

## REGULAR BOARD OF DIRECTORS MEETING

### AGENDA

Thursday, 7 p.m.

July 18, 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) Computer software purchase/upgrade (\$831 authorized) – Open.
  - d) Brick columns survey results (awaiting estimates) – Open.
  - e) BCSD Sub-station (awaiting follow-up/response from County Commissioner/ESD) – Open.
- 6) **Executive/Emergency Session Results**
  - a) Release of Lien - \$938.88 (further details withheld).
  - b) Lien Filed - \$1077.06 (further details withheld).
  - c) Homeowner Foreclosure issue. (details withheld).
  - d) Personnel issue: Part time Constable service for the Sports Park. We have encountered several issues in the Sports Park where individuals have confronted the Park Monitor. These individuals have either failed to show their id's or refused to leave once it was determined that they are not members in good standing. The Bexar County Sheriff Deputies will not enforce our rules or the rules governing trespassing on private property. They say that because the individual can show a driver's license that proves they live in the neighborhood, they will not consider them trespassing. However, the Constable will enforce the private property laws for our park. In the short term (over the next 4 weeks), it was agreed that we should pay for a Constable to be stationed in the park for 4 hours each Saturday and Sunday. A motion to this effect was made, seconded and approved unanimously by the Board.
- 7) **New Business.**
  - a) Boy Scout work out station project
  - b) Authority to institute fees on Members.
  - c) Clock Tower Monument proposal – Community Manager.
  - d) Pool Netting proposal – Sports Park Committee.
  - e) Sports Park Equipment proposal – Sports Park Committee.
- 8) **Schedule next monthly meeting. Regular monthly meeting on August 15, 2013 at 7pm**
- 9) **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 p.m., on Thursday, May 16<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 April Regular Monthly Meeting were reviewed, amended (after discussion), and approved by a vote of 4 to 1 (Kevin Drummonds opposed amendment).

**Board Members Present:**

John Steele, President

Jennifer Castro, Treasurer

Kenneth Fowler, Asst. Secretary

Richard Gentry, Vice President

Kevin Drummonds, Secretary

**Board Members Absent:** None

**Staff Present:**

Brenda Tate, Community Manager

Jennifer Bell, Assistant Community Manager

Jamie Esquivel, Maintenance Contractor

Adrian Suttles, Standards Superintendent

Nancy Griffin, Parks and Recreation Superintendent

**Members Present:**

Guy Oliver

Barbara Hopkins

Rick Severs

Joyce Oliver

Derrick Foyle

Paul Collins

Eugene Hopkins

Bill Fenstermacher

Greg Tate

Melynda Porter

Roger Torres

Barbara Lee

**Guests Present:**

None.

**III. OPEN FORUM:**

Mr. Steele opened the Member's forum. No members asked to speak; however, Ms. Barbara Lee gave accolades to the maintenance team for their work in the community.

**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 asked if the gas easement on both sides of Sage Run had been added to the mowing schedule by the maintenance staff. The question was asked: "do you mean the easement behind your house?" Mr. Drummonds stated, "yes, and behind or beside a dozen other homeowners, including across Sage Run." The Standards Superintendent/Assistant Community Manager and Maintenance Contractor stated they had added it to the list and that they had found tree limbs and piles of leaves when they cut it the last time.
- c. Standards Department: A written report was provided 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. Jennifer Bell is the Assistant Community Manager (ACM). With this change, the ACM is now a full-time position.

- e. Architectural Review Committee. The Committee provided a written report and the chairperson, Mr. Derrick Foyle, briefed from the report.
- f. Finance Committee: Mrs. Castro provided written accrual and cash basis statements from the Bookkeeper. She briefed from these statements and provided a written summary of the status of the Association funds. We are currently are running \$98,922.11 under our budget. Our current reserve balance is \$314,838.39. Mrs. Castro was asked to and agreed to break this out between Capital Replacement and Capital Improvement account balances in the future.
- g. Landscaping Committee. No written report was provided. Mrs. Tate gave a brief account of activities and stated the next meeting is next month.
- h. Nominating Committee. No action required this period.
- i. Communications Committee. Written minutes from a meeting held on May 6<sup>th</sup>, 2013, were provided and is 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 June 6<sup>th</sup>. The Committee decided against taking over the newsletter, but instead, will assist in the development of it by working with the Community Manager before its release (i.e., editing). The Committee also recommended that the Board look into training the staff (or at least a few key members) be trained on website management/maintenance/development. They recommended a cost benefit analysis be accomplished to see if it is prudent to bring the website management in-house. In the meantime, they will work on storyboards for improving the website.
- j. Public Safety Committee. The May meeting was cancelled. The meetings are scheduled for the second Thursday of each month; thus, the next meeting will be June 13<sup>th</sup> at 6 pm in the Community Center.
- k. Sports and Park Committee. No report. No meeting was held this month.
- l. Strategic Planning Committee: The next meeting of the Committee is scheduled for May 23, 2013, at 7 pm in the Community Center. Appropriate notice was posted.

#### **V. UNFINISHED BUSINESS:**

- a. Status of Sidewalk at Saxonhill and Military Drive West. **TABLED.**
- b. Centex Properties. Mrs. Tate briefed the Board there was no movement on this issue this month. This should be accomplished by the next Board meeting. **OPEN.**
- c. Computer equipment (\$500 authorized) and software purchase/upgrade (\$831 authorized). The Community Manager stated that the computer equipment had been purchased; however, they are still awaiting the software upgrade (EPI – photo id software) on this device at a cost of \$831. **OPEN.**
- 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**
- f. Review of Notary Fees. This issue concerns the establishment of fees for providing notary service to members of the Association for a fee versus the long-standing practice of providing the service for free. Although discussions included whether or not the fee should be charged at all, the person bringing the issue to the attention of the Board actually was more concerned that the fee was excessive (felt it should be \$3 versus \$6). During the discussion, it was noted that the fee had raised \$66 since its inception five (5) months ago. The cost of maintaining the licenses for our staff is \$76 each for a three year period. We currently have two staff members with their licenses for a total cost of \$152 for the three year period (this does not account for the time involved to perform the tasks). After much debate, a motion was made and seconded for the Board to approve the already-enacted fee of \$6 for the notary service. The Board approved the motion by a vote of 4 to 1 (Kevin Drummonds opposed). NOTE: during the discussion, a question was brought up as to whether the CM had the authority to enact such a fee without Board approval. As this specific issue was not announced on the Agenda, it was agreed that it would be added to next month's discussion as an agenda item. This would allow for research of the CC&Rs, By-Laws, Finance Committee responsibilities, and CM job description. **CLOSED.**

- g. Mr. Rick Severs' term as member of the ARC is expiring. According to the CC&Rs, he must be reappointed in order to continue serving. Upon being asked, he expressed a desire to continue and a motion was made and seconded to re-appoint Mr. Severs to the ARC. The Board unanimously approved the motion. **CLOSED.**

**VI. NEW BUSINESS:**

a. Boy Scout work-out station project. **TABLED.**

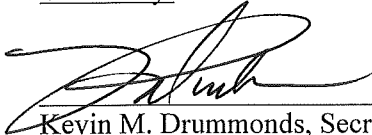
b. **Executive Session** results:

- 1) Notification of complaint filed with the Texas Workforce Commission. Mr. Steele explained that an Equal Employment Opportunity (EEO) complaint was filed against the Association. Due to privacy concerns, no further information can be released.
- 2) Reward for Hit & Run perpetrator of Wynwood monument. Mr. Steele explained that due to time constraints (i.e., while evidence was apparent and memories were fresh), the Board discussed this issue via email and voted unanimously to put up a reward of \$500 for the arrest and conviction (and hopefully insurance coverage) of the perpetrator.

**VII. The Next Meeting:** The next regular meeting will be held on Thursday, June 20<sup>th</sup>, 2013, at 7 p.m. in the Community Center.

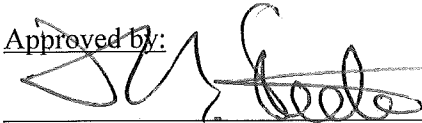
**VIII. Adjournment:** There being no further business before the Board, the meeting was adjourned at 8:05 p.m.

Written by:

  
\_\_\_\_\_  
Kevin M. Drummonds, Secretary

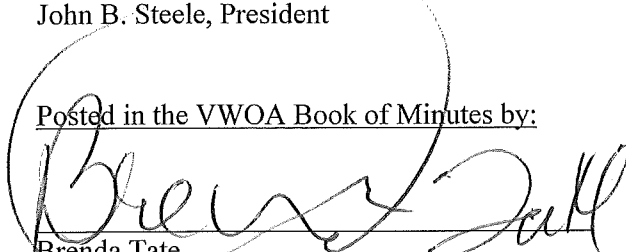
Date: 7/18/2013

Approved by:

  
\_\_\_\_\_  
John B. Steele, President

Date: 18 July 2013

Posted in the VWOA Book of Minutes by:

  
\_\_\_\_\_  
Brenda Tate  
Community Manager  
VWOA

Date: 18 July 2013

# Parks And Recreation –July 2013

## Board Report

### Programs/Classes

- a. Olympic Karate- Classes on Tuesday & Thursdays, 20 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 h - i - j & k have 15 participants
- 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. Healthy Living Class- Thursday Noon, 8 week series, participation varies
- j. Water Aerobics Class- Monday & Wednesday- 8-9 pm

### Past Community Events:

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

### Future Community Events:

- a. Swim Lessons Session 4 Begin- July 23
- b. Fall Soccer Registration Ends – Aug 16
- c. Fall Soccer Meet & Greet – Sept 7
- d. Fall Fest – Sept 14
- e. Pools close for season – Sept 29
- f. National Night Out – Oct 1

# ***J & J CONSTRUCTION***

RESIDENTIAL & COMMERCIAL

PO BOX 762349

SAN ANTONIO, TX 78245

(210)722-5609

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

## **May/June**

### **Monthly Maintenance Report**

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 needed areas, and gathering leaves and keeping the community clean. Clean flower beds and take out the dead foliage and we have had lots of weeds growing due to small amount of rain. Also pruning some of trees up military drive and adding mulch and dye to our trees that are in the main road ways.

Land: Daily trash pick-up, and inspection of property for hazards, we have also been dying the flower beds with enviro color for mulch. We are also cutting and shredding all new accumulated right of ways

Park: We have been mowing all needed areas and also along the creek areas to keep the mosquito population down. We have also been spraying those areas. We have been maintaining the track and walk areas and repaving to make it safer for our community members, since the rains have washed some of those areas out. We are currently also rewiring the exterior lighting and receptacles in some areas. Due to the storms and lightning we have had lately.

Community Center: Maintain the centers exterior and also change all a/c filters and check all units. We have had some electrical issues from the rains we have had some breakers trip and photo cells burned out. Due to lightning, park time clocks were also affected and lighting in pool pump rooms. Repair and replace electrical storm damage.

WEED CONTROL: We are currently spraying all non-turf areas along the curb sides.

## STANDARDS DEPARTMENT MONTHLY REPORT

From: Adrian Suttles, Superintendent of Standards  
To: VWOA Board of Directors  
Subject: Report for the month of June 2013  
Presented to the Board of Directors on July 18, 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 (50) were brought before the ARC. Forty (40) of these were approved, ten (10) 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:	Six hundred forty-five (645) violations of our standards were noted in the month of June. May had seven hundred seventy-three (773) violations documented.	Info
Personal Contact:	Two hundred three (203) for the month of June. May had two hundred thirty-one (231) contacts.	Info
Thank You Notices:	Four hundred thirty-five (435) were handed out for June. May had four hundred forty (440) handed out.	Info
Re-Sale Inspections:	Thirteen (13) were completed in June. May had twenty-three (23).	Info
Yard/Garage Sales:	Fifty-seven (57) were applied for in June. May had thirty-nine (39) spaces utilized at the rummage sale at the Sports Park.	Info
<u>PROJECT MANAGEMENT</u>		
Public Safety Report:	Please see report for graffiti reported to us in June.	
	Pointe~Side fence along drain that runs through the Pointe Village and ends at Westcreek Oaks	6/3/13
	Reserve~New graffiti on drain at entrance to Reserve Village	6/17/13
	VWOA~Graffiti on Welcome to Westcreek sign at entrance on Military Dr. near 1604	6/27/13
	Please see report below for crime reported to us in June.	Info
	Reserve~Faithcrest~Truck jacked up on bricks, tires and rims stolen.	6/2/13
	Oaks~Corner of Adriana Maria and Amy Frances~Mailboxes were broken into.	6/11/13
	Westcreek View~Black Acura TL drove into main fence and brick column along Westcreek View near Lavender Grove at approx. 5:30/6 am	6/15/13
	Westcreek Oaks~Black Infiniti drove into cement drain on Westcreek Oaks near Military at approx. 5:45 pm	6/20/13
	Forest~Sage Run~Garage door opened by potential culprit(s) around approx. 3:30 am. Police were called. Area was checked, no one was found.	6/30/13



**Villages of Westcreek**  
Owners' Association

Community Managers Report  
For June 2013  
Presented to the  
Villages of Westcreek  
Board of Directors  
July 18, 2013

Physical Plant

- Centex- Centex properties now Westcreek Properties.
- Wynwood Monument repair complete.
- The Community Center pool building struck by lightning \$710.33 cost of electrical repairs.
- 3 Community Center windows broken unsure if it was an attempted break in.
- Westcreek Oaks fence damaged insurance pending.
- Severe erosion due to extreme rains in common area on Creek Knoll our Maintenance team is addressing and refilling area.

Personnel

- We are currently fully staffed.

Vandalism

- Graffiti- moderate.

Other Items

- The Annual Picnic was our biggest yet!

Exclusive Usage Contracts

- Pavilion Parties 8
- Community Center 11
- Pool Parties 14

Closings

- New 0 Resale 15

Constant Contact Email Status Report

- 1603 subscribers



Days	H/O's	Amount
Current	2988	\$233,064.00
1-30 days	6	\$41.41
31-60 days	210	\$12,268.88
61-90 days	9	\$495.36
Over 90 days	185	\$55,327.81
Total	410	\$68,133.46

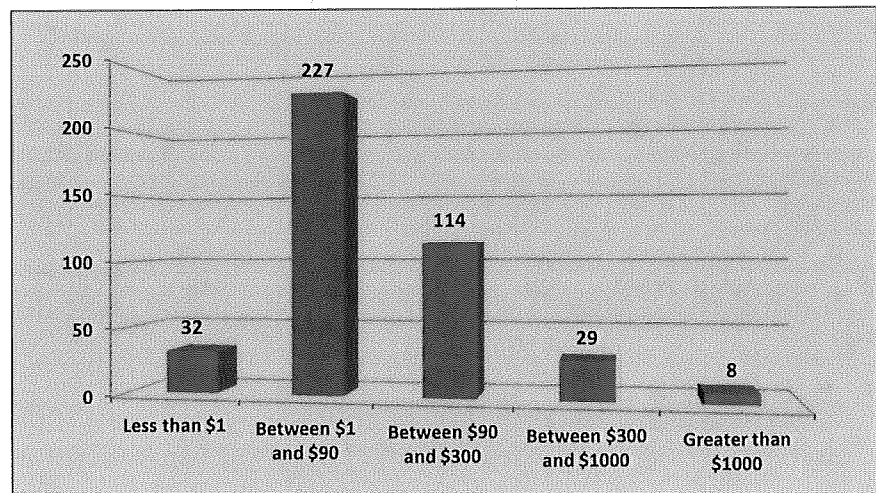
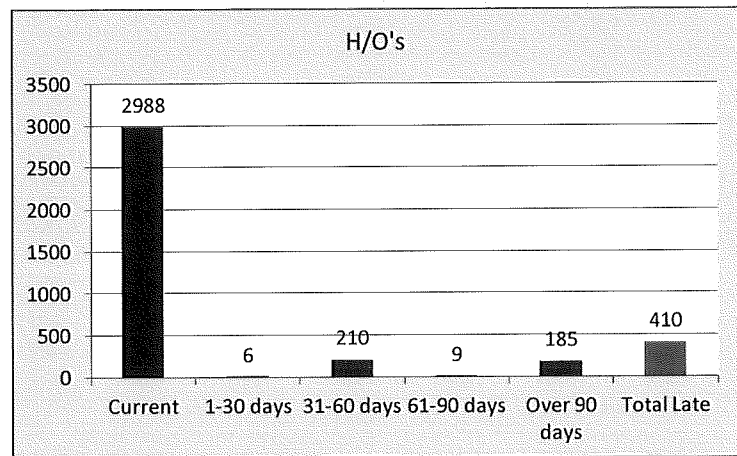
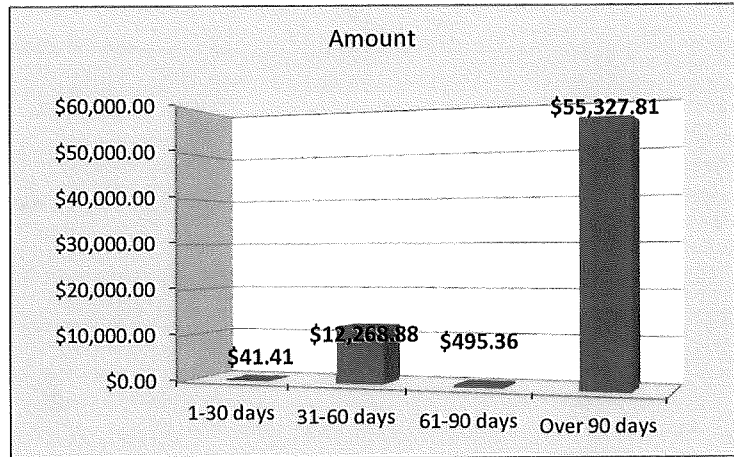
Current homeowner payments  
\$233,064.00

Days	H/O's
Current	2988
1-30 days	6
31-60 days	210
61-90 days	9
Over 90 days	185
Total Late	410

Delinquent total ytd  
68,133.46

Amount	H/O's
Less than \$1	32
Between \$1 and \$90	227
Between \$90 and \$300	114
Between \$300 and \$1000	29
Greater than \$1000	8

## 2013 Delinquent Assessments



**VILLAGES OF WESTCREEK  
ARCHITECTURAL REVIEW COMMITTEE**

**REPORT FOR THE BOARD OF DIRECTORS – MAY 2013**

**Meetings Held:** 05/07/13 - 05/14/13 - 05/21/13 - 05/28/13

**Applications Reviewed:** 40

**Applications Approved:** 29

**Applications Disapproved:** 11

1. Change house paint color. Purple is not an approvable color.
2. Extend a side fence forward to the curb. Fences must be 5 feet behind the front corner of the dwelling.
3. Construct a 10' X 12' gazebo. Metal and canvas are not permitted materials for gazebos.
4. Widen driveway to park a 3<sup>rd</sup> car. Driveways may not extend beyond the 'garage-width' of the dwelling.
5. Construct a back porch cover. Corrugated metal is not an approvable material.
6. Install dusk to dawn lightning under garage roof eaves. Insufficient information provided – bulb wattage and consideration of light spillage.
7. Move side fence forward to corner of house. Fences must be 5 feet behind the front corner of the dwelling. (Homeowner subsequently resubmitted a modified request which was approved).
8. Construct a 16' X 13' shed (208 square feet). Maximum size for sheds is 120 square feet.
9. Install a wall-mounted basketball goal. House-mounted basketball goals are not permitted.
10. Construct a patio at side of house. Patios must be located behind rear elevation of the dwelling.
11. Change house paint color. The color selected was considered to be too bold.

DERRICK J. FOYLE

Chair, Architectural Review Committee

**VILLAGES OF WESTCREEK**  
**ARCHITECTURAL REVIEW COMMITTEE**  
**REPORT FOR THE BOARD OF DIRECTORS – JUNE 2013**

**Meetings Held:** 06/04/13 - 06/11/13 - 06/18/13 - 06/25/13

**Applications Reviewed:** 50

**Applications Approved:** 40

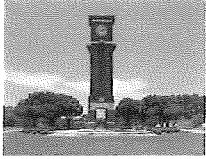
**Applications Disapproved:** 10

1. Canvas and metal folding camping chairs on front porch. Materials not approvable.
2. Cement walkway along the side of house – insufficient information. (Subsequently resubmitted and a variance granted).
3. Awning over garage eaves.
4. Change house paint color – selected color too bold. (Subsequently revised application with different color shade approved).
5. Change door, shutter and trim paint colors. (Subsequently revised application with different color shade approved).
6. Burglar bar type enclosure at front door to control pets. (Subsequently approved after redesign to be only 3 feet high).
7. Paint home trim, shutters and doors. (Work already completed). Front door and shutters are burgundy; garage door is gray; soffits and trim are blue.
8. Display 5 US flags (12” X 24”) flags on front wall of home. (Subsequently resolved after discussion and agreement with homeowner regarding flag sizes and location).
9. Concrete pad at side of home. Not permitted forward of rear elevation of the building or in side setback.
10. Aluminum and steel gazebo. Non-approved materials for gazebos.



DERRICK J. FOYLE

Chair, Architectural Review Committee



# Villages of Westcreek



The Villages of Westcreek  
Owners' Association

## Architectural Review Standards Department

May 16, 2013

Mr. Harold F. Severs  
12418 Point Mill  
San Antonio, TX 78253

Dear Mr. Severs,

Congratulations on your appointment as an alternate member of the Architectural Review Committee. This appointment is for six years and you serve at the pleasure of the Board of Directors. Thank you for your willingness to volunteer and serve the Villages of Westcreek Community.

Sincerely,

John B. Steele,  
President  
VWOA Board of Directors

Copy: Property file

12395 Military Drive West, San Antonio, TX 78253  
Phone: 679-8761 Fax: 679-0040  
[www.villagesofwestcreek.com](http://www.villagesofwestcreek.com)

Communication Committee Minutes  
June 6, 2013

In attendance:

Bill Fenstermacher  
Michelle de Jongh  
Gene Hopkins  
Barbara Hopkins  
Jean Woodward

Joyce Oliver  
Guy Oliver  
Brenda Tate  
Jennifer Bell  
Ed and Suzanne Bridges

Meeting called to order at 10:00 a.m.

The computer was set up in the meeting room to project on a screen while Bill Fenstermacher presented a storyboard of the current website navigation structure along with current category flagging's. He pointed out that when current postings are made to the website that they will appear under several categories which make it confusing to the end user. For example: "Committee Meetings" appear under the categories of "BOD News", "Meetings", "Rec News" and "Community" categories. Jennifer Bell explained that it's done that way because the site is arranged in a "blog format." This means that in order for an item to appear in the "scrolling banner" on the home page, it needs to be flagged under "BOD News" (the first of four categories).

Bill Fenstermacher referenced his handout showing the Current Flagging of Postings and then compared it to the next page, which shows his Proposed Flagging of Postings. He asked Jennifer Bell if "BOD News" could be relabeled something like "Hot Topics" and that all items posted be flagged under this category and one other category. "Hot Topics" would have to link the "Scrolling Banner". Jennifer Bell said this could be done but would check with the webmaster to see if "Hot Topics" can be set up to link to the "Scrolling Banner" and report back to the Committee. Jennifer Bell also explained that whatever is flagged to the last category appears in the "scrolling banner" at the top of the page. Bill suggested that a new last category be called "Community Events" so that community images would scroll.

Ed Bridges suggested that the site should be much more basic and simple. He also asked if the webmaster kept a hit counter on the website so we can see what information is visited and which is not. Jennifer Bell would have to get the data from the webmaster.

Brenda Tate said she likes Bill's Proposed Flagging of Postings because it's organized and simple. She said she also likes the idea of Hot Topics. Recommends the listing be alphabetized.

Gene Hopkins asked why the order of the posted meetings is not shown according to the actual date order of the scheduled meetings. Jennifer Bell said it's because they currently appear according to the order of the date they are posted. Gene Hopkins recommended

that the posted order be changed to the date of the actual scheduled meetings so that they appear in chronological order on the web site.

Barbara Hopkins suggested that under Community Events it would be more sensible to group all the annual events so that you don't need to scroll through them to see the entire list.

Gene Hopkins mentioned that the by-laws section only shows the '94 by-laws. Jennifer Bell said she will look at it.

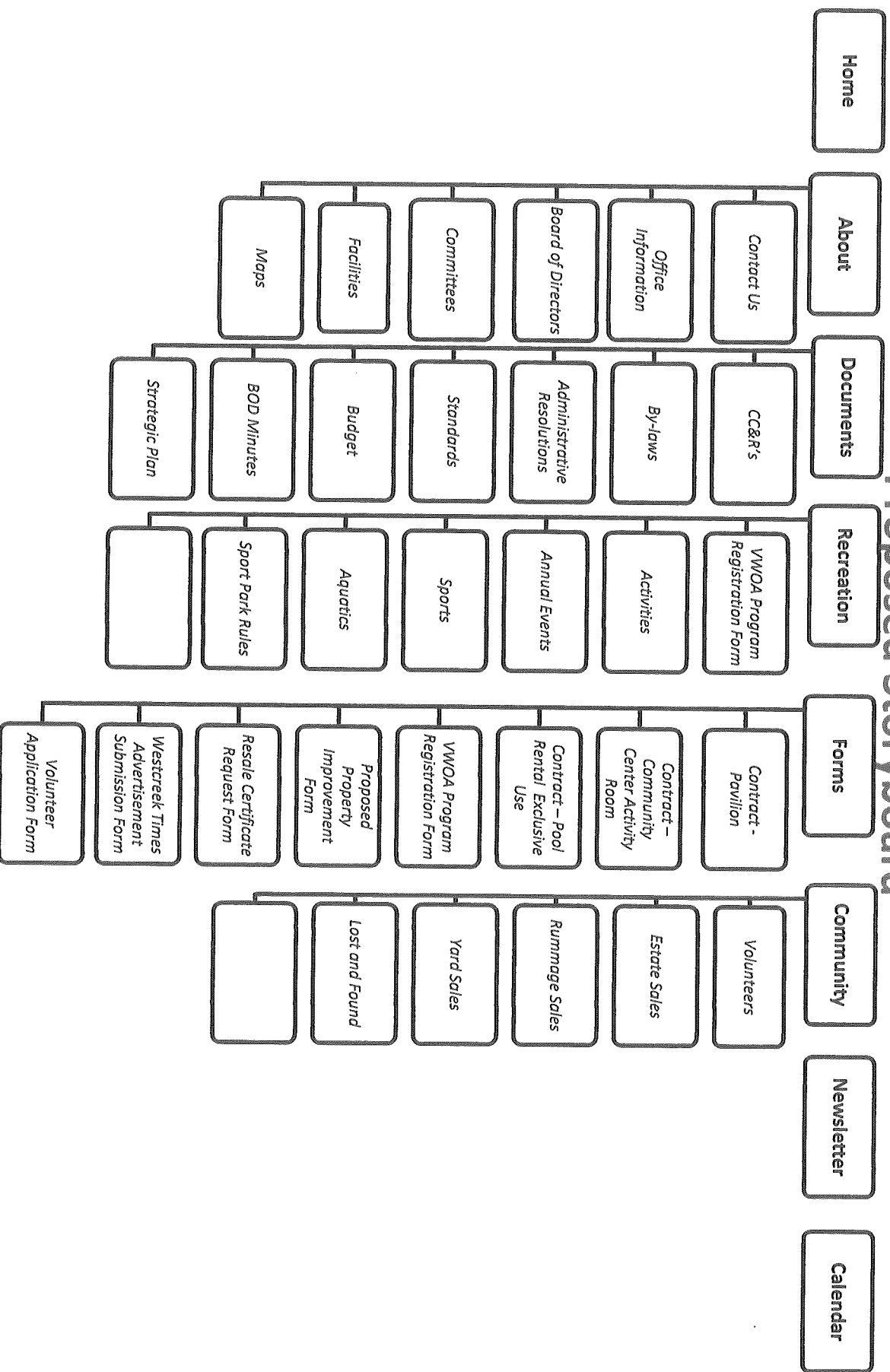
Bill Fenstermacher asked the committee members to review his Proposed Flagging of Postings and be prepared to discuss at the next meeting.

Joyce Oliver motioned to adjourn. Gene Hopkins seconded.

Meeting adjourned at 10:52 a.m.

# Villages of Westcreek Website – July 18, 2013

## Proposed Storyboard



Communication Committee Minutes  
July 1, 2013

In attendance:

Bill Fenstermacher  
Michelle de Jongh  
Gene Hopkins  
Barbara Hopkins

Jean Woodward  
Joyce Oliver  
Guy Oliver  
Brenda Tate, community manager

Meeting called to order at 10:00 a.m.

Joyce Oliver moved to approve the previous meeting's minutes. Guy Oliver seconded.

The committee members reviewed the proposed storyboard made by Bill Fenstermacher. There was discussion about what should go under each pull-down menu.

It was discussed and agreed to move committees to the About pull-down menu. Also, Registration Forms were added under Documents as well as Recreation.

Gene Hopkins suggested making FORMS a major category with a separate heading to contain all Forms. Guy Oliver added that a drop-down menu could list the various forms under that. Bill Fenstermacher asked the Committee to think about it for discussion in our next meeting.

There was discussion regarding the order of items in the Documents pull-down menu. Guy Oliver suggested the following order:

1. CCRs
2. By-laws
3. Administrative Resolutions
4. Standards
5. Board Meetings
6. Budgets
7. Strategic Planning

Bill Fenstermacher questioned if Facilities should be moved under About. There was agreement that it should be moved so that readers could see what is available to rent. The list also could be linked elsewhere. Similarly, Rules for the sports park and pool and the Standards could be listed in more than one place.

Bill Fenstermacher said he would redo the storyboard to reflect the committee's recommendations. He said he would email the updated storyboard to the committee members, who could then Reply All any suggestions or comments.



At the next meeting, the committee will review Community, Newsletters, Calendar and anything else, including flagging items or renaming categories.

Gene Hopkins asked Brenda Tate if the office could update the annual activities on the web site so that the next upcoming event is listed first. Brenda said she would look into it.

Bill Fenstermacher thanked the committee for proofreading the recent Westcreek newsletter, especially since there was very little turnaround time. Brenda Tate pointed out that the ads did not need to be proofed because the vendors approve them.

Bill Fenstermacher asked Michelle de Jongh to send this meeting's minutes to everyone on the committee for their review, changes and/or approval. All comments should be sent Reply All. Then Michelle will be able to send the amended minutes to Brenda Tate prior to the next board meeting.

Gene Hopkins made a motion to adjourn. Joyce Oliver seconded.

Meeting adjourned at 11:00 a.m.

Villages of Westcreek Owners Association  
**Balance Sheet**  
As of June 12, 2013

	<u>Jun 12, 13</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1010 - Operating Accounts	258,609.59
1011 - Reserve Accounts	409,428.60
<b>Total Checking/Savings</b>	<u>668,038.19</u>
<b>Accounts Receivable</b>	
1020 - Accounts Receivable	-195,346.43
<b>Total Accounts Receivable</b>	<u>-195,346.43</u>
<b>Other Current Assets</b>	
1021 - Interest Receivabl	34.19
1030 - Other Current Assets	18,186.94
1040 - Undeposited Funds	2,557.93
1045 - Due from Operating Fund	17,063.50
1071 - Allowance For Doubtful Accts	-15,000.00
<b>Total Other Current Assets</b>	<u>22,842.56</u>
<b>Total Current Assets</b>	495,532.32
<b>Fixed Assets</b>	
1050 - Fixed Assets	-4,770.66
1056 - Community Center^	2,021,505.24
1057 - Community Center Furniture	18,841.84
1058 - Software	4,673.91
1059 - Vehicle	22,996.00
<b>Total Fixed Assets</b>	<u>2,063,246.33</u>
<b>Other Assets</b>	
1037 - Chase CD	2,589.29
<b>Total Other Assets</b>	<u>2,589.29</u>
<b>TOTAL ASSETS</b>	<u><b>2,561,367.94</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
2040 - Credit Card	1,515.16
<b>Total Credit Cards</b>	<u>1,515.16</u>
<b>Other Current Liabilities</b>	
2020 - Other Current Liabilities	16,952.81
2100 - Payroll Liabilities	290.45
<b>Total Other Current Liabilities</b>	<u>17,243.26</u>
<b>Total Current Liabilities</b>	18,758.42
<b>Long Term Liabilities</b>	
2022 - Due to Reserve Fund	17,063.50
2200 - Long Term Notes Payable	1,246,468.06
<b>Total Long Term Liabilities</b>	<u>1,263,531.56</u>
<b>Total Liabilities</b>	1,282,289.98
<b>Equity</b>	
2031 - Retained Earnings	110,577.07
3000 - Fund Balance	1,028,059.86
Net Income	140,441.03
<b>Total Equity</b>	<u>1,279,077.96</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>2,561,367.94</b></u>

**Villages of Westcreek Owners Association**  
**Profit & Loss Budget Performance**  
January 1 through July 12, 2013

	<u>Jan 1 - Jul 12, 13</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4150 · Miscellaneous Income	389.07	1,064.50	-675.43
4170 · Program Fees	36,811.91	24,167.72	12,644.19
5000 · Revenue	823,987.01	656,745.57	167,241.44
5100 · Newsletter Advertisement	3,334.00	532.28	2,801.72
5200 · Rumage/Yard Sales	2,615.00	2,129.05	485.95
5400 · Pavilion Rental	4,425.00	2,661.27	1,763.73
5500 · Sports Park Committee	0.00	266.11	-266.11
5600 · Fence Repair Reimbursement	17,211.78	0.00	17,211.78
5800 · Community Center	8,720.00	11,177.42	-2,457.42
5900 · Concession Stand	1,956.00	319.35	1,636.65
<b>Total Income</b>	<u>899,449.77</u>	<u>699,063.27</u>	<u>200,386.50</u>
 <b>Gross Profit</b>	 899,449.77	 699,063.27	 200,386.50
<b>Expense</b>			
8000 · Operating Expenses	159,288.71	177,506.20	-18,217.49
8200 · Administration	239,845.26	279,052.93	-39,207.67
8300 · Maintenance	15,635.47	20,861.34	-5,225.87
8400 · Recreation Department	81,931.76	92,036.75	-10,104.99
8500 · Misc. & Contingency	864.10	5,854.82	-4,990.72
8980 · Depreciation Expense	15,000.00	15,967.74	-967.74
9500 · Reserved Funds	50,363.45	129,083.34	-78,719.89
<b>Total Expense</b>	<u>562,928.75</u>	<u>720,363.12</u>	<u>-157,434.37</u>
 <b>Net Ordinary Income</b>	 <u>336,521.02</u>	 <u>-21,299.85</u>	 <u>357,820.87</u>
 <b>Net Income</b>	 <u><u>336,521.02</u></u>	 <u><u>-21,299.85</u></u>	 <u><u>357,820.87</u></u>

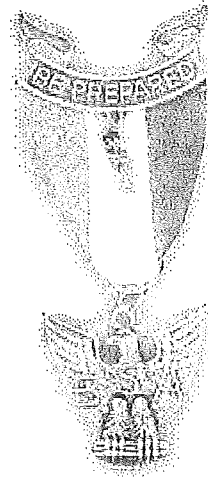
**Villages of Westcreek Owners Association**  
**Profit & Loss Budget Performance**  
January 1 through July 12, 2013

	Jan 1 - Jul 12, 13	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4150 · Miscellaneous Income	389.07	1,064.50	-675.43
4170 · Program Fees	36,761.79	24,167.72	12,594.07
5000 · Revenue	733,365.56	656,745.57	76,619.99
5100 · Newsletter Advertisement	3,334.00	532.28	2,801.72
5200 · Ramage/Yard Sales	2,585.00	2,129.05	455.95
5400 · Pavilion Rental	4,405.50	2,661.27	1,744.23
5500 · Sports Park Committee	0.00	266.11	-266.11
5600 · Fence Repair Reimbursement	17,211.78	0.00	17,211.78
5800 · Community Center	8,720.00	11,177.42	-2,457.42
5900 · Concession Stand	1,956.00	319.35	1,636.65
<b>Total Income</b>	<b>808,728.70</b>	<b>699,063.27</b>	<b>109,665.43</b>
 <b>Gross Profit</b>	 <b>808,728.70</b>	 <b>699,063.27</b>	 <b>109,665.43</b>
<b>Expense</b>			
8000 · Operating Expenses	159,589.50	177,506.20	-17,916.70
8200 · Administration	241,156.79	279,052.93	-37,896.14
8300 · Maintenance	15,635.47	20,861.34	-5,225.87
8400 · Recreation Department	81,931.76	92,036.75	-10,104.99
8500 · Misc. & Contingency	829.33	5,854.82	-5,025.49
8980 · Depreciation Expense	15,000.00	15,967.74	-967.74
9500 · Reserved Funds	50,363.45	129,083.34	-78,719.89
<b>Total Expense</b>	<b>564,506.30</b>	<b>720,363.12</b>	<b>-155,856.82</b>
 <b>Net Ordinary Income</b>	 <b>244,222.40</b>	 <b>-21,299.85</b>	 <b>265,522.25</b>
 <b>Net Income</b>	 <b>244,222.40</b>	 <b>-21,299.85</b>	 <b>265,522.25</b>

**Villages of Westcreek Owners Association**  
**Transactions by Account**

**As of June 12, 2013**

	<u>Balance</u>
<b>1011 · Reserve Accounts</b>	<b>409,426.60</b>
<b>1011.7 · Mutual Of Omaha Repair &amp; Replac</b>	<b>156,461.46</b>
Total 1011.7 · Mutual Of Omaha Repair & Replac	156,461.46
<b>1011.8 · Mutual of Omaha-Imp (1127)</b>	<b>152,944.19</b>
Total 1011.8 · Mutual of Omaha-Imp (1127)	152,944.19
<b>1011.9 · Mutual of Omaha MM Rep &amp; Repla</b>	<b>100,020.95</b>
Total 1011.9 · Mutual of Omaha MM Rep & Repla	<u>100,020.95</u>
Total 1011 · Reserve Accounts	<u>409,426.60</u>
<b>TOTAL</b>	<b><u><u>409,426.60</u></u></b>



# Eagle Scout Service Project Proposal



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's name Grant Havili Kasitoa Watanabe

## Eagle Scout Requirement 5

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Boy Scouting.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the *Eagle Scout Service Project Workbook*, No. 512-927, in meeting this requirement.

# Eagle Scout Service Project Proposal

## Project Description and Benefit

**Eagle Scout candidate:** Grant Havili Kasitoo Watanabe

Briefly describe the project. Attach sketches or "before" photographs if these will help others visualize it.

Modify and improve the wilderness hiking trail beside the VWOA (Village of Westcreek Owners Association) community center. Existing trail was built in early 2011 and heavy rains have damaged it. Trail border needs to be replaced in several areas, about 200 feet of trail needs to be created to re-route around stream bed. Will add two work out stations to promote strength building exercises.

Tell how your project will be helpful to the beneficiary. Why is it needed?

My project will make the trail easier to use and will provide special work out areas to improve upper body strength and stomach tightening exercises. It will also avoid the mud and water from the stream bed.

When do you plan to begin work on the project? July 2013

How long do you think it will take to complete? Two to three days with between 15 and 20 people helping.

## Giving Leadership

Approximately how many people will be needed to help on your project? Between 15 and 20 people.

Where will you recruit them (unit members, friends, neighbors, family, others)? Explain:

Unit members, friends, family, church members will all assist with the project. I have assisted on many other Eagle projects with similar groups of helpers. Those I have assisted and others will help me with my project.

What do you think will be most difficult about leading them?

Keeping everybody busy at the same time. I'll accomplish this by forming teams and team leaders who will be responsible for their teams. The team leaders will help teams build exercise platforms, clear trail, and line the trail.

## Materials

*(Materials are things that become part of the finished project, such as lumber, nails, and paint.)*

What types of materials, if any, will you need? You do not yet need a detailed list of exact quantities, but you must show you have a reasonable idea of what is required.

1.5" Thick Metal Bars, 3' long - - 8 ea	\$30	Bags of concrete - - 5 ea.	\$40
4"X4"X12' wood beam - - 2 ea	15	Metal hardware - - hooks, screws,TBD	10
4"X4"X8' wood beam - - 8 ea	80	Varnish/polyurethane coat	30
2"X4"X8' wood beam - - 3 ea	10		
1"X4"X8' plywood sheet - - 1 ea	30		\$245

## Supplies

*(Supplies are things you use up, such as masking tape, tarps, and garbage bags.)*

What kinds of supplies, if any, will you need? You do not yet need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

Sun screen \$20, water, gatorade \$30, garbage bags \$10, first aid kits \$20, Cups/plates/napkins \$40

Breakfast - - Donuts and Milk \$50

Lunch - - Hot Dogs and chili \$80

\$250

# Eagle Scout Service Project Proposal

## Tools

What kinds of tools, if any, will you need?

Shovels, rakes, hoes, hatchets, bow saws, chain saw, battery operated power tools (circular saw, drill, sander), post hole diggers, pick axe, pry bar, sledge hammer, gloves

## Permits and Permissions

(Note that property owners normally secure permits.)

Will you need to secure permissions or permits (for example, building permits)? Who will obtain them?  
How much will they cost? How long will it take to secure them?

Permission from VWOA representative required for project start. No other special permits or permissions required.

## Preliminary Cost Estimate

(You do not need exact costs. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses.)

(Enter your estimated expenses)

**Fundraising** Explain where you will get the money for total costs indicated below, left.

Items	Cost
Materials	245.00
Supplies	250.00
Tools	N/A
Other*	
<b>Total costs:</b>	495

VWOA will provide materials needed for project. I will solicit funds from other stores for food (HEB, KFC, Bill Miller's, etc)

\*Such costs as food, water, gasoline, parking, permits, equipment rental, sales tax, etc.

## Project Phases

Think of your project in terms of phases and list what they might be. The first might be to complete your final plan. Others might include fundraising, preparation, execution, and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated.

1. Plan development
2. Fund raising for food for volunteers
3. Collection of tools and materials
4. Solicitation and notification of volunteers
5. Repair old trail, clear exercise areas
6. Build new trail along northern portion of trail
7. Install exercise tools
- 8.

## Logistics

(A Tour Plan has also been called a "Tour Permit." Check with your council service center to determine if one is required.)

How will you handle transportation of materials, supplies, tools, and helpers? Will you need a Tour Plan?  
All volunteers and tools will arrive at VWOA community center on day of work. I will pick up food and materials with assistance of scout leaders.



## Eagle Scout Service Project Proposal, continued

### Safety Issues

(The Guide to Safe Scouting is an important resource in considering safety issues.)

Describe the hazards and safety concerns you and your helpers should be aware of as this project is conducted.

Hazards -- snake/insect bite (lyme disease), cuts and scrapes from tools, rocks, shrubs, etc., sunburn, sun stroke, heat exhaustion, poison ivy/oak, blisters  
First aid and drinking stations, gloves for everyone, sunscreen for everyone, look for ticks after work

### Further Planning

(You do not have to list every step, but it must be enough to show you have a reasonable idea of how to complete a final plan.)

List some action steps you will take to complete a final plan. For example, "Complete a more detailed set of drawings."

Turn list of Materials over to VWOA for procurement  
Solicit funding for food  
Pre-drill holes for metal bars in wooden posts  
Clean areas for exercise  
Clean and build new path routes

### Candidate's Promise

(Signed before approvals below are granted)

On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 21. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chosen as beneficiary.

Signed

Date

3 Apr 2013

### Unit Leader Approval\*

I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development, and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow him.

Signed

Date 3 Apr 2013

### Unit Committee Approval\*

This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can to see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal.

Signed

Date 3 Apr 2013

### Beneficiary Approval\*

This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) that we have agreed to. We understand any fundraising he conducts will be in our name and that funds left over will come to us. We will provide receipts to donors as required.

Signed

Date 4-5-2013

### Council or District Approval

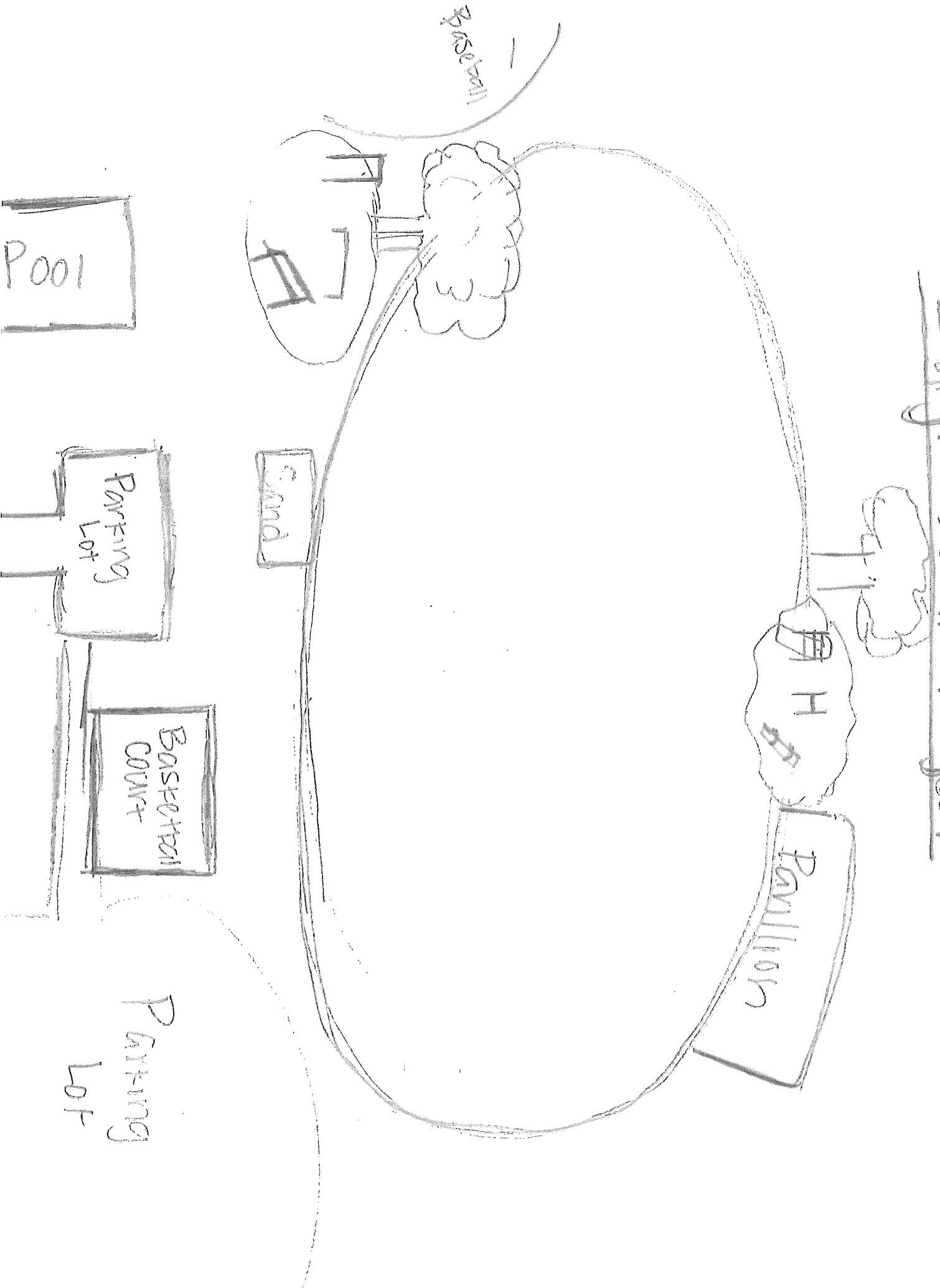
I have read sections 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout Service Project, in the *Guide to Advancement*, No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to complete a final plan and further encourage him to share it with a project coach.

Signed

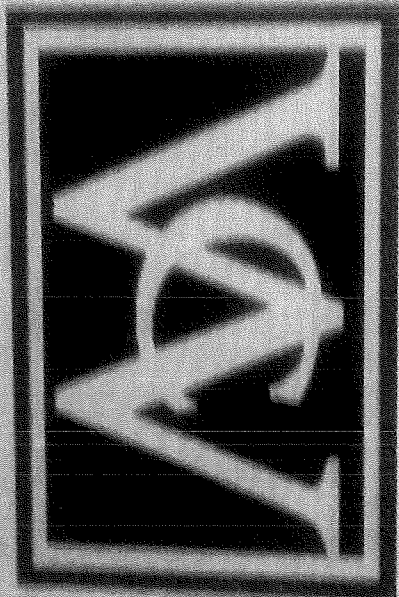
Date 4 Apr 2013

\*While it makes sense to obtain them in the order they appear, there shall be no required sequence for the order of obtaining approvals marked with an asterisk (\*). However, council or district approval must come after the others.

# Eagle Scout Project



THE  
**The Villages of Westcreek**



2015-2016

2015

2015

J&J CONSTRUCTION

P.O.BOX 762349  
SAN ANTONIO, TEXAS 78245

# Estimate

Date	Estimate #
06/10/2013	WEB000028

Name / Address
VLLAGES OF WEST CREEK COMUNITY PROPERTIES

			Project
Description	Qty	Rate	Total
Three feet high by five feet long ,combination brick masonry monument with concrete footings along with custom aluminum letters on front side only	1	5040.00	5040.00
		<b>Total</b>	\$5040.00



**Villages of Westcreek**  
Owners' Association

Sports Park Committee Privacy wind screen proposal  
06/20/2013

**ADDING WIND SCREENS TO OUR POOLS WILL PROVIDE SEVERAL BENEFITS TO THE VILLAGES OF WESTCREEK COMMUNITY.**

***Debris control***

---

**Wind screen aid in stopping blowing debris from entering the pool area helping prolong the life of the pool Filter by preventing blowing leaves and debris from entering the pool area.**

***Privacy***

---

**Six foot screening will provide privacy for the homeowners inside the pool area.**

***Sun Block aid***

---

**Colored screening will aid in blocking the sun from sides providing some shade relief**

Community pool fence ---screen/privacy/shade \$2000.00

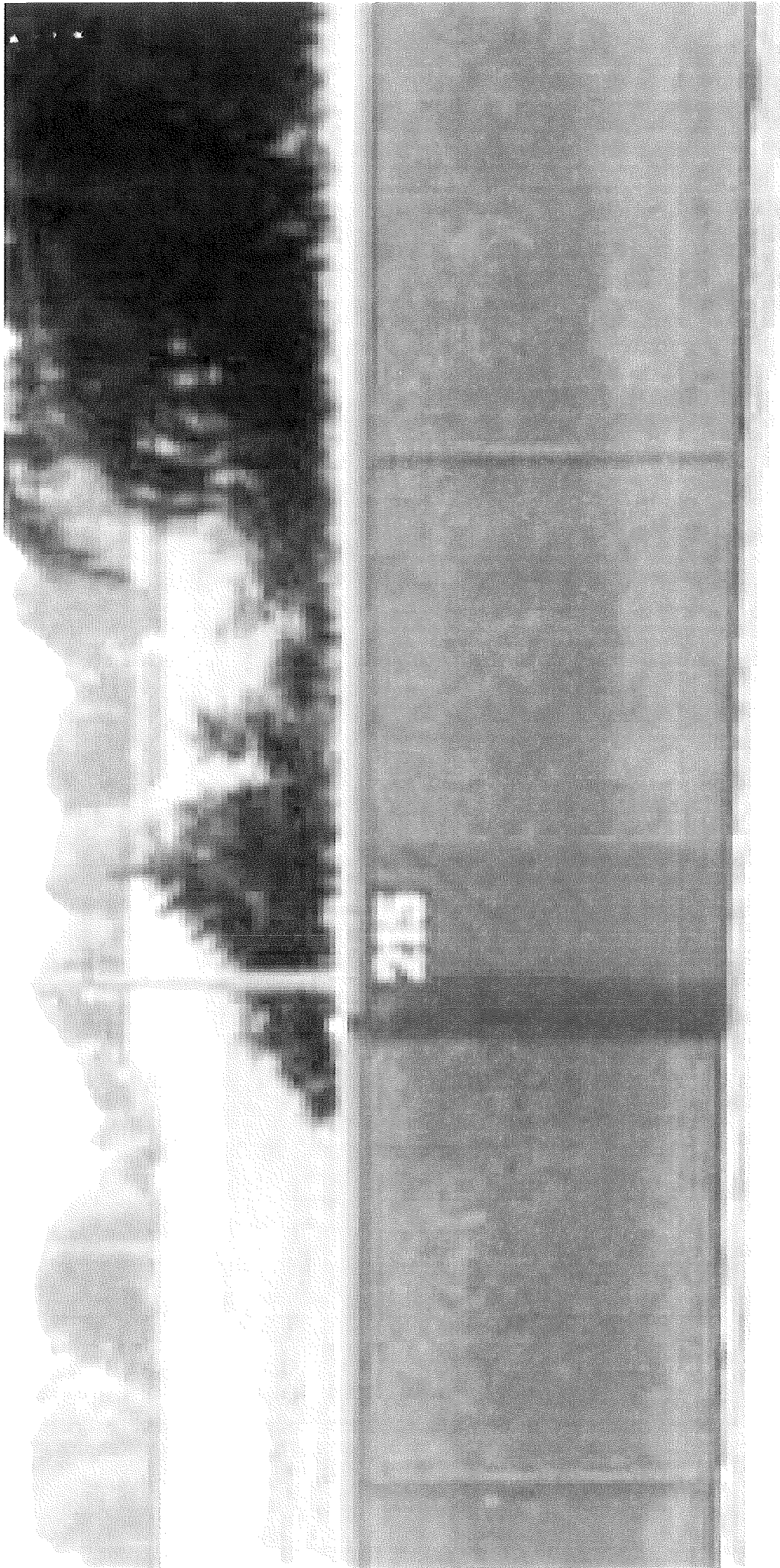
Sports Park pool fence -----screen/privacy/shade. \$2700.00

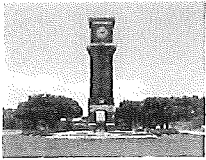
Sales tax	\$ 387.75
Total	\$5087.75

6' tall entire fence area in royal blue or navy









# Villages of Westcreek

## Owner's Association



The VWOA is a nonprofit deed restricted community funded by assessments collected from homeowners who live within the association. Therefore, The Villages of Westcreek can choose whether or not to abide by the US Consumer Product Safety Commission guidelines.

One immediate concern is the creosote coated railroad ties, which surround The Villages of Westcreek playground and throughout the Sports Park. Creosote is a possible human carcinogen and has no registered residential uses. Creosote penetrates deeply into and remains in the pressure-treated wood for a long time. Precautions should be taken for use, or when one comes into contact. Use precautions suggest: do not use in residential settings, do not use where frequent or prolonged contact with bare skin can occur, do not use where it may come into direct or indirect contact with public drinking water. Handling precautions are: avoid frequent or prolonged skin contact with creosote-treated wood, wear long-sleeve shirts and long pants and use gloves impervious to the chemicals, and wash clothes separately.

The Villages of Westcreek playground is currently not in compliance in respects to the American Disabilities Act. In order to be in compliance and considered disabled accessible many regulations are required. These regulations range from accessible routes, ground level and elevated play components, clear width, ramps, handrails, ground surfaces, and transfer systems to name a few.



RESERVE STUDY		ESTIMATED REPLACEMENT DATE		QUANTITY		EST. COST		Condition on 2013		est replacement	
DESCRIPTION	NT DATE										
Parking Lot - Asphalt Overlay (Sports Park)		2011	24,289 sq ft	\$	23,803.22	good		3yr			
Fencing, Chain Link, Baseball Field		2012	468 lin ft	\$	3,273.05	needs base and level					
Fencing, Chain Link, Basketball Court		2012	313 lin ft	\$	5,412.93	good		3yr			
Fencing, Chain Link, Tennis Court		2012	488 lin ft	\$	8,052.29	good		3yr			
Fencing, Wrought Iron, Clock Tower		2011	16 lin ft	\$	532.64	good		5yr			
Security Gates for Park		2011	2	\$	700.00	good		5yr			
Football Field Goal Post		2012	2	\$	309.00	good		5yr			
Park Equipment, Baseball Backstop		2012	1	\$	1,845.76	good		5yr			
Park Equipment, BBQ Charcoal Pedestal		2011	4	\$	502.00	good		5yr			
Park Equipment, Bicycle Rack		2011	2	\$	580.00	good		5yr			
Playground Equipment, Climber		2011	1	\$	750.00	replace now					
Playground Equipment, Swing Set		2012	1	\$	1,359.60	replace now					
Pool, 220 Gallon Dura Life Tank		2011	1	\$	195.00	good		5yr			
Pool, Concrete Decking Repairs (Sports Park)	replaced 2011		4000 sq ft	\$	22,840.00						
Pool, Hand Rails, Double (Sports Park)		2011	3	\$	1,050.00	good		2yr			
Pool, Hand Rails, Single (Sports Park)		2011	1	\$	275.00	good		2yr			
Pool, Life Guard Stands (Sports Park)		2011	1	\$	1,200.00	good		2yr			
Pool, Life Guard Stands Cover (Sports Park)		2012	1	\$	748.81	good		2yr			
Tennis Court, Resurfacing		2011	14884 sq ft	\$	7,144.32	good		2yr			
Tennis Court, Windscreen		2011	2440 sq ft	\$	1,512.80	good		2yr			
Tennis Court, Wooden Practice		2012	1	\$	309.00	good		3yr			
Volleyball System		2011	1	\$	462.55	good		3yr			
Computer		2012	1	\$	1,056.78	fair		1year			
Computer		2013	1	\$	1,706.99	fair		1ear			
Office Equipment, Photo ID System	Replaced 2013		1	\$	8,255.92	good		5yr			
Laser Printer (Asst Manager Office)		2011	1	\$	786.00	good		1yr			
Projector		2011	1	\$	1,051.00	replace now					
Plumbing Fixtures, Restroom (Sports Park) [includes 3 toilets, 2 urinals, and 2 sinks]		2012	1	\$	2,703.75	good		2yr			
Association Signage		2011	20	\$	2,850.00	fair		1yr			
Clock Faces, 48 inches		2011	2	\$	17,000.00	good		3yr			
Irrigation Controllers, Monuments		2011	10	\$	15,000.00	good		2yr			
Tree Trimming & Thinning (Sports Park)	done continually		1	\$	10,000.00	good		1yr			
Sidewalks along Saxonhill Dr			1	\$	9,000.00	NA					
Grounds Equipment, Landscape Trailer	2028 (Destroyed in auto accident)		1	\$	3,694.11	NA					
				\$	155,962.52						



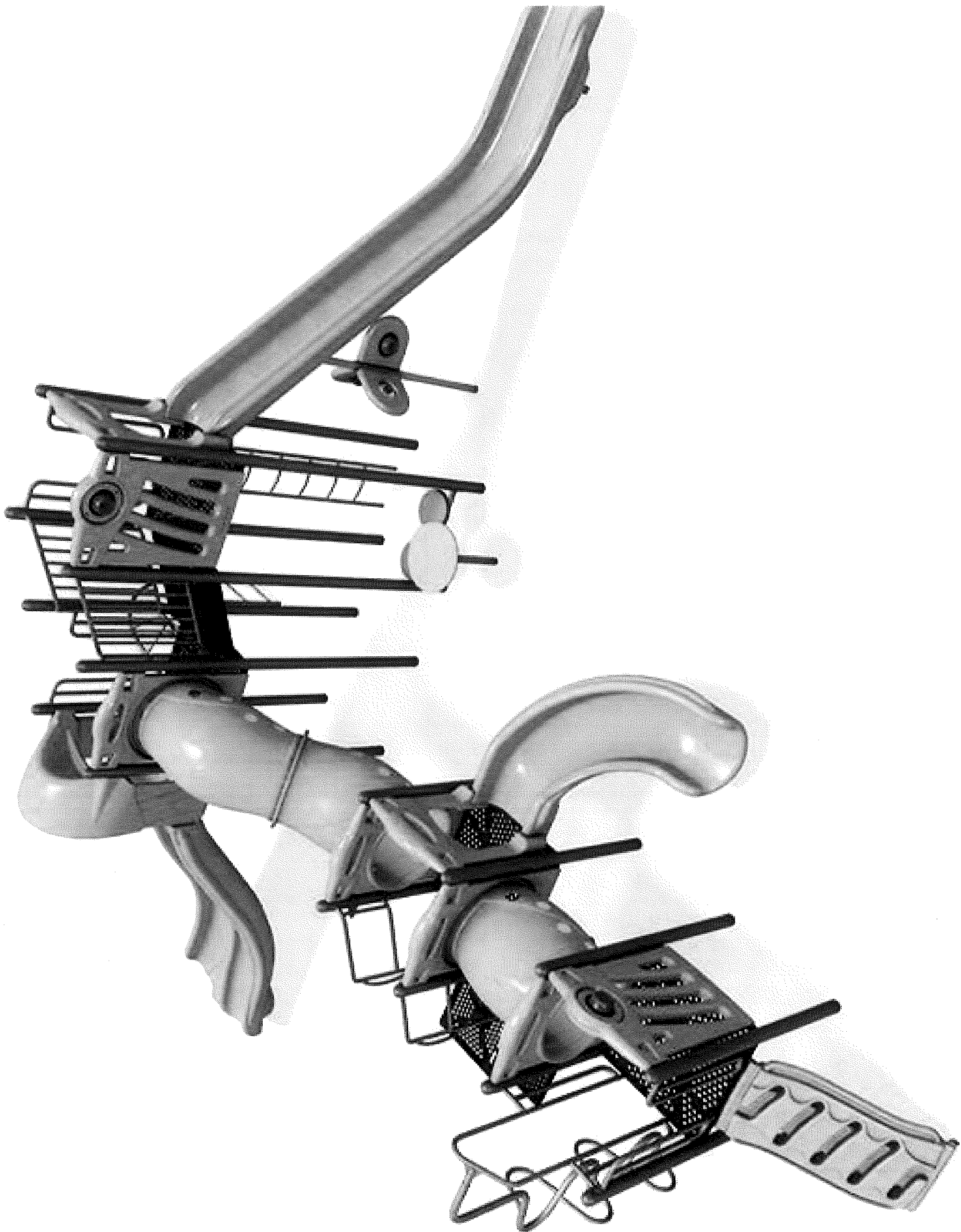
**Villages of Westcreek**  
Owners' Association

Sports Park Committee 2013 New Playground Proposal

I.	Walker's Ridge	Sale Price	\$ 15,526.00
II.	Install for unit		\$ 6,600.00
III.	Surfacing (wood chips)	option	\$ 3,000.00
IV.	Rubber Surfacing	option	\$ 20,000.00 to \$ 30,000.00
V.	Plastic Curbs		\$ 2,200.00
Freight			\$ TBD based on weight of equipment

Five year limited warranty on workmanship and materials  
Estimated life span of poured rubber is 8-10 years depending on wear and usage

Approximate total price will be between \$52 and \$ 60 thousand



Twister  
Climber

Transfer System  
w/ Barrier  
(2' Rise)

Double Zip  
Slide

Schooner  
Climber

Zip Slide  
w/ Gizmos  
Click Wheel,  
Answer Wheel,  
Maze Wheel

Single Steering  
Wheel  
(Below)

Single Gizmo Panel  
w/ Flat Mirror

Tunnel-Up  
Climber

Seat and Table  
for Two  
(Below)

Crunch Bar

Transfer Platform  
w/ Guardrails  
and Access  
Attachment

Curved Zip  
Slide

Straight  
Crawl Tube  
(1 Deck Span)

Crazy Eight  
Climber

Single Gizmo  
Panel w/  
Bubble Mirror

Ridge  
Climber

