

## REGULAR BOARD OF DIRECTORS MEETING

### AGENDA

Thursday, 7 p.m.

October 17, 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 one more estimate) – Open.
  - c) BCSD Sub-station (awaiting follow-up/response from County Commissioner/ESD) – Open.
  - d) Wind/Privacy Screens for Community Pools. (to be installed in the spring) – Open.
  - e) Clock Tower Monument project. (starts Monday, 23 Oct 13) – Open.
  - f) Sports Park Equipment project. – Open.
  - g) Trees on VWOA (community) property question (volunteers to cut these trees) – Open.
  - h) Transfer or sale of VWOA common property to Homeowner(s) – Open.
  - i) 2014 Annual Budget – Open.
- 6) **Executive/Emergency Session Results**
  - a) Lien Filed – \$839.66, \$835.88, \$832.97, \$920.03 (further details withheld).
  - b) Foreclosure Filed - \$1033.72 (further details withheld).
- 7) **New Business.**
  - a) \_\_\_\_\_.
  - b) \_\_\_\_\_.
  - c) \_\_\_\_\_.
- 8) **Schedule next monthly meeting. Regular monthly meeting on Nov 21, 2013 at 7 pm.**
- 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, September 19<sup>th</sup>, 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 15<sup>th</sup> 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.**

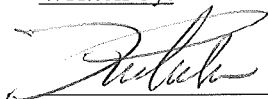
#### **VII. NEW BUSINESS:**

- 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 17<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:

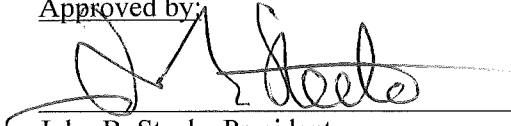


Date: 21 Nov 2013

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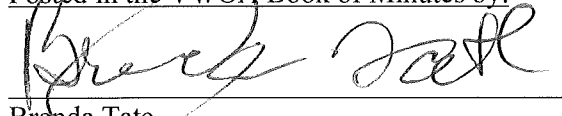
Kevin M. Drummonds, Secretary

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 –October 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. National Night Out – Oct 1, Talent Show a Big Success
- b. Fall Fest – Sept 14 Carnival rides added this year, 45 Vendors
- c. Fall Soccer Meet & Greet – Sept 7 301 Kids 29 Teams
- d. Annual Picnic – June 15, great attendance, 1675 B-B-Q plates served
- e. Farmer's Market- Weekly on Thursday 9am-2pm Just extended contract to year round

### Future Community Events:

- a. Angel Tree Begins – November 18 With current economy we expect increase in help requests
- b. Holiday Lighting Contest – December 18-20
- c. Spring Soccer Begins – February 22, 2014
- d. Mardi Gras – March 1, 2014
- e. Easter Egg Hunt – April 5, 2014

# ***J & J CONSTRUCTION***

RESIDENTIAL & COMMERCIAL

PO BOX 762349

SAN ANTONIO, TX 78245

(210)722-5609

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

September

## **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 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 ,replacing broken entry signs .
- 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 have been maintaining the fields and we have also been repairing electrical that has been vandalized. We are going to run concrete for contractors for poured in place rubber.

**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. Prepping the back to reuse some of the play equipment that may be reusable, if not broken during demolition. Prepping pools for fall and winter

## STANDARDS DEPARTMENT MONTHLY REPORT

From: Adrian Suttles, Superintendent of Standards  
To: VWOA Board of Directors  
Subject: Report for the month of September 2013  
Presented to the Board of Directors on October 17, 2013

<u>TOPICS</u>	<u>ACTION AND/OR NOTES</u>	<u>STATUS</u>
<u>STANDARDS</u>		
ARC Committee Membership:	The ARC is staffed with five (5) community residents who volunteer their time on a weekly basis.	Info
PIA's	Forty-six (46) were brought before the ARC. Thirty-nine (39) of these were approved, seven (7) 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 eighty-three (983) violations of our standards were noted in the month of September. August had six hundred seventy-seven (677) violations documented.	Info
Personal Contact:	Two hundred nine (209) for the month of September. August had two hundred eighty-four (284) contacts.	Info
Thank You Notices:	Three hundred ninety-five (395) were handed out for September. August had three hundred seventy-five (375) handed out.	Info
Re-Sale Inspections:	Nine (9) were completed in September. August had eleven (11).	Info
Yard/Garage Sales:	Forty-four (44) were applied for in September. August had forty-three (43).	Info
<u>PROJECT MANAGEMENT</u>		
Public Safety Report:	Graffiti reported to us in September	Info
	Military Dr. near 1604~Black paint on "Leaving the Villages of Westcreek" sign by clock tower on Military Dr.	9/21/13
	Multiple areas throughout Westcreek were tagged.	9/21-9/22
	Military Dr. near Sports Park~Black paint on 3 street signs	9/27/13
	Crime reported to us in September	Info
	Highpoint~Point Gap~House broken into at 3:20 pm. Police report was filed.	9/6/13
	Highpoint~Point Mesa~Vehicle drove into fence which backs Grosenbacher.	9/12/13
	Willowbrook~Quailbrook~Criminal Mischief-Gate to fence opened and dogs let loose.	9/21/13





**Villages of Westcreek**  
Owners' Association

Community Managers Report  
For September 2013  
Presented to the  
Villages of Westcreek  
Board of Directors  
October 17, 2013

*Physical Plant*

- Clock Tower monument in progress
- Sports Park Playground is moving along. It is a little behind schedule due to rain, and the pour in place material requires the ground to be bone dry.

*Personnel*

- We are currently fully staffed.

*Vandalism*

- Graffiti- signs at Tally road damaged.

*Other Items*

- National Night out was a huge success.

*Exclusive Usage Contracts*

- Pavilion Parties 3
- Community Center 3
- Pool Parties 7

*Closings*

- New 0 Resale 12

*Constant Contact Email Status Report*

- 1671 subscribers

Days	H/O's	Amount
Current	3060	\$238,680.00
1-30 days	10	\$354.52
31-60 days	2	\$30.78
61-90 days	66	\$3,782.60
Over 90 days	260	\$58,674.37
Total	338	\$62,842.27

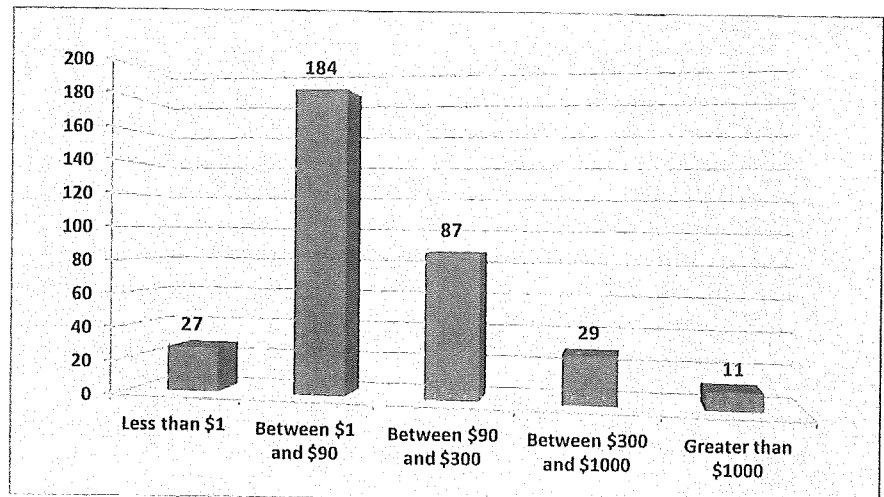
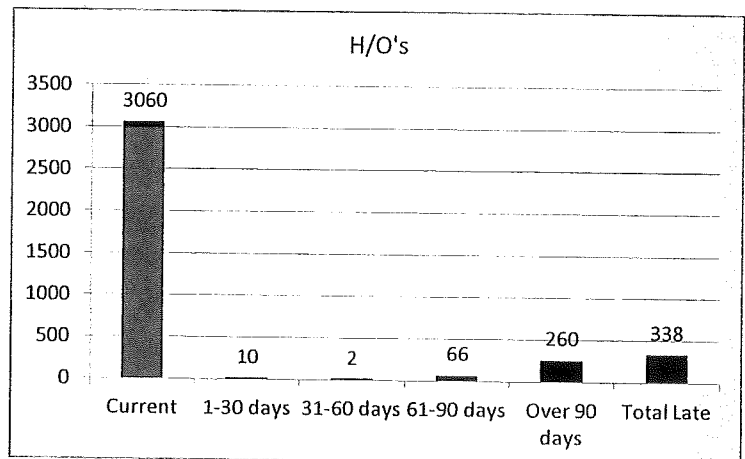
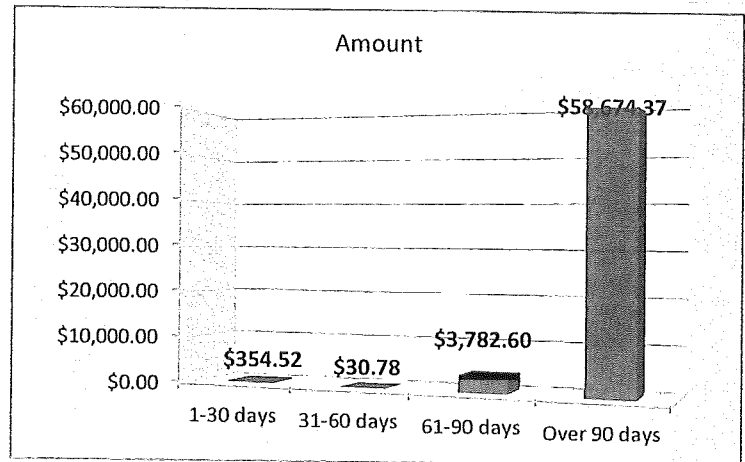
Current homeowner payments  
\$238,680.00

Days	H/O's
Current	3060
1-30 days	10
31-60 days	2
61-90 days	66
Over 90 days	260
Total Late	338

Delinquent total ytd  
62,842.27

Amount	H/O's
Less than \$1	27
Between \$1 and \$90	184
Between \$90 and \$300	87
Between \$300 and \$1000	29
Greater than \$1000	11

## 2013 Delinquent Assessments



# VILLAGES OF WESTCREEK ARCHITECTURAL REVIEW COMMITTEE

## REPORT FOR THE BOARD OF DIRECTORS – SEPTEMBER 2013

**Meetings Held:** 09/03/13 - 09/10/13 - 09/17/13 - 09/24/13 - 09/30/13

**Applications Reviewed:** 39

**Applications Approved:** 32

**Applications Disapproved:** 7

1. White plastic chairs in front yard are not permitted.
2. Paint house trim – color selected did not complement the home. (Request for different color resubmitted and approved).
3. Add deck with cover to shed. Would exceed the approvable outbuilding size.
4. Paint house trim – selected color not compatible with other colors on home.
5. Play house – corrugated material not an approvable for roof. (Resubmitted and approved).
6. 30' X 40' cement slab for basketball court – would have extended into property rear setback.
7. Plant 4 Crepe Myrtle trees next to sidewalk. Any plants/trees within 10' of the street must be maintained at no more than 3' in height.

DERRICK J. FOYLE  
Chair, Architectural Review Committee

Communication Committee Minutes  
October 7, 2013

In attendance:

Bill Fenstermacher  
Gene Hopkins  
Barbara Hopkins  
Joyce Oliver

Guy Oliver  
Michelle de Jongh  
Jean Woodward  
Jennifer Bell

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

The proposed storyboard was projected onto the wall so the committee could review it together. Bill Fenstermacher reminded everyone of some things that had been suggested or decided previously:

- The Recreation list should be in alphabetical order.
- Committees would be moved to be under the About column.
- The Forms column would be renamed Contracts/Forms and there would be a separate menu for each so that each list would be shorter on the screen.
- Whether we should continue to use the Homeowner Information & Action Form and, if so, where to put it. Jennifer Bell today suggested linking Info Link in its place. The committee thought that was a good idea.

Discussion picked up where it had previously stopped-- with Community. Bill Fenstermacher said Rummage Sales could be deleted since Westcreek was no longer having them. Joyce Oliver asked how long the newsletters are kept on file. Jennifer Bell explained that since it is blog style, they just keep adding them to the site. She said they have some as far back as 2005.

The last tab is Calendar. Bill Fenstermacher said the committee's original idea was to link directly to the office calendar. But he said association president John Steele had wanted to link events to any flyers that had been printed for that event. Jennifer Bell said she wasn't sure if that was possible since the current procedure is to use Google Calendars for the calendar. She said she would check with the webmaster to see if it would be possible to link to the flyers.

Bill Fenstermacher discussed the possibility of taking videos from town hall meetings and posting those videos to YouTube, to which the web site could then link. Jennifer Bell questioned if we would need a release form in order to do that. Guy Oliver said that shouldn't be necessary since it's a public meeting and there is a record of it. He then suggested that it be announced at the beginning of meetings that it was being recorded and would be posted.

Guy Oliver questioned if the Mailing List tab should be changed to a more appropriate title because he thinks it sounds like it might be something that would be delivered by the post office,

not email. Michelle de Jongh said that “subscribe” is what most web sites use. It was suggested that it could say Subscribe, and then when someone clicked on it, they would be provided information to the effect that when they subscribe they will receive weekly information such as “This Week in Westcreek,” “Quarterly Newsletters,” “Community Safety and Crime Alerts,” etc.

Bill Fenstermacher agreed that it should be changed to Subscribe. He said he would put all this information in a Word document and email it to the committee. The committee should review it and Reply All with any comments. Then Bill would send a cleaned up version to Jennifer.

Bill Fenstermacher pointed out that the email he will send to Jennifer Bell will complete Phase 1 of the web site review. At the next meeting, we will discuss Phase 2: the flagging system. (Phase 3 will be content.) Jennifer Bell explained that whenever she adds an item to the web site, she has to “flag” it with the name of the location where she wants it to appear. But for it to appear in the top box on the site, she continued, it must be flagged “community.”

Joyce Oliver motioned to adjourn the meeting. Gene Hopkins seconded. Meeting was adjourned at 10:47 a.m.

**FINANCE COMMITTEE 2013**  
**VILLAGES OF WESTCREEK OWNERS' ASSOCIATION, INC.**  
1295 Military Drive West  
San Antonio, TX 78253

**REGULAR MEETING MINUTES**  
Saturday October 13, 2013

- I. Jenifer Castro, Committee Chair, called the meeting to order at 3:30 pm, and attendance was taken.
- II. Members Present:  
Jenifer Castro, Brenda Tate, Bill Fenstermacher. Other Homeowners  
Present: Richard Gentry, Kenneth Fowler
- III. The committee Discussed questions regarding the Budget and Voted to submit the final copy to the Board of Directors for approval.

\_\_\_\_\_  
Jennifer Castro  
Finance Committee Chair

\_\_\_\_\_  
Date

Brenda Tate  
Finance Committee Secretary

Villages of Westcreek Owners Association  
**Balance Sheet**  
As of September 30, 2013

	Sep 30, 13
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1010 • Operating Accounts	158,688.70
1011 • Reserve Accounts	<u>324,983.17</u>
Total Checking/Savings	483,671.87
Accounts Receivable	
1020 • Accounts Receivable	<u>-142,269.76</u>
Total Accounts Receivable	-142,269.76
Other Current Assets	
1021 • Interest Receivabl	34.19
1030 • Other Current Assets	18,186.94
1040 • Undeposited Funds	7,333.66
1045 • Due from Operating Fund	17,063.50
1071 • Allowance For Doubtful Accts	<u>-15,000.00</u>
Total Other Current Assets	<u>27,618.29</u>
Total Current Assets	369,020.40
Fixed Assets	
1050 • Fixed Assets	-14,770.66
1056 • Community Center^	2,021,505.24
1057 • Community Center Furniture	18,841.84
1058 • Software	4,673.91
1059 • Vehicle	<u>22,996.00</u>
Total Fixed Assets	2,053,246.33
Other Assets	
1037 • Chase CD	<u>2,667.08</u>
Total Other Assets	<u>2,667.08</u>
<b>TOTAL ASSETS</b>	<b><u>2,424,933.81</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Credit Cards	
2040 • Credit Card	<u>2,816.36</u>
Total Credit Cards	2,816.36
Other Current Liabilities	
2020 • Other Current Liabilities	16,952.81
2100 • Payroll Liabilities	<u>3,555.76</u>
Total Other Current Liabilities	<u>20,508.57</u>
Total Current Liabilities	23,324.93
Long Term Liabilities	
2022 • Due to Reserve Fund	17,063.50
2200 • Long Term Notes Payable	<u>1,216,957.59</u>
Total Long Term Liabilities	<u>1,234,021.09</u>
Total Liabilities	1,257,346.02
Equity	
2031 • Retained Earnings	-52,962.62
3000 • Fund Balance	1,191,599.55
Net Income	<u>28,950.86</u>
Total Equity	<u>1,167,587.79</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>2,424,933.81</u></b>

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

	<u>Jan - Sep 13</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4150 · Miscellaneous Income	1,094.99	1,499.99	-405.00
4170 · Program Fees	59,911.24	34,349.99	25,561.25
4180 · Swim Team	982.00	800.00	182.00
5000 · Revenue	841,192.81	828,393.76	12,799.05
5100 · Newsletter Advertisement	3,456.00	750.01	2,705.99
5200 · Rummage/Yard Sales	4,685.00	3,000.01	1,684.99
5400 · Pavilion Rental	5,927.50	3,749.99	2,177.51
5500 · Sports Park Committee	0.00	374.99	-374.99
5600 · Fence Repair Reimbursement	23,165.92		
5800 · Community Center	12,355.50	15,750.00	-3,394.50
<b>Total Income</b>	<u>957,270.17</u>	<u>889,118.74</u>	<u>68,151.43</u>
 <b>Gross Profit</b>	 957,270.17	 889,118.74	 68,151.43
<b>Expense</b>			
8000 · Operating Expenses	228,107.32	229,995.04	-1,887.72
8200 · Administration	383,251.69	380,406.32	2,845.37
8300 · Maintenance	29,780.28	26,000.02	3,780.26
8400 · Recreation Department	138,218.72	126,642.73	11,575.99
8500 · Misc. & Contingency	1,183.83	8,499.98	-7,316.15
8980 · Depreciation Expense	22,500.00	22,500.00	0.00
9500 · Reserved Funds	137,719.59	144,900.01	-7,180.42
<b>Total Expense</b>	<u>940,761.43</u>	<u>938,944.10</u>	<u>1,817.33</u>
 <b>Net Ordinary Income</b>	 <u>16,508.74</u>	 <u>-49,825.36</u>	 <u>66,334.10</u>
 <b>Net Income</b>	 <u><u>16,508.74</u></u>	 <u><u>-49,825.36</u></u>	 <u><u>66,334.10</u></u>



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

	<u>Jan - Sep 13</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4150 · Miscellaneous Income	1,094.99	1,499.99	-405.00
4170 · Program Fees	59,911.12	34,349.99	25,561.13
4180 · Swim Team	982.00	800.00	182.00
5000 · Revenue	844,859.56	828,393.76	16,465.80
5100 · Newsletter Advertisement	3,456.00	750.01	2,705.99
5200 · Rumage/Yard Sales	4,640.00	3,000.01	1,639.99
5400 · Pavilion Rental	5,908.00	3,749.99	2,158.01
5500 · Sports Park Committee	0.00	374.99	-374.99
5600 · Fence Repair Reimbursement	23,165.92		
5800 · Community Center	12,355.50	15,750.00	-3,394.50
<b>Total Income</b>	<u>960,872.30</u>	<u>889,118.74</u>	<u>71,753.56</u>
<b>Gross Profit</b>	960,872.30	889,118.74	71,753.56
<b>Expense</b>			
8000 · Operating Expenses	223,641.55	229,995.04	-6,353.49
8200 · Administration	378,908.37	380,406.32	-1,497.95
8300 · Maintenance	29,454.45	26,000.02	3,454.43
8400 · Recreation Department	138,218.72	126,642.73	11,575.99
8500 · Misc. & Contingency	1,478.76	8,499.98	-7,021.22
8980 · Depreciation Expense	22,500.00	22,500.00	0.00
9500 · Reserved Funds	137,719.59	144,900.01	-7,180.42
<b>Total Expense</b>	<u>931,921.44</u>	<u>938,944.10</u>	<u>-7,022.66</u>
<b>Net Ordinary Income</b>	<u>28,950.86</u>	<u>-49,825.36</u>	<u>78,776.22</u>
<b>Net Income</b>	<u>28,950.86</u>	<u>-49,825.36</u>	<u>78,776.22</u>

**Villages of Westcreek Owners Association**  
**Transactions by Account**  
**As of September 30, 2013**

	<u>Balance</u>
1011 · Reserve Accounts	<u>327,203.06</u>
1011.7 · Mutual Of Omaha Repair & Replac	87,327.92
	<u>109,327.92</u>
Total 1011.7 · Mutual Of Omaha Repair & Replac	109,327.92
1011.8 · Mutual of Omaha-Imp (1127)	139,816.39
	132,331.50
	<u>115,596.50</u>
Total 1011.8 · Mutual of Omaha-Imp (1127)	115,596.50
1011.9 · Mutual of Omaha MM Rep & Repla	100,058.75
Total 1011.9 · Mutual of Omaha MM Rep & Repla	<u>100,058.75</u>
Total 1011 · Reserve Accounts	<u>324,983.17</u>
TOTAL	<u><u>324,983.17</u></u>

# villages of west creek pillars

May 31, 2013

JAMIE ESQUIVEL  
J&J CONSTRUCTION  
P.O. BOX 762349  
SAN ANTONIO, TEXAS 78245  
Mobile 210 722 5609  
Fax 830-751-3190  
JAMIEJJCONST@AOL.COM  
License #: 8240

*Estimate*

## **Project: 06213**

villages of west creek pillars  
villages of west creek subdivision

## **Customer**

BRENDA TATE  
VILLAGES OF WEST CREEK  
12395 MILITARY DRIVE WEST  
SAN ANTONIO, TEXAS 78253

Office 210-679-8761  
vwoa-bt@sbcglobal.net

Description	Quantity	Cost Per Unit	Hours	Cost
<b>02 Existing Conditions, Paving and Curb Demolition, Concrete over 8" to 12" thick, Per CY with rebars (2.4 CY of waste per 1 CY demolished)</b> No salvage of materials. These costs include the cost of loading and hauling to a legal dump within 6 miles. Dump fees are not included. See Waste Disposal. Equipment cost includes one wheel-mounted air compressor, one paving breaker and jackhammer bits, one 55 HP wheel loader with integral backhoe and one 5 CY dump truck. The figures in parentheses give the approximate loose volume of the materials (volume after being demolished). Add the cost of saw cutting, if required. Use \$500.00 as a minimum charge.	10 CY	241.00/CY	52.9	2,410.00
<b>03 Concrete, Ready-Mix Concrete and Placing, Footings, pile caps, foundations, Direct from chute</b> No forms, finishing or reinforcing included. Material cost is based on 3,000 PSI concrete. Use \$900 minimum charge for boom truck and \$125 minimum for trailer-mounted pump.	150 CY	123.00/CY	84.6	18,450.00
<b>04 Masonry, Brick Wall Assemblies, Standard bricks, 3-3/4" wide x 2-1/4" high x 8" long, 4" thick wall, single wythe, veneer facing</b> Typical costs for smooth red clay brick walls, laid in running bond with 3/8" concave joints. These costs include the bricks, mortar for bricks and cavities, typical ladder type reinforcing, wall ties and normal waste. Foundations are not included. Wall thickness shown is the nominal size based on using the type bricks described. "Wythe" means the quantity of bricks in the thickness of the wall. Costs shown are per square foot (SF) of wall measured on one face. Deduct for openings over 10 SF in size. The names and dimensions of bricks can be expected to vary, depending on the manufacturer. For more detailed coverage of brick wall assemblies, see National Concrete & Masonry Estimator, <a href="http://CraftsmanSiteLicense.com">http://CraftsmanSiteLicense.com</a>	3200 SF	15.52/SF	675.2	49,664.00

<b>Project Total</b>	<b>812.7</b>	<b>70,524.00</b>
Tax		5,818.24
<b>Total with Tax</b>		<b>76,342.24</b>

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

The customer hereby authorizes the contractor to perform the work as specified.



# SUMMERTIME CONSTRUCTION

Salvador Diaz  
7250 FLAMING FOREST  
SAN ANTONIO, TX 78250  
210-378-6869

## Estimate

Date	Estimate #
10/11/2013	59

Name / Address
Villages of Westcreek Brenda Tate 12395 Military Dr. West San Antonio, TX 78253

Project

Description	Qty	Rate	Total
Demolition of existing paving & curb & hauling away debris Installation of new forms, foundation w/ re-bar, footings & pouring of 3,000 PSI concrete Assembly of brick wall masonry to include standard bricks 3-3/4" wide x 2-1/4" high x 8" long; 4" thick wall, single wythe veneer facing		81,000.00	81,000.00T

We look forward to doing business with you.

**Subtotal** \$81,000.00

**Sales Tax (8.125%)** \$6,581.25

**Total** \$87,581.25

# 2014 Budget Proposal by Villages of Westcreek Finance Committee

Jennifer Castro, Treasurer  
Chairperson, Finance Committee

# 2014 Budget Recommendation

- Propose a budget of \$1,230,317
  - Anticipated Income: \$1,232,889
  - Projected Operational Expenses: \$1,017,217
  - Portion of Loan Principle Payable: \$68,200
  - Capital Reserves Contribution: \$144,900
  - Projected SURPLUS: \$2,572
- Recommendation: no proposed increase in assessments for 2014

# Anticipated Income

	2013 actual	2013 budget	2014 proposed	Delta
Misc income	\$1,069	\$2,000	\$1,000	\$1,000
Recreation Dept Fees	\$60,283	\$44,000	\$62,500	\$18,400
Revenues	\$921,671	\$1,067,580	\$1,078,489	\$10,909
Bank Interest	\$10,169	\$8,500	\$10,000	\$1,500
Pool Revenue	\$12,465	\$11,300	\$11,900	\$600
Resale Revenue	\$21,467	\$17,500	\$21,000	\$3,500
Newsletter Advertisements	\$3,456	\$1,000	\$3,500	\$2,500
Yard Sales	\$4,610	\$4,000	\$4,500	\$500
Pavilion Usage Fees	\$5,518	\$5,000	\$6,000	\$1,000
Community Center Usage Fees	\$12,070	\$21,000	\$20,000	\$1,000
Concession Stand	\$4,499	\$600	\$4,000	\$3,400
Fence Repair Reimbursement	\$23,165	\$0	\$10,000	\$10,000
<b>Anticipated Income</b>	<b>\$1,180,442</b>	<b>\$1,182,480</b>	<b>\$1,232,889</b>	<b>\$50,309</b>



# Projected Operational Expenses

	2013 actual	2013 budget	2014 proposed	Delta
Annual Meeting	\$479	\$600	\$500	\$100
Education Board of Directors	0	\$500	\$500	0
Bank Charges	\$5,205	\$7,000	\$5,500	\$1,500
Dues and Subscriptions	\$670	\$600	\$650	\$50
Record Storage	\$450	\$660	\$660	0
Accounting Services	\$11,625	\$16,200	\$18,000	\$1,800
Legal Fees for Accounts Receivable	\$1,492	\$3,700	0	\$3,700
Other Legal	\$2,152	\$6,100	\$3,000	\$3,100
Audit and Tax Preparation	\$3,730	\$4,000	\$4,000	0
Other Professional Consulting	\$0	\$100	\$100	0
Postage	\$4,630	\$5,500	\$6,000	\$500
Printing and Copying	\$3,601	\$5,500	\$4,500	\$1,000

# Projected Operational Expenses

	2013 actual	2013 budget	2014 proposed	Delta
Payroll Processing Expenses	\$632	\$750	\$750	0
Community Manager	\$40,360	\$50,000	\$58,710	\$8,710
Assistant Community Manager	\$15,220	\$18,655	\$36,420	\$17,765
Admin Assistant Salaries	\$47,877	\$80,325	\$66,450	\$13,875
Supt of Standards	\$21,480	\$31,591	\$31,744	\$153
Standards Compliance Monitors	\$31,939	\$49,580	\$46,800	\$2,780
Recreation Director	\$20,865	\$31,057	\$31,988	\$931
Assistant Recreation Director	\$10,170	\$14,000	\$14,420	\$420
Sports Park Monitors	\$19,712	\$25,000	\$29,000	\$4,000
Community Center Monitors	\$2,009	\$3,500	\$3,000	\$500
Party Monitors	\$1,955	\$3,000	\$2,500	\$500

# Projected Operational Expenses

	2013 actual	2013 budget	2014 proposed	Delta
Interest on Notes Payable (Community Center w/Land)	\$59,875	\$99,800	\$99,800	0
Electricity	\$27,111	\$35,000	\$35,000	0
Water/Sewer	\$31,617	\$28,000	\$35,000	\$7,000
Telephone	\$4,239	\$6,500	\$6,200	\$300
Liability, Property Damage, D&O, Fidelity Bond	\$35,310	\$34,200	\$38,000	\$3,800
Worker's Comp	\$2,115	\$4,000	\$4,000	0
Corporate and Property Taxes	\$3,099	\$3,000	\$3,200	\$200
Employer's Payroll Taxes	\$21,311	\$27,000	\$27,000	0
Business Auto Insurance	\$2,100	\$2,300	\$2,200	\$100

# Projected Operational Expenses

	2013 actual	2013 budget	2014 proposed	Delta
Licenses & Permits	\$310	\$350	\$300	\$50
Equipment Purchases	\$650	\$500	\$650	\$150
Travel Expenses	\$4,162	\$5,500	\$5,500	0
Parking	\$0	\$100	\$100	0
Meals	\$159	\$150	\$175	\$25
Education Expenses	\$1,118	\$2,000	\$2,000	0
Staff Performance Incentive	\$2,676	\$8,376	\$13,000	\$4,624
Office Supplies	\$2,141	\$4,000	\$3,000	\$1,000
Equipment Rental	\$2,304	\$4,000	\$4,000	0
Software & Computer Peripherals	\$1,274	\$2,000	\$1,500	\$500
Misc Admin Expenses	\$1,087	\$1,000	\$1,500	\$500
Signage	\$1,810	\$4,000	\$2,000	\$2,000
Community Center Maint/Repair	\$1,681	\$2,000	\$2,000	0
Newsletter/Website Contract	\$2,300	\$4,500	\$3,500	\$1,000

# Projected Operational Expenses

	2013 actual	2013 budget	2014 proposed	Delta
Landscape/Maintenance Contract	\$101,650	\$121,200	\$154,800	\$33,600
Pest Control	\$813	\$1,500	\$1,000	\$500
Trash Removal	\$1,574	\$1,950	\$1,950	0
Street Sweeping	\$1,001	\$2,000	\$1,020	\$980
Pool Maintenance & Management	\$29,223	\$30,000	\$34,000	\$4,000
Janitorial Contract-Special Cleanings	\$1,685	\$2,500	\$2,500	\$500
Janitorial Contract-Weekly	\$3,520	\$7,500	\$4,500	\$3,000
Comm Ctr HVAC Maintenance Contract	\$1,558	\$2,500	\$600	\$1,900
Comm Ctr Fire/Burglar Alarm Contract	\$1,795	\$2,800	\$2,800	0
Computer Contract	\$3,852	\$4,680	\$4,680	0
Employee Drug Testing	\$0	\$300	\$300	0
Hog Trapper Contract	\$250	\$300	\$300	0

# Projected Operational Expenses

	2013 actual	2013 budget	2014 proposed	Delta
Plumbing	\$675	\$1,000	\$1,000	0
Irrigation	\$195	\$1,500	\$1,500	0
Landscaping	\$3,726	\$5,000	\$5,000	0
Electrical/Lighting	\$2,202	\$2,000	\$2,500	\$500
Clock Tower Maintenance	\$407	\$1,000	\$1,000	0
Parking Lot/St Repair	\$0	\$600	\$600	0
Vandalism Expenses	\$3,399	\$2,000	\$3,500	\$1,500
Park Fence/Gate Maintenance	\$426	\$500	\$500	0
Major Street Fences	\$7,793	\$7,000	\$8,000	\$1,000
Natural Area Maintenance	\$1,165	\$500	\$1,000	\$500
Improved Area Maintenance	\$2,313	\$2,400	\$2,400	0
Operating Supplies	\$2,507	\$4,000	\$4,000	0
Tools/Equipment	\$1,068	\$1,000	\$1,000	0
Uniforms/Safety	\$0	\$250	\$250	0
Equipment Repairs	\$46	\$1,150	\$500	\$650
Pest Control Supplies/Treatment	\$292	\$400	\$800	\$400

# Projected Operational Expenses

	2013 actual	2013 budget	2014 proposed	Delta
Head Lifeguard	\$3,800	\$7,400	\$6,000	\$1,400
Lifeguards	\$18,171	\$18,000	\$19,000	\$1,000
Gate Guards for Pool-Seasonal	\$17,057	\$16,000	\$18,000	\$2,000
Swim Lesson Instructors	\$4,525	\$2,500	\$4,800	\$2,300
Pool Party Lifeguards	\$3,161	\$2,500	\$3,500	\$1,000
Concession Stand	\$1,569	\$300	\$1,500	\$1,200

# Projected Operational Expenses

	2013 actual	2013 budget	2014 proposed	Delta
Special Events				
Annual Picnic	\$1,087	\$1,500	\$1,500	0
Holiday Decorating Contest	\$11,871	\$9,000	\$10,500	\$1,500
Easter Egg Hunt	\$0	\$500	\$300	\$200
Operational Supplies	\$455	\$300	\$500	\$200
Soccer	\$1,231	\$2,000	\$2,000	0
Volleyball	\$16,334	\$15,000	\$17,500	\$2,500
Sports Equipment	\$0	\$500	\$0	\$500
Uniforms	\$926	\$1,000	\$1,000	0
Oktoberfest	\$200	\$500	\$500	0
Kickboxing	\$1,779	\$2,000	\$4,000	\$2,000
Mardi Gras	\$6,086	\$6,000	\$6,000	0
National Night Out	\$6,582	\$5,000	\$6,500	\$1,500
	\$0	\$1,500	\$1,500	0



# Projected Operational Expenses

	2013 actual	2013 budget	2014 proposed	Delta
Pump Maintenance	\$700	\$1,000	\$1,000	0
Pool and Deck Repair	\$385	\$500	\$500	0
Bath House and Cabana Repair	\$211	\$500	\$500	0
Misc Pool Expenses/Furniture	\$1,296	\$2,000	\$2,000	0
Misc Admin Expenses	\$0	\$1,000	\$1,000	0
Anticipated Unpaid Annual Assessments	\$0	\$10,000	\$2,500	\$7,500
Uncollectable Annual Assessments	\$922	\$5,000	\$2,500	\$2,500
Uncollectable Legal Fees	\$1,023	\$5,000	\$5,000	0
<b>Total Projected Operational Expenses</b>	<b>\$725,716</b>	<b>\$960,224</b>	<b>\$1,017,217</b>	<b>\$56,993</b>

# Proposed Budget

Anticipated Income	\$1,232,889
Projected Operational Expenses	\$1,017,217
2014 Portion of Loan Payable	\$68,200
Capital Reserves Contributions	\$144,900
Proposed Surplus/Deficit	\$2,572

Proposed budget presents a zero increase in annual assessments for 2014