

## REGULAR BOARD OF DIRECTORS MEETING

### AGENDA

Thursday, 7 p.m.

February 21, 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) Association assume ownership of Centex Properties – Open.
  - c) Memorial bench for Sports Park to replace the one that was stolen - Open.
  - d) Nominating Committee (Ms Castro/Chair to do a call for volunteers) – Open.
  - e) Lights in the playground area – Open (approved / awaiting installation) - Open
  - f) Administrative Resolution 12 – Notification of Covenants Violations – Review/Update (current version rescinded pending new draft) – Open.
  - g) ID Card Machine replacement – (approved / awaiting purchase-installation) -- Open
  - h) Town Hall Meeting – (to be scheduled) - Open
- 6) **New Business.**
  - a) Swim Team discussion.
  - b) Gravely Pearson LLP/Reserve HOA
  - c) \_\_\_\_\_
- 7) **Schedule next monthly meeting. (Mar 21, 2013 at 7pm)**
- 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, Jan 17<sup>th</sup>, 2013. The purpose of the meeting was to conduct regular business as identified in the pre-announced Agenda. The meeting minutes for the November Regular Monthly Meeting were reviewed and approved by a unanimous vote of Board members (4/0) present (Kenneth Fowler arrived late and did not vote).

Board Members Present:

John Steele, President

Kevin Drummonds, Secretary

Jennifer Castro, Treasurer

Richard Gentry, Vice President

Kenneth Fowler, Asst. Secretary

Board Members Absent: None

Staff Present:

Brenda Tate, Community Manager

Jennifer Bell, Administrative Superintendent

Nancy Griffin, Parks and Recreation Superintendent

Oswald Willis, Asst. Community Manager

Adrian Suttles, Standards Superintendent

Jamie Esquivel, Maintenance Contractor

Members Present:

Eugene Hopkins

Bill Fenstermacher

Dora Trosclair

Barb Hopkins

Guy Oliver

Gerry Besecker

Derrick Foyle

Jean Woodward

Michael Allsop

Guests Present:

None

**II. OPEN FORUM:**

Mr. Steele opened the Member's forum. The following members spoke:

1. Ms. Dora Trosclair asked questions about and discussed:

a. the fences along the major thoroughfares. She was concerned about the condition of the fences and the maintenance being conducted on them. A discussion ensued which led to the staff being tasked with taking a detailed look at the condition of the fences, including the brick posts (many are leaning or in need of repair).

b. grief counseling group and arts/crafts for members. Ms. Trosclair stated that a lot of members need some form of grief support and that they wanted to use the Community Center for this activity. Mr. Steele and Mrs. Tate stated that these activities could be accommodated as long as space was available at the time needed.

c. volunteers benefits. Ms. Trosclair asked what the benefits were for volunteering in the community. Mrs. Tate described the benefits and encouraged all members to volunteer their time.

d. lights at the monuments. This was addressed in the Maintenance Report

e. updating the website. She also asked about the website and how it was being updated. She expressed some concerns about the website being confusing due to the times being different. This was an issue with the contractors conducting activities and not notifying the web master or staff of any changes.

f. budget on activities. Ms. Trosclair asked what the budget was for each of the activities conducted by the VWOA (i.e., picnic). She was told that the website has the budget and each activity is identified there.

2. Mrs. Gerry Besecker stated that she is a member of a sewing club (of homeowners) and asked if they could use the community center for their meetings. The Board agreed and Mrs. Tate confirmed that the group could use the

community center as long as it does not interfere with the scheduled activities. Mrs. Tate asked Mrs. Besecker to work with her for the location (which may include the conference room) and a good time for them to meet.

### III. 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. Mr. Jaime Esquivel (maintenance contractor) briefed on the latest activities of the maintenance team and answered questions on the refurbishment of the monuments.
- c. Standards Department: A written report was provided and is attached to these minutes. Mrs. Adrian Suttles briefed the activities for this period.
- d. Community Management Department: Mrs. Tate provided a written report which is attached to these minutes and briefed from the this report. She also provided a summary of delinquent assessments (also attached). The Community Manager briefed on the status of the flag pole plaque, sidewalks for Saxon Hill (see old business), and other projects (see attached report). Mrs. Tate provided cost estimates for the children's playground (see old business later in the meeting).
- e. Architectural Review Committee. The numbers for this committee were included in the Standards Department report attached to these minutes.
- f. Finance Committee: Mrs. Castro provided written accrual and cash basis statements from the Bookkeeper. She briefed from these statements and provided a summary of the status of the Association funds.
- g. Landscaping Committee. A written report was provided and is attached to these minutes. The chairperson of the committee (Mr. Michael Allsop) also briefed on the status of the committee.
- h. Nominating Committee. Mr. Steele appointed Ms. Castro chairperson of the committee and put out a call for volunteers.
- i. Communications Committee. The Committee chairperson (Mr. Bill Fenstermacher) briefed on the status of the committee and that they had agreed to hold their meetings on the first Monday of every month. He also briefed that the committee voted Mr. Fenstermacher as the new chair and Mr. Guy Oliver as the Vice Chair.
- j. Public Safety Committee. No report.
- k. Sports and Park Committee. No written report was provided, but the chairperson (Mr. Richard Gentry) briefed on the activities of this committee during this period.
- l. Strategic Planning Committee: No report.

### IV. UNFINISHED BUSINESS:

- a. Villages of Westcreek Clean-up Day. The Community Manager briefed that this event was scheduled for the 1<sup>st</sup> Saturday in April. **CLOSED.**
- b. Status of Sidewalk at Saxonhill and Military Drive West. Community Manager provided estimated costs for the sidewalks but, after discussion, the Board decided to table this until the next meeting. **TABLED.**
- c. Purchase of video camera for the Association (Communications Committee). The camera was purchased for \$508 and was \$492 less than the amount appropriated. **CLOSED.**
- d. Centex Properties. Mrs. Tate briefed the Board on the status of this issue. After discussion and review of some of the information provided, it was decided to table this issue until the Board had an opportunity to go look at the properties. The maintenance contractor provided a quote for maintenance of these properties and the Board is to review this in Executive session following this meeting. **TABLED.**
- e. Memorial Bench for the Sports Park. The Community Manager briefed that this was actually a stool that was missing and this issue was corrected. **CLOSED.**
- f. Lights in the playground area. The Board received a quote (\$2785) from the maintenance contractor to perform this action and voted unanimously to approve it. **OPEN.**
- g. Administrative Resolution 12. AR-12 was rescinded by a unanimous vote of the Board. This issue is open pending a replacement of this AR. **OPEN.**

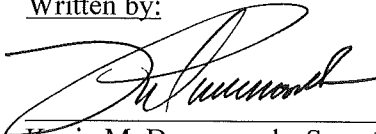
## V. NEW BUSINESS:

- a. Election Committee call for volunteers and appointment. This business was conducted during the nominating committee section of this meeting. **CLOSED.**
- b. Date for dedication of the Flag Pole. The Community Manager briefed that the date for the dedication is to be at 5:30 p.m. (prior to the next Board meeting) on Feb 21, 2013. The County Commissioner (Chico Rodriguez), State Representative (Phillip Cortez [confirmed]), and the new Bexar County Sherriff (Susan Pamerleau [unable to attend, but asked to be invited to our town hall meeting]) have been invited. **OPEN.**
- c. ID Card Machine Replacement. Mrs. Tate requested the Board authorize a replacement for the ID Card machine and an additional monitor for the office. She also provided verbal justification and written quote for the machine. The Board unanimously approved the request for a cost of \$1705 plus tax. **OPEN.**
- d. Executive Session results:
  - 1) Maintenance quote for Centex properties. This issue was discussed and it was tabled until the Board had a chance to actually look at the property to get a better understanding of what was actually required. **OPEN.**

**VI. The Next Meeting:** The next regular meeting will be held on Thursday, January 17th, 2013, immediately following the flag dedication ceremony at 5:30 p.m. in the Community Center.

**VII. Adjournment:** There being no further business before the Board, the meeting was adjourned at 8:14 p.m.

Written by:

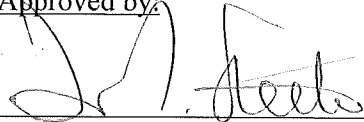


Kevin M. Drummonds, Secretary

Date:

2/21/2013

Approved by:

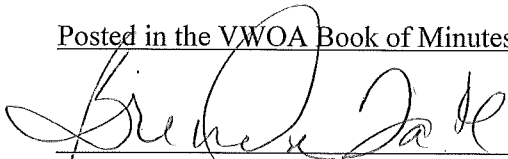


John B. Steele, President

Date:

21 Feb 2013

Posted in the VWOA Book of Minutes by:



Brenda Tate  
Community Manager  
VWOA

Date:

2-21-2013

# Parks And Recreation –February 2013

## Board Report

### Programs/Classes

- a. **Soccer-** Spring soccer season began Jan.2<sup>nd</sup>. 272 participants registered, 25 teams, largest registration ever
- b. **Olympic Karate-** Classes on Tuesday & Thursdays 15 current participants.
- c. **SMASHDANCE-** Zumba Fitness is offered each Monday and Wednesday at 7:30 pm 42 participants
- d. **Body Bootcamp-** Tue & Thur 7:30pm
- e. **Cardio Dance-** Wed evenings 6:30 h - i - j & k have 20 participants
- f. **Kickboxing-** Mon 6:30pm
- g. **Women's Total Body-** Mon-Wed-Fri , 9am
- h. **Muscle Toning-** 9-10am Mon-Wed-Fri

### Past Community Events:

- a. Mardi Gras was celebrated on Feb 9<sup>th</sup>, 118 homeowners and guests in attendance, layout change made more tickets available
- b. Spring Soccer Meet & Greet took place on Feb 2nd Medals will be given this season rather than trophies to help keep cost down thus allowing more kids to participate

### Future Community Events:

- a. Flag Dedication – February 21, 5:30 pm
- b. Easter Egg Hunt- March 23, 9:00 am
- c. Rummage Sale – May 4th

# ***J & J CONSTRUCTION***

RESIDENTIAL & COMMERCIAL

PO BOX 762349

SAN ANTONIO, TX 78245

(210)722-5609

[Jamiejjconst@aol.com](mailto:Jamiejjconst@aol.com)

## **Monthly Maintenance Report**

February

- Daily task: Pick up trash daily, main road ways, walk around Community Center, check swimming pool for leaks and corrosions. Clean and hose down sidewalks around building and check all bathrooms, pavilion, check for wasps & fire ants. Check for graffiti.
- Mowing: Mow all areas, and gathering leaves and keeping the community Clean. We have also been putting herbicide on all needed areas.
- Land: Daily trash pick-up, and inspection of property for hazards, again we have been busy with vandalism ,with broken lights and also spray tagging on monuments ,park signs, electrical boxes, cable boxes ,street signs ,concrete barriers , steel railings,
- Park: We are currently cutting down trees that are obstructions for the drainage canal along the park area also we are regarding the flow of it also. And on the opposite side of it we are cleaning out the creek and filling in the huge ruts within the creek, this way we will have an even flow of water and it won't hold any and hopefully this will help with our mosquito problem in the spring and summer. We currently top dressed the entire soccer fields for the spring so we would have a stronger root system for our grass. Also we have been cutting in our track and grading it. We also have installed new restroom fixtures.
- Community Center: We have assisted in the Mardi Gras preparations and the covering and extension of the square foot size in the center to accommodate for the celebration.

## STANDARDS DEPARTMENT MONTHLY REPORT

From: Adrian Suttles, Superintendent of Standards  
 To: VWOA Board of Directors  
 Subject: Report for the month of January 2013  
 Presented to the Board of Directors on February 21, 2013

<u>TOPICS</u>	<u>ACTION AND OR NOTES</u>	<u>STATUS</u>
<b><u>STANDARDS</u></b>		
ARC Committee Membership:	The ARC is staffed with five (5) community residents who volunteer their time on a weekly basis.	Info
PIA's	Twenty (20) were brought before the ARC. Seventeen (17) of these were approved, three (3) were not approved.	Info
Staffing/Personnel:	Staffed with five (5) part time Standards Monitors.	Info
Standards Violations Documented:	Four hundred eighty-one (481) violations of our standards were noted in the month of January. December had two hundred twenty-nine (229) violations documented.	Info
Personal Contact:	Eighty-seven (87) for the month of January. December had forty-one (41) contacts.	Info
Thank You Notices:	Two hundred twenty-five (225) were handed out for January. December had eighty (80) handed out.	Info
Re-Sale Inspections:	Eight (8) were completed in January. December had seven (7).	Info
Yard/Garage Sales:	Six (6) were applied for in January. December had twenty-four (24).	Info
<b><u>UNFINISHED BUSINESS</u></b>		
Main Fences within Westcreek	A homeowner, Derrick Foyle, volunteered to inspect all of the brick pillars within The Villages of Westcreek. He will report his results to us when complete. Standards monitors have begun to inspect all main fences within their assigned areas and give out appropriate courtesy notices.	Info
<b><u>PROJECT MANAGEMENT</u></b>		
Public Safety Report:	Please see report below for graffiti removed in January. Wynwood-Macey Trail-Green tagging on fence	Info 1/28/2013
	Please see report below for crime reported to us in December. Woods-Kingsbridge-Monument lights kicked out Royal Oaks-Saxonhill-Monument lights kicked out Sports Park-Military Dr-Sprinkler heads at park broken (intentionally) VWOA-WC Oaks & Military-Both VWOA sign holders were intentionally broken	Info 1/3/2013 1/3/2013 1/3/2013 1/3/2013 1/4/13- 1/7/13
	VWOA-Tot lot in Community park-Drinking fountain broken Estates-Creek Knoll-HO called to report an attempted house brake in. Last night around 7 pm HO heard keyless entry pad to front pushed panic button and criminals left. Spouse came home approx. 15 min. later & said wasn't them trying to gain access, and didn't see anyone near house Estates-Creek Knoll-On Saturday night/early Sun morning two cars were egged. One was in the driveway the other parked on the street.	1/8/2013 1/12/2013
	Estates-Creek Spur-Btwn 9-11 am-Someone broke into house, through back porch, broke kitchen window-Ransacked house, a lot of small things taken along with \$-Filed police report Highpoint-Point Breeze-Gentlemen in large black Ford F 250 4x4 crew cab were destructive to private property in effort to gain access to private property & trespass	1/13/2013 1/18/2013
	VWOA-Sports Park Fields-On Saturday night/early Sun morning two cars were egged. One was in the driveway the other parked on the street.	Wk of 1/20/13- 1/26/13



**Villages of Westcreek**  
Owners' Association

Community Managers Report  
For January 2013  
Presented to the  
Villages of Westcreek  
Board of Directors  
February 21, 2013

Physical Plant

- Centex- Still awaiting surveys
- Flag dedication ceremony completed.
- Cost estimate for Saxon Hill sidewalks see new estimates without labor.
- Sports park memorial bench is as it was (close).
- ID Card Machine replaced

Personnel

- We are currently hiring Sports Park monitors.

Vandalism

- Graffiti- Extreme this month

Other Items

- We are accepting Candy Donations for the annual Easter egg hunt.
- March 15 Town Hall Sheriff Parmalo 7pm
- Election deadline for submission to Print is February 22,2013

Exclusive Usage Contracts

- Pavilion parties 0
- Community center 4
- Pool Parties 0

Closings

- New 0 Resale 30

Constant Contact Email Status Report

- 1535 subscribers



Delinquent assessment as of 02/12/2013

Days	H/O's	Amount
Current	2382	\$185,796.00
1-30 days	730	\$51,749.03
31-60 days	48	\$3,354.08
61-90 days	6	\$607.92
Over 90 days	253	\$69,238.66
Total	1037	\$124,949.69

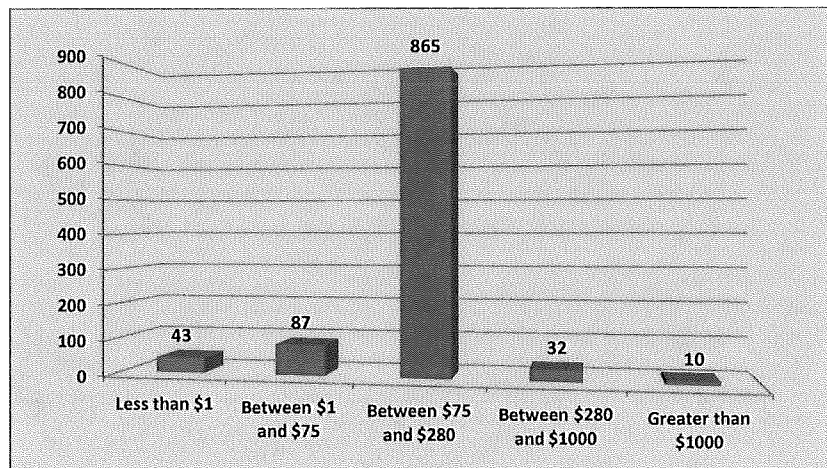
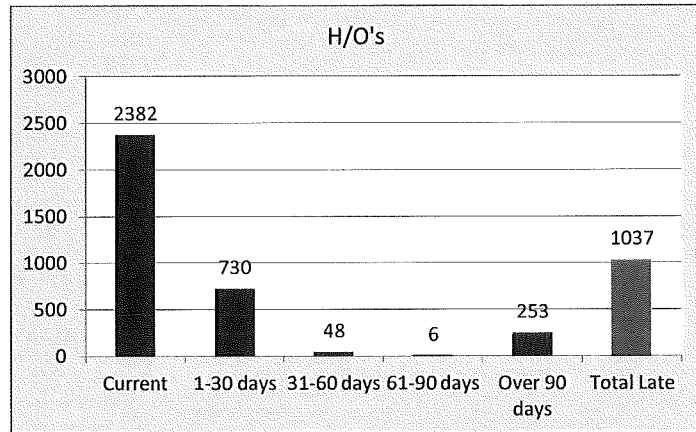
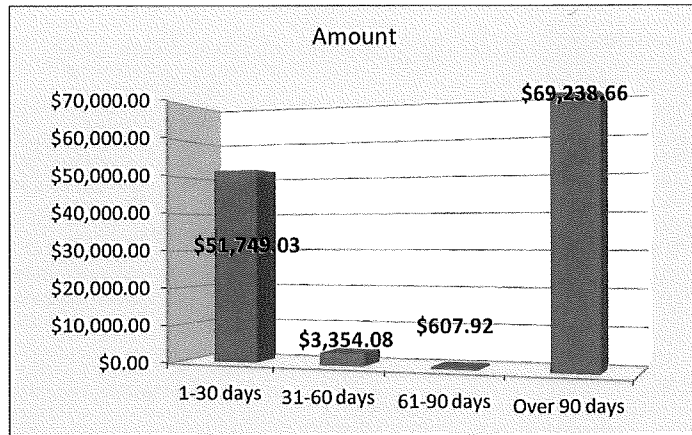
Current homeowner payments  
\$185,796.00

Days	H/O's
Current	2382
1-30 days	730
31-60 days	48
61-90 days	6
Over 90 days	253
Total Late	1037

Delinquent total ytd  
124,949.69

Amount	H/O's
Less than \$1	43
Between \$1 and \$75	87
Between \$75 and \$280	865
Between \$280 and \$1000	32
Greater than \$1000	10

2013 Delinquent Assessments



10:16 AM  
02/12/13  
Accrual Basis

**Villages of Westcreek Owners Association**  
**Profit & Loss Budget vs. Actual**  
**January 1 through February 15, 2013**

	<u>Jan 1 - Feb 15, 13</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4150 · Miscellaneous Income	6,301.80	249.96	6,051.84	2,521.12%
4170 · Program Fees	18,291.43	4,224.99	14,066.44	432.93%
5000 · Revenue	269,588.91	271,468.81	-1,879.90	99.31%
5100 · Newsletter Advertisement	0.00	125.04	-125.04	0.0%
5200 · Rummage/Yard Sales	435.00	500.04	-65.04	86.99%
5400 · Pavilion Rental	750.00	624.97	125.03	120.01%
5500 · Sports Park Committee	0.00	62.47	-62.47	0.0%
5600 · Fence Repair Reimbursement	0.00	0.00	0.00	0.0%
5800 · Community Center	3,770.00	2,625.00	1,145.00	143.62%
5900 · Concession Stand	0.00	75.00	-75.00	0.0%
<b>Total Income</b>	<b>299,137.14</b>	<b>279,956.28</b>	<b>19,180.86</b>	<b>106.85%</b>
<b>Gross Profit</b>	<b>299,137.14</b>	<b>279,956.28</b>	<b>19,180.86</b>	<b>106.85%</b>
<b>Expense</b>				
8000 · Operating Expenses	25,393.15	36,807.70	-11,414.55	68.99%
8200 · Administration	49,093.90	68,190.90	-19,097.00	72.0%
8300 · Maintenance	1,015.94	4,210.44	-3,194.50	24.13%
8400 · Recreation Department	13,199.84	31,007.06	-17,807.22	42.57%
8500 · Misc. & Contingency	438.97	1,374.98	-936.01	31.93%
8980 · Depreciation Expense	2,500.00	3,750.00	-1,250.00	66.67%
9500 · Reserved Funds	8,434.94	18,112.51	-9,677.57	46.57%
<b>Total Expense</b>	<b>100,076.74</b>	<b>163,453.59</b>	<b>-63,376.85</b>	<b>61.23%</b>
<b>Net Ordinary Income</b>	<b>199,060.40</b>	<b>116,502.69</b>	<b>82,557.71</b>	<b>170.86%</b>
<b>Net Income</b>	<b>199,060.40</b>	<b>116,502.69</b>	<b>82,557.71</b>	<b>170.86%</b>

**Villages of Westcreek Owners Association**  
**Profit & Loss Budget vs. Actual**  
**January 1 through February 15, 2013**

	<u>Jan 1 - Feb 15, 13</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4150 · Miscellaneous Income	6,300.80	249.96	6,050.84	2,520.72%
4170 · Program Fees	18,253.43	4,224.99	14,028.44	432.04%
5000 · Revenue	208,608.32	271,468.81	-62,860.49	76.84%
5100 · Newsletter Advertisement	0.00	125.04	-125.04	0.0%
5200 · Rumage/Yard Sales	435.00	500.04	-65.04	86.99%
5400 · Pavilion Rental	730.50	624.97	105.53	116.89%
5500 · Sports Park Committee	0.00	62.47	-62.47	0.0%
5600 · Fence Repair Reimbursement	0.00	0.00	0.00	0.0%
5800 · Community Center	3,770.00	2,625.00	1,145.00	143.62%
5900 · Concession Stand	0.00	75.00	-75.00	0.0%
<b>Total Income</b>	<u>238,098.05</u>	<u>279,956.28</u>	<u>-41,858.23</u>	<u>85.05%</u>
<b>Gross Profit</b>	238,098.05	279,956.28	-41,858.23	85.05%
<b>Expense</b>				
8000 · Operating Expenses	26,156.45	36,807.70	-10,651.25	71.06%
8200 · Administration	50,487.84	68,190.90	-17,703.06	74.04%
8300 · Maintenance	1,015.94	4,210.44	-3,194.50	24.13%
8400 · Recreation Department	13,199.84	31,007.06	-17,807.22	42.57%
8500 · Misc. & Contingency	438.97	1,374.98	-936.01	31.93%
8980 · Depreciation Expense	2,500.00	3,750.00	-1,250.00	66.67%
9500 · Reserved Funds	8,434.94	18,112.51	-9,677.57	46.57%
<b>Total Expense</b>	<u>102,233.98</u>	<u>163,453.59</u>	<u>-61,219.61</u>	<u>62.55%</u>
<b>Net Ordinary Income</b>	<u>135,864.07</u>	<u>116,502.69</u>	<u>19,361.38</u>	<u>116.62%</u>
<b>Net Income</b>	<u><u>135,864.07</u></u>	<u><u>116,502.69</u></u>	<u><u>19,361.38</u></u>	<u><u>116.62%</u></u>

# Villages of Westcreek Owners Association

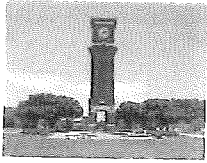
## Balance Sheet

As of February 15, 2013

	Feb 15, 13
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1010 · Operating Accounts	381,410.25
1011 · Reserve Accounts	277,046.44
Total Checking/Savings	658,456.69
Accounts Receivable	
1020 · Accounts Receivable	-188,658.20
Total Accounts Receivable	-188,658.20
Other Current Assets	
1021 · Interest Receivabl	34.19
1030 · Other Current Assets	18,186.94
1040 · Undeposited Funds	3,525.47
1045 · Due from Operating Fund	32,505.67
1071 · Allowance For Doubtful Accts	-8,500.00
Total Other Current Assets	45,752.27
Total Current Assets	515,550.76
Fixed Assets	
1050 · Fixed Assets	48,142.42
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	2,116,807.34
Other Assets	
1037 · Chase CD	2,589.29
Total Other Assets	2,589.29
<b>TOTAL ASSETS</b>	<b>2,634,947.39</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 · Accounts Payable	-97.05
Total Accounts Payable	-97.05
Credit Cards	
2040 · Credit Card	700.86
Total Credit Cards	700.86
Other Current Liabilities	
2020 · Other Current Liabilities	17,045.06
2030 · Due to Employees/Uncashed Payro	124.81
2100 · Payroll Liabilities	3,095.59

Villages of Westcreek Owners Association  
**Balance Sheet**  
As of February 15, 2013

	Feb 15, 13
2111 · Direct Deposit Liabilities	8,738.52
Total Other Current Liabilities	29,003.98
Total Current Liabilities	29,607.79
Long Term Liabilities	
2022 · Due to Reserve Fund	32,505.67
2200 · Long Term Notes Payable	1,276,019.92
Total Long Term Liabilities	1,308,525.59
Total Liabilities	1,338,133.38
Equity	
2031 · Retained Earnings	186,914.78
3000 · Fund Balance	974,015.16
Net Income	135,884.07
Total Equity	1,296,814.01
TOTAL LIABILITIES & EQUITY	2,634,947.39



# Villages of Westcreek



## Owner's Association

### Standards Department

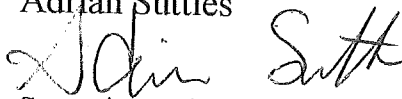
#### Standards Department Recommendation for AR 12

February 21, 2013

Administrative Resolution 12, which was approved March 18, 2010, states that notices should be given out with 10 days' time frame for every item cited. This time frame was to be given out for 3 notices each, then a Pre TPC letter with the same time frame, followed by a TPC letter with a 30-day time frame. The board later discussed and decided on 2 notices and then a TPC letter. AR 12 was never rescinded at that time.

The following is the office recommendation regarding AR 12 and its rescission. The first page is our new proposed time frame to enact. The second page is the time frame devised after the board stated to go to 2 notices and then a TPC letter. The difference between the two is that we have combined some items, and we have refined the time frames. The new time frame list has been review by all standards monitors and the standards superintendent and they all deemed it adequate.

Adrian Suttles



Superintendent of Standards

<b>COURTESY NOTICE (CN) DISCREPANCIES &amp; TIME LIMITS</b>	
<b>Discrepancies</b>	<b>Time Limits Per CN</b>
Maintenance/Repair: House damage/painting, Roof repair, Major fence, etc.	30 days, 15 days/FN--TPC.
Ground cover required.	30 days, 15 days/FN--TPC.
Improvements/changes made without ARC approval, attach a <b>blue</b> PIA to CN.	10 days, 5 days/FN--TPC.
New improvements/changes approved by the ARC and: ready for inspection; <u>not completed</u> within 90 days, attach a <b>white</b> PIA to CN for an extension.	10 days, 5 days/FN--TPC.
Removal of metal storage sheds, gazebos, pergolas & children's swing sets .	10 days, 5 days/FN--TPC.
General Maintenance: Stain removal, fence, trimming trees/plants, inoperable vehicles, etc..	10 days, 5 days/FN--TPC.
Property Maintenance: General lawn care (Mow, edge, trim, leaves, weeds)	10 days, 5 days/FN--TPC.
Storage containers in driveways such as Pack-Rat, Pod are allowed for 5 days without ARC approval. (After 5 days, attach a <b>white</b> PIA to the CN)	After 5 days: 10 days, 5 days/FN--TPC
Commercial vehicles exceeding 1 ton.	1 day, 1 day/FN--TPC.
RV's such as motor homes, buses, travel trailers, campers, ski-jets, boats, boat trailers. (after 48 hours before and after each trip)	1 day, 1 day/FN--TPC.
Canopies for special events such as birthdays, anniversaries, etc.	1 day, 1 day/FN--TPC.
Outside decorations out more than 30 days before or more than 15 days after the <u>holiday</u> for which they were displayed.	1 day, 1 day/FN--TPC.
Remove/Store Items: Gardening items, children's bikes/toys, non approved furniture.	1 day, 1 day/FN--TPC.
Constant trash can, basketball pole violations.	1 day-3 w/in 30 days/FN-TPC.
Garage Sale without VWOA Permit--must apply.	Immediately--TPC
Estate Sale without VWOA Permit--must apply.	Immediately--TPC
Extensions must be approved by the Standards Superintendent. For situations and time limits not shown above, request guidance from the Standards Superintendent before contacting the resident. Use good judgment and common sense also.	
Revised: February 21, 2013	

## COURTESY NOTICE (CN) DISCREPANCIES & TIME LIMITS

Discrepancies	Time Limits Per CN
Vinyl & metal storage units plus metal gazebos & childrens swing sets not permitted.	30 days, 15 days/FN--TPC.
<u>Major</u> landscaping, painting, roof repair, siding, fencing, masonry, etc. (includes tools, materials & utility trailers).	30 days, 15 days/FN--TPC.
<u>Minor</u> landscaping, painting, roof repair, siding, fences, gates, etc. (includes tools, materials & utility trailers)	20 days, 10 days/FN--TPC.
Trimming trees/bushes that interfere with street traffic and/or use of sidewalks by pedestrians.	10 days, 5 days/FN--TPC.
New improvements/changes approved by the ARC and <u>not completed</u> within 90 days, attach a <b>white</b> PIA to CN for an extension.	10 days, 5 days/FN--TPC.
Improvements/changes made without ARC approval, but may be approvable, attach a <b>blue</b> PIA to CN.	10 days, 5 days/FN--TPC.
Vehicles on the resident's property with expired stickers, flat tires, on jacks or otherwise inoperable. (If in street with expired stickers, refer to Sheriff's Office)	10 days, 5 days/FN--TPC.
Boats & trailers stored in garages that restrict door closure.	10 days, 5 days/FN--TPC.
Oil, rust & other stains in driveways, walkways, sidewalks & streets.	10 days, 5 days/FN--TPC.
Storage containers in driveways such as Pack-Rat, Pod are allowed for 5 days without ARC approval. (After 5 days, attach a <b>white</b> PIA to the CN)	After 5 days: 10 days, 5 days/FN--TPC
Lawn mowing, edging, trimming as well as removal of trimmings, weeds, leaves, trash, etc. on the property or in the street.	10 days, 5 days/FN--TPC.
Outside decorations out more than 30 days before or more than 15 days after the <u>holiday</u> for which they were displayed.	10 days, 5 days/FN--TPC.
Outside special event decorations/signs used for newborns, birthdays, anniversaries, etc. (If not ARC approved, attach a blue PIA to the CN)	7 days, 3 days/FN--TPC.
Gardening items such as tools, soil, sod & utility trailers <u>not in use</u> .	4 days, 2 days/FN--TPC.
RV's such as motor homes, buses, travel trailers, campers, ski-jets, boats, boat trailers. (48 hours before and after each trip)	2 days, 1 day/FN--TPC.
Canopies for special events such as birthdays, anniversaries, etc.	4 days, 1 day/FN--TPC.
Children's toys & other items <u>not in use</u> including water hoses that is a distraction to the property's beauty. (Suggest hose reels if none)	3 days, 1 day/FN--TPC.
Front of residence: Folding metal, Plastic, collapsible canvas/fabric chairs as permanent fixtures. (May be used in the back yard)	3 days, 1 day/FN--TPC.
Commercial vehicles exceeding 1 ton.	3 days, 1 day/FN--TPC.
Constant trash can, basketball pole violations.	1 day-3 w/in 30 days/FN--TPC.
Garage Sale without VWOA Permit--must apply.	Immediately--TPC
Estate Sale without VWOA Permit--must apply.	1--TPC
Extensions must be approved by the Standards Superintendent. For situations and time limits not shown above, request guidance from the Standards Superintendent before contacting the resident. Use good judgement and common sense also.	

Revised: August 3, 2011



**VILLAGES OF WESTCREEK OWNERS ASSOCIATION, INC. ("ASSOCIATION")**

**Administrative Resolution No. 12**

**Notification of Covenant Violations**

WHEREAS, Article VII, Section 7.13 of the BY-LAWS directs the BOARD to exercise for the ASSOCIATION all powers, duties and authority vested in or delegated to this ASSOCIATION and not reserved to the membership by other provisions of these BY-LAWS, the ARTICLES OF INCORPORATION, or the VILLAGES OF WESTCREEK DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS ("PROJECT DOCUMENTS"); and

WHEREAS, Article XV of the DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS establishes remedies for the violation of restrictions; and

WHEREAS, there is a need to establish orderly procedures for the notification of Owners of wrongful performance, non-performance or defective performance; and

WHEREAS, it is the intent of the BOARD to establish orderly steps to notify Owners and to request a cure the wrongful performance, defective performance or failure of performance, to allow for due process,

NOW THEREFORE, BE IT RESOLVED THAT the procedures for notification be as follows:

1. Except where damage or injury to persons or property is imminent as a result of the performance, or by a failure to perform, or the defective performance of any obligation imposed or restricted under the Declaration, each Owner will be given a notice stating the condition observed and to be corrected, the covenant, condition or restriction violated, and a request for cure of the violation. Cure to be sought in accordance with Chapter 209 Texas Residential Property Owners Protection Act.
2. If the violation has not cured within ten (10) days of the first Courtesy Notice, a Second Courtesy Notice will be given. If the violation has not cured within ten (10) days a Third Courtesy Notice will be given. If the violation is not been cured after ten (10) days a Pre-TPC Letter is mailed to the Owner.
3. Forty (40) days after the date of the first notice, if the condition has not been cured, a Chapter 209 Texas Property Code letter will be mailed by Certified Mail.
4. Seventy (70) days after the date of first notice, if the condition has not been cured, the name and address of the owner(s) will be turned over to the Board of Directors for determination of further action and may be turned over to the legal counsel for the ASSOCIATION who will take the actions specified in Article XV of the DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS and/or as decided by the BOARD upon Special Resolution.

APPROVED: MARCH 18, 2010

\_\_\_\_\_  
Harold (Rick) Severs, President

\_\_\_\_\_  
Liliane Castillo, Secretary

The following have been taken from: *VILLAGES OF WESTCREEK DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS*

10.12 – Maintenance – The Owner and lessee of any lot shall have the duty of and responsibility for keeping the premises, Improvements and appurtenances and landscaping in a well maintained, safe, clean and attractive condition at all times. If, in the opinion of the Declarant or its assigns or successors, or the Association, any such owner or lessee is failing in this duty and responsibility, then the Declarant, its successors or assigns or the Association may give notice of such fact and such Owner or lessee shall within ten (10) days of such notice, undertake the care and maintenance required to restore said Owner's or lessee's Lot to a safe, clean and attractive condition. Should any such Owner or lessee fail to fulfill this duty and responsibility after such notice, the Declarant or its successors or assigns or the Association shall have the right and power to perform such care and maintenance, and the Owner or lessee shall be liable for the cost thereof. If such Owner or lessee shall fail to reimburse the entity performing the work after written demand upon such Owner for payment, the amount of such change shall constitute a lien upon the Lot and shall be enforceable and collectible in the manner set forth in Sections 5.08 and 5.09 of this Declaration.

15.05 - Notice Before Enforcement - Except where damage or injury to persons or property is imminent as a result of the performance, or a failure to perform, or the defective performance of any obligation imposed or restricted by this Declaration, or where animals are involved, no proceeding for the enforcement of the restrictions, covenants, conditions, rights and duties imposed, allowed or granted by this Declaration shall be commenced until thirty (30) days written notice of wrongful performance, defective performance or failure of performance is given to the person, association, or entity responsible for such performance, and such wrongful or defective performance or failure to perform has not been cured within such time.

The following was taken from: *TEXAS PROPERTY CODE-TITLE 11-RESTRICTIVE COVENANTS-CHAPTER 209-TEXAS RESIDENTIAL PROPERTY OWNERS PROTECTION ACT-[With changes from 82nd Legislature - 2011]*

Sec. 209.006. NOTICE REQUIRED BEFORE ENFORCEMENT ACTION. (a) Before a property owners' association may suspend an owner's right to use a common area, file a suit against an owner other than a suit to collect a regular or special assessment or foreclose under an association's lien, charge an owner for property damage, or levy a fine for a violation of the restrictions or bylaws or rules of the association, the association or its agent must give written notice to the owner by certified mail, return receipt requested. (b) The notice must:

- (1) describe the violation or property damage that is the basis for the suspension action, charge, or fine and state any amount due the association from the owner; and
- (2) inform the owner that the owner:
  - (A) is entitled to a reasonable period to cure the violation and avoid the fine or suspension unless the owner was given notice and a reasonable opportunity to cure a similar violation within the preceding six months; [and]
  - (B) may request a hearing under Section 209.007 on or before the 30th day after the date the owner receives the notice; and
  - (C) may have special rights or relief related to the enforcement action under federal law, including the Servicemembers Civil Relief Act (50 U.S.C. app. Section 501 et seq.), if the owner is serving on active military duty.



**Villages of Westcreek**  
Owners' Association

*Nominating Committee Minutes 01/30/2013*

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*Members Present: Jenifer Castro Chair, Brenda Tate Secretary, Barbara Hopkins*

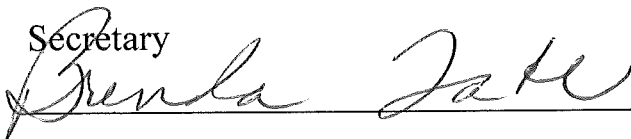
*Members absent: Bill Fenstermacher, Guy Oliver, Joyce Oliver, Gene Hopkins*

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- I. The meeting was called to order at 10am on 01/30/2013
- II. The call for nominations process and time line was discussed and approved by the members present.
- III. The absentee ballot and format was discussed and approved by all members present.
- IV. The floor Ballot process was discussed and approved by all members present.
- V. The election box key holder and process was discussed and approved by all members present.
- VI. The agenda for the annual meeting was discussed and approved by all members present.
- VII. The entire Election process will mimic 2012.

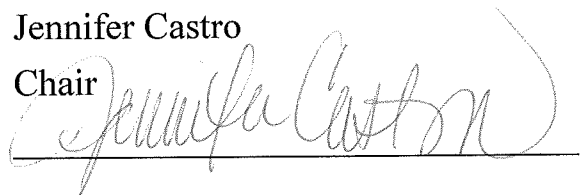
Brenda Tate

Secretary



Jennifer Castro

Chair



TO: Board of Directors

FROM: Sports Park Committee

SUBJECT: Proposed changes to the Sports Park Rules

DATE: February 21, 2013

The following revisions and additions are shown in red on the attached proposed Sports Park Rules:

- In the 2nd paragraph, the 2nd sentence is revised as follows: Any resident or non-resident guest causing property damage or engages in disorderly conduct including but not limited to public intoxication, drug abuse, indecent exposure, public acts of a sexual nature, civil obedience, use of profanity, physical or verbal threats to others, or inappropriate sexual conversations with children, the Board of Directors may suspend the responsible resident's use of all VWOA common areas up to 30 days. If applicable, the homeowner may be charged for any property damage. (This complies with Chapters 209.006 and 209.007 of the TPC) (The word 'profanity' replaces the term 'objectionable language'.) (The word 'children' replaces the word 'youth'.)
- The following is added at the end of the 2nd paragraph:
  - The term 'residents' applies only to homeowners, renters and lessees. (This definition replaces the use of the terms 'homeowners' 'members' and 'tenants').
  - The term 'guests' applies only to 'non-residents'. (This allows only one word to describe non-resident guests under items 3. and 4.)
- Item 1. The opening hours of the park are changed from 6 AM to 8 AM.
- Item 2. The following is added to the previous rules: When family members enter the Park together, at least one member must possess a current ID card.
- Item 4. The following is added to the previous rules: 'Residents that sponsor children under the age of 12 and/or guests are fully responsible for their behavior and must remain with them until they all leave the park.'
- Item 5. The previous rules that read: 'Alcoholic beverages are allowed in the park' is replaced with 'Alcoholic beverages are not permitted in the children's playground, or on the tennis and basketball courts.' (Reason is not to publicize where alcoholic beverages are or are not allowed.)
- Item 6. The previous rules that read: 'Do not drive or park off paved surfaces within the park. Pipes under the surfaces can be damaged.' is replaced with 'Vehicles are only allowed in areas that are specifically designated for parking.'
- Item 7. The previous rules that reads: 'Pets are only allowed in the Park when on a leash and under the direct control of the owner', is revised to add: 'However, they are not allowed on the a. tennis, basketball and volleyball courts; b. the children's playground; or c. in the pavilion.'
- Item 10. The following is added to the previous rules: 'Personal BBQ grills must be accompanied by a fire extinguisher and are not allowed in the designated picnic areas. Those using propane are not allowed in the pavilion.'
- Item 12. The following is added to the previous rules: 'Golfers may only test their driving skills directly behind the swimming pool, and only if using foam balls.'
- Item 13. The following is added to the previous rules: 'Shirts must be worn while in the children's playground and the basketball and tennis courts.'
- Item 14. The following is added to the previous rules: 'The soccer field may not be used when wet.'
- Item 15. The following is added to the previous rules: 'Residents wishing to play volleyball must provide their own net.'
- Item 16. The following is added to the previous rules: 'Discharging of firearms is prohibited.'



## Villages of Westcreek Owners' Association (VWOA)

### **SPORTS PARK RULES**

The Sports Park is for the enjoyment of all residents and their guests. In the best interest of the residents and the Association, these rules may be amended by the Board of Directors, at any time. Suggestions, complaints, compliments or violations may be addressed to the Community Manager or the Board of Directors by calling 679-8761. Anyone witnessing any damage to our facilities are encouraged to identify those responsible and immediately notify the appropriate law enforcement officials.

In accordance with 1. Article III of the Declaration of Covenants, Conditions and Restrictions of the VWOA; and 2. Title 11, Chapters 209.006 and 209.007 of the Texas Property Code, the rules herein are established for the resident's use of the common areas within the Villages of Westcreek. If any resident or non-resident guest causes property damage or engages in disorderly conduct (including but not limited to public intoxication, drug abuse, indecent exposure, public acts of a sexual nature, civil disobedience, use of profanity, physical or verbal threats to others, or inappropriate sexual conversations with children) the responsible resident's use of all VWOA common areas may be suspended up to 30 days by the Board of Directors. If applicable, the homeowner may be charged for any property damage.

*The term 'residents' applies only to homeowners, renters and lessees. The term 'guests' applies only to non-residents.*

### **GENERAL RULES**

1. The Sports Park is open from 8 AM to 10 PM daily. A current VWOA photo ID card is required for entry and use of the facilities.
2. When family members enter the Park together, at least one member must possess a current ID card.
3. All residents, 12 and older, may sponsor up to 3 guests per ID card. For additional guests, a written request for a waiver must be submitted to the Community Manager for approval no less than 7 days before the required date.
4. Residents that sponsor children under age 12 and/or guests are fully responsible for their behavior and must remain with them until they all leave the park.
5. Alcoholic beverages are not permitted in the Children's Playground or on the Tennis and Basketball courts.
6. Vehicles are only allowed in the areas that are specifically designated for parking.
7. Pets are only allowed in the Park when on a leash and under the direct control of the owner. However, they are not allowed a. on the Tennis, Basketball and Volleyball Courts; b. in the Children's Playground; or c. in the pavilion.
8. All fields, courts & ground facilities except the pool and picnic pavilion, are on a first come basis. Reserving any portion of the Park including the pool and pavilion is only authorized for the periodic use of special activities that are sponsored by the VWOA or for the exclusive usage of the residents.
9. If using the Park's BBQ pits, do not leave the Park unless the fire is completely out.
10. Personal BBQ grills must be accompanied by a fire extinguisher and are only allowed in the designated picnic areas. Those using propane are not allowed in the pavilion.
11. Sports teams, clubs, leagues or groups, which operate outside the VWOA organization, are not allowed to practice or play games in the Sports Park without the Board of Director's approval.
12. Golfers may only test their driving skills directly behind the swimming pool, and only if using foam balls.
13. Shirts must be worn while in the Children's playground and the Basketball and Tennis Courts.
14. The Soccer Field may not be used when wet.
15. Residents wishing to play Volleyball must provide their own net.
16. Discharging of firearms is prohibited.

### **TENNIS AND BASKETBALL COURT RULES**

1. Not allowed on the courts are: a. alcoholic beverages; b. drinks in breakable containers; c. bare feet; d. sandals or non-athletic shoes; e. items such as skates, skateboards, bicycles, scooters or motorbikes; f. throwing racquets; g. leaning on tennis nets; or h. hanging on basketball hoop nets.
2. Tennis and basketball players must observe the rules of their sport. If others are awaiting the use of the court, the players must allow a. the court to be shared; and b. all age groups to participate. Players are allowed to finish their second set or current game before relinquishing the courts to others.

**Villages of Westcreek Owners' Association, Inc.**  
**Administrative Resolution No. 43**  
**Rescission of AR 12, Notification of Covenant Violations**

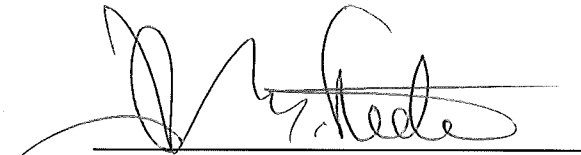
WHEREAS, Article VIII, Section 8.14 of the BYLAWS directs the BOARD to exercise for the Villages of Westcreek Owners' Association, Inc., (ASSOCIATION) all powers, duties and authority vested in or delegated to this ASSOCIATION and not reserved to the membership by other provisions of these BYLAWS, the ARTICLES OF INCORPORATION, or the VILLAGES OF WESTCREEK DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS ("PROJECT DOCUMENTS"); and,

WHEREAS, it is the intention of the BOARD to provide consistent and fair Standards compliance and enforcement processes and procedures; and,

WHEREAS, the BOARD has determined that the process and procedures timeline in Administrative Resolution (AR) 12, is not consistent with Texas State law or current ASSOCIATION processes and procedures; and,

NOW, THEREFORE BE IT RESOLVED THAT AR 12, NOTIFICATION OF COVENANT VIOLATIONS, is rescinded.

Approved by vote of the BOARD, February 21, 2013, and recorded in the Book of Minutes.

  
\_\_\_\_\_  
John Steele, President  
\_\_\_\_\_  
Kevin Drummonds, Secretary



**Villages of Westcreek**  
Owners' Association

**VILLAGES OF WESTCREEK OWNERS ASSOCIATION, INC. ("ASSOCIATION")**

**Administrative Resolution No. 44**

**PUBLIC SAFETY COMMITTEE TERMS OF REFERENCE**

WHEREAS, Article XIII, Section 13.02 of the By-Laws directs the Board of Directors ("BOARD") to exercise for the ASSOCIATION the powers to designate one or more committees; and

WHEREAS, the BOARD deems it necessary to create a committee to assist the BOARD in developing and managing programs and approaches to increase public safety in the Villages of Westcreek;

NOW THEREFORE BE IT RESOLVED that a PUBLIC SAFETY COMMITTEE is established from the date this Administrative Resolution having the following terms of reference:

**RESPONSIBILITY**

The primary responsibility of the PUBLIC SAFETY COMMITTEE is to improve the security and safety of the homeowners, visitors and property within the Villages of Westcreek.

**MANNER OF ORGANIZATION**

1. The PUBLIC SAFETY COMMITTEE shall consist of a Chair. Appointed by the President of the Board of Directors. The Chair shall be responsible for coordinating and supervising the Committee activities and meetings to assure that Committee responsibilities are met.
2. An Assistant-Chair elected by the PUBLIC SAFETY COMMITTEE members to serve in the absence of the Chair.
3. A Secretary elected by the PUBLIC SAFETY COMMITTEE members at the first regular meeting. The Secretary shall be responsible for keeping the Committee Membership roster, recording minutes of all Committee meetings and in general, maintaining written documentation on Committee decisions and activities.
4. Committee members. Any member of the ASSOCIATION, who wish to serve as a committee member may join the Committee by attending two out of three successive Committee meetings and maintaining regular attendance thereafter. The PUBLIC SAFETY COMMITTEE is responsible for maintaining a roster of Committee members.

## VACANCIES

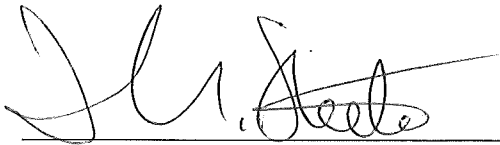
The BOARD may remove a chair with or without cause. The Committee may vote to remove its Chair upon show of good cause. Vacancies created by either of the above or by death or by resignation of the Chair, shall be appointed by the President of the Board of Directors.

## DUTIES OF THE COMMITTEE

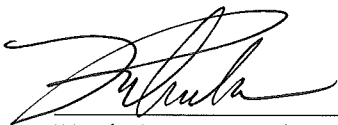
In effecting its duties and functions, the PUBLIC SAFETY COMMITTEE shall:

1. work with local law enforcement, fire protection, emergency medical services, disaster management and other local, state and federal agencies to develop strategies and systems to better protect the community,
2. develop and maintain a community disaster response plan,
3. prepare articles for the ASSOCIATION newsletter and constant contact email system,
4. work to ensure the ASSOCIATION has a viable community safety program including but not limited to Citizens on Patrol volunteers and a Neighborhood Watch program, and
5. Prepare and present to the Board of Directors comprehensive and complete minutes of all committee meetings.

IN WITNESS HEREOF, THE UNDERSIGNED HAVE EXECUTED THIS CONSENT AS OF



John B. Steele, President



Kevin Drummonds, Secretary

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