

REGULAR BOARD OF DIRECTORS MEETING

AGENDA

Thursday, 7 p.m.
November 21, 2013
Community Center

- 1) **Call to order and Pledge of Allegiance.**
- 2) **Review/approve previous minutes.**
- 3) **Member/Guest Forum.**
- 4) **Department/Committee reports.**
 - a) Recreation Dept.
 - b) Maintenance Dept.
 - c) Standards Dept.
 - d) Community Management Dept.
 - e) Architectural Review Committee
 - i) Standards Review/Update Sub-Committee
 - f) Finance Committee
 - g) Landscaping Committee
 - h) Nominating Committee
 - i) Communications Committee
 - j) Public Safety Committee
 - k) Sports and Park Committee
 - l) Strategic Planning Committee
- 5) **Unfinished Business.**
 - a) Status of Sidewalk at SaxonHill and Military Drive West – Tabled.
 - b) Brick columns survey results (awaiting estimates) – Open.
 - c) BCSD Sub-station (awaiting follow-up/response from County Commissioner/ESD) – Open.
 - d) Clock Tower Monument project. Open.
 - e) Community Rummage Sale. Tabled until 2014.
 - f) Sports Park Equipment project. Open.
 - g) Trees on VWOA (community) property question. Open.
 - h) Driving Range (cage) for Sports Park. Open.
- 6) **Executive/Emergency Session Results**
 - a) Foreclosures: (\$1,255.87, \$836.85, and \$914.85 (further details withheld).
 - b) Release of Liens: \$835.43 and \$838.36 (further details withheld).
 - c) Lien Filings: \$839.66, \$1,207.48, and \$1,187.13 (further details withheld).
- 7) **New Business.**
 - a) By-Laws Review_____.
 - b) _____.
 - c) _____.
- 8) **Schedule next monthly meeting. Regular monthly meeting on December 19, 2013 at 7pm.**
- 9) **Adjournment.**



The Villages of Westcreek Owners' Association, Inc.

Est. 1994

**Regular Meeting of the Board of Directors
Villages of Westcreek Owners' Association, Inc.**

I. OPEN MEETING: The Regular Meeting of the Board of Directors was called to order by the President at 7:02 p.m., on Thursday, October 17th, 2013. 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 September Regular Monthly Meeting were discussed. It seems that the staff did not receive them; therefore, the minutes will be presented at the next monthly meeting.

Board Members Present:

John Steele, President

Richard Gentry, Vice President

Kevin Drummonds, Secretary

Jennifer Castro, Treasurer

Kenneth Fowler, Asst. Secretary

Board Members Absent: None

Staff Present:

Brenda Tate, Community Manager

Jennifer Bell, Assistant Community Manager

Adrian Suttles, Standards Superintendent

Melynda Porter, Administrative Superintendent

Jaime Esquivel, Maintenance Contractor

Members Present:

Bill Fenstermacher

Eugene Hopkins

Barbara Hopkins

Guy E. Oliver

Harold "Rick" Severs

Rose Rader

Guests Present:

None.

III. OPEN FORUM:

Mr. Steele opened the Member's forum. No one chose to speak.

IV. COMMITTEE/DEPARTMENT REPORTS:

- a. Recreation Department: A written report was provided and is attached to these minutes. The Community Manager (for the Recreation Superintendent) briefed the members present and outlined the activities for the period. Mrs. Tate stated that we have had the largest turn out ever for Soccer and may have to look at our options for expanding and constructing additional soccer fields if the program gets any bigger.
- b. Maintenance Department: A written report was provided and is attached to these minutes. The maintenance contractor (Jaime Esquivel) discussed the staffs' activities for the period and answered questions. The playground equipment for the Tot Lot is still under construction. The rubber base for the Tot Lot needs three days without rain to allow proper installation. There was a problem identified with the new monument going in at the clock tower and the discussion was postponed to unfinished business below.
- c. Standards Department: A written report was provided, amended, and is attached to these minutes. Mrs. Adrian Suttles briefed the activities for this period. Mrs. Suttle's report also included information on the Architectural Review Committees' Property Improvement/Change Application (PIA) numbers and the Public Safety Report. Standards 'thank you' notices actually increased from 375 in August to 395 for September; however, the ratio of 'thank you' notices to violations/courtesy notices (totally 983) actually represented a 15% decrease from the previous month. The number of courtesy notices increased by 45% (from 677 in August to 983 in September). Also, the number of Homeowner's personally contacted decreased from 284 to 209, and from 30.9% to 28.9% of the number of courtesy notices handed-out.
- 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. Her report included

an update on some of the issues in the Community, which are covered in the safety report, unfinished business, and new business (see those areas of these minutes). Mr. Steele (and many others in attendance) congratulated the staff for making the National Night Out such a great event. There were over a thousand (1000+) community members that attended the event and everyone had a great time.

- e. Architectural Review Committee. The Committee provided a written report and the chairperson, Mr. Eugene Hopkins, briefed from the report (attached to these minutes). The Committee reviewed 39 applications and approved 32 with at least two of the disapprovals being resubmitted and approved. The Standards review/update Sub-Committee chair, also Mr. Hopkins, briefed on the activities for the period. He stated that the Committee was making good progress and there were several meetings scheduled through the new year.
- f. Finance Committee: The Community Manager briefed for the Treasurer as Mrs. Castro was running late. The Treasurer provided written accrual and cash basis statements from the Bookkeeper. Mrs. Tate briefed from these statements. A separate breakout of reserve funds was provided. She also provided minutes of the 13 October 2013 Finance Committee meeting (see attached). This committee provided a draft budget to the Board. The budget will be discussed in unfinished business below.
- g. Landscaping Committee. No written report was provided.
- h. Nominating Committee. No action this period.
- i. Communications Committee. Mr. Bill Fenstermacher provided a verbal report. Minutes from the October 7th, 2013 meeting were provided and are attached to these minutes.
- j. Sports and Park Committee. A verbal report was provided. No meeting was held for this period.
- k. Strategic Planning Committee: Mr. Steele started the discussion by saying the Board was unable to meet on October 15th, as scheduled, due to unforeseen circumstances. The Board discussed future scheduling options with Mr. Severs and it was agreed to hold the meeting on October 28th at 5:30 in the Community Center. This meeting will be open to all Homeowners. The purpose of the meeting will be to draft an update to the current strategic plan and to make recommendations to the Board. The Board will then discuss these recommendations in open session and make changes as necessary. **OPEN.**

V. UNFINISHED BUSINESS:

- a. Status of Sidewalk at Saxonhill and Military Drive West. Mr. Steele stated that he has been in contact with the County on several occasions and they are supposed to provide us with a quote of costs for the sidewalk. We volunteered to pay for materials if they would do the installation. It was discussed and agreed that if the County comes back with a quote of more than \$5000, we would move forward to do the work with our own contractors. This way we could control the schedule and have the work done sooner than later. Additionally, we would not run the risk of transferring the money and the work not actually being accomplished. It was also agreed that if the County did not come back to us with an acceptable quote by the next Board meeting, we would proceed with our own plans. **OPEN.**
- b. Brick Column survey results. After a brief discussion, it was agreed that we need even more information, not the least of which is who will be paying for this. The Community Manager agreed to get more information and the Board decided to postpone action on this until the next meeting. **OPEN.**
- c. 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.**
- d. Wind/Privacy Screen for the Community Pools. The Board approved this project and the screens are not scheduled to be installed until spring 2014. **CLOSED.**
- e. Clock Tower Monument project. This project began on 23 Sep 2013 and was well under way when the Board President issued a stop work order and an order to make it bigger. Mr. Steele had expected the new monument to be much larger than it is and when viewed in front of the clock tower, we all believed it was going to be larger. In the words of the President, "it looks like a tombstone." The Contractor provided an estimate for removing the nearly completed monument and creating a new one that is six (6) feet tall and twenty (20) feet wide. The cost for the removal of the partially completed one and accomplishing the new one will be an additional \$14,886.08. This cost is in addition to the original \$7,385 with little savings for unfinished work since the majority of the project was completed. After a brief discussion, the Board unanimously (4/0 – Jennifer Castro had not arrived at this point) approved a motion to fund the additional

\$14,886.08 from the Capital Improvement Fund. Total expenditure after all is said and done is approximately \$22,000. **OPEN.**

- f. Community Rummage Sale cancellation proposal. The Board agreed to revisit this after the first of the calendar year. **TABLED UNTIL 2014**
- g. Playground Equipment for Tot Lot (Sports Park Equipment) project. All that remains to be finished is the rubber base, thus, installation is on-going. See item k below for additional equipment. **OPEN.**
- h. Homeowner absorption of common property request. The Board received an opinion from the lawyer that we are only able to transfer ownership (whether by sale or gift) of common property to any organization (other than governmental or public utility) without a two-thirds majority vote of Homeowners. Mr. Drummonds argued that the original intent of the CC&Rs was for "common property" to mean the Park and monuments, which were the only properties considered common to all Homeowner's at the time of the CC&Rs. He also argued that the CC&Rs could be interpreted by the Board this way as a result of the original intent and that the lawyer's statements were opinion based simply on reading the CC&Rs. Mr. Gentry made a motion to remove from discussion and close the issue. The motion was seconded and a vote of four (4) to one (1)-(Drummonds opposed) approved the motion. **CLOSED.**
- i. New Security Fence around maintenance shop. Installation of fencing and lighting complete; however, the staff had not captured estimates for camera's at this time. **OPEN.**
- j. Trees on Community Property – Overhanging Homeowners' property. It was agreed that VWOA would put out a call for volunteers to accomplish the work as well as to allow those in need to make themselves known the office. Mr. Drummonds agreed to write-up a notice to be posted to the website and provide it to the CM. More information to follow on the arrangements. **OPEN.**
- k. Additional Playground Equipment for Tot Lot. The Board approved a purchase of a new, age 2-5, playground item at approximately \$4200. This equipment will be installed along with the other items purchased for the Tot Lot. **OPEN.**
- l. 2014 (annual) Budget. The Finance Committee presented their recommendations to the Board in hard copy and by way of summarized slides that were displayed to all members present. Two issues were brought up by members of the Board, including the amount of revenue to be realized from collecting past assessments and the amount of salary increases for the staff. Mr. Drummonds identified an issue with the amount of past due assessments were estimated at \$20,000 (down from the originally proposed \$30,000). This number originally represented 50% of the total past due assessments and had been reduced to \$20k; however, Mr. Drummonds believed that to be too optimistic. In this case, the number carried for years has hovered around \$65k per year (give or take \$5k) and although the staff has done a great job of collecting, the amount remains close to that today. Over estimating revenue may lead to shortfalls as quickly as under estimating expenses if you cannot collect the amount you anticipate. Additionally, Mr. Steele and Mr. Drummonds believed that the amount/percentage (3%) of raises was too high considering the bonuses that are also included, the Labor Department estimates for the Employment Price Index (1.9%), the current state of the economy, and other research information collected. The Finance Committee believed that since the staff has no benefits, compensation should be adjusted as presented. After much discussion, Mr. Gentry made a motion to accept the committee's budget recommendations as submitted. Mr. Drummonds asked if the two line-items in question could be adjusted; however, Mr. Gentry would not entertain the amendment, and the original motion was seconded by Mr. Fowler. The Board voted to approve the motion by a vote of three (3)-(Gentry, Fowler, Castro for) to two (2)-(Steele, Drummonds opposed). **CLOSED.**

VI. EXECUTIVE SESSION RESULTS:

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

- a. Foreclosure(s). Foreclosure proceedings was requested by the Community Manager for three (3) properties that are several years past due in assessments (\$1,255.87, \$836.85, and \$914.85) and all other options had been exhausted. The action was approved unanimously by the Board. Note: details withheld for privacy reasons. **CLOSED.**

- b. Lien Filings. The Community Manager asked that liens be filed on three (3) properties for past due amounts where all other options have been exhausted. The amounts were \$839.66, \$1,207.48, and \$1,187.13. The Board reviewed all the cases and approved all the actions unanimously. **CLOSED.**
- c. Release of Lien. Two releases of liens were processed since the last Board meeting in the amounts \$835.43 and \$838.36. This brings those two Homeowner's up-to-date on their assessments and makes them members in good standing. **CLOSED.**

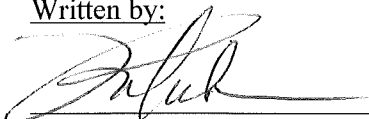
VII. NEW BUSINESS:

- a. Driving Range (Cage). Mr. Drummonds asked the Sports Park Committee and Board look into the possibility of constructing a golf driving range cage similar in size to those provided in local sporting goods stores for use by Homeowner's and in the Sports Park. After a brief discussion, Mr. Drummonds agreed to provide the Committee with some information on its structure and costs. **OPEN.**
- b. Personal Financial Management Seminar (by David Ramsey). Mr. Steele was asked by a local church, specifically the Vista Community Church, if the VWOA would be open to co-hosting this seminar in the Community Center for the benefit of our Homeowner's. The issue was discussed and it was agreed that in order to prevent any perception of favoritism toward a religious group, that we offer this only as we would to any other contracted enterprise for the community. Mr. Steele will let them know the decision of the Board. **CLOSED.**

VII. The Next Meeting: The next regular meeting will be held on Thursday, November 21st, 2013, at 7 p.m. in the Community Center.

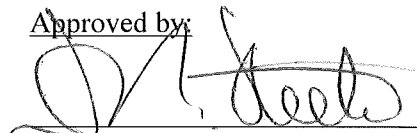
VIII. Adjournment: There being no further business before the Board, the meeting was adjourned at 8:10 p.m.

Written by:


Kevin M. Drummonds, Secretary

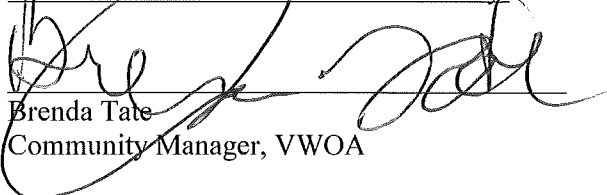
Date: 21 Nov 2013

Approved by:

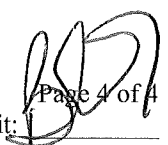

John B. Steele, President

Date: 21 Nov 2013

Posted in the VWOA Book of Minutes by:


Brenda Tate
Community Manager, VWOA

Date: 21 Nov 2013


Init: BST
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**Regular Meeting of the Board of Directors
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I. OPEN MEETING: The Regular Meeting of the Board of Directors was called to order by the President at 7:02 p.m., on Thursday, September 19th, 2013. 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 July Regular Monthly Meeting were reviewed and approved unanimously by the members present.

Board Members Present:

John Steele, President	Richard Gentry, Vice President
Kevin Drummonds, Secretary	Jennifer Castro, Treasurer
Kenneth Fowler, Asst. Secretary	

Board Members Absent: None

Staff Present:

Brenda Tate, Community Manager	Jennifer Bell, Assistant Community Manager
Adrian Suttles, Standards Superintendent	Nancy Griffin, Recreation Superintendent
Jaime Esquivel, Maintenance Contractor	

Members Present:

Bill Fenstermacher	Derrick Foyle	Eugene Hopkins	Barbara Hopkins
Guy E. Oliver	Robert Bokako	Robert Furr	

Guests Present:

None.

III. OPEN FORUM:

Mr. Steele opened the Member's forum. Mr. Oliver gave kudos to the staff and volunteers for their work on the fall festival. Those that attended the fall festival and were present at this meeting agreed that it was a great event.

IV. COMMITTEE/DEPARTMENT REPORTS:

- a. Recreation Department: A written report was provided and is attached to these minutes. The Recreation Superintendent (Nancy Griffin) briefed the members present and outlined the activities for the period. The playground equipment for the Tot Lot is currently being installed. She also noted that the farmer's market had completed their trial period and had decided to make their contract year round.
- b. Maintenance Department: A written report was provided and is attached to these minutes. The maintenance contractor (Jaime Esquivel) discussed the staffs' activities for the period and answered questions. The screens for the pools are currently in storage and will not be put up until spring.
- c. Standards Department: A written report was provided, amended, and is attached to these minutes. Mrs. Adrian Suttles briefed the activities for this period. Her report also included information on the Architectural Review Committees' Property Improvement/Change Application (PIA) numbers and the Public Safety Report. Items of note include standards 'thank you' notices to Homeowners totaled 375 for August, which is an 11% increase while the number of violations (courtesy notices) decreased by 33% (from 1023 in July to 677 in August). Also, the percentage of Homeowner's personally contacted increased from 27.8% to 41.9% of the number of courtesy notices handed-out.
- 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. Her report included an update on some of the issues in the Community, which are covered in the safety report, unfinished business and new business (see those areas of these minutes).

- e. Architectural Review Committee. The Committee provided a written report and the chairperson, Mr. Derrick Foyle, briefed from the report (attached to these minutes). The Standards review/update Sub-Committee chair (Mr. Gene Hopkins) briefed on the activities for the period. He again expressed the committee's appreciation for the assistance provided by Mrs. Adrian Suttles.
- f. Finance Committee: The Treasurer, Mrs. Jennifer Castro, provided written accrual and cash basis statements from the Bookkeeper as well as a written summary report. She briefed from these statements. No separate breakout of reserve funds was provided. Mrs. Castro also provided minutes of the 16 September 2013 Finance Committee meeting (see attached). This committee is working on a draft budget to present to the Board. Once the draft is submitted, the Board will review and discuss in open session. The next meeting of the committee is scheduled for 24 Sep 2013 at 8:30 am in the Community Center Conference Room. **OPEN.**
- g. Landscaping Committee. No written report was provided.
- h. Nominating Committee. No action required this period.
- i. Communications Committee. Mr. Bill Fenstermacher provided a verbal report. No meeting was held for this period.
- j. Sports and Park Committee. A verbal report was provided. No meeting was held for this period. Several projects are outstanding, including screens for the pools and playground equipment for the Tot Lot (see unfinished business). Mr. Richard Gentry asked the Board to consider additional playground equipment for the Tot Lot – see new business.
- k. Strategic Planning Committee: The chairperson of the committee was not present, however, the Board discussed the need to hold a meeting where all the Board members can sit with the committee and discuss the strategic plan. The Board agreed on holding this meeting on October 15th at 5:30 pm in the Community Center Conference Room. This meeting will be open to all Homeowners. The purpose of the meeting will be to draft an update to the current strategic plan and to make recommendations to the Board. The Board will then discuss these recommendations in open session and make changes as necessary **OPEN.**

V. UNFINISHED BUSINESS:

- a. Status of Sidewalk at Saxonhill and Military Drive West. Mr. Steele sent additional emails to representatives for Bexar County Roads and Bridges during this period. No response has been received as of the meeting. **TABLED.**
- b. Brick Column survey results. We have received two (2) estimates and awaiting one (1) final estimate for repairs; however, if we have not received the third and final estimate by the next Board meeting, we will go with the two (2). **OPEN.**
- c. 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.**
- d. Wind/Privacy Screen for the Community Pools. The Board approved \$5,087 for this project and the screens were delivered in August; however, they are not scheduled to be installed until spring 2014. Actual cost of screens was \$3,713.52. **OPEN.**
- e. Clock Tower Monument project. Work on the new monument is scheduled to begin on 23 Sep 2013. **OPEN.**
- f. Community Rummage Sale cancellation proposal. The Community Manager proposed the garage/rummage sale be cancelled as there does not seem to be a continued interest in the event. A brief discussion ensued and it was suggested that the Community Rummage sale be suspended versus cancelling them altogether. Additionally, the number that had been established for at-home garage sales was set at two (2) per household per year and a total of 30 per month was discussed. A motion was made to suspend the Community Rummage sale until the end of the year, to remove the limit of at-home garage sales per month, but to retain the two (2) per year limit per household. The motion was seconded and approved by a 4/0 vote of the Board. The Board agreed to revisit this after the first of the calendar year. **TABLED UNTIL 2014**
- g. Playground Equipment for Tot Lot (Sports Park Equipment) project. This project had been approved by email after discussion at the previous Board meeting. The information provided at the previous meeting had to be confirmed and updated; therefore, the Board reviewed this new information and approved the project unanimously (5/0) in the amount of \$77,381.24, via email. Installation is on-going. **OPEN.**

- h. Homeowner absorption of common property request. The Board received an opinion from the lawyer that we are only able to transfer ownership (whether by sale or gift) of common property to any organization (other than governmental or public utility) without a 70% majority vote of Homeowners. After discussion, it was agreed that this would be re-addressed with the lawyer given that this property was newly acquired from a builder and would best serve the community by having it removed from our roles along with the responsibility for maintenance. The argument was made that the original intent of the CC&Rs was for "common property" to mean the Park and monuments, which was the only property considered common to all Homeowner's at the time of the CC&Rs. The best example of this is a property along Grosenbacher that was deeded to the VWOA by a builder; a tiny parcel at the corner of a drainage ditch. This property cannot be developed (very small) and is not good for anything except as an addition to the adjoining Homeowners property or to cost the rest of the Homeowners money to maintain it. Therefore, the question was sent back to the lawyer for further consideration. **OPEN.**
- i. New Security Fence around maintenance shop. The fence has been installed; however, there are still a few things left to do, not the least of which is installing the cameras. **OPEN.**
- j. Trees on Community Property – Overhanging Homeowners' property. Mr. Drummonds suggested we put out a call for volunteers to help disabled and elderly Homeowners with this issue. More information to follow on the arrangements. **OPEN.**

VI. EXECUTIVE SESSION RESULTS:

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

- a. Foreclosure(s). Foreclosure proceedings was requested by the Community Manager for one (1) property that is several years past due in assessments (\$1,033.72) and all other options had been exhausted. The action was approved unanimously by the Board. Note: details withheld for privacy reasons. **CLOSED.**
- b. Lien Filings. The Community Manager asked that liens be filed on four (4) properties for past due amounts where all other options have been exhausted. The amounts were \$839.66, \$835.88, \$832.97, and \$920.03. The Board reviewed all the cases and approved all the actions unanimously. **CLOSED.**
- c. It was noted that both of the foreclosures filed last month, for \$800.13 and \$1,325.48, resulted in immediate payment to the VWOA. **CLOSED.**

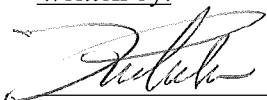
VII. NEW BUSINESS:

- a. Additional Playground Equipment for Tot Lot. Mr. Gentry provided a report on the 2-5 age group equipment in the Tot Lot. The existing Cho Cho Train, however, it was damaged during the demolition phase of the playground. Therefore, Mr. Gentry provided to Board with three options: 1) not to have a 2-5 play area; 2) purchase a new 2-5 item at approximately \$4200 (see attached flyer about this item); or, repair the current Cho Cho Train at a cost of \$1000. After discussion of all three options, it was agreed that the third option was not the best way to go since the train was made of materials that would not last. Therefore, and by way of a unanimous vote, the second option was approved. **OPEN.**
- b. 2014 (annual) Budget. Minutes of the Finance Committee meeting are attached to these minutes. The committee is scheduled to provide their recommendations to the Board at their next monthly meeting. **OPEN.**

VII. The Next Meeting: The next regular meeting will be held on Thursday, October 17th, 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:

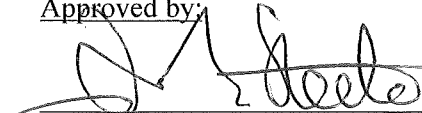


Date: 21 Nov 2013

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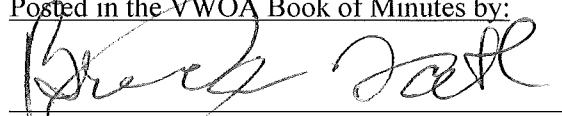
Kevin M. Drummonds, Secretary

Approved by:


John B. Steele, President

Date: 21 Nov 2013

Posted in the VWOA Book of Minutes by:


Brenda Tate
Community Manager, VWOA

Date: 21 Nov 2013

Parks And Recreation –November 2013

Board Report

Programs/Classes

- a. Olympic Karate- Classes on Tuesday & Thursdays, 24 current participants.
- b. SMASHDANCE- Zumba Fitness is offered each Monday and Wednesday at 7:30 pm
37 participants
- c. Body Bootcamp- Tue & Thur 7:30pm
- d. Cardio Dance- Wed evenings 6:30
- e. Kickboxing- Mon 6:30pm
- f. Women's Total Body- Mon-Wed-Fri , 9am
- g. Muscle Toning- 9-10am Mon-Wed-Fri

Past Community Events:

- a. Angel Tree Began – Nov 18
- b. Soccer Tournament – Nov 16 & 17 Two days- too many teams- not enough parking
- c. National Night Out – Oct 1, Talent Show a Big Success
- d. Fall Fest – Sept 14 Carnival rides added this year, 45 Vendors
- e. Farmer's Market- Weekly on Thursday 9am-2pm Just extended contract to year round but hours per day cannot be extended at this time

Future Community Events:

- a. Holiday Lighting Contest – December 18-20
- b. Spring Soccer Begins – February 22, 2014
- c. Mardi Gras – March 22, 2014
- d. Easter Egg Hunt – April 5, 2014

J & J CONSTRUCTION

RESIDENTIAL & COMMERCIAL

PO BOX 762349

SAN ANTONIO, TX 78245

(210)722-5609

Jamiejjconst@aol.com

For November BOD

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 trying to get all culverts cleaned and mowed.

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 all replaced fences, and damaged areas

Park: We have been mowing all needed areas and also along the creek, we have been painting the areas of park equipment that need it. Additionally we are maintaining fields and we have also been repairing electrical damage due to contractors working on tot area. We are also finishing up around new fixtures.

Community Center: Maintain the centers exterior and also change all a/c filters and check all units, along with pool exteriors and flower beds. Also we are assisting administration in office on everyday task that may apply to my areas. Checking all lighting around building since time has changed

STANDARDS DEPARTMENT MONTHLY REPORT

From: Adrian Suttles, Superintendent of Standards
To: VWOA Board of Directors
Subject: Report for the month of October 2013
Presented to the Board of Directors on November 21, 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	Thirty-seven (37) were brought before the ARC. Thirty-five (35) of these were approved, two (2) 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:	Nine hundred seventy-eight (978) violations of our standards were noted in the month of October. September had nine hundred eighty-three (983) violations documented.	Info
Personal Contact:	One hundred eighty-one (181) for the month of October. September had two hundred nine (209) contacts.	Info
Thank You Notices:	Three hundred seventy-three (373) were handed out for October. September had three hundred ninety-five (395) handed out.	Info
Re-Sale Inspections:	Eight (8) were completed in October. September had nine (9).	Info
Yard/Garage Sales:	Thirty-three (33) were applied for in October. September had forty-four (44).	Info
<u>PROJECT MANAGEMENT</u>		
Public Safety Report:	Graffiti reported to us in October	Info
	Vistas~Sunny Wonder at Texas Mulberry~Black paint on Stop sign	10/29/13
	Crime reported to us in October	Info
	Westcreek View~Westcreek sign vandalized	10/3-10/4
	Highpoint~Report that multiple gates were opened and dogs let loose.	10/7/13
	Bluffs~Roseview~Spare tire stolen from underneath truck while parked in driveway	10/28/13
	Oaks~Firwick~Spare tire stolen from F150 while parked in driveway	10/30/13



Villages of Westcreek
Owners' Association

Community Managers Report
For October 2013
Presented to the
Villages of Westcreek
Board of Directors
November 21, 2013

Physical Plant

- Sports Park Playground complete.
- Additional tot lot piece on order

Personnel

- We are currently fully staffed.

Other Items

- Angle Tree Program.

Exclusive Usage Contracts

- Pavilion Parties 7
- Community Center 6
- Pool Parties 0

Closings

- New 0 Resale 23

Constant Contact Email Status Report

- 1696subscribers

Days	H/O's	Amount
Current	2506	\$195,468.00
1-30 days	133	\$8,193.50
31-60 days	508	\$36,467.82
61-90 days	5	\$401.50
Over 90 days	246	\$69,158.75
Total	892	\$114,221.57

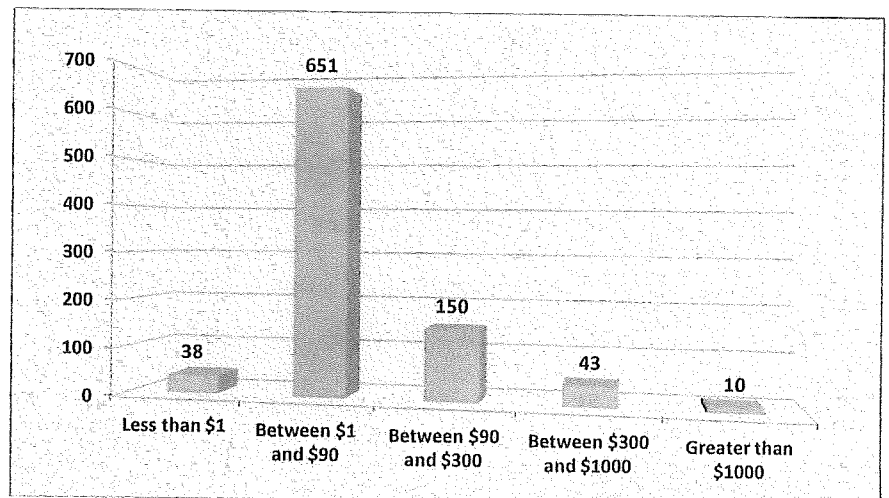
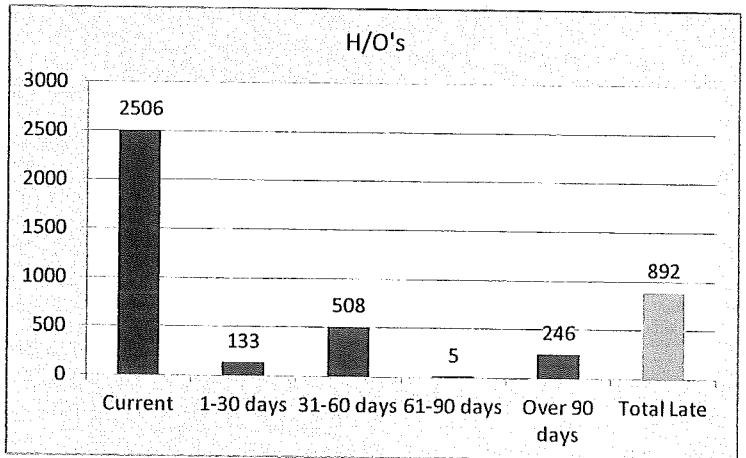
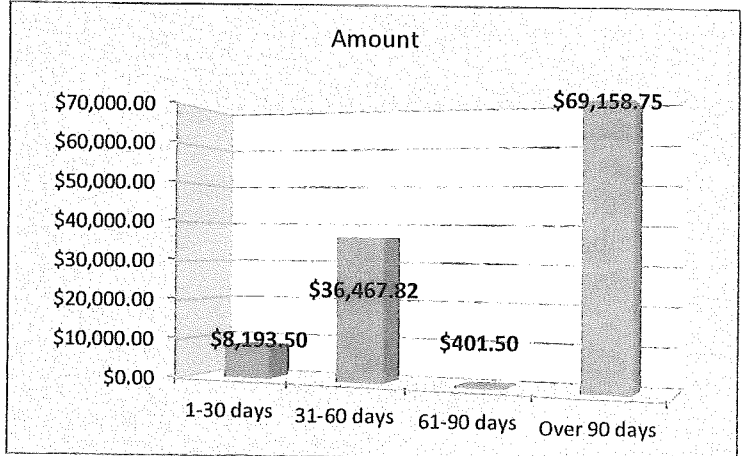
Current homeowner payments
\$195,468.00

Days	H/O's
Current	2506
1-30 days	133
31-60 days	508
61-90 days	5
Over 90 days	246
Total Late	892

Delinquent total ytd
114,221.57

Amount	H/O's
Less than \$1	38
Between \$1 and \$90	651
Between \$90 and \$300	150
Between \$300 and \$1000	43
Greater than \$1000	10

2013 Delinquent Assesments



VILLAGES OF WESTCREEK
ARCHITECTURAL REVIEW COMMITTEE
REPORT FOR THE BOARD OF DIRECTORS – 11/21/2013

Meetings Held: 10/3/13 - 10/8/13 - 10/15/13 - 10/22/13 – 10/29/13

Applications Reviewed: 37

Applications Approved: 35

Applications Disapproved: 2

1. The first disapproval was for 11963 Adriana Maria in the Oaks. The request was for walkways in the front yard and side yard that was not in compliance with the Standards. At this point in time, the applicant has not reapplied with further information.
2. The second and last disapproval was for 11722 Millsway in the Royal Oaks. There was only one request for various projects that included an in-ground pool, siding for the dwelling, and landscaping. The application failed to provide sufficient information for any particular project including a Plat/Lot Survey. The applicant was informed that each project requires separate applications. At this point in time, no new requests have been received from the applicant.
3. Since we have not received new applications for either of the two (2) disapprovals, the net disapprovals stand at two (2).


GENE HOPKINS

Chair, Architectural Review Committee

11826 Wheathill
San Antonio
TX 78253

Chairman, Board of Directors, VWOA
(Attn: Mr. John Steele)
12395 Military Drive West
San Antonio, TX 78253

27 October 2013

Dear Mr. Steele,

RESIGNATION AS THE CHAIRMAN OF THE ARCHITECTURAL REVIEW COMMITTEE

I regret to advise that, after much consideration, I have decided to resign as the Chairman of the Architectural Review Committee (ARC).

My wife and I have become increasingly concerned during the past few months regarding the well-being of a family member, and we have spent several weekends travelling to and from North Texas. As a result, I have either missed meetings or felt obliged to return home earlier than we otherwise intended. Although I have confidence that I was well-represented during my absences, I believe that a Committee Chair should be a guaranteed attendee at every meeting.

It was suggested to me that I should become an Alternate Member of the ARC rather than resign from the committee. This possibility had not previously occurred to me, but I would be happy to do so should this be acceptable to the Board.

Sincerely,



DERRICK J. FOYLE

Villages of Westcreek Owners Association
Profit & Loss Budget vs. Actual
January through October 2013

	Jan - Oct 13	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4150 · Miscellaneous Income	1,103.39	1,666.66	-563.27
4170 · Program Fees	60,765.27	37,366.66	23,398.61
4180 · Swim Team	982.00	800.00	182.00
5000 · Revenue	1,109,483.60	1,098,308.34	11,175.26
5100 · Newsletter Advertisement	3,456.00	833.34	2,622.66
5200 · Ramage/Yard Sales	5,180.00	3,333.34	1,846.66
5400 · Pavilion Rental	6,262.50	4,166.66	2,095.84
5500 · Sports Park Committee	0.00	416.66	-416.66
5600 · Fence Repair Reimbursement	23,165.92		
5800 · Community Center	14,725.50	17,500.00	-2,774.50
Total Income	1,230,555.54	1,164,891.66	65,663.88
Expense			
8000 · Operating Expenses	245,592.88	250,083.36	-4,490.48
8200 · Administration	437,110.77	459,795.88	-22,685.11
8300 · Maintenance	32,920.18	27,966.68	4,953.50
8400 · Recreation Department	150,711.21	132,814.16	17,897.05
8500 · Misc. & Contingency	2,535.74	9,333.32	-6,797.58
8980 · Depreciation Expense	25,000.00	25,000.00	0.00
9500 · Reserved Funds	167,636.21	170,000.00	-2,363.79
Total Expense	1,061,506.99	1,074,993.40	-13,486.41
Net Ordinary Income	169,048.55	89,898.26	79,150.29
Net Income	169,048.55	89,898.26	79,150.29

Villages of Westcreek Owners Association
Profit & Loss Budget vs. Actual
January through October 2013

	<u>Jan - Oct 13</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
4150 · Miscellaneous Income	1,103.39	1,666.66	-563.27
4170 · Program Fees	60,725.27	37,366.66	23,358.61
4180 · Swim Team	982.00	800.00	182.00
5000 · Revenue	1,055,658.50	1,098,308.34	-42,649.84
5100 · Newsletter Advertisement	3,456.00	833.34	2,622.66
5200 · Rummage/Yard Sales	5,120.00	3,333.34	1,786.66
5400 · Pavilion Rental	6,243.00	4,166.66	2,076.34
5500 · Sports Park Committee	0.00	416.66	-416.66
5600 · Fence Repair Reimbursement	23,165.92		
5800 · Community Center	14,725.50	17,500.00	-2,774.50
Total Income	<u>1,171,179.58</u>	<u>1,164,391.66</u>	<u>6,787.92</u>
Expense			
8000 · Operating Expenses	242,198.70	250,083.36	-7,884.66
8200 · Administration	437,983.81	459,795.88	-21,812.07
8300 · Maintenance	32,920.18	27,966.68	4,953.50
8400 · Recreation Department	150,711.21	132,814.16	17,897.05
8500 · Misc. & Contingency	2,386.62	9,333.32	-6,946.70
8980 · Depreciation Expense	25,000.00	25,000.00	0.00
9500 · Reserved Funds	167,636.21	170,000.00	-2,363.79
Total Expense	<u>1,058,836.73</u>	<u>1,074,993.40</u>	<u>-16,156.67</u>
Net Ordinary Income	<u>112,342.85</u>	<u>89,398.26</u>	<u>22,944.59</u>
Net Income	<u>112,342.85</u>	<u>89,398.26</u>	<u>22,944.59</u>

Villages of Westcreek Owners Association

Balance Sheet

As of November 12, 2013

Nov 12, 13

ASSETS

Total 1010 · Operating Accounts	127,629.41
1011 · Reserve Accounts	
1011.7 · Mutual Of Omaha Repair & Replac	107,032.59
1011.8 · Mutual of Omaha-Imp (1127)	90,854.45
1011.9 · Mutual of Omaha MM Rep & Repla	<u>100,071.08</u>
Total 1011 · Reserve Accounts	<u>297,958.12</u>
Total Checking/Savings	425,587.53