



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 7:16 p.m., Thursday, Nov 29th, 2012. The purpose of the meeting was to conduct regular business as identified in the pre-announced Agenda. The meeting minutes for the October Regular Monthly Meeting were reviewed and approved by a unanimous vote of Board members (5/0) present.

Board Members Present:

John Steele, President

Richard Gentry, Vice President

Kevin Drummonds, Secretary

Kenneth Fowler, Asst. Secretary

Jennifer Castro, Treasurer

Board Members Absent: None

Staff Present:

Brenda Tate, Community Manager

Oswald Willis, Asst. Community Manager

Jennifer Bell, Administrative Superintendent

Adrian Suttles, Standards Superintendent

Nancy Griffin, Parks and Recreation Superintendent

Members Present:

Not recorded.

Guests Present:

None

II. OPEN FORUM:

Mr. Steele opened the Member's forum. No members requested the opportunity to speak.

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: No report was provided; however, Mrs. Tate briefed on the latest activities of the maintenance contractor.
- 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. Mrs. Tate briefed about the Community Center and Pool main water line break and the Twelve thousand dollar cost of repair. Mrs. Tate briefed from the written report and provided a summary of delinquent assessments. The Community Manager briefed on the status of the upgrades required for the Community Center in order to pass the inspection by the Fire Marshall.
- e. Architectural Review Committee. A written report was provided and is 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. No report was available as no meeting was held this period.
- h. Nominating Committee. No action this period and no committee have been constituted.
- i. Communications Committee. The Committee submitted two motions (see attached) which: 1) the Communication Committee takes over the design, layout and publishing of the quarterly newsletter for 2013 (CLOSED), and 2) the Association purchase a video camera with a service plan/warranty for a total of no

more than \$1000. The first proposal did not receive a second and, after a brief discussion, the issue failed. The second proposal was seconded and approved by a three (3) to two (2) vote (Mrs. Jennifer Castro and Mr. Richard Gentry dissented). The Communications Committee representative was tasked to work with the Community Manager to obtain an appropriate camera. **OPEN**.

- j. Public Safety Committee. No word has been received from the chair of this committee and no report was available.
- k. Sports and Park Committee. No report was provided as no meeting was held during this period.
- l. Strategic Planning Committee: No report and the chair was not present.
- m. Adhoc By-Laws Committee: The committee was dismissed with the thanks of the Board since their business was completed. **CLOSED**.

IV. UNFINISHED BUSINESS:

- a. Villages of Westcreek Clean-up Day. Tabled until spring 2013. **TABLED**.
- b. Additional Personnel/Time in schedule in Park. The budget has been approved which establishes \$2500 more for additional park monitors. No further action is required at this time. **CLOSED**.
- c. Solar Power for Community Center/Street Lights. The total costs would be over \$120,000 without any rebates from CPS. This would take about 18 years to recoup our investment; therefore, it was decided to not pursue this avenue at this time. **CLOSED**.
- d. Status of Sidewalk at Saxonhill and Military Drive West. Community Manager briefed that it would cost approximately \$7200 to put a sidewalk in this location. It was agreed that the staff would work/negotiate with the County to see what we can do to accomplish the project. **TABLED**.
- e. Centex Properties. The CENTEX builder has several areas that they currently maintaining and would like to deed the property to the Association. The Community Manager stated that the builder had not responded or not taken care of the properties appropriately; therefore, Mrs. Tate recommended that we postpone the take-over of the properties until February (after they have brought the properties up to standards). **OPEN**.
- f. Flag Pole in front of the Community Center. The Community Manager provided three (3) quotes for plaques for the flag pole dedication and the Board Members discussed it briefly. After discussing the preferred style, price (\$700), and wording, a motion was made, seconded, and approved by a vote of 5/0 to purchase a plaque as described in the attachment. The Community Manager agreed to order the plaque as approved. **CLOSED**.

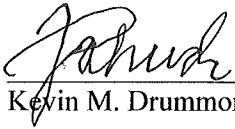
V. NEW BUSINESS:

- a. Memorial Bench for the Sports Park. Recently a memorial bench that had been donated and placed in the Sports Park was stolen. The Community Manager asked what the Board wanted to do in this case. After a brief discussion, it was agreed that we should get bids on a replacement and tasked the staff to look into a suitable replacement. **OPEN**.
- b. Lights in the playground of the Sports Park. Mr. Gentry proposed that additional lights be installed in the playground area of the park for safety of the children. Mr. Gentry will work with the maintenance contractor to determine how much this would cost and to come up with options for the Board. **OPEN**.
- c. Administrative Resolution #12 – Notification of Covenants Violations. It was pointed out that the changes voted on by the Board quite a while back were not incorporated into AR-12. The staff was asked to look into the changes necessary to bring the AR into compliance. **OPEN**

VI. The Next Meeting: The Board agreed to not hold a meeting in December and only meet in the event of an emergency. Therefore, the next regular meeting will be held on Thursday, January 17th, 2013 at 7:00 p.m. in the Community Center.


VII. Adjournment: There being no further business before the Board, the meeting was adjourned at 8:32 p.m.

Written by:


Kevin M. Drummonds, Secretary

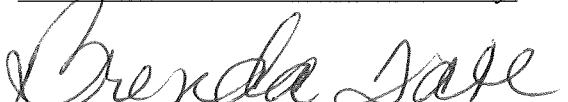
Date: 17 Jan 2013

Approved by:


John B. Steele, President

Date: 17 Jan 2013

Posted in the VWOA Book of Minutes by:


Brenda Tate
Community Manager
VWOA

Date: January 17, 2013

Parks And Recreation –December 2012

Board Report for January 2013

Programs/Classes

- a. **Soccer**- Spring soccer season registration began Jan.2nd . We are expecting approximately 250 participants
- 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 22 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. VWOA Angel Tree – November 5 – December 20. A total of 30 VWOA Residents were placed on the Angel Tree and each was adopted twice. Hugh success! Recipients were so grateful.
- b. Christmas Lighting Competition- December 18-20 13 entries
Winners were:
Best Overall – Russell Atwood
Best Holiday Spirit- Al & Yolanda Martinez
Best use of Lights- Justin & Jennifer Forsgren

Future Community Events:

- a. **Soccer Meet & Greet** – February 2, 9:00 am Team Assignment
- b. **Mardi Gras** –February 9, 7:00pm – 11:00 pm
- c. **Flag Dedication** – February 21, 5:30 pm
- d. **Easter Egg Hunt**- March 23, 9:00 am

J & J CONSTRUCTION

RESIDENTIAL & COMMERCIAL

PO BOX 762349

SAN ANTONIO, TX 78245

(210)722-5609

Jamiejjconst@aol.com

Monthly Maintenance Report

January

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.

Mowing: Mow all needed areas ,and gathering leaves and keeping the community clean.

Land: Daily inspection of property for hazards & liabilities, rewiring electrical in some monuments due to vandalism, we have experienced a great deal of vandalism ,so in turn we have been busy with electrical.we have also had wind damaged to fences,which we have been repairing. We repainted all of our existing monuments and changed the color on them,this has been a long process,with great results.

Park: Helping and working with contractor with pool maintance, also we are currently working on degrubbing the drainage and spillway along park property to the north of pool ,for safety ,and visual reasons.and we are also pruning trees.

Community Center:We installed Christmas lighting ,and decorated foyer also we hung Christmas wreaths ,we also assisted in holiday functions.now we are in the process of undoing all of our holiday decorating.

STANDARDS DEPARTMENT MONTHLY REPORT

From: Adrian Suttles, Superintendent of Standards
 To: VWOA Board of Directors
 Subject: Report for the month of December 2012
 Presented to the Board of Directors on January 17, 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. Fourteen (14) were brought before the ARC. Ten (10) of these were approved, four (4) were not approved.	Info
PIA's		Info
Staffing/Personnel:	Staffed with five (5) part time Standards Monitors.	Info
Standards Violations Documented:	Two hundred twenty-nine (229) violations of our standards were noted in the month of December, November had four hundred-nine (409) violations documented.	Info
Personal Contact:	Forty-one (41) for the month of December. November had thirty-two (32) contacts. Eighty (80) were handed out for December. November had one hundred twenty-two (122) handed out.	Info
Thank You Notices:		Info
Vacant Houses	There are seventy-three (73) 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
For Sale Inspections:	Seven (7) were completed in December. November had eight (8).	Info
Land/Garage Sales:	Twenty-four (24) were applied for in December. November had thirty-seven (37).	Info
<u>UNFINISHED BUSINESS</u>		
AR 12:	We currently give out 2 courtesy notices with various time frames for violations, and then a TPC letter. AR 12, dated 3/18/10, states we give out 3 courtesy notices with 10 days each, followed by a Pre-TPC letter, and then a TPC letter. This has not been re-amended to reflect current policy.	See attachments
<u>PROJECT MANAGEMENT</u>		
P : Safety Report:	Please see report below for graffiti removed in December.	Info
	Grosenbacher-Tagging-2 utility boxes & school zone power box	12/12/2012
	Westcreek Oaks-Tagging-Green paint on fence at 3 locations & on concrete retaining wall-btwn Military & Saxonhill	12/14/2012
	Military-Tagging-2 AT&T boxes-btwn Gardens & Hollows	12/14/2012
	Grosenbacher-Graffiti-Yellow markings on monument and fence of Wynwood	12/16/2012
	Please see report below for crime reported to us in December.	Info
	We are receiving reports from homeowners of decorations being stolen from their property.	
	We have been receiving reports of monument lights not being on. They are continuously being vandalized (light bulbs stolen, light fixtures broken or stolen)	12/12/2012
	Vistas~WC Oaks~VWOA sign holder damaged	12/13/2012
	Street sign missing off pole on Westcreek Oaks & Saxonhill	12/14/2012
	Oaks~Amy Frances~1999 Ford F-150-Stolen btwn midnight & 5 am. Neighbor said he was out around midnight & had seen 3 cars driving by slowly at 3 different times	12/14/2012
	Royal Oaks~Kingsbridge~HO reported kids walking in lg. CPS easement behind his house. They were throwing rocks at his house, and broke one of his upstairs windows.	12/16/2012
	Pointe~HO reported-within the past 3 wks. they had left garage door open. They have now discovered weed eater & couple of shovels missing	12/20/2012
	Pointe~HO reported-within past week to week & a half they had packages taken from their porch. They were expecting packages & they never arrived, so they called & were informed that they had been delivered	12/20/2012
	Estates~Creek Knoll~Attempted break in 3 am & 4:30 am. 1st time criminal was alone, 2nd time criminal had additional person with them. Boards were taken out of their fence to try to gain access. Cops were called.	12/22/2012
	VWOA~Community Park~Lime Green Ford Sub-compact~Man exposed himself to resident, had a dog with him	Approx. 12/24/12- 12/26/12



Villages of Westcreek
Owners' Association

Community Managers Report
For December 2012
Presented to the
Villages of Westcreek
Board of Directors
January 17, 2013

Physical Plant

- Our Lawyer has reviewed the Deeds from Centex. He states that the descriptions are too vague and that we should insist on a survey and title insurance. I have relayed this information to Centex. We are also requesting proof that all Taxes have been paid on all properties prior to the transfer.
- Flag Pole plaque Received.
- Cost estimate for Saxon Hill sidewalks see both Estimates.
- Cost Estimate for Children's Playground lighting See attached.
- New Flag Ordered to replace torn Flag.

Personnel

- We are fully staffed in all positions.

Vandalism

- Graffiti- See Standards Report

Other Items

- Westcreek Angle tree project is was a great success we helped 30 of our Neighbors.
- It's Mardi Grass Time Buy Your Tickets Today!

Exclusive Usage Contracts

- Pavilion parties 6
- Community center 10
- Pool Parties 0

Closings

- New 0 Resale 11

Constant Contact Email Status Report

- 1505 subscribers

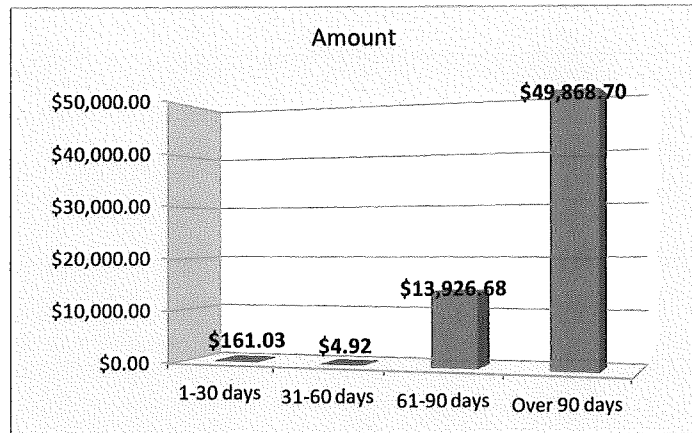
Delinquent assessment as of 12/31/2012

- \$63,961.33

2012 Delinquent Assesments

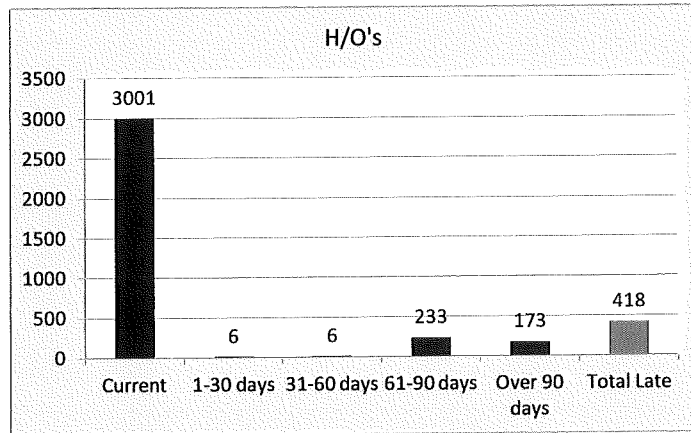
Days	H/O's	Amount
Current	3001	\$234,078.00
1-30 days	6	\$161.03
31-60 days	6	\$4.92
61-90 days	233	\$13,926.68
Over 90 days	173	\$49,868.70
Total	418	\$63,961.33

Current homeowner payments
\$234,078.00

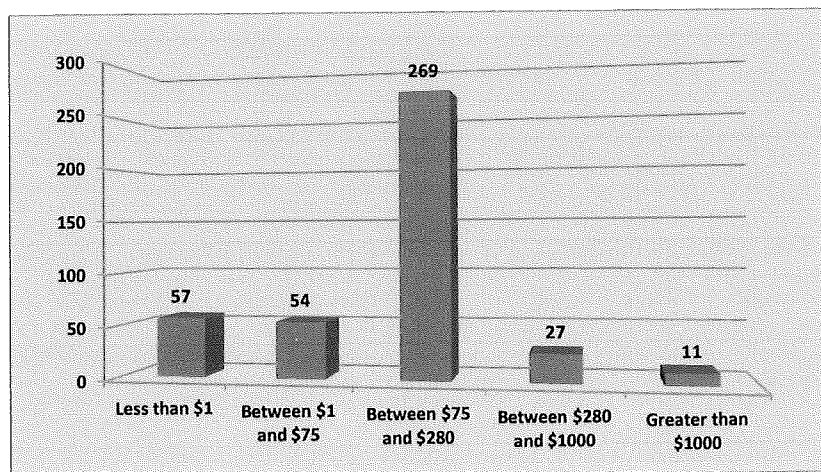


Days	H/O's
Current	3001
1-30 days	6
31-60 days	6
61-90 days	233
Over 90 days	173
Total Late	418

Delinquent total ytd
63,961.33



Amount	H/O's
Less than \$1	57
Between \$1 and \$75	54
Between \$75 and \$280	269
Between \$280 and \$1000	27
Greater than \$1000	11



Villages of Westcreek Landscape Committee

Meeting Minutes

10-23-12

I. Call to order

Michael Allsop (MA) called to order the first regular meeting of the **VWHOA Landscape Committee** at 7pm on 10/23/12.

II. Roll call

Brenda Tate conducted a roll call. The following persons were present: Brenda Tate, Michael Allsop, Lefty Besecker, Alan Vargas, Mario Carrillo

III. New business

- a) Mario Carrillo will be secretary recording minutes, in his absence Alan Vargas will substitute
- b) Michael Allsop proposed the first project for 2013 to be enhancing the irrigation and landscaping around the clock tower on Military Dr. After discussing the need to work on the individual village entrances in the near future, all agreed with the proposal. Details on the project to be discussed at the next meeting.
- c) Next meeting scheduled for 11-20-12 @ 7 pm

IV. Adjournment

MA adjourned the meeting at **8pm**.

Minutes submitted by: Mario Carrillo

Villages of Westcreek Landscape Committee Meeting Minutes

11-20-12

I. Call to order

Michael Allsop (MA) called to order the regular meeting of the **VW Hoa Landscape Committee** at **7pm** on **11/20/12**.

II. Roll call

Mario Carrillo conducted a roll call. The following persons were present: Michael Allsop, Lefty Besecker, Alan Vargas, Mario Carrillo

III. Old Business

- a) MA showed and discussed possibilities of switching sprinkler heads to drip irrigation in select areas around the clock tower. This would save water, money, and would qualify the HOA for SAWS rebates. The board is in favor of this idea. Next meeting MA will bring some drawings showing possible designs for the entire clock tower area, including irrigation layout and price quote for installation of new drip irrigation. The board will choose a design to implement, and the irrigation work will be scheduled to be completed before the landscaping is started.

IV. New business

- a) Tentatively scheduled a community work day for 3-2-13 to landscape clock tower area.
- b) MA will check with HOA to confirm that the contracted landscapers are responsible for maintenance and repair of irrigation equipment.
- c) Next meeting scheduled for 1-15-13 @ 7 pm

V. Adjournment

MA adjourned the meeting at **8pm**.

Minutes submitted by: Mario Carrillo

Villages of Westcreek Landscape Committee

Meeting Minutes

11-15-13

I. Call to order

Michael Allsop (MA) called to order the third regular meeting of the **VW Hoa Landscape Committee** at **7pm** on **11/15/13**.

II. New business

- a) Brandon Latham is in need of doing an Eagle Service Project with the Boy Scouts. We have proposed that he coordinate this project with the assistance of the Landscape Committee. He would be responsible for the following items:
 - b) Acquiring the plants and materials
 - c) Coordinate with the HOA and Board of Directors on the progress of the project.
 - d) Coordinate with the HOA on publicizing the event as well as ensuring there are sufficient volunteers available to do the work.
 - e) Coordinating the actual planting and installation of plants.
- f) We have moved the proposed install to March 30, 2013 at 8:30 am.
- g) We will be finalizing the plans for irrigation and plants in the next week.
- h) We will be finalizing pricing for irrigation work and will present this to the board for approval.

III. Adjournment

MA adjourned the meeting at **8pm**.

Minutes submitted by: Mario Carrillo

Villages of Westcreek Owners Association
Profit & Loss Budget vs. Actual
January through December 2012

	<u>Jan - Dec 12</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
4150 · Miscellaneous Income	9,961.82	500.00	9,461.82
4170 · Program Fees	46,185.85	32,600.00	13,585.85
4180 · Swim Team	816.00		
5000 · Revenue	1,101,238.94	1,104,640.00	-3,401.06
5100 · Newsletter Advertisement	1,960.00	3,000.00	-1,040.00
5200 · Rummage/Yard Sales	4,770.00	3,500.00	1,270.00
5400 · Pavilion Rental	5,837.50	5,000.00	837.50
5500 · Sports Park Committee	1,888.00		
5800 · Community Center	24,469.97	18,000.00	6,469.97
5900 · Concession Stand	1,005.75	1,000.00	5.75
Total Income	<u>1,198,133.83</u>	<u>1,168,240.00</u>	<u>29,893.83</u>
 Gross Profit	 1,198,133.83	 1,168,240.00	 29,893.83
Expense			
8000 · Operating Expenses	282,983.29	281,900.00	1,083.29
8200 · Administration	458,854.98	450,290.00	8,564.98
8300 · Maintenance	21,720.39	29,800.00	-8,079.61
8400 · Recreation Department	142,140.95	126,150.00	15,990.95
8500 · Misc. & Contingency	3,571.79	21,000.00	-17,428.21
8980 · Depreciation Expense	30,000.00	30,000.00	0.00
9500 · Reserved Funds	93,502.98	190,900.00	-97,397.02
Total Expense	<u>1,032,774.38</u>	<u>1,130,040.00</u>	<u>-97,265.62</u>
 Net Ordinary Income	 <u>165,359.45</u>	 <u>38,200.00</u>	 <u>127,159.45</u>
 Net Income	 <u><u>165,359.45</u></u>	 <u><u>38,200.00</u></u>	 <u><u>127,159.45</u></u>

Villages of Westcreek Owners Association
Profit & Loss Budget vs. Actual
January through December 2012

	<u>Jan - Dec 12</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
4150 · Miscellaneous Income	9,961.82	500.00	9,461.82
4170 · Program Fees	46,225.85	32,600.00	13,625.85
4180 · Swim Team	816.00		
5000 · Revenue	1,093,647.11	1,104,640.00	-10,992.89
5100 · Newsletter Advertisement	1,960.00	3,000.00	-1,040.00
5200 · Rummage/Yard Sales	4,770.00	3,500.00	1,270.00
5400 · Pavilion Rental	5,857.00	5,000.00	857.00
5500 · Sports Park Committee	1,888.00		
5800 · Community Center	24,469.97	18,000.00	6,469.97
5900 · Concession Stand	1,005.75	1,000.00	5.75
Total Income	<u>1,190,601.50</u>	<u>1,168,240.00</u>	<u>22,361.50</u>
 Gross Profit	 1,190,601.50	 1,168,240.00	 22,361.50
Expense			
8000 · Operating Expenses	290,088.13	281,900.00	8,188.13
8200 · Administration	460,060.36	450,290.00	9,770.36
8300 · Maintenance	21,720.39	29,800.00	-8,079.61
8400 · Recreation Department	142,140.95	126,150.00	15,990.95
8500 · Misc. & Contingency	6,330.25	21,000.00	-14,669.75
8980 · Depreciation Expense	30,000.00	30,000.00	0.00
9500 · Reserved Funds	93,502.98	190,900.00	-97,397.02
Total Expense	<u>1,043,843.06</u>	<u>1,130,040.00</u>	<u>-86,196.94</u>
 Net Ordinary Income	 <u>146,758.44</u>	 <u>38,200.00</u>	 <u>108,558.44</u>
 Net Income	 <u><u>146,758.44</u></u>	 <u><u>38,200.00</u></u>	 <u><u>108,558.44</u></u>

Villages of Westcreek Owners Association

Balance Sheet

As of December 31, 2012
Dec 31, 12

ASSETS

Current Assets

Checking/Savings

1010 · Operating Accounts 193,133.14

1011 · Reserve Accounts 285,421.03

Total Checking/Savings 478,554.17

Accounts Receivable

1020 · Accounts Receivable -126,469.37

Total Accounts Receivable -126,469.37

Other Current Assets

1021 · Interest Receivabl 34.19

1030 · Other Current Assets 18,186.94

1040 · Undeposited Funds 6,376.20

1045 · Due from Operating Fund 32,505.67

1071 · Allowance For Doubtful Accts -8,500.00

Total Other Current Assets 48,603.00

Total Current Assets 400,687.80

Fixed Assets

1050 · Fixed Assets 50,642.42

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 2,119,307.34

Other Assets

1037 · Chase CD 2,589.29

Total Other Assets 2,589.29

TOTAL ASSETS 2,522,584.43

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Credit Cards

2040 · Credit Card 659.73

Total Credit Cards 659.73

Other Current Liabilities

2020 · Other Current Liabilities 17,045.06

2030 · Due to Employees/Uncashed Payro 124.81

Villages of Westcreek Owners Association

Balance Sheet

As of December 31, 2012
~~Dec 31, 12~~

2100 · Payroll Liabilities	<u>208.20</u>
Total Other Current Liabilities	<u>17,378.07</u>
 Total Current Liabilities	 18,037.80
 Long Term Liabilities	
2022 · Due to Reserve Fund	32,505.67
2200 · Long Term Notes Payable	<u>1,283,082.17</u>
Total Long Term Liabilities	<u>1,315,587.84</u>
 Total Liabilities	 1,333,625.64
 Equity	
2031 · Retained Earnings	68,185.19
3000 · Fund Balance	974,015.16
Net Income	<u>146,758.44</u>
Total Equity	<u>1,188,958.79</u>
 TOTAL LIABILITIES & EQUITY	 <u>2,522,584.43</u>

J&J CONSTRUCTION

P.O.BOX 762349

SAN ANTONIO, TEXAS 78245

Estimate

Date	Estimate #
11/5/2012	043199

Name / Address
VLLAGES OF WEST CREEK COMUNITY PROPERTIES

Project

Item	Description	Qty	Cost	Total
concrete finish	concrete sidewalk on saxonhill east and west side of saxon hill.towards school		7,200.00	7,200.00
			Total	\$7,200.00

Signature _____