

REGULAR BOARD OF DIRECTORS MEETING

AGENDA

Thursday, 7 p.m.
February 20, 2014
Community Center

- 1) **Call to order and Pledge of Allegiance.**
- 2) **Review/approve previous minutes.**
- 3) **Member/Guest Forum.**
- 4) **Department/Committee reports.**
 - a) Recreation Dept.
 - b) Maintenance Dept.
 - c) Standards Dept.
 - d) Community Management Dept.
 - e) Architectural Review Committee
 - f) Standards Review/Update Committee (temporary)
 - 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 (temporary)
- 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) – Tabled.
 - d) Sports Park Equipment (additional 2-5 equipment) project. – Open
 - e) Driving Range (cage) for Sports Park. – Open.
 - f) Eagle Scout Project. – Open.
 - g) Sports Park Concession Stand Proposal. – Open.
- 6) **Executive/Emergency Session Results**
 - a) Report of Foreclosures.
 - b) Report of Release of Liens.
 - c) Report of Lien Filings.
 - d) Damage to Fence Along Major Street.
 - e) Investigations.
- 7) **New Business.**
 - a) Request for County to do bulk trash pick-up.
 - b) _____.
 - c) _____.
- 8) **Schedule next monthly meeting. Regular monthly meeting on March 20, 2014 at 7pm.**
- 9) **Adjournment.**



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

I. OPEN MEETING: The Regular Meeting of the Board of Directors was called to order by the President at 7:07 p.m., on Thursday, January 16th, 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 November Regular Monthly Meeting were reviewed and approved unanimously by the Board members present. No regular meeting of the Board of Directors was held in December.

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	Nancy Griffin, Recreation Superintendent

Members Present:

Mario S. Carrillo	Gregory Tate	Guy E. Oliver	Joyce Oliver
Martin S. Hausen	Benjamin Hausen	Johnathan Hausen	Aaron Capetillo
Bill Fenstermacher	Christine Ritter	Stan Silvester	Eugene Hopkins
Tim Peters	Martha Conte	James Boyd	A.J. Hoffman

Guests Present: None.

II. OPEN FORUM:

Mr. Steele opened the Member's forum.

Ms. Christine Ritter and Ms. Martha Conte asked about the use of the Community Center for religious events/activities. Mr. Steele and other Board members explained that the CC&Rs clearly prohibit the use of the VWOA facilities for religious activities.

Several Homeowner's (Mr. Hoffman, Mr. Peters, Mr. and Mrs. Boyd) asked to discuss the changes to the Soccer program, specifically the practice of requiring random assignment of participants to coaches and referees. See new business for more information.

III. COMMITTEE/DEPARTMENT REPORTS:

- Recreation Department. A written report was provided and is attached to these minutes. The Recreation Superintendent briefed the members present and outlined the activities for the period.
- 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.
- Standards Department. A written report was provided and is attached to these minutes. Mrs. Adrian Suttles briefed the activities for this period. The report also included information on the Architectural Review Committees' Property Improvement/Change Application (PIA) numbers and the Public Safety Report. Standards 'thank you' notices decreased from 290 in November to 212 in December. However, the ratio of 'thank you' notices to violations/courtesy notices (total 486 [Nov] & 485 [Dec]) averaged a healthy 52% in the two month period. Unfortunately, the number of Homeowner's personally contacted decreased from 181 in October to 166 in November and then again to 137 in December.

- 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). The delinquent assessment statement was not updated and still shows a total of \$114,221.57.
- e. Architectural Review Committee. Mr. Steele noted that Mr. Eugene Hopkins was appointed as the Chair of the Committee. Mr. Hopkins provided a written report and briefed from the report (attached to these minutes). Additional personnel changes were recommended and approved by the Board, including moving Mr. Derrick Foyle and Mr. Rick Severs from Alternate Members to Regular Members and appointing Mr. Bill Fenstermacher as an Alternate Member. The Committee reported 47 applications reviewed and 43 of them were approved.
- f. Standards Review/Update Committee (temporary). The 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 over the next three to four months.
- g. Finance Committee. The Treasurer, Mrs. Castro, provided written accrual and cash basis statements from the Bookkeeper and briefed from a summary report (attached to these minutes). A separate breakout of reserve funds was provided; however, it still does not track deposits and expenses as Mr. Drummonds had not put the information into a spreadsheet for them to use to track/report the information. Mrs. Castro showed two separate accounts: 1) repair/replacement-\$197,328.74, which is a combination of repair/replacement and money market accounts; and 2) capital improvement-\$86,554.46. The total operating account balance shows an estimated \$7,000 surplus for 2013. The final number will not be determined/confirmed until after the audit.
- h. Landscaping Committee. No written report was provided.
- i. Nominating Committee. Mr. Fowler provided minutes of the first meeting that was held on Monday, 25 November, 2013, in the Community Center. Mr. Fowler provided an update on the activities of the committee and the progress it had made to this point.
- j. Communications Committee. Mr. Bill Fenstermacher stated that no meeting was held this month and the next meeting is scheduled for February.
- k. Public Safety Committee. No report was provided; however, the Board was presented with a letter identifying a volunteer to serve as the Committee Chair. The Board agreed to take it under advisement and took no further action pending discussions with the individual.
- l. Sports and Park Committee. Minutes of the December 12, 2013, meeting was provided. The Chair, Mr. Gentry, reported the committee activities, including several cost estimates and project drawings for Board review. He stated that the committee had been tasked to prioritize the list of proposed projects identified in the minutes and discuss them at the next few meetings. The committee should be ready to present its recommendations at the next Board meeting.
- m. Strategic Planning Committee. No report.
- n. By-Laws Review/Update Committee (temporary). No report.

IV. UNFINISHED BUSINESS:

- a. Status of Sidewalk at Saxonhill and Military Drive West. Tabled pending further information. **TABLED.**
- b. Brick Column survey results. Pending further information and determination of ownership. **OPEN.**
- c. BCSD Sub-station/Fire Station. It was noted that a sub-station is being built at Loop 1604 at Wiseman. The Board members agreed to table this until more information can be obtained. **TABLED.**
- d. Clock Tower Monument project. The new letters were installed and the project is complete. **CLOSED.**
- e. Community Rummage Sale cancellation proposal. The Board unanimously approved the proposal to permanently cancel these going forward. **CLOSED.**
- f. Playground Equipment for Tot Lot (Sports Park Equipment) project. Pending completed. **CLOSED.**
- g. Additional Playground Equipment for Tot Lot (2-5 year old equipment addition). Pending review of the project by the Sports Park Committee. **OPEN.**

- h. Golf Driving Range (Cage) for Sports Park. Pending further information from Mr. Drummonds, the Sports Park Committee, and the maintenance contractor. **OPEN.**
- i. Eagle Scout Project. The Board approved the project. Currently pending completion of the project. **OPEN.**
- j. Sports Park Concession Stand Proposal. Pending further discussion and information from the Sports Park Committee. **OPEN.**

V. EXECUTIVE SESSION RESULTS:

Mr. Steele briefed the members present on the actions of the Board at the Executive Session immediately following the Board meeting. The following actions were taken (*Note: details withheld for privacy reasons*):

- a. Foreclosure(s). No foreclosure action was initiated for this period. **CLOSED.**
- b. Lien Filings. Notice of liens was filed on six (6) properties for this period in the amounts of: \$736.84, \$995.88, \$917.56, \$834.53, \$836.87, and \$328. The action was approved unanimously by the Board. **CLOSED.**
- c. Release of Lien. One release of lien was processed since the last Board meeting in the amount of \$895.18. This brings the Homeowners up-to-date on their assessments and makes them members in good standing. **CLOSED.**
- d. Damage to fence along a major street. There was a discussion held on a property where the fence along a major street was damaged in a hit and run car accident. The Homeowner is not in a position to fix the fence himself. After discussion, it was proposed and unanimously approved to fix the fence and charge the repair back to the Homeowner. **OPEN.**
- e. On-going investigation. The Board briefly discussed an investigation that had been initiated recently. No further information will be included in the minutes for privacy reasons. **OPEN.**

VI. NEW BUSINESS:

- a. Soccer Program (rules/referees/safety/assignment of participants, etc.). After discussion among the Board and Homeowner's present, the Board unanimously agreed to keep assignment of participants as it always has been. Additionally, in an effort to ensure safety of everyone concerned, the referees would be paid \$10 per game and trained by the VWOA Staff and their primary focus is to be safety and maintaining good order. In addition, a Bexar County Sheriff's Deputy or Constable would be on site during games to assist the staff in maintaining order. The Board unanimously voted to set aside \$1800 for security, which equates to one Deputy or Constable at each event for the season. **CLOSED.**

VII. The Next Meeting: The Board agreed to hold the next regular meeting on Thursday, February 20th, 2013, at 7 p.m. in the Community Center.

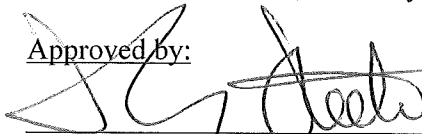
VIII. Adjournment: There being no further business before the Board, the meeting was adjourned at 8:55 p.m.

Written by:


Kevin M. Drummonds, Secretary

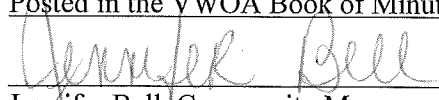
Date: 2/20/2014

Approved by:


John B. Steele, President

Date: 20 Feb 2014

Posted in the VWOA Book of Minutes by:


Jennifer Bell, Community Manager

Date: 2/20/2014

Parks And Recreation –February 2014

Board Report

Programs/Classes

- a. Olympic Karate- Classes on Tuesday & Wednesday
- 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. Women's Total Body- Mon-Wed-Fri , 9am
- g. Muscle Toning- 9-10am Mon-Wed-Fri

Past Community Events:

- a. Spring Soccer Registration Ended- 31 Jan – 28 Teams, 299 Kids, & 47 Coaches
- b. Holiday Lighting Contest – December 18-20
Winners: Best Overall: Rose & Jerry Kline
Best Use of Lights: Russell Atwood
Best Holiday Spirit: Dusty & Ryan Haskins
Honorable Mention: Alfred Gutierrez
- c. Angel Tree – Nov 18- Dec 16; 28 Angels adopted twice each, Bikes this year!
- d. Farmer's Market- Weekly on Thursday 9am-2pm Extended contract to year round but hours per day cannot be extended at this time

Future Community Events:

- a. Spring Soccer Meet & Greet – February 22, 2014
- b. Soccer Games Begin – March 15, 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

January

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 ,also dealing with vandalism , like graffiti, and replaced monument lighting that was stole/damaged. We have been pruning and trimming trees throughout all of subdivision.

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 theft, and vandalism, broken water fountains, and broken main lines due to freezing temp. We also top dressed main field to prepare for soccer.

Community Center: maintain the centers exterior and also change all a/c filters and check all units .. Along with pool broken waterlines due to freezing temperatures.

STANDARDS DEPARTMENT MONTHLY REPORT

From: Adrian Suttles, Superintendent of Standards
To: VWOA Board of Directors
Subject: Report for the month of January 2014
Presented to the Board of Directors on February 20, 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:	Twenty (20) were brought before the ARC. Eighteen (18) 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:	Six hundred twelve (612) violations of our standards were noted in the month of January. December had four hundred eighty-five (485) violations documented.	Info
Personal Contact:	One hundred fifty-four (154) for the month of January. December had one hundred thirty-seven (137) contacts.	Info
Thank You Notices:	Three hundred twenty-nine (329) were handed out for January. December had two hundred twelve (212) handed out.	Info
Re-Sale Inspections:	Ten (10) were completed in January. December had seven (7).	Info
Yard/Garage Sales:	Thirteen (13) were applied for in January. December had seventeen (17).	Info
<u>PROJECT MANAGEMENT</u>		
Public Safety Report:	Graffiti reported to us in January	Info
	Wynwood~Hollow Trail~Pink writing on mailbox	1/22/14
	Wynwood~Tulip Breeze & Bright Chase~Blue writing on mailbox	1/28/14
	Crime reported to us in January	Info
	WC Sports Park~Both drinking fountains broken	Week of 12/29-1/4



Villages of Westcreek
Owners' Association

Community Managers Report
For January 2014
Presented to the
Villages of Westcreek
Board of Directors
February 20, 2014

Physical Plant

- Mail boxes broken into
- Lights in several monuments were vandalized
- Sports Park main water line break
- CC Pool Pipe line freeze/break

Personnel

- We are currently hiring soccer refs.

Other Items

- Mardi Gras- March 22, 2014- Tickets are currently on sale

Exclusive Usage Contracts

- Pavilion Parties 1
- Community Center 7
- Pool Parties 0

Closings

- New 0 Resale 10

Constant Contact Email Status Report

- 1704 subscribers

Days	H/O's	Amount
Current	2288	\$178,464.00
1-30 days	121	\$9,100.46
31-60 days	645	\$47,849.01
61-90 days	3	\$238.04
Over 90 days	341	\$85,119.74
Total	1110	\$142,307.25

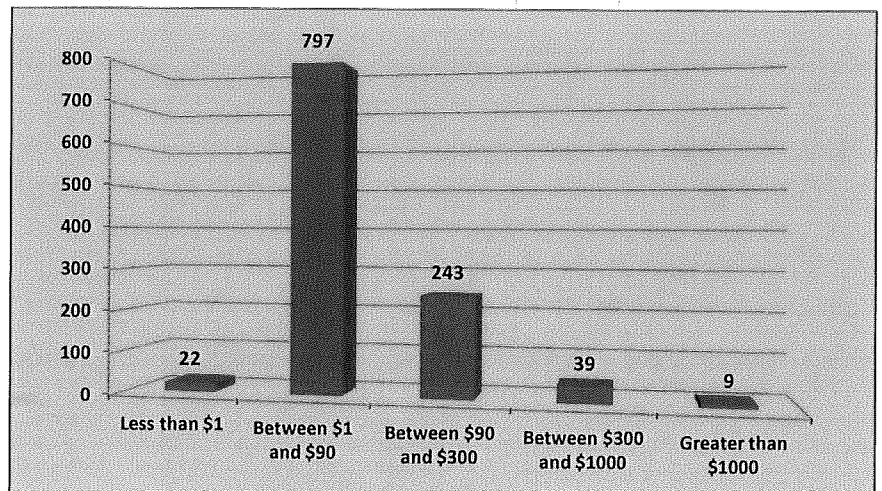
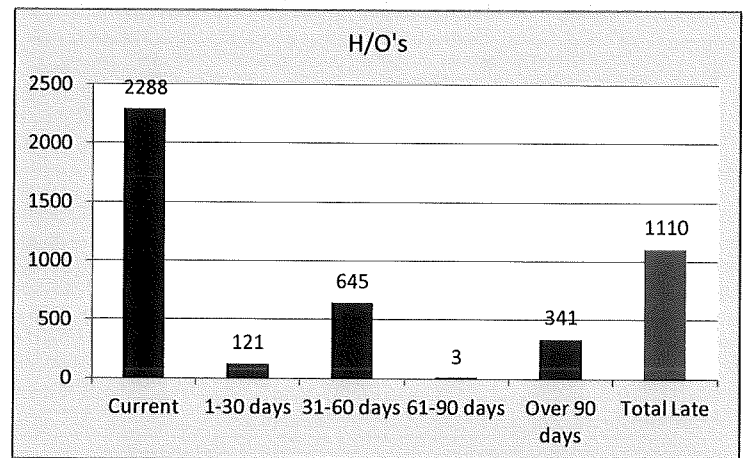
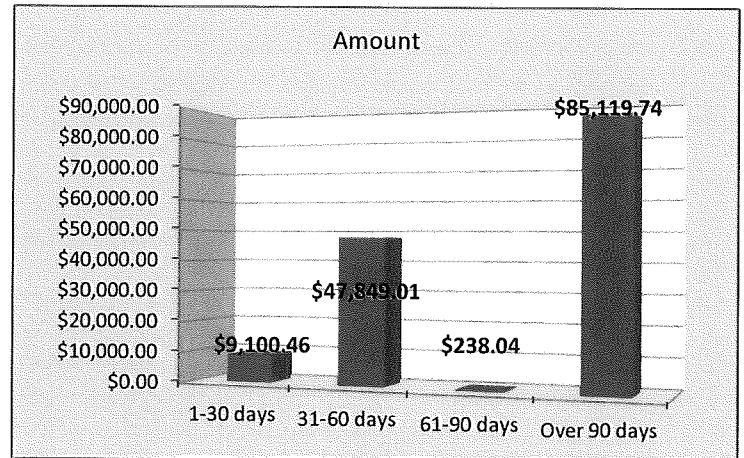
Current homeowner payments
\$178,464.00

Days	H/O's
Current	2288
1-30 days	121
31-60 days	645
61-90 days	3
Over 90 days	341
Total Late	1110

Delinquent total ytd
142,307.25

Amount	H/O's
Less than \$1	22
Between \$1 and \$90	797
Between \$90 and \$300	243
Between \$300 and \$1000	39
Greater than \$1000	9

2014 Delinquent Assesments



Villages of Westcreek Owners Association
Balance Sheet
As of February 14, 2014

	<u>Feb 14, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 - Operating Accounts	276,533.51
1011 - Reserve Accounts	322,133.60
Total Checking/Savings	<u>598,667.11</u>
Accounts Receivable	
1020 - Accounts Receivable	-195,743.62
Total Accounts Receivable	<u>-195,743.62</u>
Other Current Assets	
1021 - Interest Receivable	34.19
1030 - Other Current Assets	18,186.94
1040 - Undeposited Funds	6,823.59
1045 - Due from Operating Fund	17,063.50
1071 - Allowance For Doubtful Accts	-15,000.00
Total Other Current Assets	<u>27,108.22</u>
Total Current Assets	430,031.71
Fixed Assets	
1060 - Fixed Assets	-24,770.68
1066 - Community Center^	2,021,605.24
1067 - Community Center Furniture	18,841.84
1068 - Software	4,673.91
1069 - Vehicle	22,996.00
Total Fixed Assets	<u>2,043,246.33</u>
Other Assets	
1037 - Chase CD	2,667.08
Total Other Assets	<u>2,667.08</u>
TOTAL ASSETS	<u>2,475,945.12</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2040 - Credit Card	328.89
Total Credit Cards	<u>328.89</u>
Other Current Liabilities	
2020 - Other Current Liabilities	16,952.81
2100 - Payroll Liabilities	3,220.89
Total Other Current Liabilities	<u>20,173.70</u>
Total Current Liabilities	20,502.69
Long Term Liabilities	
2022 - Due to Reserve Fund	17,063.50
2200 - Long Term Notes Payable	1,186,592.90
Total Long Term Liabilities	<u>1,203,656.40</u>
Total Liabilities	1,224,158.99
Equity	
2031 - Retained Earnings	-45,612.29
3000 - Fund Balance	1,191,589.55
Net Income	105,798.87
Total Equity	<u>1,251,786.13</u>
TOTAL LIABILITIES & EQUITY	<u>2,475,945.12</u>

Villages of Westcreek Owners Association
Profit & Loss Budget vs. Actual
January through February 2014

	<u>Jan - Feb 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4150 · Miscellaneous Income	35.72	166.70	-130.98	21.43%
4170 · Program Fees	17,310.65	7,750.00	9,560.65	223.36%
4180 · Swim Team	0.00	0.00	0.00	0.0%
4190 · Reimbursed Expenses	0.00	250.00	-250.00	0.0%
5000 · Revenue	271,755.95	275,105.55	-3,349.60	98.78%
5100 · Newsletter Advertisement	0.00	583.30	-583.30	0.0%
5200 · Rummage/Yard Sales	390.00	750.00	-360.00	52.0%
5400 · Pavilion Rental	550.00	1,000.00	-450.00	55.0%
5600 · Fence Repair Reimbursement	0.00	1,666.70	-1,666.70	0.0%
5800 · Community Center	4,270.00	3,333.30	936.70	128.1%
5900 · Concession Stand	0.00	666.70	-666.70	0.0%
Total Income	<u>294,312.32</u>	<u>291,272.25</u>	<u>3,040.07</u>	<u>101.04%</u>
Gross Profit	294,312.32	291,272.25	3,040.07	101.04%
Expense				
8000 · Operating Expenses	27,124.14	48,968.20	-21,844.06	55.39%
8200 · Administration	69,127.34	87,175.00	-18,047.66	79.3%
8300 · Maintenance	4,472.18	5,591.70	-1,119.52	79.98%
8400 · Recreation Department	11,927.45	24,917.80	-12,990.35	47.87%
8500 · Misc. & Contingency	0.00	1,833.40	-1,833.40	0.0%
8980 · Depreciation Expense	2,500.00	5,000.00	-2,500.00	50.0%
9500 · Reserved Funds	11,855.00	24,000.02	-12,145.02	49.4%
Total Expense	<u>127,006.11</u>	<u>197,486.12</u>	<u>-70,480.01</u>	<u>64.31%</u>
Net Ordinary Income	<u>167,306.21</u>	<u>93,786.13</u>	<u>73,520.08</u>	<u>178.39%</u>
Net Income	<u><u>167,306.21</u></u>	<u><u>93,786.13</u></u>	<u><u>73,520.08</u></u>	<u><u>178.39%</u></u>

Villages of Westcreek Owners Association
Profit & Loss Budget vs. Actual
January through February 2014

	<u>Jan - Feb 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
4150 · Miscellaneous Income	35.22	166.70	-131.48
4170 · Program Fees	17,282.65	7,750.00	9,532.65
4180 · Swim Team	0.00	0.00	0.00
4190 · Reimbursed Expenses	0.00	250.00	-250.00
5000 · Revenue	210,839.58	275,105.55	-64,265.97
5100 · Newsletter Advertisement	0.00	583.30	-583.30
5200 · Rummage/Yard Sales	420.00	750.00	-330.00
5400 · Pavilion Rental	550.00	1,000.00	-450.00
5600 · Fence Repair Reimbursement	0.00	1,666.70	-1,666.70
5800 · Community Center	4,215.00	3,333.30	881.70
5900 · Concession Stand	0.00	666.70	-666.70
~ Total Income	<u>233,342.45</u>	<u>291,272.25</u>	<u>-57,929.80</u>
Gross Profit	233,342.45	291,272.25	-57,929.80
Expense			
8000 · Operating Expenses	31,371.67	48,968.20	-17,596.53
8200 · Administration	72,314.42	87,175.00	-14,860.58
8300 · Maintenance	4,472.18	5,591.70	-1,119.52
8400 · Recreation Department	11,927.45	24,917.80	-12,990.35
8500 · Misc. & Contingency	-469.57	1,833.40	-2,302.97
8980 · Depreciation Expense	2,500.00	5,000.00	-2,500.00
9500 · Reserved Funds	11,855.00	24,000.02	-12,145.02
~ Total Expense	<u>133,971.15</u>	<u>197,486.12</u>	<u>-63,514.97</u>
Net Ordinary Income	<u>99,371.30</u>	<u>93,786.13</u>	<u>5,585.17</u>
Net Income	<u>99,371.30</u>	<u>93,786.13</u>	<u>5,585.17</u>

1:21 PM
02/12/14
Cash Basis

Villages of Westcreek Owners Association
Transactions by Account
As of February 14, 2014

	<u>Balance</u>
1011 · Reserve Accounts	322,133.60
1011.7 · Mutual Of Omaha Repair & Replac	110,425.89
Total 1011.7 · Mutual Of Omaha Repair & Replac	110,425.89
1011.8 · Mutual of Omaha-Imp (1127)	111,598.81
Total 1011.8 · Mutual of Omaha-Imp (1127)	111,598.81
1011.9 · Mutual of Omaha MM Rep & Repla	100,108.90
Total 1011.9 · Mutual of Omaha MM Rep & Repla	100,108.90
Total 1011 · Reserve Accounts	322,133.60
TOTAL	<u>322,133.60</u>

VILLAGES OF WESTCREEK
ARCHITECTURAL REVIEW COMMITTEE
REPORT FOR THE BOARD OF DIRECTORS – 2/20/2014

Meetings Held: 1/7/2014 1/14/14 1/21/14 1/28/14

Applications Reviewed: 20

Applications Approved: 18

Applications Disapproved: 2

1. Both disapprovals were on 1/28/14. A new builder in the Park requested the floor area, of two new homes, be approved for less than 800 square feet. The CC&Rs states that if the floor area is equal to or less than 5,000 square feet, the floor area shall be not less than 900 square feet. (Floor area does not include porches (open and closed), patios, garages, carports, balconies or decks.)

The ARC disapproved the request and informed the builder that we would allow 800 square feet of floor area but no less, and if agreeable, another application must be submitted. (An approval would be treated as a variance to the CC&Rs.)

2. The 18 approvals were: 7 landscaping/xeriscaping, 3 storage sheds, 2 walkways, a wooden deck, a sunroom, new fencing, new front door, painting window trim, and a change to the roof elevation on new homes in the Park.

Gene Hopkins
Chair, Architectural Review Committee

Communication Committee Minutes
February 3, 2014

In attendance:

Bill Fenstermacher
Gene Hopkins
Joyce Oliver

Guy Oliver
Michelle de Jongh
Jean Woodward

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

Discussion of the Westcreek web site continued. Bill Fenstermacher pointed out that in the Facilities section the rules and exclusive use are confusing. Michelle de Jongh suggested making the use information part of the contract so that it's all together in one place. This was referring to use of the Pavilion, Pool and Community Center.

Bill Fenstermacher pointed out that when you double click on "Documents" and scroll down to "Other Documents," you will find the "Signage Policy." The question arose if the "Signage Policy" should be listed under the proposed "Governing Documents." The Committee feels that this policy should be referred to the Standards Committee to see if it could be included in the Standards Document, which is currently being reviewed for updating.

Joyce Oliver motioned to adjourn the meeting. Jean Woodward seconded. Meeting was adjourned at 11:09 a.m.

SUBJECT: Sports Park Committee Minutes

DATE: February 6, 2014

**Committee Members: Richard Gentry (Chair), Kevin Drummond, Gene Hopkins,
Bill Fenstermacher, Guy & Joyce Oliver**

Non-member attendees: Jamie Esquivel and Sandy Griffin

The Chair opened the meeting at 6:00 PM.

**Gentry asked the Committee Members to consider the following proposals and
prioritize them for discussion at the next meeting:**

- 1. Build a golf driving cage.**
- 2. Install sidewalks:**
 - A. next to children's playground,**
 - B. next to tennis courts, and**
 - C. from the children's playground to and past the basketball court.**
- 3. Build a concession stand.**
- 4. Add another restroom to existing pavilion.**
- 5. Build another pavilion.**
- 6. Provide for additional storage.**
- 7. Resurface walking trail.**
- 8. Repair and seal the basketball court.**
- 9. Children's playground equipment for 2-5 year olds.**
- 10. Add shade tolerant sod to the children's playground.**
- 11. Add bleachers.**
- 12. Add benches.**

**Bids requested: Awaiting two (2) for the golf driving cage and two (2) the children's
playground.**

**Gene Hopkins
Secretary**

Westcreek Monument Xeriscaping Project Materials List

Purchase Date	Item Purchased	Quantity	Individual Cost	Total Cost
Home Depot Purchase				
01/17/14	2x6X8	20	\$4.67	\$93.40
01/17/14	Weed Barrier	2	\$29.97	\$59.94
01/17/14	4" Nails - - 30 lb bucket	1	\$35.91	\$35.91
01/17/14	Nails for Nail Gun - - Donated	0	\$10.00	\$0.00
01/17/14	8' Strip Steel Edging Material	13	\$9.98	\$129.74
01/17/14	Miracle Grow Potting Mix - - 2.5 Cu Ft Bags	5	\$13.97	\$69.85
01/17/14	Tin Caps - - 5 lb box	1	\$10.47	\$10.47
01/17/14	1' Green Steel Landscape Edging Stakes	1	\$1.47	\$1.47
	TOTAL FROM HOME DEPOT			\$400.78
WAL-MART Purchases				
01/22/14	Donuts, Milk, OJ, Milk	1	\$15.74	\$0.00
02/01/14	Donuts, Milk, OJ, Napkins, Cups	1	\$24.73	\$24.73
02/15/14	Donuts, Milk, Cups, OJ	1	\$21.68	\$21.68
	TOTAL From WAL-MART			\$46.41
	VWOA Check #36379 to Marty Hausen			\$500.00
	Home Depot Expenses			-\$400.78
	Wal-Mart Expenses			-\$46.41
	Owed to VWOA (Funds not spent)			\$52.81
The Garden Center Purchase				
01/21/14	Pink Skullcap - - \$7.99	11	\$4.00	\$44.00
01/21/14	Mexican Petunia - - \$7.99	9	\$4.00	\$36.00
01/21/14	Blue Plumbago - - \$14.99	2	\$7.49	\$14.98
01/21/14	Rosemary - - 7.99	3	\$4.00	\$12.00
01/21/14	Aztec Grass - - \$7.99	2	\$3.99	\$7.98
01/21/14	Mexican Lantana - - \$7.99	2	\$3.99	\$7.98
01/21/14	Mexican Oregano - - \$7.99	3	\$3.99	\$11.97
	TAX			\$11.13
01/21/14	VWOA Check #36377 to The Garden Center			\$146.04
				\$0.00
Atascosa Material Supply				
02/14/14	8 CU Yards of 2-3 " River Stone (2-6" deliv)	1	\$275.00	\$275.00
	VWOA Check #36378 to Atascosa Material			\$0.00
				\$0.00
				\$0.00
	Pipe/Hose/Labor for watering system	1	\$800.00	\$800.00
				\$0.00
				\$0.00
OF CONSTRUCTION MATERIALS				\$1,524.83

Westcreek Monument Xeriscaping Project Materials List

Purchase Date	Item Purchased	Quantity	Individual Cost	Total Cost
01/17/14	2x6X8	20	\$4.67	\$93.40
01/17/14	Weed Barrier	2	\$29.97	\$59.94
01/17/14	4" Nails	10	\$3.47	\$34.70
01/17/14	Nails for Nail Gun	1	\$10.00	\$10.00
01/17/14	Metal Edging Material	13	\$9.98	\$129.74
01/17/14	Potting Soil	10	\$1.47	\$14.70
01/17/14	Plastic washers for nails	5	\$1.97	\$9.85
	Pink Skullcap	11	\$7.99	\$87.89
	Mexican Sage Bush	4	\$7.99	\$31.96
	Mexican Lantana	5	\$7.99	\$39.95
	Mexican Petunia	9	\$7.99	\$71.91
	Rosemary	3	\$7.99	\$23.97
	River Stone/Crushed Red Granite	1	\$300.00	\$300.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
	Pipe/Hose/Labor for watering system	1	\$800.00	\$800.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
TOTAL REPORTED COST OF CONSTRUCTION MATERIALS				\$1,636.10