

## Community Center

1. Call to order and Pledge of Allegiance to the Flag
2. Review/approve previous minutes
3. Member/Guest forum
4. Department/Committee reports
  - a. Recreation Department
  - b. Maintenance Department
  - c. Standards Department
  - d. Community Management Department
  - e. Architectural Review Committee
  - f. Standards review/update Committee
  - g. Finance Committee
  - h. Landscaping Committee
  - i. Nominating Committee
  - j. Communications Committee
  - k. Public Safety Committee
  - l. Sports and Park Committee
  - m. Strategic Planning Committee
  - n. By – Laws review/Update Committee
5. Unfinished Business
  - a. Status of sidewalk at Saxon Hill and Military Dr., West – **TABLED**
  - b. Purchase office equipment:
    1. Computer for Park and Recreation Dept. **OPEN**
    2. Whiteboard and projector for Conference Room. **OPEN**
    3. Security monitor for the Community Manager's office. **OPEN**
  - c. Possible Pool Schedule/Contract (decking) Conflict. **CLOSED**
  - d. Audit Issues. **OPEN**
  - e. Brick Column survey results (awaiting estimates). **OPEN**
  - f. Fire Station (awaiting follow-up response from County Commissioner ESD). **TABLED**
  - g. Sports Park equipment (additional 2 to 5 equipment) project. **OPEN**
  - h. Driving Range (cage) for Sports Park. **OPEN**
  - i. Request for 5K run/walk. **TABLED** (waiting on additional information)
  - j. Installation of a handicap door opener at the Community Center. **OPEN**
  - k. Sports Park Concession Stand Proposal. Pending further discussion and information from the Sports Park committee. **OPEN**
  - l. Bushes/Trees to block view of Barb wire fencing (Point Breeze). Waiting on recommendations from Landscaping Committee and the Staff. **OPEN**
6. Executive/Emergency Session Results
  - a. Report of Foreclosures      5 (\$ amounts: \$1,431.27    \$1,003.01    \$1,001.38    \$1,185.99    \$1,002.98)
  - b. Report of Release of liens      (\$ amounts:                      )
  - c. Report of Lien Filings      1 (\$ amounts:    \$649.57)
  - d. Investigations.
7. New Business
  - a. ID card changes for owners not living in Westcreek
  - b. Security/Off-Duty Officer to assist at sports Park after dark and at closing.
  - c. Additional security cameras at Community Center
  - d. \_\_\_\_\_.
  - e. \_\_\_\_\_.
8. Schedule next monthly meeting
9. Adjournment



*The Villages of Westcreek Owners' Association, Inc.*

*Est. 1994*

*Regular Meeting of the Board of Directors*

*Villages of Westcreek Owners Association Inc.*

*Thursday, May 22, 2014*

*VWOA Community Center Minutes*

**I. OPEN MEETING:** The Regular Meeting of the Board of Directors was called to order by the President at 6:55 PM on Thursday, May 22<sup>nd</sup>, 2014. The purpose of the meeting was to conduct regular business as identified in the pre-announced agenda. Following the Pledge of Allegiance the meeting minutes for the meetings held on March 20<sup>th</sup>, 2014, and May 12<sup>th</sup>, 2014, were reviewed and approved unanimously by the Board members present.

**Board Members Present:**

Kevin Drummonds President

Ismael Padilla, Assistant Secretary

Guy Oliver, Secretary

Anthony Hoffman, Treasurer (Left early at 7:30 PM)

**Board Members Absent:**

Kenneth Fowler, Vice President

**Staff present:**

Jennifer Bell, Community Manager

Melynda Porter, Admin Superintendent

Sylvia Mennel, Asst Community Manager

Nancy Griffin, Recreation Superintendent

**Members Present:**

Cyndi Lemanski

Bill Fenstermacher

Michael Oresti

Jean Woodward

Ryan Haskins

Barbara Crabtree

Sherry Padilla

Nick Giardino

Isabel Roque

Steven Young

Stephan Zajchowski

Judy Cannon

Eugene Hopkins

Lisa Williams

Tammy Roque

Roger Torres

Heather Mallia

Barbara Hopkins

Harold Severs

Karen Wright

**Guests Present: None**

**II. OPEN FORUM:**

Prior to conducting scheduled business, Mr. Drummonds opened the meeting to hear from Members.

Mrs. Cyndi Lemanski requested that the Board to look into the proxies and verify them. She was concerned and noted that there was not sufficient validation of the proxies on election night. Mr. Drummonds told her that the validation was already underway and the Board would discuss it further.

A couple Members stated that Westcreek View was not being maintained and another Member wanted speed bumps placed on Macy Trail. Mr. Drummonds explained that Macy Trail was a County Street and that the County would have to install any speed bumps. He also explained that the speed limit was set by state law and could not be lowered; the Board had checked on this several times and they simply will not lower it. He also stated that the fire department is very much opposed to speed bumps as it slows down response times and damages their vehicles. Mr. Drummonds ensured the Members that the Association Staff is constantly in contact with the County Commissioner, the Sheriff, and other agencies to inform them of and work with them on our issues. Mr. Drummonds also asked the residents to call Bexar County themselves and talk to them—the more voices they hear the better for our cause. There was a general concern about the vandalism and graffiti that is happening in the area. Mr. Giardino of the Public Safety Committee was introduced and the Members were encouraged to participate in this committee and be part of the solution.

Mr. Rick Severs asked if the general resolutions of the Board, which are kept in a binder in the office, could be posted to the website. Mr. Drummonds stated that the Board and Staff would look at them and see about placing them on the site.

### III. COMMITTEE/DEPARTMENT REPORTS:

- a. Recreation Department. A written report was provided and is attached to these minutes. There were 128 tickets sold to the Scorpions game.
- b. Maintenance Department. A written report was provided and is attached to these minutes. Members of the Board identified several work orders that either need to be initiated or have already been initiated, including a water fountain in the park, fences where weed eaters had damaged them, tagging of a parking curb in the park, and others. Mr. Drummonds asked that these be followed up on by maintenance as soon as possible.
- c. Standards Department. A written report was provided and is attached to these minutes. 932 violations were noted in the month of April. March had 521 violations documented this is an increase of 56%. There were 134 personal contacts in April compared to 145 in March. This was a decrease of 10% there were 45 thank you notices given out in April compared to 138 in March. This is a decrease of 70%.
- d. Community in Management Department. Mrs. Bell provided a written report including a summary of delinquent assessments which is attached to these minutes. Her report included issues in the community such as graffiti, lights, water and electric lines as well as several monuments that were vandalized.
- e. Architectural Review Committee. Mr. Eugene Hopkins chair of the committee submitted a written report and gave a brief of the report. The report is attached to these minutes.
- f. Standards Review/Update Committee (temporary). Mr. Hopkins the chair of the committee stated that it was almost complete and making good progress.
- g. Finance Committee. The Treasurer, Mr. Hoffman, had left the meeting before this came up. The Community Manager submitted the balance sheet and profit and loss budget versus actuals from January 1 through May 16. The report is attached to these minutes. There was a question from the audience about when the next Finance Committee would be held. Mr. Hoffman will have to schedule this and make the notifications soon.
- h. Landscaping Committee. No written report provided. The next committee meeting is scheduled for 7 PM, May 27<sup>th</sup>, 2014.
- i. Nominating/Election Committee. The nominating committee's work was finished with the election of Mr. Padilla to the board. The committee will be involved in any validation effort that occurs, per the request from a Member from the floor.
- j. Communications Committee. Mr. Bill Fenstermacher submitted recommended changes to the website. The recommended changes are attached to these minutes. Mr. Drummonds asked a few questions and made a couple recommendations, which were captured by Mr. Fenstermacher. The Board approved the proposed changes as amended.
- k. Public Safety Committee. Mr. Nick Giardino, Chairman of the Committee, gave a report of the last meeting. The minutes of that meeting are attached to these minutes.
- l. Sports and Park Committee. No report was submitted. A meeting is scheduled for May 29<sup>th</sup> at 6 PM.
- m. Sports Committee. This is a new committee, created as a subcommittee of the Sports and Park Committee. The first meeting is scheduled for 7 PM, May 29<sup>th</sup>, 2014.
- n. Strategic Planning Committee. No report. Next meeting to be determined
- o. By-Laws and Election Committee Joint Meeting. The By-Laws were reviewed and additional recommended changes were made. These recommendations were made due to the difficulty in verifying proxies during the last election. See attached minutes.

### IV. UNFINISHED BUSINESS:

- a. Status of sidewalk at Saxon Hill and Military Dr. West. Tabled pending further information. **TABLED**
- b. Brick column survey results. Pending further information and determination of ownership. **OPEN**
- c. Fire Station. Awaiting follow-up response from ESD. **Tabled**

- d. Additional Playground Equipment for Tot Lot (two to five-year-old equipment addition). Pending additional review/prioritization of the project by the Sports Park Committee. **OPEN**
- e. Golf Driving Range (cage) for Sports Park. Pending further information the Sports Park Committee. **OPEN**
- f. Eagle Scout Project. This project was to perform landscaping at the clock tower. **Closed**
- g. Possible Pool Schedule/Contract (decking) Conflict. Mr. Drummonds made a motion to have our in-house contractor do the Sports Park pool this year and make minor repairs only to the Community Center pool (as the other company: the Pool House, turned the job down). As this was an emergency repair before the pools opened and the materials had to be ordered, the vote by the Board was done electronically via eMail. The Board voted unanimously to approve the motion. The materials were ordered and we are awaiting delivery to begin the work (estimated to start on 29 May). **OPEN**
- h. Purchase of office equipment:
  - 1. Replacement computer for Park and Recreation Department. The computer was purchased and installed for less than the \$600 allocated. **CLOSED**
  - 2. Whiteboard. A whiteboard was approved and \$150 was allocated at a previous Board meeting. We are awaiting purchase and installation in the conference room. **OPEN**.
  - 3. Projector for Conference room. A proposal to purchase a projector for the conference room was discussed and approved by the Board for one just like the one in the large activity room of the Community Center. The funds (\$400) were allocated for this purchase. The CM identified a problem as the project was actually going to cost \$750 and during the ensuing discussion, it was suggested that we look into purchasing an Elmo (the modern version of the old overhead). The CM will look at this option and report back to the Board via email. **OPEN**
  - 3. Security monitor for the Community Manager's office up to \$300 was approved. We are awaiting purchase and installation. **OPEN**
- i. Audit issues. The annual audit showed a \$22,000 shortfall. This is being investigated. The CM believes that \$17,000 was due to a double entry. We are still investigating. **OPEN**
- j. SAWS Water Easement in the Sports Park. SAWS is in the process of condemning the easement (what they call a friendly condemnation) through the Sports Park. This condemnation is required due to the limitations of the Board placed upon it by the CC&Rs. This agreement would otherwise require a majority of Members that are eligible to vote (which means all) to approve the agreement. The Community Manager is going to check to verify that SAWS is still going to honor the agreement with the Association to return the Park to its original condition upon completion of the project. **OPEN**
- k. Sports Park Concession Stand Proposal. Pending further discussion and information from the Sports Park committee. **OPEN**
- l. Bushes/Trees to block view of barb wire fencing (Point Breeze). This was not discussed at the meeting as it failed to make the agenda. History: Mr. Drummonds asked that the Landscaping Committee, the staff, and/or the Board look into screening the barbed wire fence at the end of Point Breeze with some trees/shrubs (maybe Mountain Laurels). The property between the street and the adjourning property with the fence belongs to the VWOA and leaving it open is unsightly and potentially a safety hazard. There have been instances of individuals riding ATVs/Dirt Bikes through a resident's yard and across VWOA property to get to the creek bottom. The fence (installed on the adjourning property) is not visible until you are almost on it. Currently there is a cable and post system employed, but that only forces those individuals through a Homeowners property to get to our property. Pending cost estimates and discussion at the next regular meeting of the Board. **OPEN**.

#### **V. EXECUTIVE/ SESSION RESULTS:**

- a. Report of Foreclosures: 1
- b. Report of Release of liens: 0
- c. Report of Lien Filings: 1
- d. Damage to Fences along Major Streets. This action was completed during the previous month. **CLOSED**.

#### **VI. NEW BUSINESS**

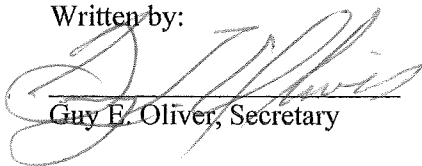
a. ID card changes. After discussion:

1. Mr. Padilla moved that we increase the number of guests from two per card to four per card or a total of eight per household. Seconded by Guy Oliver. The motion was approved by a vote of 3-0. Mr. Hoffman and Mr. Fowler were not present for the vote. The Staff will implement this change. **CLOSED.**
  2. Mr. Drummonds moved that we establish a Nanny ID card which will give the nanny/caretaker access to the facilities without the homeowner having to be there. This 30 day pass would cost \$20. Mr. Padilla seconded. The motion was approved by a vote of 3-0. The Staff will implement this change. **CLOSED.**
  3. Mr. Drummonds moved that we offer the picture Nanny ID card for the entire season only to Homeowners that are current through the third quarter at a discounted rate of \$50 for this season. This was seconded by Mr. Padilla. The motion was approved by a vote of 3-0. The Staff will implement this change. **CLOSED.**
  4. Mr. Oliver moved that we offer a weekly pass at a discounted rate of \$15 for seven days or \$45 for 30 days. This would require the Homeowner to be with the guest. Seconded by Mr. Padilla. The motion was approved by a vote of 3-0. The Staff will implement this change. **CLOSED**
- b. Board member for Landscaping Committee. Mr. Padilla volunteered for this committee Mr. Oliver volunteered to help Mr. Padilla. **CLOSED.**
- c. Request for 5K run/walk to promote awareness of PTSD. More information is needed. The request was tabled until that information could be received. **TABLED.**
- d. A request was made to have a handicap door opener installed on the door at the Community Center. Mr. Drummonds stated that we are currently looking into it. **OPEN.**

**VII. THE NEXT MEETING:** the Board agreed to hold the next regular meeting on Thursday, June 26, 2014 at 7 PM in the community center.

**VIII. Adjournment:** there being no further business before the Board the meeting was adjourned at 9:53 PM

Written by:

  
Guy E. Oliver, Secretary

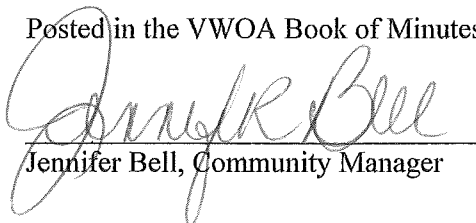
Date 6-26-2014

Approved by:

  
Kevin M. Drummonds, President

Date 6-26-2014

Posted in the VWOA Book of Minutes by:

  
Jennifer Bell, Community Manager

Date 6-26-2014

# **Parks and Recreation –June 2014**

## **Board Report**

### **Current Programs/Classes**

- a. Olympic Karate- Classes on Tuesday & Thursday
- b. SMASHDANCE- Zumba Fitness is offered each Monday and Wednesday at 7:30 pm
- c. Body Bootcamp- Tue & Thur 7:30pm
- d. Cardio Dance- Wed evenings 6:30
- e. Kickboxing- Mon 6:30pm
- f. Water Aerobics – Monday & Wednesday 8 pm
- g. Swim Team- Meets- June 16 & 23

### **Past Events:**

- a. Swim Lessons Began- June 9, with 59 registered in Session 1  
Ages 10 months to 65 years

### **Future Community Events:**

- a. Swim Lessons, Session 3 begins- July 7, 2014
- b. Super Soccer Saturday – July 12, 2014
- c. Swim Lessons, Session 4 begins- July 21, 2014
- d. Soccer Meet & Greet – September 6, 2014
- e. National Night Out – October 7, 2014

### **Concerns:**

- a. 911 Phone at CC Pool needs repair
- b. Basketball Court needs resurfacing (Ridges are tripping hazard)
- c. Move Sports Park dumpster ( Lake in front)

# ***J & J CONSTRUCTION***

RESIDENTIAL & COMMERCIAL

PO BOX 762349

SAN ANTONIO, TX 78245

(210)722-5609

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

May

## **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

**Mowing:** Mow all needed areas, and trim along fence lines and curbs. Spraying herbicide for weeds and we are mowing and trying to keep up with the growth with all the rains we have had lately.

**Land:** Daily trash pick-up, and inspection of property for hazards .We are also cutting and shredding all new accumulated right of ways, also painting over graffiti at all major streets and cleaning it off of signs, electric boxes, telephone boxes, and monuments.

**Park:** We have been mowing all needed areas and also along the creek ,we have been inspecting existing park fixtures, we also have been addressing, vandalism, and blowing rocks in tot lot on a daily bases.

**Community Center:** Maintain the centers exterior and, and also pruning all of our flower beds.

## STANDARDS DEPARTMENT MONTHLY REPORT

From: Adrian Suttles, Superintendent of Standards  
To: VWOA Board of Directors  
Subject: Report for the month of May 2014  
Presented to the Board of Directors on June 26, 2014

<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:	Eighty-two (82) PIA's were brought before the ARC. Seventy-two (72) of these were approved and 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:	One thousand nine hundred twenty-seven (1927) violations of our standards were noted in the month of May. April had nine hundred thirty-two (932) violations documented.	Info
Personal Contact:	Two hundred fifty-seven (257) for the month of May. April had one hundred thirty-four (134) contacts.	Info
Thank You Notices:	Sixty-six (66) were handed out for May. April had forty-five (45) handed out.	Info
Re-Sale Inspections:	Fourteen (14) were completed in May. April had seventeen (17).	Info
Yard/Garage Sales:	Thirty (30) were applied for in May. April had forty (40).	Info
<u>PROJECT MANAGEMENT</u>		
Public Safety Report:	Graffiti reported to us in May	Info
	Reserve entrance~Drain	5/6/14
	Quailbrook in Willowbrook~Street, sidewalk, stop sign, light pole, mailbox, fence	5/6/14
		5/24-
	Saxonhill & Adriana Maria in Oaks~Mailbox	5/26/14
		5/24-
	Sage Run in Forest~Fence	5/26/14
	Wynwood~Between Macey Trail & Hollow Trail~Drain	5/30/14
	Crime reported to us in May	Info
		5/3/14
	Oaks~Barkston~2 vehicles at 1 property were broken into & items taken	
	Vistas~Rims of vehicle attempted to be stolen. Blocks from neighbors yard were next to vehicle.	5/5/14-
		5/9/14
		5/5/14-
	Vistas~Rims taken from vehicle.	5/9/14
	Vistas~Moon Stream~Front door of home kicked in during the day & burglarized	5/14/14
	Wynwood~Skyline Mesa~Front door of home kicked in during the day & burglarized	5/14/14
	Highpoint~Point Springs~Spare tire of truck attempted to be removed.	5/14/14
	Highpoint~Point Pass & Park Point~Lights at monuments vandalized & destroyed	5/14/14
	Hills~American Flags at monument were stolen	5/26/14
	Reserve~Faithcrest~Over night the Time Warner cable was cut from property & taken	5/27/14





Villages of Westcreek  
Owners' Association

Community Managers Report  
For May 2014  
Presented to the Villages of Westcreek Board of Directors  
June 26, 2014

Physical Plant

- Increased graffiti- filing individual reports with Bexar County to track trends
- Pools open to full summer schedule June 6, 2014
- Monitor screen purchased for CM office
- Whiteboard purchased for Conference Room

Personnel

- 3 Park Monitor positions opened for June- \*\*\*have been filled
- Increased seasonal personnel for Lifeguard and Gate Guard positions
- Request to add Mrs. Mennel to bank accounts for purpose of signing checks and paying bills

Other Items

- Crosswalk added to SP from pool to tot lot side entrance
- Mr. Padilla won the Run-off election and has filled the Assistant Secretary position

ID Cards (includes replacement reprints)

- 410

Exclusive Usage Contracts

- Pavilion Parties 11
- Community Center 5
- Pool Parties 6

Closings

- New 0 Resale 16

Constant Contact Email Status Report

- 1758 subscribers

Facebook

- 859 likes

Villages of Westcreek Owners Association

Balance Sheet

As of June 20, 2014

Jun 20, 14

ASSETS

Current Assets

Checking/Savings

1010 • Operating Accounts 267,906.45

1011 • Reserve Accounts 309,407.72

Total Checking/Savings 577,314.17

Accounts Receivable

1020 • Accounts Receivable -208,157.29

Total Accounts Receivable -208,157.29

Other Current Assets

1021 • Interest Receivable 34.19

1030 • Other Current Assets 43,170.26

1040 • Undeposited Funds 4,994.98

1045 • Due from Operating Fund 17,063.50

1071 • Allowance For Doubtful Accts -15,000.00

Total Other Current Assets 50,262.93

Total Current Assets 419,419.81

Fixed Assets

1050 • Fixed Assets -34,770.66

1056 • Community Center^ 2,021,505.24

1057 • Community Center Furniture 18,841.84

1058 • Software 4,673.91

1059 • Vehicle 22,996.00

Total Fixed Assets 2,033,246.33

Other Assets

1037 • Chase CD 2,667.08

Total Other Assets 2,667.08

TOTAL ASSETS

2,455,333.22

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Credit Cards

2040 • Credit Card 323.39

Total Credit Cards 323.39

Other Current Liabilities

2020 • Other Current Liabilities 16,952.81

2100 • Payroll Liabilities 4,407.63

Total Other Current Liabilities 21,360.44

Total Current Liabilities 21,683.83

Long Term Liabilities

2022 • Due to Reserve Fund 17,063.50

2200 • Long Term Notes Payable 1,161,436.31

Total Long Term Liabilities 1,178,499.81

Total Liabilities 1,200,183.64

Equity

2031 • Retained Earnings -45,206.13

3000 • Fund Balance 1,191,599.55

Net Income 108,756.16

Total Equity 1,255,149.58

TOTAL LIABILITIES & EQUITY

2,455,333.22

Villages of Westcreek Owners Association  
Profit & Loss Budget vs. Actual  
January 1 through June 20, 2014

	<u>Jan 1 - Jun 20, 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
4150 · Miscellaneous Income	255.74	472.24	-216.50
4170 · Program Fees	31,532.19	24,291.68	7,240.51
4180 · Swim Team	0.00	222.22	-222.22
4190 · Reimbursed Expenses	383.07	708.33	-325.26
5000 · Revenue	562,256.37	558,947.26	3,309.11
5100 · Newsletter Advertisement	10.00	1,652.76	-1,642.76
5200 · Rumage/Yard Sales	2,625.00	2,125.00	500.00
5400 · Pavillion Rental	4,092.50	2,833.33	1,259.17
5500 · Sports Park Committee	0.00	0.00	0.00
5600 · Fence Repair Reimbursement	500.00	4,722.24	-4,222.24
5800 · Community Center	11,290.00	9,444.42	1,845.58
5900 · Concession Stand	2,161.55	1,888.91	272.64
Total Income	<u>615,106.42</u>	<u>607,308.39</u>	<u>7,798.03</u>
Cost of Goods Sold			
50000 · Cost of Goods Sold	0.00	0.00	0.00
Total COGS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Gross Profit	<u>615,106.42</u>	<u>607,308.39</u>	<u>7,798.03</u>
Expense			
8000 · Operating Expenses	129,099.51	138,924.14	-9,824.63
8200 · Administration	249,660.73	246,995.46	2,665.27
8300 · Maintenance	19,261.46	15,843.07	3,418.39
8400 · Recreation Department	63,727.32	74,531.42	-10,804.10
8500 · Misc. & Contingency	455.36	5,194.49	-4,739.13
8980 · Depreciation Expense	12,500.00	14,166.67	-1,666.67
9500 · Reserved Funds	24,643.00	68,000.06	-43,357.06
Total Expense	<u>499,347.38</u>	<u>563,655.31</u>	<u>-64,307.93</u>
Net Ordinary Income	<u>115,759.04</u>	<u>43,653.08</u>	<u>72,105.96</u>
Other Income/Expense			
Other Expense			
Revenue Ruling 70-604	0.00	0.00	0.00
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Other Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Income	<u>115,759.04</u>	<u>43,653.08</u>	<u>72,105.96</u>

Villages of Westcreek Owners Association  
Profit & Loss Budget vs. Actual  
January 1 through June 20, 2014

	<u>Jan 1 - Jun 20, 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
Income			
4150 • Miscellaneous Income	255.74	472.24	-216.50
4170 • Program Fees	31,454.19	24,291.68	7,162.51
4180 • Swim Team	0.00	222.22	-222.22
4190 • Reimbursed Expenses	383.07	708.33	-325.26
6000 • Revenue	563,467.98	558,947.26	4,520.72
6100 • Newsletter Advertisement	10.00	1,652.76	-1,642.76
6200 • Rumage/Yard Sales	2,670.00	2,125.00	545.00
6400 • Pavilion Rental	4,092.50	2,833.33	1,259.17
6500 • Sports Park Committee	0.00	0.00	0.00
6600 • Fence Repair Reimbursement	125.00	4,722.24	-4,597.24
6800 • Community Center	11,235.50	9,444.42	1,791.08
6900 • Concession Stand	2,161.55	1,888.91	272.64
<b>Total Income</b>	<u>615,855.53</u>	<u>607,308.39</u>	<u>8,547.14</u>
Cost of Goods Sold			
50000 • Cost of Goods Sold	0.00	0.00	0.00
<b>Total COGS</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Gross Profit</b>	<u>615,855.53</u>	<u>607,308.39</u>	<u>8,547.14</u>
Expense			
8000 • Operating Expenses	135,576.65	138,924.14	-3,347.49
8200 • Administration	252,747.81	246,995.46	5,752.35
8300 • Maintenance	19,261.46	15,843.07	3,418.39
8400 • Recreation Department	63,727.32	74,531.42	-10,804.10
8500 • Misc. & Contingency	-1,356.87	5,194.49	-6,551.36
8980 • Depreciation Expense	12,500.00	14,166.67	-1,666.67
9500 • Reserved Funds	24,643.00	68,000.06	-43,357.06
<b>Total Expense</b>	<u>507,099.37</u>	<u>563,655.31</u>	<u>-56,555.94</u>
<b>Net Ordinary Income</b>	<u>108,756.16</u>	<u>43,653.08</u>	<u>65,103.08</u>
Other Income/Expense			
Other Expense			
Revenue Ruling 70-604	0.00	0.00	0.00
<b>Total Other Expense</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Net Other Income</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Net Income</b>	<u><u>108,756.16</u></u>	<u><u>43,653.08</u></u>	<u><u>65,103.08</u></u>

4:09 PM  
06/20/14  
Cash Basis

Villages of Westcreek Owners Association  
Transactions by Account  
As of June 20, 2014

	<u>Balance</u>
1011 · Reserve Accounts	<u>309,407.72</u>
1011.7 · Mutual Of Omaha Repair & Replac	101,837.89
Total 1011.7 · Mutual Of Omaha Repair & Replac	101,837.89
1011.8 · Mutual of Omaha-Imp (1127)	107,398.81
Total 1011.8 · Mutual of Omaha-Imp (1127)	107,398.81
1011.9 · Mutual of Omaha MM Rep & Repla	100,171.02
Total 1011.9 · Mutual of Omaha MM Rep & Repla	<u>100,171.02</u>
Total 1011 · Reserve Accounts	<u>309,407.72</u>
TOTAL	<u><u>309,407.72</u></u>

**VILLAGES OF WESTCREEK**  
**ARCHITECTURAL REVIEW COMMITTEE**  
**REPORT FOR THE BOARD OF DIRECTORS – 6/26/2014**

**Meetings held during the weeks of:** 5/6/14    5/13/14    5/20/14    5/27/14

**Applications reviewed:**        82

**Applications approved:**        72

**Applications disapproved:** 10

**The 10 disapprovals were for:**

- 2--The builder's design plans of 2 new homes in Jacobs Pond did not comply with the exterior brick requirements of the CC&Rs. Resubmitted on May 20<sup>th</sup> and was approved.**
- 1--Storage shed less than two (2) feet from the fencing.**
- 1--Storage shed requiring a Plat Survey showing the proposed location. Resubmitted on May 13<sup>th</sup> and approved.**
- 1--Storage shed (built without ARC approval) required the building's dimensions. Resubmitted on May 20<sup>th</sup> and although the height exceeded the 10 feet limit per the Standards, it was within reason and approved as a variance to the Standards.**
- 1--Pergola required a picture.**
- 1--Pergola that required a picture was resubmitted on May 27<sup>th</sup> and was disapproved because the Standards do not allow metal with a wooden lattice covering.**
- 1--Concrete basketball court in the back yard required a Plat Survey showing the proposed location.**
- 1--Painting a house with a different color that is considered non-complimentary to the entire structure.**
- 1--Painting the house trim with a green color that is considered too bold.**

**Note:** As noted above, out of the 10 disapprovals, 4 were resubmitted and approved during the period of this report and are included below.

The 72 approvals were for:

- 21--Xeriscaping, landscaping, flowerbeds & various plantings.
- 11--Repainting house, trim, front door & garage door.
- 6--Walkways of concrete, mortared flagstone, granite rock & slate stones.
- 6--Storage sheds. (2 were re-submissions)
- 5--Wooden fencing/gates.
- 4--Wooden decks.
- 2--Wooden pergolas.
- 2--New homes in Jacob Pond (both are re-submissions with required info).
- 2--Extending concrete slabs.
- 1--Storm door.
- 1--New front door.
- 1--Replacing garage door.
- 1--Rain barrel.
- 1--Wooden play set.
- 1--Planting a pecan tree in front yard.
- 1--Security lights.
- 1--Wooden lattice to cover one side of deck.
- 1--POD storage container.
- 1--Window shutters.
- 1--Solar panels on roof.
- 1--Pavers next to front fence gates.
- 1--Bamboo shades on front porch (Wounded Warrior).

Gene Hopkins

Chair, Architectural Review Committee

## Sports Park Committee-

The sports park committee is requesting to proceed with the 2-5 year old tot lot area. It was approved in the September 2013 BOD meeting, with a budget that will not exceed \$5000.00. We are currently narrowing down the options; a sand box, play items, and possibly a cover depending on where it will be located.

The Sports Park committee would also like approval to begin research and obtaining quotes/bids on expanding the restrooms at the pavilion. We have had many lengthy discussions regarding this and believe it is the next item that we need to focus on.



## Minutes for Safety Meeting 6/7/14

### In Attendace:

Corina Cabeza  
Cristina Barton  
Eric and Kara Frank  
Steve Young  
Kenneth Fowler  
Nick Giardino  
Chief Rudy Khalaf, D2 Fire

### Review Action Items:

1. Poll of 55 VWOA persons that showed individuals persons:
  - a. Think Westcreek is clean.
  - b. Westcreek is safe at night.
  - c. The police response time is good.
  - d. But people do not know their neighbors.
2. The crime rate is moderate.
3. It was suggested that street lights be set at mailboxes.
4. Chief Khalaf said that with notice he would like to have D2 Fire participate in both National Night Out and Fall Festival.
5. New action items:
  - a. Corina and Cristina will work on friendly neighborhood events.
  - b. Kara and Eric will continue to work on the issue of street lights.
  - c. Steve and Nick will work on a Bexar Co. Sheriff contact.

v/r

Nick

## Recommendations for Approval for Fall 2014 Soccer Program

1. Paid Officer will no longer be used on Saturday mornings
  - a. Referees will use RED cards to stop games & eject unruly parents, coaches or players. Staff & Coaches will support referees decisions
2. Cleats will be mandatory for all children age 7 & up
  - a. Safety concerns, we currently require only shin guards
3. Coaches that agree to serve as Referees during the season will receive one child's registration free, any additional children will be at \$40 discounted rate
4. Ages for two divisions will be altered
  - a. New divisions will be: 9, 10 & 11 and 12, 13 & 14
  - b. Often major size difference between 11 year olds and 14 year olds
5. Tim Peters who has worked as professional referee in the past will train this season's referees
6. This season parents will be required to sit on one side of the field only opposite the players & coaches
  - a. Parents tend to interfere with coaches directives if sitting close
7. Age divisions 9-14 will be moved to a 50yd x 100yd (football) field & play 11v11
  - a. This will allow larger teams, less teams, less referees
  - b. This will help to dilute "power" teams

Marc Mendelsohn-President  
Universal Design Specialists, Inc  
(800) 481-1808 ext.102 ph  
(800) 481-1821 fax  
[marc@universaldesignspecialists.com](mailto:marc@universaldesignspecialists.com)  
[www.universaldesignspecialists.com](http://www.universaldesignspecialists.com)

On Tue, Jun 3, 2014 at 1:55 PM, Marc Mendelsohn  
<[marc@universaldesignspecialists.com](mailto:marc@universaldesignspecialists.com)> wrote:

Hi Kevin:

This looks fine. You will need to fur out the step out section from the wall to the door jamb but its no biggy!. If you need clarification please call me.

My quote includes the following and is based on the survey received:

4310XL deep reveal jamb mount unit in bronze color

4470 wireless receiver built in

20 ft black line cord with 3 prong plus installed to unit — 9' =  $\phi$  20' = \$35

4470SQ wireless wall switch for interior installation

4495SQWR wireless wall switch for exterior installation

Shipping to your location via UPS ground service

Total cost \$1779.25

Thanks,

Marc Mendelsohn-President  
Universal Design Specialists, Inc  
(800) 481-1808 ext.102 ph  
(800) 481-1821 fax  
[marc@universaldesignspecialists.com](mailto:marc@universaldesignspecialists.com)  
[www.universaldesignspecialists.com](http://www.universaldesignspecialists.com)

On Mon, Jun 2, 2014 at 5:32 PM, Kevin Drummonds  
[REDACTED] wrote:

Let me know if you need more.

Kevin M. Drummonds, CISSP  
[REDACTED]

Automatic Door Opener - Clubhouse - Power Access Corporation

From: **Dan McCormack** (DJMcCormack@power-access.com)

Sent: Thu 6/12/14 3:22 PM

Kevin,

Thank you for your web request.

The items you noted in your request, including a bronze opener, include:

- 1 - Model 4310XR or XL Jamb Mount Deep Reveal (5") Opener, Hand TBD, Bronze, \$1125;
- 1 - Model 4470 Radio Receiver, \$63.75;
- 1 - Model 4495SQ Wireless Controller, 4-1/2" Square, Interior, \$120;
- 1 - Model 4495SQWR Wireless Controller, 4-1/2" Square, Exterior, \$172.50;
- 1 - Freight, \$50.

*The net price for the Model 4310XR or XL and noted accessories, shipping point, freight allowed:*  
*\$1531.25.*

These prices reflect a facility discount of 25% for your direct purchase and installation. Shipment is 2-5 days from receipt of order. We accept credit cards.

The jamb mount unit requires 5-1/2" of clearance between the top of the door and the ceiling, and you indicate a measurement of 5". This is no problem. The opener is blocked-in to the frame to provide the extra 1/2" clearance.

Your contact information:

Villages of Westcreek Owner's Association  
12395 Military Drive West  
San Antonio, TX 78253

It is important for us to know your questions are answered. Please email or call my cell phone directly with your additional requests. I am available 24/7. Should a voice mail be necessary, I return messages at the first opportunity.

Regards,

Dan McCormack

President

Power Access Corporation

P.O. Box 1050, 170 Main Street

New Hartford, CT 06757

**Cell: (713) 412-4820 (24/7)** Tel: (800) 344-0088 Fax: (860) 693-0641

E-mail: djmccormack@power-access.com

Website: www.power-access.com

**CareProdx.com**

11807 Allsionville Road Ste 161  
Fishers, IN 46038  
United States

T: 800-413-3302  
F: 317-288-3652

**Date** 2014/06/16  
**Expires** 2014/08/15  
**Quote #** 16192 v2  
**Created By** Jeff Toutant

**Prepared for** Villages of Westcreek HOA  
Kevin Drummonds  
12395 Military Drive West  
San Antonio, Texas 78253  
United States  
  
T: 210-269-1017  
E: kmdrummonds@hotmail.com

**Quoted By Jeff Toutant Door Opener**

Type	Item	SKU	Qty	Price	Total
Door Openers	<b>DuraSwing 4 On Demand Door Opener</b>  This swing door operator is ideal for retrofit or new construction. It automates all exterior or interior swing doors up to 4.0 feet wide, including plate-glass frameless doors. The DuraSwing™ 4 is a jamb-mounted system that works with existing closers. The actuator arm does not connect to the door. It is subject to wear-and-tear only when activated.  Base Price <u>Finish Color</u> Dark Bronze <u>Opening Orientation</u> Push to Open	DS 4    BRONZE  PUSH	1	\$1,250.00	\$1,250.00
Door Opener Accessories	<b>4.5" Sq. Indoor Outdoor Push Plate Actuator for DuraSwing Openers</b>  Wireless Push Plate Actuator for DuraSwing Automatic Door Openers. 4.5" square with universal handicap logo and "Push to Open" caption or plain no logo no caption plate.  Base Price <u>Push Plate Surface</u> Standard with Logo and Caption	P1B    STANDARD	2	\$199.00	\$398.00

Please contact us if you have any questions.

**Total Due** **\$1,648.00 USD**

**Comments:**

**Quote Parameters**

- Quote assumes door is non latching or otherwise does not require an electric strike.
- Quote is for equipment only.
- Quote includes shipping to destination.

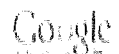
**Cost Breakdown**



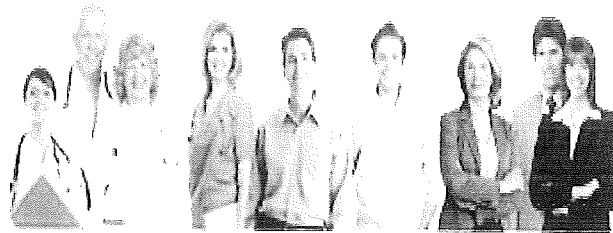
Type	Up-front Fees
Door Openers	\$1,250.00
Door Opener Accessories	\$398.00
Total	\$1,648.00 USD



CareProdx.com 800-413-3302



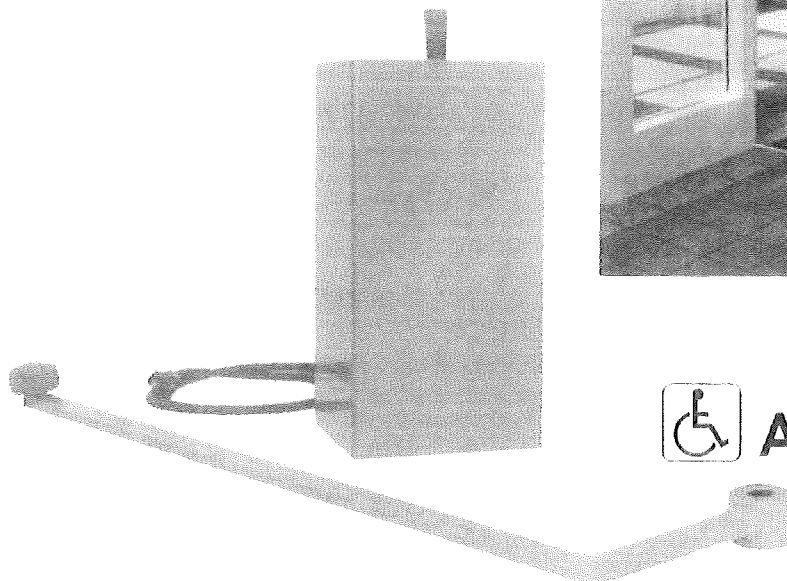
*Solutions For  
Accessible And  
Independent Living*



Medical Professionals Available By Phone  
Monday Thru Friday 9 - 6 EST

## DuraSwing™ MK IV

*High Performance  
True On-Demand  
Low Energy  
Door Operator*



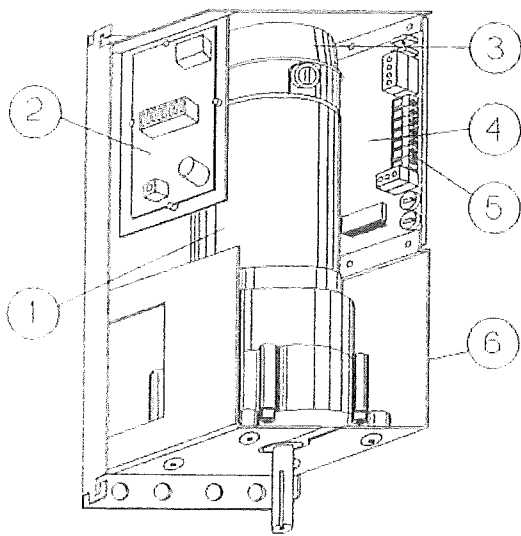
**ADA** Product

*Elegant Door Control Solutions*

# DuraSwing™ MK IV • Heavy Duty •

## DuraSwing™ MK IV: GENERAL DESCRIPTION

This swing door operator is ideal for retrofit or new construction, and will automate all exterior or interior swing doors up to 4.0' in width, including plate-glass frameless doors. This jam-mount door operator will work with most existing closers. The operator's actuator arm does not connect to the door and only receives wear and-tear when it is activated. This *true on-demand* system also does not add resistance to normal door operation. The system consists of three modular components for easy installation and service: **A:** a *microprocessor* based motor and accessory control board, **B:** a drive assembly consisting of a 3" diameter DC motor with a *permanently lubricated and sealed* gear box, and **C:** a *wireless control receiver* for easy and convenient push-button actuation. This operator is equipped with an accessory module which provides a terminal bus bar, control and power supply for an electric lockstrike or magnetic lock. Also provided are card reader or keypad trigger inputs. For full automatic operation, contacts and sensor power supply are available. A typical installation can be finished in *one hour* by one person. This operator complies with ADA/BHMA low-energy door operator requirements, and also has been tested to exceed **1 MILLION** full-load cycles.



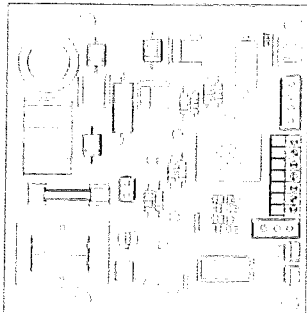
## CALL-OUT LEGEND

1. Gearhead Motor
2. Wireless Receiver
3. Motor Encoder (Rev Monitor)
4. Motor Control Board
5. Sensor/Access Control Module
6. Rigid, All-Steel Construction
7. Door Control Arm (C.R. Steel)
8. Urethane Roller
9. Inswing Roller Track (option)
10. Durable Powder Coat Finish





## • Full-Time or On-Demand Door Operator •

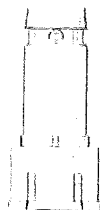
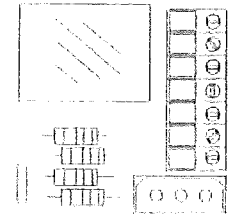


### Microprocessor Based Motor Control System.

This state-of-the-art motor control system is the heart of the DS MK IV. It uses a computer chip to monitor door position continuously by processing motor position data transmitted from the encoder attached to the motor. This data (or feedback) includes speed, resistance and time. The SafeTek™ algorithm then processes this information to detect obstructions and environmental variables (such as wind & door system characteristics). The control program is self-adjusting, so there are few set-up controls: Door Open Angle (60 to 120 degrees), Hold Open Time (5 to 45 seconds) and Force Limit, which adjusts the operator to initial door system characteristics. The SafeTek™ program can distinguish a human "obstruction" from a gust of wind, which means the door will stop when encountering a 15 lb. resistance yet will open through windy conditions. Additionally, if a person causes the door to stop, the door will stall and the program will wait 3.5 seconds, then continues its opening cycle to full open. If the person is still obstructing the door, the program will sense the 2nd stall, then it will close the door. Upon activation, power ramp-up provides a "soft start" to extend the life of door system components.

### Automatic Sensor and Access Control Module.

Integrated with the motor control system is a complete sensor and access control terminal block and relay module, designed to make easy work of combining various types of sensor triggers for full automatic operation. There is also an inhibit override, in case two persons approach the door from opposite directions. Included are various inputs, outputs and delay to facilitate operation of electric lockstikes, magnetic locks, card readers, keypads and other types of security/access control systems, including fire alarm circuits. Additionally, there is a 24VDC power take-off sufficient for many commercial electric lockstikes, magnetic locks and other accessories.

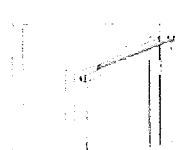
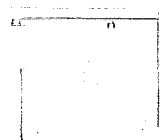


### Integral Heavy-Duty Gearhead Motor.

The large 3" DC motor is coupled to an *all steel geartrain* (no plastic gears) which is permanently lubricated and sealed in an aluminum casting. This provides a long, maintenance-free life of smooth operation. Tested beyond 1 Million Cycles, it carries a 3 year limited warranty. The High torque DC motor requires a lower gear ratio than most and only adds a minimal 2 lbs. of internal resistance when the door is operating manually. Also, violent door abuse is less likely to damage the gear train. The enclosed gearbox has the added benefit of permanent lubrication and quiet operation and no routine maintenance is required. Should repair become necessary, the compact, clean drive system takes 10 minutes to remove or replace.

### Easy Installation with Maximum Applications Flexibility.

Field experience has shown that all too frequently, the application at hand has unexpected variables. The DuraSwing™ MK IV is unique in that its design allows for **9 distinctly different installation types**, with multiple variations of each type, which allows for virtually universal installation capability. This unique characteristic makes the MK IV a preferred unit for difficult applications. The typical installation will take **1 person 1 hour** to complete, with only a modest requirement of mechanical experience with common tools.



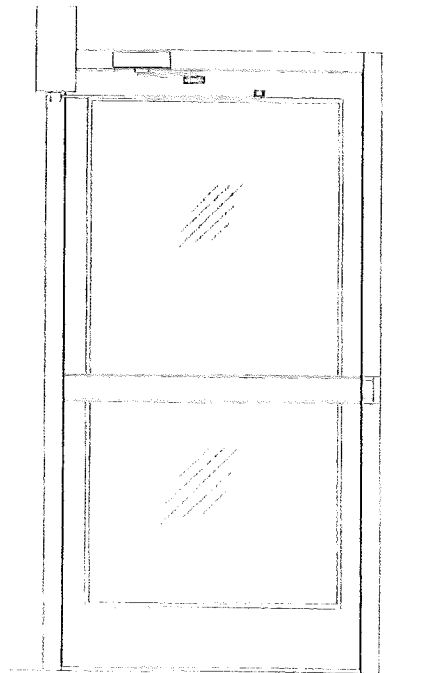
• Standard • Zero Header Clearance • Inswing/Outswing • Frameless All Glass • Balance Doors •

## • Full Function • High Performance • Jam Mount •

### Operator Features & Benefits

- Choice of **on demand** or **automatic** operation
- Rugged - does not require a clutch system to protect the gearbox. (1/10th H.P. motor)
- Works with any existing closer.
- Non-Handed
- Will invert for zero-header clearance applications.
- Push-open or pull open operations
- No maintenance required
- Access control and sensor ready (24VDC @ 1/3A, contacts)
- Does not require external safety devices
- Quiet, smooth & efficient.
- True microprocessor motor control.
- Exclusive Safelek™ safety control program
- Available in standard and custom powder coated finishes
- Wireless operation standard.
- Push and go operation
- Power open/power close option (residential model only)
- One person, one hour installation
- Three Year limited warranty
- CSA/NRTL listed.

For full specifications, phone or fax request to  
DMF for prompt reply.



### LIMITED WARRANTY:

3 YEARS on motor, geartrain and chassis components  
1 YEAR on all electronics. [Call for full specifics]

### ACCESSORIES



DM P3 - Frame switch



DM P2 - Direct-wire wall switch



DM P6 - 4" Round wall Switch



DM P5 - Keychain transmitter



DM P4 - Hand-held transmitter



DM P1 - Wireless wall switch

DM IR50C - Infra-red sensor