager also provided the Board with a report on some issues in the Sports Park, specifically creosote coated railroad ties and playground equipment that does not meet the American Disabilities Act. See attached spreadsheet and report.

- e. Architectural Review Committee. The Committee provided a written report and the chairperson, Mr. Derrick Foyle, briefed from the report. The Committee requested that the Standards be reviewed as they had noticed several errors in the existing document. Mr. Gene Hopkins was appointed Chair of this sub-committee and volunteer members included Mr. Bill Fenstermacher, Mr. Guy Oliver, Mr. Derrick Foyle, and Mr. Kevin Drummonds. Other Homeowners are invited to join the sub-committee in their discussions.
- f. Finance Committee: Mrs. Castro provided written accrual and cash basis statements from the Bookkeeper. The Community Manager briefed from these statements. Mrs. Tate asked to move an approximately \$22,000 certificate of deposit into our operational accounts. It was suggested that it be moved to our Repair and Replacement funds instead (as this is where it originally came from) and it was unanimously approved to do so. A separate breakout of reserve funds was provided and discussed.
- g. Landscaping Committee. No written report was provided. Mrs. Tate gave a brief account of activities.
- h. Nominating Committee. No action required this period.
- i. Communications Committee. Written minutes from meetings held on June 6th and July 1st, 2013, were provided and are attached to these minutes. Meetings are scheduled for the first Thursday of every month, at 10 am in the Community Center. The next meeting will be August 1st, 2013. The Committee provided a proposed story board for updating the website. The Board thanked them for their continued efforts to improve communication throughout the community.
- j. Public Safety Committee. Mr. Gentry noted that the committee needed a new Chair as the previous person was no longer able to do it. No report of activities was provided.
- k. Sports and Park Committee. A verbal report was provided. Meetings were held but no minutes were available; however, proposals were submitted and will be handled in new business, specifically for pool netting and new playground equipment.
- l. Strategic Planning Committee: No report.

V. UNFINISHED BUSINESS:

- a. Status of Sidewalk at Saxonhill and Military Drive West. **TABLED.**
- b. Centex Properties. Mrs. Tate briefed the Board that all the conditions for accepting this property had been met and, per prior approval of the Board, the property was accepted. The maintenance staff is in the process of doing the initial work on this property and it has been put into the schedule for maintenance (i.e., mowing). **CLOSED.**
- c. Computer equipment (\$500 authorized) and software purchase/upgrade (\$831 authorized). The Community Manager stated that the computer equipment had been purchased and installed. **CLOSED.**
- d. Brick Column survey results. Awaiting estimates on repairs. **OPEN.**
- e. BCSD Sub-station/Fire Station. The offer was made to the County Commissioner and Emergency Services District during their visit to the open house. No follow-up action occurred during this period. **OPEN**

VI. EXECUTIVE SESSION RESULTS:

Mr. Steele briefed the members present on the actions of the Board at the Executive Session immediately following the July Board meeting. The following actions were taken:

- a. Brennan AFJROTC use of Pavilion – Sep 7. Brennan AFJROTC asked to use the Pavilion for their event. It has been VWOA policy to support local scholastic organizations (that our children attend) as long as it did not interfere with Homeowner events. In this case, nothing was scheduled for the Pavilion and the Board voted unanimously to approve the use by Brennan High School AFJROTC.
- b. Result of Investigation. Mrs. Castro was asked to conduct an investigation on an incident that happened in the Sports Park a few weeks earlier. Mrs. Castro was not present; however, a report was presented to the Board on her findings and recommendations. The Board unanimously agreed to accept the report and concurred with the recommendations.

- c. Foreclosure(s). A foreclosure proceeding was requested by the Community Manager for a property that was several years past due in assessments and all other options had been exhausted. The action was approved unanimously by the Board. Note: details withheld for privacy reasons.
- d. Texas Property Code (TPC) letter(s). Mrs. Tate asked that the staff be authorized to generate a TPC letter for a Homeowner that has not met the standards within the timeframe established by the CC&Rs. After discussion, review of the actions taken and pictures, the Board approved the action unanimously.
- e. Lien(s). The Community Manager asked that liens be filed on three homes within the community that have had assessments due and the VWOA has exhausted all other options to this point. The past due assessments are in the following amounts: \$818.94, \$835.44, and \$835.44. The Board reviewed all the cases and approved all the actions unanimously.

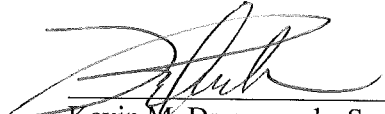
VII. NEW BUSINESS:

- a. A local Eagle Scout candidate (Grant Havili Kasitoa Watanabe) presented the Board with a request to perform an Eagle Scout Service Project Proposal. The proposed project will modify and improve the wilderness hiking trail behind the VWOA Community Center as well as adding two work-out stations along the trail. See attached proposal. The Board listened to the presentation and reviewed the project plan and voted unanimously to approve the plan. **OPEN.**
- b. Community Manager (CM) Job Description. History: recently a question was raised about the authority of the CM to institute fees for services. It was decided by the Board that the job description should be updated to more clearly state the CM's responsibilities. Mr. Steele, VWOA President, took on the task of updating the job description. Over the past few months, Mr. Steele had updated the document and forwarded it around for review/comments by the other Board members. Mr. Steele presented the final, agreed-upon document to the Board at this time and after a brief discussion, the new job description was approved unanimously by the Board members present. **CLOSED.**
- c. Clock Tower Monument proposal. The Community Manager submitted a proposal for a new monument in the island (green space) in front of the Clock Tower at the main entry to the Community. After review of the proposal and a brief discussion, it was agreed to revisit this at a later date. The cost is estimated at \$5000. **TABLED.**
- d. Pool Netting proposal. Mr. Gentry, representing the Sports Park Committee, presented a proposal for adding privacy/wind screens to both pools to help prevent things from blowing into the pools and to provide some degree of privacy for our Homeowners when they are in the pool. This measure is believed to prolong the life of the pools as well. The Board listened to the presentation and reviewed the proposal and approved the \$5087.75 for the proposal to be implemented. **OPEN.**
- e. Tot Lot (Sports Park) Playground Equipment proposal. Mr. Gentry, representing the Sports Park Committee, presented a proposal for upgrading the playground equipment in the Tot Lot at the Sports Park. The existing equipment is well past its replacement time according to the reserve study and it currently does not meet safety standards, as well as the American Disabilities Act. The Board listened to the presentation and reviewed the proposal. After additional discussion, which included members of the staff and the maintenance contractor, a motion was made and seconded to approve \$66,000 for the proposal. The proposal included new equipment, use of some of the old equipment, installation, rubber surfacing around the equipment, curbs and sidewalks for access. **OPEN.**
- f. Community Center Project with Screen for the main hall. Mr. Steele brought up the issue of the aging and scheduled to be replaced (by the reserve study) projector used by the Association. The existing projector is very hard to use in such a large room. He made a motion that we use repair/replacement funds to purchase a replacement projector (one designed for such a large space) and a screen that is installed in the ceiling. Each of these devices would be permanently mounted and controlled remotely. After the motion was seconded and discussed, the Board unanimously approved \$1600 be set aside for the purchase of this equipment. The installation will be accomplished by the maintenance staff. **OPEN.**

VII. The Next Meeting: The next regular meeting will be held on Thursday, August 15th, 2013, at 7 p.m. in the Community Center.

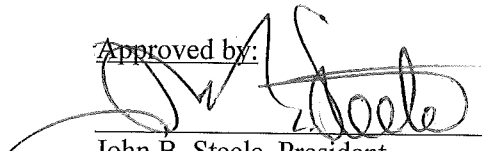
VIII. Adjournment: There being no further business before the Board, the meeting was adjourned at 8:05 p.m.

Written by:


Kevin M. Drummonds, Secretary

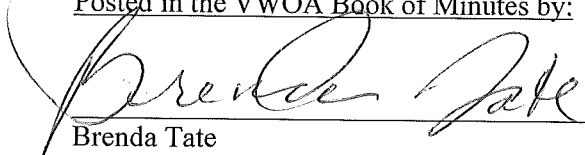
Date: 8/15/2013

Approved by:


John B. Steele, President

Date: 15 Aug 2013

Posted in the VWOA Book of Minutes by:


Brenda Tate
Community Manager
VWOA

Date: 15 Aug 2013

Parks And Recreation –August 2013

Board Report

Programs/Classes

- a. Olympic Karate- Classes on Tuesday & Thursdays, 21 current participants.
- b. SMASHDANCE- Zumba Fitness is offered each Monday and Wednesday at 7:30 pm
40 participants
- c. Body Bootcamp- Tue & Thur 7:30pm
- d. Cardio Dance- Wed evenings 6:30
- e. Kickboxing- Mon 6:30pm
- f. Women's Total Body- Mon-Wed-Fri , 9am
- g. Muscle Toning- 9-10am Mon-Wed-Fri
- h. AA Meetings – Wed's, 12pm – 1pm
- i. Water Aerobics Class- Monday & Wednesday- 8-9 pm

Past Community Events:

- a. Swim Lessons Session 4 Began- July 23
- b. Swim Lessons Session 3 Began- July 9
- c. Fall Soccer Registration Began – July 8
- d. Swim Lessons Session 2 Began- June 25
- e. Annual Picnic – June 15, great attendance, 1675 B-B-Q plates served
- f. Swim Lessons Session 1 Began- June 11
- g. Pools Opened All Week- June 7
- h. Farmer's Market- Weekly on Thursday 9am-2pm

Future Community Events:

- a. Fall Soccer Registration Ends – Aug 16
- b. Fall Soccer Meet & Greet – Sept 7
- c. Fall Fest – Sept 14
- d. Pools close for season – Sept 29
- e. National Night Out – Oct 1

J & J CONSTRUCTION

RESIDENTIAL & COMMERCIAL

PO BOX 762349

SAN ANTONIO, TX 78245

(210)722-5609

Jamiejconst@aol.com

July 2013 presented August 2013

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 and check all bathrooms, pavilion, Check for wasps & fire ants. Check for graffiti.*

Mowing: *Mow all needed areas, and trim along fence lines and curbs.*

Land: *Daily trash pick-up, and inspection of property for hazards. We have also been dying the flower beds with environs color for mulch. We are also cutting and shredding all new accumulated right of ways, also painting all replaced fences, and damaged areas.*

Park: *We have been mowing all needed areas and also along the creek. We have been painting the areas of park equipment that need paint and maintaining fields and track. We have been also working on getting all ready for the new playground.*

Community Center: *Maintain the centers exterior and also change all a/c filters and check all units. Along with pool exteriors and flower beds.*

STANDARDS DEPARTMENT MONTHLY REPORT

From: Adrian Suttles, Superintendent of Standards
To: VWOA Board of Directors
Subject: Report for the month of July 2013
Presented to the Board of Directors on August 15, 2013

<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) were brought before the ARC. Forty-five (45) of these were approved, fourteen (14) 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:	One thousand twenty-three (1023) violations of our standards were noted in the month of July. June had six hundred forty-five (645) violations documented.	Info
Personal Contact:	Two hundred eighty-five (285) for the month of July. June had two hundred three (203) contacts.	Info
Thank You Notices:	Three hundred thirty-seven (337) were handed out for July. June had four hundred thirty-five (435) handed out.	Info
Re-Sale Inspections:	Ten (10) were completed in July. June had thirteen (13).	Info
Yard/Garage Sales:	Sixty-one (61) were applied for in July. June had fifty-seven (57).	Info
<u>PROJECT MANAGEMENT</u>		
Public Safety Report:	Graffiti reported to us in July	Info
	Graffiti on Welcome to Westcreek sign at Westcreek Oaks & 1604	7/11/13
	Crime reported to us in July	Info
	Vistas-Gold Spaniard-All 4 tires & rims were stolen from car that was parked in driveway. Thieves unscrewed driveway light bulbs, removed wheels, & lowered the car onto garden paving stones under the brake drums.	7/6/13
	Wynwood-Bright Chase-Vehicles parked on street were egged during the night.	7/15/13
	VWOA Office-Locations were found with paintball remnants and paint where fired upon.	7/18/13
	VWOA Office-Maintenance shop broken into. Alarm went off Saturday night, police were dispatched nothing was found. Alarm went off Sunday night, local constable checked area nothing found.	
	Monday morning maintenance crew arrived, alarm not set for shop. Items missing (2 weed eaters, chain saw), cops called and case filed.	7/21/13
	Highpoint-Several houses and cars were egged overnight.	7/25/13
	Vistas-Rambling Rose-Several houses and cars were egged overnight.	7/26/13
	Estates-Creek Knoll-Homes shot by paintballs.	7/29/13



Villages of Westcreek
Owners' Association

Community Managers Report
For July 2013
Presented to the
Villages of Westcreek
Board of Directors
August 15, 2013

Physical Plant

- The Community Center Work Shop was broken into on July 22, 2013 approximately \$3800 worth of equipment was stolen.
- Severe erosion due to extreme rains in common area on Creek Knoll our Maintenance team is addressing and refilling area we are still looking at the best option for this issue.
- Wind Screens for the Pools have been ordered and will be arriving soon.
- New Projector equipment has been received and will be installed soon.
- The New Playground is under construction and we are Projecting the Grand opening to be September 15, 2013 at the Fall Fest.

Personnel

- We are currently fully staffed.

Vandalism

- Graffiti- moderate.

Other Items

- The Fall Fest will be our biggest ever with real Carnival Rides, and lots of Food and Craft Vendors.

Exclusive Usage Contracts

- Pavilion Parties 4
- Community Center 5
- Pool Parties 7

Closings

- New 0 Resale 34

Constant Contact Email Status Report

- 1626 subscribers

Days	H/O's	Amount
Current	2634	\$205,452.00
1-30 days	462	\$32,597.26
31-60 days	3	\$89.23
61-90 days	155	\$21,351.61
Over 90 days	144	\$57,837.72
Total	764	\$111,875.82

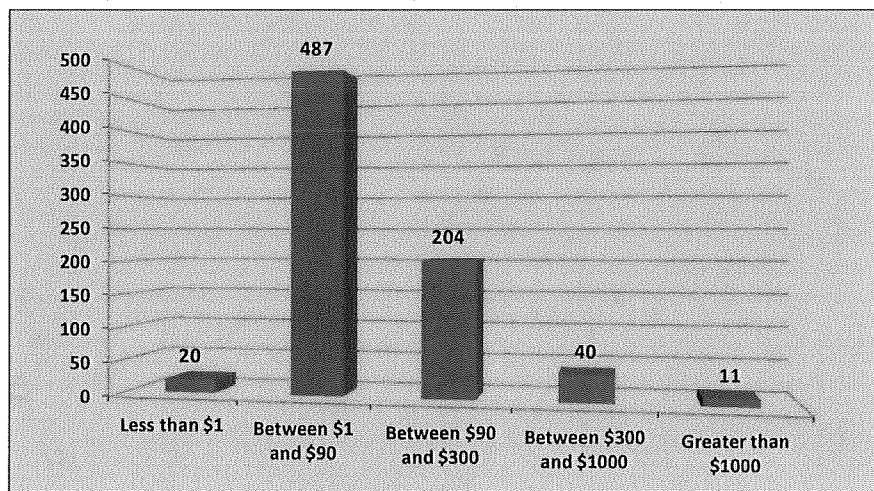
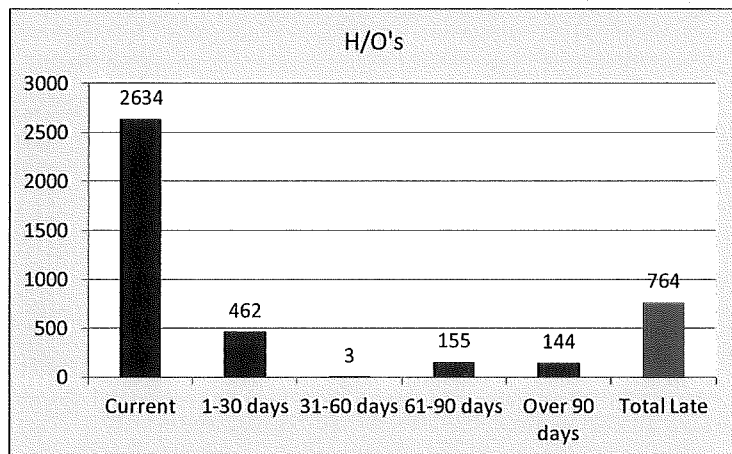
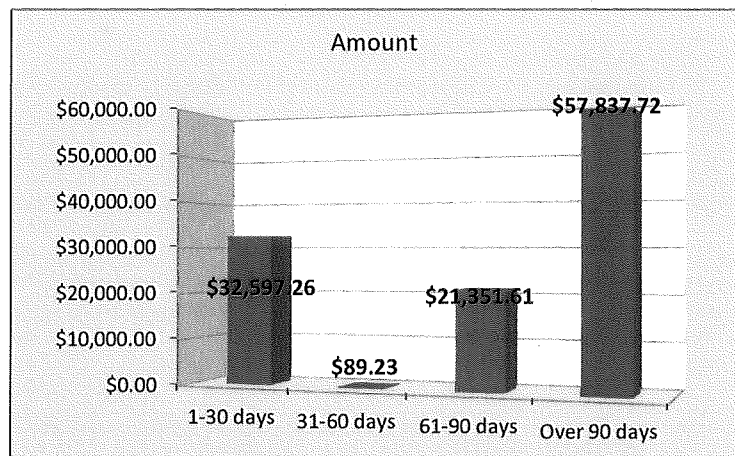
Current homeowner payments
\$205,452.00

Days	H/O's
Current	2634
1-30 days	462
31-60 days	3
61-90 days	155
Over 90 days	144
Total Late	764

Delinquent total ytd
111,875.82

Amount	H/O's
Less than \$1	20
Between \$1 and \$90	487
Between \$90 and \$300	204
Between \$300 and \$1000	40
Greater than \$1000	11

2013 Delinquent Assesments



**VILLAGES OF WESTCREEK
ARCHITECTURAL REVIEW COMMITTEE**

REPORT FOR THE BOARD OF DIRECTORS – JULY 2013

Meetings Held: 07/02/13 - 07/09/13 - 07/16/13 - 07/23/13 - 07/30/13

Applications Reviewed: 59

Applications Approved: 45

Applications Disapproved: 13

1. Color of shed (Red). Subsequently resubmitted with different color and approved.
2. Stain fence. The color purple not approvable.
3. Metal and canvas pop-up type patio cover. Materials not approvable.
4. Recycled rubber tile walkway already constructed. Tiles are uneven and misaligned. "Not aesthetically pleasing".
5. Recycled rubber tile patio in front yard. Disapproved twice because of size and location of patio in front yard. After subsequent discussion with homeowner a small flat area with linked tiles was approved for a front yard bench.
6. Front yard border fence. Somewhat haphazardly placed sections of 'decorative' edging already exist. "Not aesthetically pleasing".
7. Large canvas cover over pool in back yard. Canvas covers are not approvable.
8. Metal and canvas gazebo. Materials not approvable.
9. Move fence forward to front corner of house. This had already been completed, but the homeowner agreed to move the fence back to the regulation 5 feet back from the front of the home.
10. Paint front door red. Color submitted is too bold.
11. Paint trim and house. Blue trim on orange/red house considered to be too bold.
12. Cedar deck with handrails and step in side yards. Revised plan to relocate deck subsequently submitted and approved.
13. Temporary shade 'sail' over pool. Canvas covers are not approvable.

DERRICK J. FOYLE
Chair, Architectural Review Committee

Villages of Westcreek Owners Association

Balance Sheet

As of August 6, 2013

Aug 6, 13

ASSETS

Current Assets

Checking/Savings

1010 · Operating Accounts

1010.5 · Chase Bank

1010.51 · Operating - Checking 88,927.38

1010.52 · Receipts - Checking 186,640.99

Total 1010.5 · Chase Bank 275,568.37

Total 1010 · Operating Accounts 275,568.37

1011 · Reserve Accounts

1011.7 · Mutual Of Omaha Repair & Replac 136,337.94

1011.8 · Mutual of Omaha-Imp (1127) 149,255.81

1011.9 · Mutual of Omaha MM Rep & Repla 100,033.27

Total 1011 · Reserve Accounts 385,627.02

Total Checking/Savings 661,195.39

Villages of Westcreek Owners Association
Profit & Loss Budget vs. Actual
January 1 through August 6, 2013

	<u>Jan 1 - Aug 6, 13</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
4150 · Miscellaneous Income	457.32	1,198.91	-741.59
4170 · Program Fees	45,876.91	29,261.82	16,615.09
4180 · Swim Team	982.00	154.84	827.16
5000 · Revenue	833,265.23	822,778.71	10,486.52
5100 · Newsletter Advertisement	3,344.00	599.48	2,744.52
5200 · Rummage/Yard Sales	3,425.00	2,397.87	1,027.13
5400 · Pavilion Rental	4,800.00	2,997.30	1,802.70
5500 · Sports Park Committee	0.00	299.72	-299.72
5600 · Fence Repair Reimbursement	23,165.92	0.00	23,165.92
5800 · Community Center	10,570.00	12,588.71	-2,018.71
5900 · Concession Stand	4,382.21	359.68	4,022.53
Total Income	<u>930,268.59</u>	<u>872,637.04</u>	<u>57,631.55</u>
Cost of Goods Sold			
Total COGS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Gross Profit	<u>930,268.59</u>	<u>872,637.04</u>	<u>57,631.55</u>
Expense			
8000 · Operating Expenses	181,697.63	193,706.47	-12,008.84
8200 · Administration	288,666.71	310,334.87	-21,668.16
8300 · Maintenance	20,821.50	22,447.35	-1,625.85
8400 · Recreation Department	103,817.76	117,050.26	-13,232.50
8500 · Misc. & Contingency	8,048.43	6,994.60	1,053.83
8980 · Depreciation Expense	17,500.00	17,983.87	-483.87
9500 · Reserved Funds	49,682.31	132,144.63	-82,462.32
Total Expense	<u>670,234.34</u>	<u>800,662.05</u>	<u>-130,427.71</u>
Net Ordinary Income	<u>260,034.25</u>	<u>71,974.99</u>	<u>188,059.26</u>
Net Income	<u><u>260,034.25</u></u>	<u><u>71,974.99</u></u>	<u><u>188,059.26</u></u>

Villages of Westcreek Owners Association
Profit & Loss Budget vs. Actual
January 1 through August 6, 2013

	<u>Jan 1 - Aug 6, 13</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
4150 · Miscellaneous Income	457.32	1,198.91	-741.59
4170 · Program Fees	45,826.79	29,261.82	16,564.97
4180 · Swim Team	982.00	154.84	827.16
5000 · Revenue	798,784.33	822,778.71	-23,994.38
5100 · Newsletter Advertisement	3,344.00	599.48	2,744.52
5200 · Rummage/Yard Sales	3,380.00	2,397.87	982.13
5400 · Pavilion Rental	4,780.50	2,997.30	1,783.20
5500 · Sports Park Committee	0.00	299.72	-299.72
5600 · Fence Repair Reimbursement	23,165.92	0.00	23,165.92
5800 · Community Center	10,570.00	12,588.71	-2,018.71
5900 · Concession Stand	4,382.21	359.68	4,022.53
Total Income	<u>895,673.07</u>	<u>872,637.04</u>	<u>23,036.03</u>
Cost of Goods Sold			
Total COGS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Gross Profit	<u>895,673.07</u>	<u>872,637.04</u>	<u>23,036.03</u>
Expense			
8000 · Operating Expenses	180,621.17	193,706.47	-13,085.30
8200 · Administration	289,978.24	310,334.87	-20,356.63
8300 · Maintenance	20,821.50	22,447.35	-1,625.85
8400 · Recreation Department	103,817.76	117,050.26	-13,232.50
8500 · Misc. & Contingency	8,443.36	6,994.60	1,448.76
8980 · Depreciation Expense	17,500.00	17,983.87	-483.87
9500 · Reserved Funds	49,682.31	132,144.63	-82,462.32
Total Expense	<u>670,864.34</u>	<u>800,662.05</u>	<u>-129,797.71</u>
Net Ordinary Income	<u>224,808.73</u>	<u>71,974.99</u>	<u>152,833.74</u>
Net Income	<u><u>224,808.73</u></u>	<u><u>71,974.99</u></u>	<u><u>152,833.74</u></u>

J&J CONSTRUCTION

P.O.BOX 762349
SAN ANTONIO, TEXAS 78245

Estimate

Date	Estimate #
08/06/2013	WEB000033

Name / Address
VLLAGES OF WEST CREEK COMMUNITY PROPERTIES

			Project
Description	Qty	Rate	Total
Three feet high along with a 2 flower bed monument in red brick masonry to match clock tower	1	5040.00	5040.00
Run electrical to new monument location from existing service	1	2345.00	2345.00
		Total	\$7385.00

berryman's grant & the preserve at green valley

baltimore county, maryland

HLA

HOEHN
LANDSCAPE
ARCHITECTURE, L.L.C.



form

•

shape

•

function

•

vision



316 Alabama Road
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Rick Hoehn served as Vice President and Director of Design at DMW for this project.

Communication Committee Minutes
August 5, 2013

In attendance:

Bill Fenstermacher
Michelle de Jongh
Gene Hopkins
Barbara Hopkins

Excused: Jean Woodward
Joyce Oliver
Guy Oliver

Meeting called to order at 10:06 a.m.

Review on the proposed story board from the previous meeting continued. The committee agreed that the items in the About section were fine. Bill Fenstermacher said they can be sorted into alphabetical order. He also said that Facilities will also be linked to Forms and that other items can be linked as well.

Bill Fenstermacher recommended adding Town Hall Meetings under Documents and adding a Miscellaneous section under Documents for other catchall documents. The committee thought these were good ideas.

Bill Fenstermacher said that under Recreation, the first box – Program Registration Forms – is also under Forms. Gene Hopkins suggested adding Pool Rules under Sports Park Rules. Bill asked if Pool & Park Rules should also be under Documents. Barbara Hopkins and Michelle de Jongh agree so Bill said he would add another box under Recreation for Rules.

Re Forms, Gene Hopkins asked why not have one box for Contracts and then an arrow to the right with drop-downs for various contracts. Bill Fenstermacher said he could change the Forms title to Contracts/Forms and then do the same process with the six forms listed.

Regarding the Homeowners Information Action Form, the committee questioned if it is ever used. Standards Supervisor Adriana Suttles came into the room and said it was used once. Bill Fenstermacher suggests revising it or breaking it into two forms that would be more clear. Barbara Hopkins added that we could put that in the newsletter so that everyone would know about it. Bill Fenstermacher suggested that the committee look at that and work on a draft form for the next meeting.

The committee discussed the Community column. Gene Hopkins complained about how difficult it is to keep the event dates list current. Bill Fenstermacher suggested eliminating the dates here and just listing the activities. The calendar and This Week in Westcreek would list the dates. He asked if the various types of Sales should be grouped or if they should continue to be listed as is. The group agreed to keep as is. Barbara Hopkins recommended using bullets to list the committees in Volunteers.

The discussion moved to Newsletters. Bill Fenstermacher explained that This Week in Westcreek would have a sub-list of those listed in date order. He said the same would be done with Westcreek Times. Gene Hopkins asked if the advertising form should be here as well. Bill Fenstermacher said he could add the advertising form link on that page so that if you clicked on Westcreek Times, there would be an embedded link to take you there. Bill Fenstermacher asked about miscellaneous crime alerts that the office emails to residents, but then suggested they not be included on the web site since they might scare off prospective buyers.

Gene Hopkins commented that the By-Laws were updated but the Table of Contents wasn't and also that there is no table of contents in the CCRs.

For the Calendar column, Bill Fenstermacher suggested adding some events to the boxes for the next meeting and asked the committee to start working on what goes on each page of the proposed story board. After that, he said, the committee could start working on flagging, which will control the bottom of the page.

Gene Hopkins complained that there have been many things suggested by the Communications Committee that never get changed. Bill Fenstermacher said that when we are done with all of the story board we can submit a formal plan to the Board detailing what we want done.

Barbara Hopkins motioned to adjourn; seconded by Michelle de Jongh. Meeting adjourned at 11:05 a.m.



Villages of Westcreek
Owners' Association

The Rummage Sale of Westcreek has seen an increasing decrease of interest due largely to the fact that monthly home garage sales are now permitted.

The Sports Park has recently installed new water lines electrical lines etc. which forces the rummage sale participants to carry their goods from the over flow lots this is strenuous and taxing to the homeowner and contributes to the lack of interest.

The staff manpower required to run the rummage sale does not equal the amount of income generated from the participant space sale price.

I would like to propose that the Rummage Sales in the Park be terminated.

Due to the growing lack of interest the elevating cost and logistics of hosting this now less than popular event.



Villages of Westcreek
Owners' Association

The Maintenance shop was broken into On July 22, 2013 approximately \$3800.00 dollars' worth of equipment was stolen.

As a preventative to prevent further theft and loss

Our Maintenance Superintendent has proposed a fence with 2 gates be installed in the front and rear entry of the building. The fence will prevent anyone from entering the building without first opening the gates.

Please see the attached cost estimate for the scope and cost of the fence.



de la garza

FENCE & SUPPLY CO

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MFG. OF CHAIN LINK FENCE

6475 OLD HWYWAY 90 WEST *SAN ANTONIO, TEXAS 78227 *210-674-8302

FAX (210-674-8323)

July 30, 2013

Jamie Esquivel

P. 210-722-5609

JamieJJconst@aol.com

Scope of Work:

1. Supply labor and materials for the installation of 56' of a 6' commercial chain link Fence with three strands of barb wire and one row of razor ribbon.
2. Manufacture and install (Qty. 2) 6'x10' Double Drive Swing Gates.

Materials:

Fence Fabric:	6' x 9 ga. GBW (2.25" Mesh)
Top Rail:	1-5/8" x SS 20 Pipe
Line Posts:	1-7/8" x SS 20 Pipe
Corner /Gate Post:	2-3/8" x SS 20 Pipe

Total labor and materials: \$ 1,953.53 Tax Included

Nick de la Garza